



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

July 15, 2022

DIVISION MEMORANDUM
NO. 283 S. 2022

2021-2022 CIRCLE AWARD
(CURRICULUM AND INSTRUCTION REGIONAL CHAMPIONS FOR LEARNING EXCELLENCE)

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. This office, through the Curriculum Implementation Division opens the submission of nominees to the 2021-2022 Curriculum and Instruction Regional Champions for Learning Excellence (CIRCLE) Award and will accept nominations from district offices until September 2022.
2. This activity is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives or Service Excellence (PRAISE) and DepEd Memo No. 66, s.2021 (Secretary's Award for Excellence in Curriculum and Instruction).
3. Specifically, this activity aims to:
 - a. recognize and reward the exemplary contribution of the field (schools and schools district offices) in making authentic learning happen among public school learners; and
 - b. appreciate the initiatives and innovations undertaken by schools in managing the delivery of instruction at this time of the Covid-19 pandemic.
4. The award categories are as follows:

No.	Category
1	Most Learning-Focused Public Elementary School
2	Most Learning-Focused Public Junior High School
3	Most Learning-Focused Public Senior High School
4	Most Learning-Focused Schools District Office

Note:
The head of the organizational unit winning the award shall be similarly recognized as an outstanding principal and outstanding Public Schools District Supervisor (PSDS).



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- The District offices shall submit one official nominee with an Advanced Level in the School-Based Management corresponding to each school award category.
- The Search Guidelines and Nomination Form are provided in the enclosure.
- The following is the schedule of activities relative to the said activity:

Level	Procedure	Timeline
District	Phase 1- Submission of Write-Ups and Documentary Requirements	September 8, 2022
	Phase 2- Evaluation of Documents and identification of the Top 3 per Category	September 9, 2022
	Phase 3- Validation of the MOVs of the Top 3	September 16, 2022
	Phase 4- District Recognition of the CIRCLE Award top 3 per Category and CIRCLE AWARD Expo	September 23, 2022
	Phase 5- Submission of Documents of the Top 1 entry per category of the District for Division Validation (with Complete MOVs)	September 30, 2022
Division	Phase 6- Evaluation of Complete Documents with MOVs of all the Top 1 in the district level	October 6-7, 2022
	Phase 7- Presentation and Revalida of the Division Qualifiers	October 13-14, 2022
	Phase 8- Recognition of the Division CIRCLE Award and CIRCLE AWARD Expo	October 21, 2022

- Expenses relative to the conduct of the said activities shall be charged to local funds while expenses during the activities at the Division level shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
- The conduct of this activity must comply with the minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH). All participants should wear face masks properly at all times.
- The members of the screening committee are the Education Program Supervisors. The specific members of the committee are identified in Enclosure No. 1 of this memorandum.
- Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent



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Enclosure number 1 - Division Memorandum No 283 s. 2022

- I. Categories of Award
1. Most Learning Focused Public Elementary School

K to 3

- 1.1 Small School
- 1.2 Medium School
- 1.3 Large School
- 1.4 Very Large School

Grade 4-6

- 1.1 Medium School
- 1.2 Large School
- 1.3 Very Large School

2. Most Learning Focused Public Junior High School

Grade 7-10

- 2.1 Small School
- 2.2 Medium School
- 2.3 Large School
- 2.4 Very Large School

3. Most Learning Focused Public Senior High School

Grade 11-12

- 3.1 Small School
- 3.2 Medium School
- 3.3 Large School
- 3.4 Very Large School

The school typology is indicated in DO No. 19, s. 2016 as follows:

Type of Public School	Number of Learners
Small	Less than 440
Medium	441-840
Large	841-1,240
Very Large	1,241 and above

- 4. Most Learning Focused ALS CLCs
- 5. Most Learning Focused Schools District Office



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II. Criteria for Evaluation

Indicator	Points
1. Performance Rating (OPCRF)	15
2. Significant Accomplishment/s Fostering Learning	20
2.1 Project/Work Accomplished;	5
2.2 Number of strategies/activities done that have significantly influenced /provided a greater impact on the performance of the school, district office, division office, and regional office	15
3. Impact of Accomplishments in making learning happen	25
3.1 Scope;	5
3.2 Replicability of the program/program/activity;	5
3.3 Number of people, office benefitted and transactions facilitated;	5
3.4 Level of Attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level)	10
4. Innovations in Enhancing Learners Achievement	
4.1 Originality;	5
4.2 Creative Programs, projects, activities made in the last two years in connection to the award category and the extent to which it/ they/is/are being used and the results, number o persons who benefitted;	10
4.3 Scope/replicability of the innovation	
4.4 Level of attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International level)	5
5. Awards	10
Major awards/citations received by the school/SDO. Major award or citation refers to the highest award and recognition received by the school and district.	
TOTAL	100%



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Note:

- For Key Stages 1 and 2, emphasis on Reading Literacy, Science Literacy, and Mathematical Literacy shall be considered in Criteria 2,3,4, and 5.
- The nominee who obtained the **HIGHEST TOTAL POINTS** (Indicator 1-5) shall be recognized as the **Most Learning-Focused** (Elementary School- (K-Grade 3 and Grade 4-6), JHS (Grade 7-10), SHS (Grade 11-12), ALS, SDO, and RO).

III. Required Nomination Documents

Each nomination requires the submission of three original nomination folders containing the following fully accomplished documentary requirements:

1. Completely Filled-out CIRCLE AWARD Form (Maximum of ten pages including Executive Summary and Nomination Write-Up).
Curriculum and Instruction Regional Champions for Learning Excellence Award Form:
 - 1.1 Nomination Form
 - 1.2 Nomination Write-Up
 - 1.3 Certification (School, District Office)
2. Certification from the chairperson o the District PRAISE committee or its equivalent that the nomination has undergone deliberation by the committee.
3. Certification from the chairperson of the District PRAISE Committee or its equivalent that the nominee is at the "Advanced" Level in the SBM for SY 2020.
4. Letter from the head of the office endorsing the nomination to the Division CIRCLE Award committee.
5. Certification signed by the administrative officer V/IV (Personnel) that the head of school/ District office has obtained at least Very Satisfactory (VS) performance rating (OPCRF) or the last two years for the school/District office.
6. Certification of no Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2021, to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor, should be signed by the agency's COA Resident Auditor and not by the agency's COA officer/Accountant.(for school and District).



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7. In case of existing unliquidated cash advance and allowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-up form. The maximum allowable number of pages is ten (10) in an A4 size of bond paper, using Bookman Old Style, and 11 font size. The templates for requirements 1-5 are provided in this memorandum.

The nomination form and documentary requirements should be placed in a **legal size folder (ordinary white color)**. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations, and recognition **should not be included** in the nomination folder. Only required documents must be submitted for easy reference. Please use labels for every required documents.

IV. Write-up of accomplishments

1. The write-up must high light outstanding accomplishments of the school and district office nominees for the past two years. Presentation of accomplishments should be in order of significance complete with descriptions and justifications, and should adhere to the following pointers:
 - Use specific terms. Define/clarify terms such as "assisted", "contributed", or "facilitated".
 - State outstanding accomplishments and impact in brief, factual and in bullet form.
 - Present impact of accomplishments by indicating problems addressed, people/office benefited, and/ or transactions facilitated.
2. The nomination write-up should only be for a maximum of ten pages (A4 size bond paper, Bookman Old Style, 11 font size) to include the summary of accomplishments, impact, and other information.

V. Procedure for Nomination



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3. The District offices are expected to nominate their exemplars. Each district shall have one nominee in every awards category.
4. The District offices may adapt their own strategies in determining their nominees.

VI. Procedure for Screening and Evaluation

The Schools Division Office through the Division CIRCLE Award PRAISE Committee shall create a CIRCLE Award committee composed of the following:

Chief Education Supervisor-CID
Education Program Supervisors

Dr. Segundina F. Dollete
Alan Vincent B. Altamia
Elenia P. Baranda
Dr. Ruth C. Gervero
Ronie C. Reteracion
Andres D. Quiachon
Shirley De Juan
Sephora M. Roldan
Dr. Merlie J. Rubio
Dr. Rolando B. Jamora
Salvador Dale B. Artates

The CIRCLE Award Screening Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on sections II and IV of the Guidelines. Only those who pass the stage 1 evaluation shall be subjected to on-site validation. In case travel is restricted, validation will be conducted via online platform (Zoom or Google meets).

The Panel Interview of the Finalists shall be conducted by the CIRCLE Award Screening Committee members.

VII. Grounds for Disqualification of Nomination

1. Non-compliance with the submission of complete documentary requirements and policies, including those pertaining to the deadline, size and number of folders, accuracy, and completeness of information required in the nomination for a maximum number of pages for the accomplishment write-up, clearances, and other required documents, shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.



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2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action, pursuant to applicable CSC laws and rules.

VIII. Submission of Nomination

Nominations in the 2021-2022 CIRCLE Award must be submitted to the Division Office , attention: Office of Curriculum Implementation Division not later than September 8, 2022.



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