



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

August 31, 2023

DIVISION MEMORANDUM  
No. **435** s. 2023

**SEARCH FOR THE PASIDUNGOG 2023 AWARDEES**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary,  
Integrated Public and Private Schools  
All Other Concerned

1. In line with DepEd Order No. 09, s. 2002 titled “Establishing the Program on Awards and Incentives for Excellence (PRAISE) in the Department of Education”, and in compliance with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, this Office will hold the **Search for the PASIDUNGOG 2023 Awardees**.
2. The search is to recognize the excellent performance which contributes to the overall goal of the organization. This also aims to inspire, encourage, appreciate, attract, reinforce, motivate, nurture, retain, engage, and bring out the best in our personnel through the establishment of an awards and incentives system.
3. This Office adheres to the existing general policy of non-discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the selection of nominees and awardees.
4. The bases in determining the awardees will be their accomplishments covering the period from August 22, 2022 to August 28, 2023.
5. Deadline for the submission of all nominees (in all categories) with their corresponding documents will be on or before September 14, 2023. School-based personnel and the private school nominees will submit at the District Office, while Division-based personnel nominees will directly submit their documents to the Division Selection Committee.
6. The criteria, timeline, guidelines, and composition of the Division Selection Committee, and search for the 2023 Pasidungog Awardees Evaluation Form for the awards are found in Enclosures 1, 2, 3, 4, and 5, respectively.



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

---

7. Immediate dissemination of and compliance with this Memorandum are desired.

Encl.:

Reference: DO 09, s. 2022

To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEES	GUIDELINES	CRITERIA	CATEGORIES
SELECTION	AWARDS	PERFORMANCE	RECOGNITION

*Maj*  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

*α*     *α*     *M*     *α*



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 1 to Division Memorandum No. 435, s. 2023

**I. Basic Requirements**

1. The nominee must have served as Teacher in the same category for at least one school year.
2. He/She must be a permanent teacher for at least three school years.
3. He/She must have an outstanding performance for School Year 2022-2023.

**A.1 OUTSTANDING KINDERGARTEN TEACHERS (KEY STAGE 1)**

Category	Criteria	Weight
<b>Outstanding Kindergarten Teacher</b>	Holistic Development of Kinder Learners (ECD Results) SY 2022-2023	20
	Performance Rating for SY 2022-2023	10
	Applications of Learning from Training/s Attended	10
	Applications of Research & Innovation Conducted	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Voice Talent/Writer/Editor/Technical Committee/Illustrator/Layout Artist/Learning Facilitator	10
	Recognition and Awards Received	10
	Recognition and Awards Received on Curricular Innovations/Interventions/Research	15
	Attitude Towards Work, Peers, Superiors, and Subordinates	10
	<b>TOTAL</b>	<b>100</b>

**A.2 OUTSTANDING GRADE 1 TO GRADE 3 TEACHERS (KEY STAGE 1)**

Category	Criteria	Weight
<b>Outstanding Kindergarten Teacher</b> <b>Outstanding Grade 1 Teacher</b> <b>Outstanding Grade 2 Teacher</b> <b>Outstanding Grade 3 Teacher</b>	Academic Performance	20
	Performance Rating for SY 2022-2023	10
	Applications of Learning from Training/s Attended	10
	Applications of Research & Innovation Conducted	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Voice Talent/ Writer/ Editor/ Technical Committee/Illustrator/Layout Artist	10
	Facilitator, coach, emcee, committee membership, judge, other similar tasks (CO, RO, DO)	5
	Recognition and Awards Received	10
	Recognition and Awards Received in Curriculum Implementation	10
	Attitude Towards Work, Peers, Superiors, and Subordinates	10
	<b>TOTAL</b>	<b>100</b>



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**B. OUTSTANDING GRADE 4 TO 6 TEACHERS (IN KEY STAGE 2)**

Category	Criteria	Weight
Outstanding Teacher in English	Academic Performance (Based on School Assessment Post Test)	20
Outstanding Teacher in Filipino	Performance Rating for SY 2022-2023	10
Outstanding Teacher in Mathematics	Applications of Learning from Training/s Attended	10
Outstanding Teacher in Science	Applications of Research & Innovation Conducted	15
Outstanding Teacher in Aral Pan	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Voice Talent/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10
Outstanding Teacher in EsP	Facilitator, coach, emcee, committee membership, judge, other similar tasks (CO, RO, DO)	5
Outstanding Teacher in MAPEH	Recognition and Awards Received	10
Outstanding Teacher in EPP /TLE	Recognition and Awards Received in Curriculum Implementation	10
	Attitude Towards Work, Peers, Superiors, and Subordinates	10
	<b>TOTAL</b>	<b>100</b>

**C. OUTSTANDING GRADE 7 TO 10 TEACHERS (KEY STAGE 3)**

Category	Criteria	Weight
Outstanding Teacher in English	Academic Performance (Based on School Assessment Post Test)	20
Outstanding Teacher in Filipino	Performance Rating for SY 2022-2023	10
Outstanding Teacher in Mathematics	Applications of Learning from Training/s Attended	10
Outstanding Teacher in Science	Applications of Research & Innovation Conducted	15
Outstanding Teacher in Aral Pan	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Voice Talent/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10
Outstanding Teacher in EsP	Facilitator, coach, emcee, committee membership, judge, other similar tasks (CO, RO, DO)	5
Outstanding Teacher in MAPEH	Recognition and Awards Received	10
Outstanding Teacher in EPP /TLE	Recognition and Awards Received in Curriculum Implementation	10
	Attitude Towards Work, Peers, Superiors, and Subordinates	10
	<b>TOTAL</b>	<b>100</b>



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**D. OUTSTANDING GRADE 11 to 12 TEACHERS (KEY STAGE 4)**

Category	Criteria	Weight
Outstanding Teacher in HUMSS Outstanding Teacher in STEM Outstanding Teacher in ABM Outstanding Teacher in GAS Outstanding Teacher in SPORTS Outstanding Teacher in AFA Outstanding Teacher in HE Outstanding Teacher in IA Outstanding Teacher in ICT Outstanding Teacher in IA	Academic Performance (Based on School Assessment Post Test)	10
	Performance Rating for SY 2022-2023	10
	Applications of Learning from Training/s Attended	10
	Applications of Research & Innovation Conducted	10
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Voice Talent/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10
	Facilitator, coach, emcee, committee membership, judge, other similar tasks (CO, RO, DO)	5
	Recognition and Awards Received	10
	Recognition and Awards Received in Curriculum Implementation	10
	Partnerships Established for Culminating Activities, Capstone Projects, and Work and Industry Immersion (with MOA/ MOU)	10
	Entrepreneurial/ Income Generating Projects with the students	5
	Attitude Towards Work, Peers, Superiors, and Subordinates	10
	TOTAL	100

**E. OUTSTANDING INDIGENOUS PEOPLES EDUCATION (IPEd) TEACHERS**

Criteria	Points
Performance rating for SY 2022-2023	10
Applications of Learning from Training/s Attended	15
Applications of Research & Innovation Conducted	20
Acted as IPEd Trainer/ Lecturer/ Demo Teacher/ Resource Speaker/ Facilitator	15
Recognition and Awards received in the Implementation of IPEd Programs, Projects, and Activities	15
Developed Contextualized Activity Sheets, Big books, and RBI Sheets	15
Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

**F. OUTSTANDING ALS TEACHERS**

Criteria	Points
Academic Performance [Number of ALS Presentation Portfolio Assessment (PPA) Passers] For SY 2022-2023	10
Percentage of ALS Passers (Passers Vs Enrollment) for SY 2022-2023	10



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Presence of Established and Functional Community Learning Center (CLC) in the Barangay/ Municipality for SY 2022-2023	5
Performance Rating for SY 2022-2023	10
Acted As ALS Trainer/ Lecturer/ Demo Teacher/ Resource Speaker for SY 2022-2023	10
Application of Action Research on Community-Based Programs and Projects	10
Recognition And Awards Received in the Implementation of ALS Programs, Projects, and Activities for Sy 2022-2023	10
Special Programs & Projects / Skills Trainings Conducted	10
Developed Learning Activity Sheets/ Contextualized Activity Sheets & Other Learning Materials for Als for SY 2022-2023	10
Introduced/Tried Out Effective Approach or Innovations in Teaching which Contributed to the Improvement of Instructions in Meeting the Needs of ALS Learners	10
Attitude Towards Work, Peers, Superiors, and Subordinates	5
Total	100

**G. OUTSTANDING SPED TEACHER**

Criteria	Points
Performance rating for SY 2022-2023	20
Education	15
Application of Research Conducted	10
Applications of Innovation Conducted	10
Acted as SPED Trainer/ Lecturer/ Demo Teacher/ Resource Speaker and other Similar Tasks for SY 2022-2023	15
Recognition and Awards received in the Implementation of SPED Programs, Projects, and Activities for SY 2022-2023	20
Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

**H. OUTSTANDING TEACHERS IN THE SPECIAL CURRICULAR PROGRAMS/SPECIAL INTEREST PROGRAMS**

- Special Science Elem School (SSES)
- Science, Technology and Engineering (STE)
- Special Program in Sports (SPS)
- Special Program in the Arts (SPA)
- Special Program in Journalism (SPJ)
- Strengthened Technical Vocational Education Program (STVEP)
- Farm School

Criteria	Points
Pupil/Student/Teacher Outreach Activity, Community Involvement, and Linkages	10
Applications of Learning from Training/s Attended	10
Application of Research & Innovation Conducted	15
Performance rating for SY 2022-2023	10
Acted as SPA/SPS Trainer/ Lecturer/ Demo Teacher/ Resource Speaker for SY 2022-2023	10



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Recognition and Awards received in the Implementation of SPA / SPS Programs, Projects, and Activities for SY 2022-2023	20
Developed Learning Activity Sheets/ Contextualized Activity Sheets & other learning Materials for SPA / SPS for SY 2022-2023	15
Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

**I. OUTSTANDING MULTIGRADE TEACHER (Handling 2 or more grade level combination)**

Criteria	Points
Performance Rating	20
Acted as Trainer/Writer/Voice Talent/Facilitator/Editor	10
Applications of Learning from Training/s Attended	10
Applications of Research & Innovation Conducted	10
e. Recognition and Awards	10
f. Developed/Contextualized SLMs, LAS, LRs, RBI Scripts	15
g. Seminars Attended	15
h. Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

**J. OUTSTANDING SCHOOL HEADS**

**J.1 Principals**

**J.2 Head Teachers**

**J.3 Teachers-In-Charge (TICs)**

Criteria	Components	Points
<b>Instructional Leadership</b> <b>(Focusing on Teaching and Learning)</b>	Academic performance <i>(in lieu of Academic performance in test results, data showing significant increase in the school performance may be used)</i>	15
	Special curricular program implemented	3
	Innovation/ intervention implemented	3
	Research implemented	3



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

<b>Learning Environment</b> (Managing School Operations and Resources)	Performance indicators WINS Status Fiscal management (MOOE on time liquidation/utilization) <i>The School Head must not have any unliquidated cash advance as of the immediately preceding quarter.</i>	5 5 10
<b>Human Resource Management and Development</b>  (Developing Self and Others)	Trainings conducted as training manager Served as resource person/ lecturer / facilitator/writer/consultant/ editor/ Awards/Recognition received	5  5 5
<b>Parents and Other Stakeholders Involvement (Building Connections)</b>	Support from various stakeholders based on the average rating for this KRA as indicated in the SH's calibrated OPCRf for SY 2022-2023	5
<b>School Leadership (Leading Strategically)</b>	Functional clubs and organizations Civic and community activities/programs participated	4  3
<b>Personal/ Professional Attributes/Characteristics</b>	Attitudes towards work, peers, supervisors, and subordinates	10
<b>Research/Innovation</b>	Research/innovation by the School Head	10
<b>Plus Factor</b>  (not more than 9 points)	(e.g.) Establishment/ Conversion/ separation of school annexes Titling of the school site Hosting of division event District coordinatorship  Special project and other meritorious awards	1 point each (but not more than 7 points)      1 point each (but not more than 2 points)
<b>Total</b>		100 points

**K. OUTSTANDING NON-TEACHING PERSONNEL**

I. Basic Requirements

1. She/He has a permanent appointment and has no pending administrative case.
2. She/He has served the agency for a minimum of at least three (3) years.
3. The performance rating for the last three (3) years must be Outstanding.
4. She/He should be nominated by his/her immediate head.



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**1. CATEGORY A (General services)**

Criteria	Points
A. Work Competence	35
B. Outstanding Achievements	15
C. Attitude Towards Work, Peers & Supervisors	50
<b>Total</b>	<b>100</b>

- 2. CATEGORY B (Salary Grades 3 – 9)**  
**3. CATEGORY C (Salary Grades 10-15)**  
**4. CATEGORY D (Salary Grades 16-21)**

Criteria	Points
A. Work Competence	35
B. Outstanding Achievements	25
C. Professional Growth	15
D. Attitude Towards Work, Peers & Supervisors	25
<b>Total</b>	<b>100</b>

Work competence includes number of years in DepEd and performance ratings in the last 3 years.

**A. Distribution of Equivalent Rating for Work Competence**

Items	Points
Work Experience in DepEd	5
<ul style="list-style-type: none"> <li>• 25 years &amp; above                     5</li> <li>• 20 – 24 years                         4</li> <li>• 15 – 19 years                         3</li> <li>• 10 – 14 years                         2</li> <li>• 3 – 9 years                             1</li> </ul>	
Performance Rating in the last 3 years	30

**Distribution of Equivalent Rating for Outstanding Achievements**

Items	Points
Recognition and Awards Received (Job related)	
For General Services    = 5 points	5
For SG 3 - 9                =10 points	10
<ul style="list-style-type: none"> <li>• Regional or Higher                     (5)    (10)</li> <li>• Division                                   (4)    (8)</li> <li>• District /Division Office               (3)    (6)</li> <li>• School/ Division Section               (2)    (4)</li> </ul>	
Innovation/Creativity in work	



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

For General Services = 5 points	5
For SG 3 - 9 = 10 points	10
Acted as Trainer/Lecturer/Resource Speaker / Coach	5
<ul style="list-style-type: none"> <li>• National <span style="float: right;">5</span></li> <li>• Regional <span style="float: right;">4</span></li> <li>• Provincial <span style="float: right;">3</span></li> <li>• Division <span style="float: right;">2</span></li> </ul>	

Distribution of Equivalent Rating for Professional Growth

Items	Points
Education	10
<ul style="list-style-type: none"> <li>• Doctoral degree <span style="float: right;">10</span></li> <li>• Doctoral (CAR) <span style="float: right;">7</span></li> <li>• Master's degree <span style="float: right;">5</span></li> <li>• Master's-CAR <span style="float: right;">3</span></li> </ul>	
Trainings (Exclusive of DepEd)	5
<ul style="list-style-type: none"> <li>• International <span style="float: right;">5</span></li> <li>• National <span style="float: right;">4</span></li> <li>• Regional <span style="float: right;">3</span></li> <li>• Provincial <span style="float: right;">2</span></li> <li>• Division <span style="float: right;">1</span></li> </ul>	

**SPECIAL AWARDS**

**ACADEMIC ACHIEVEMENT AWARD (for SG 1-15)**  
**SPECIAL CIVIC DUTIES AWARD (all SGs)**

**L. BEST ORGANIZATIONAL UNIT**

CRITERIA	Points
<b>A. ORGANIZATIONAL PERFORMANCE: (30 pts)</b>	
1. Targets vs. Accomplishments: (20 pts) * Average Unit Percentage of Accomplishments x 20 points <i>(Average of all the percentages of accomplishments of all the sections that composed the unit based on their quarterly accomplishment DMEA reports from the 4<sup>th</sup> quarter of 2022 to the 3<sup>rd</sup> quarter of 2023.)</i>	20
2. IPCRF Rating for FY 2022: (10 pts) * Average Unit IPCRF Rating x 20 x 10 points <i>(Average of all the IPCRF ratings of all the personnel in all the sections that composed the unit for FY 2022.)</i>	10
Sub-Total	



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

<b>B. CLIENT SATISFACTION SURVEY: (15pts)</b> * Average Unit CSS Rating x 0.20 x 15 points (Average Unit CSS Rating from January to October 2022)	15
<b>C. 5S: (15pts)</b> * Average 5S Score/125 x 15 points	15
<b>D. RESEARCH AND INNOVATIONS: (20pts)</b> * Any Action Research conducted or Innovation introduced by any personnel in all the sections that composed the unit from November 2022	20
<b>E. AWARDS AND RECOGNITION RECEIVED: (10pts)</b> * Any awards and recognitions either as a group or individual received by any employee/section that belongs to the unit will be given points (from Nov 2022).	10
<b>F. SUBMISSION OF DTR: (10 pts)</b> * Ave. Percentage of on-time submission of DTR from November 2022 to October 2022 x 10 points	10
<b>TOTAL</b>	

**DISTRIBUTION OF POINTS:**

**Academic Performance -**

MPS	Equivalent %	MPS	Equivalent
100	100	87.00 – 87.99	87
99.00 – 99.99	99	86.00 – 86.99	86
98.00 – 98.99	98	85.00 – 85.99	85
97.00 – 97.99	97	84.00 – 84.99	84
96.00 – 96.99	96	83.00 – 83.99	83
95.00 – 95.99	95	82.00 – 82.99	82
94.00 – 94.99	94	81.00 – 81.99	81
93.00 – 93.99	93	80.00 – 80.99	80
92.00 – 92.99	92	79.00 – 79.99	79
91.00 – 91.99	91	78.00 – 78.99	78
90.00 – 90.99	90	77.00 – 77.99	77
89.00 – 89.99	89	76.00 – 76.99	76
88.00 – 88.99	88	75.99 ≥	75

**Performance Rating (IPCRF/OPCRF)-**

IPCRF/OPCRF Rating	Points
4.75 – 5.00	100%
4.50 – 4.74	90%

**Application of Learning from Training/s Attended** (FY 2020 – 2023 which were not yet used for previous PASIDUNGOG award/s received) –

**Means of verification:**



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

- A. Certificate of Training or Certification on any applicable trainings which is aligned to his/her teaching job;
- B. Action Plan/Job Embedded Learning (JEL)/Impact Project applying the learnings from the training/s attended, duly approved by the Head of the Office;
- C. Accomplishment Report together with a General Certification that the project/intervention was used/adopted by the office at the local level;
- D. Accomplishment Report together with a General Certification that the project/intervention was used/adopted by a different office at the local/higher level.

**Rubrics:**

MOVs Submitted	Points	
	Relevant	Not Relevant
ALL MOVs	100%	50%
Only A, B, and C	70%	30%
Only A and B	50%	10%

**Application of Research and Innovation Conducted** (FY 2020 – 2023 which were not yet used for previous PASIDUNGOG award/s received) –

**Means of verification:**

- A. Proposal duly approved by the Schools Division Superintendent (SDS);
- B. Terminal Report approved by the SDS;
- C. Certification of utilization of the innovation or research, within the school/office duly signed by the School Head;
- D. Certification of adoption of the innovation or research by another school/office duly signed by the School Head;
- E. Proof of citation by other researchers (whose study /research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.

**Rubrics:**

MOVs Submitted	Points
A, B, C, and D	100%
A, B, C, and E	100%
Only A, B, and C	80%
Only A and B	65%
Only A	50%



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**Performance Rating -**

IPCRF Rating	Points
4.75 – 5.00	100%
4.50 – 4.74	90%

**Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Voice Talent/Writer/Editor/Technical Committee/Illustrator/Layout Artist and other similar tasks -**

**Acted as Facilitator, Coach, Emcee, Committee Membership, Judge, other similar tasks (CO, RO, DO level only) -**

**Means of verification:**

- A. Any issuance or memorandum designating as trainer/resource speaker/lecturer/demo teacher/voice talent/writer/editor/technical committee/illustrator/layout artist and other similar tasks; and
- B. Certificate of Recognition/Appreciation.

Level	Points
National	100%
Regional	80%
Division	60%
District	40%
School	20%

**Means of verification:**

- A. Any issuance or memorandum designating as trainer/resource speaker/lecturer/demo teacher/voice talent/writer/editor/technical committee/illustrator/layout artist and other similar tasks; and
- B. Certificate of Recognition/Appreciation.

Level	Points
National	100%
Regional	80%
Division	60%

**Awards and Recognitions Received -**

**Means of verification:**

- A. Any issuance, memorandum or document showing the Criteria for the Search; and



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

B. Certificate of Recognition/Merit.

Level	Points	
National	100%	1 <sup>st</sup> place = 100%
Regional	80%	2 <sup>nd</sup> place = 95%
Division	60%	3 <sup>rd</sup> = 90%
District	40%	

**Recognition & Awards Received on Curricular Innovations/Interventions/Research**

**Means of verification:**

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

Level	Points
National	100%
Regional	65%
Division	55%
District	40%

Points for each award presented will be accumulated, however will not be more than the points of the next level.

**Partnerships Established for Culminating Activities, Capstone Projects, and Work and Industry Immersion with MOA/ MOU -**

Item	Points
Established 5 or more external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	100%
Established 4 external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	90%
Established 3 external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	80%
Established 2 external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	70%
Established 1 external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	60%
Proposed 1 external partner for Culminating Activities, Capstone Projects, and Work and Industry Immersion signed by the SH only	50%

**Entrepreneurial/ Income Generating Projects with the students (Approved by the Division Office with complete documentation) -**

Item	Points
Conducted 3 Entrepreneurial/ Income Generating Projects with the students	100%



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Conducted 2 Entrepreneurial/ Income Generating Projects with the students	80%
Conducted 1 Entrepreneurial/ Income Generating Projects with the students	60%
Proposed 1 Entrepreneurial/ Income Generating Projects with the students	40%
Conceptualized 1 Entrepreneurial/ Income Generating Projects with the students	20%

**Distribution of Equivalent Ratings for the Total number of Contextualized Activity Sheets, Big books, and RBI Scripts for SY 2022-2023 –**

<b>Number of Contextualized Activity Sheets, Big books, and RBI Scripts</b>	<b>Points</b>	<b>Number of Contextualized Activity Sheets, Big books, and RBI Scripts</b>	<b>Points</b>
Presence of 35 ≤	100%	Presence of 15	60%
Presence of 30	93%	Presence of 12	53%
Presence of 27	87%	Presence of 9	47%
Presence of 24	80%	Presence of 6	40%
Presence of 21	73%	Presence of 3	33%
Presence of 18	67%		

**Academic Performance [Number of ALS Presentation Portfolio Assessment (PPA) Passers] For SY 2022-2023–**

<b>Total Number of ALS Presentation Portfolio Assessment Passers</b>	<b>Points</b>	<b>Total Number of ALS Presentation Portfolio Assessment Passers</b>	<b>Points</b>
46 ≤	100%	21-25	50%
41-45	90%	16-20	40%
36-40	80%	11-15	30%
31-35	70%	6-10	20%
26-30	60%	1-5	10%

**Percentage of ALS Passers (Passers Vs Enrollment) for SY 2022- 2023 –**

<b>Total Number of ALS Presentation Portfolio Assessment Passers</b>	<b>Points</b>	<b>Total Number of ALS Presentation Portfolio Assessment Passers</b>	<b>Points</b>
91 – 100%	100%	41 – 50%	50%
81 – 90%	90%	31 – 40%	40%
71 – 80%	80%	21 – 30%	30%
61 – 70%	70%	11 – 20%	20%
51 – 60%	60%	10% ≥	10%



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**Distribution of Equivalent Ratings for the Presence of Established and Functional Community Learning Center (CLC) in Barangay/ Municipality –**

Type of CLC	Points
Type 3	100%
Type 2	60%
Type 1	20%

**Distribution of Equivalent Ratings for the Total number of Contextualized Activity Sheets and Other Learning Materials for ALS for SY 2022-2023 –**

Number of Contextualized Activity Sheets and Other Learning Materials	Points	Number of Contextualized Activity Sheets and Other Learning Materials	Points
Presence of 35 ≤	100%	Presence of 15 - 19	60%
Presence of 30 - 34	90%	Presence of 10 - 14	50%
Presence of 25 - 29	80%	Presence of 5-9	40%
Presence of 20 - 24	70%	Presence of 4 ≥	30%

**Education (For Outstanding Sped Teacher) -**

Educational Attainment	Points
Doctorate Degree	100%
Doctorate Degree (CAR)	87%
27 units or above – Doctorate Degree	73%
Master’s Degree	67%
Master’s Degree (CAR)	53%
18 units and above – Master’s Degree	40%

**Pupil/Student/Teacher Outreach Activity, Community Involvement, and Linkages**

Number of Pupil/Student/Teacher Outreach Activities, Community Involvement, and Linkages	Points	Number of Pupil/Student/Teacher Outreach Activities, Community Involvement, and Linkages	Points
Presence of 10 ≤	100%	Presence of 5	50%
Presence of 9	90%	Presence of 4	40%
Presence of 8	80%	Presence of 3	30%
Presence of 7	70%	Presence of 2	20%
Presence of 6	60%	Presence of 1	10%

**Distribution of Equivalent Ratings for the Total number of Develop Learning Activity Sheets/ Contextualized Activity Sheets and other learning materials for SPA/SPS –**

Number of Special ALS Programs and Projects/ Skills Training Conducted	Points	Number of Special ALS Programs and Projects/ Skills Training Conducted	Rating
Presence of 35 ≤	100%	Presence of 15	60%
Presence of 30	93%	Presence of 12	53%
Presence of 27	87%	Presence of 9	47%
Presence of 24	80%	Presence of 6	33%



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Presence of 21	73%	Presence of 3	20%
Presence of 18	67%		

**Distribution of Equivalent Ratings for the Total number of Contextualized/Developed Learning Activity Sheets, LR's, Big books, and RBI Scripts for SY 2021-2022 (For Outstanding Multi-grade Teachers) -**

<b>Number of Developed/Contextualized SLMs, LAS, Big books, and RBI Scripts</b>	<b>Rating</b>
5	100 %
4	95 %
3	90 %
2	85 %
1	80 %

**Table of Points for Attitude Towards Work, Peers, Superiors and Subordinates –**

<b>Personal attributes and characteristics towards work, peers, superiors, and subordinate</b>	
Independently Innovates or finds/develops solutions	
Demonstrates an outstanding and positive attitude with enthusiasm	
Completely dependable	
Exemplary working relationship with other	
Takes 80-90% initiative of task	
Very motivated and industrious	
Above average in dependently	
Works well with others	
Requires some directions or does not take initiative to complete tasks	
Willingness to help others in need	
<b>Number of personal attributes and characteristics towards work, peers, superiors and subordinates</b>	<b>Points</b>
Presence of 9 - 10	100%
Presence of 7-8	80%
Presence of 6	60%
Presence of 5	40%
Presence of 4	20%

**L. BEST ORGANIZATIONAL UNIT /DISTRICT**

**TOP 3 BEST PERFORMING DISTRICTS**

Indicators:

- Numeracy and Literacy results
- Innovation and Research
- Financial Management
- Client Satisfaction Survey



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Organizational Efficiency  
 Awards and Recognition received  
 Key Performance Indicators:  
 Enrollment Rate  
 Drop out Rate  
 Completion Rate

**M. OUTSTANDING AWARDS FOR THE PRIVATE SCHOOLS**

**I. Basic Requirements**

- Must have DepEd recognition/accreditation.

**II. School Classification :**

- Preschool - with 3-5 Teachers
- Elementary school – with 5 to 10 teachers (small school)
- Elementary school – with 11 or more teachers (big school)
- Secondary school – with 5 to 10 teachers (small school)
- Secondary school – with 11 or more teachers (big school)

**III. AWARDS CATEGORY**

**A.1 School Category**

- 1 Outstanding Private Preschool
- 1 Outstanding Private Elementary School – Small School Category
- 1 Outstanding Private Elementary School – Big School Category
- 1 Outstanding Private Secondary School – Small School Category
- 1 Outstanding Private Secondary School – Big School Category

**A.2 School Head**

- 1 Outstanding Private Preschool Head
- 1 Outstanding Private Elementary School Head
- 1 Outstanding Private Secondary School Head

**A.3 Classroom Teacher**

- 1 Outstanding Private School Teacher – Kindergarten to Grade 3 (Key Stage 1)
- 1 Outstanding Private School Teacher – Grades 4 to 6 (Key Stage 2)
- 1 Outstanding Private School Teacher – Grades 7 to 10 (Key Stage 3)
- 1 Outstanding Private School Teacher – Grades 11 to 12 (Key Stage 4)

**A.1 School Category**

Criteria	Weight	Performance Indicators	
		Rating	Descriptions
Net Enrollment Rate	10%	10	Attained an average of 2.5% and above increase
		9	Attained an average of 2.0% - 2.49% increase
		8	Attained an average of 1.5% - 1.99% increase
		7	Attained an average of 1.0% - 1.49% increase
		6	Attained an average of 0.1% - 0.99% increase
		5	Maintained percentage of NER/No increase
		4	Decreased percentage of NER by 0.1% - 0.99%



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

		3	Decreased percentage of NER by 1.0% - 1.49%
		2	Decreased percentage of NER by 1.5% - 1.99%
		1	Decreased percentage of NER by 2.0% and above
<b>Promotion Rate</b>	4%	<b>Rating</b>	<b>Descriptions</b>
		4	Attained 100% Promotion Rate
		3	Attained 90-99.99% Promotion Rate
		2	Attained 80-89.99% Promotion Rate
		1	Attained 70-79.00% Promotion Rate
<b>Graduation Rate</b>	4%	<b>Rating</b>	<b>Descriptions</b>
		4	Attained 100% Graduation Rate
		3	Attained 90-99.99% Graduation Rate
		2	Attained 80-89.99% Graduation Rate
		1	Attained 70-79.00% Graduation Rate
<b>Cohort Survival Rate</b>	4%	<b>Rating</b>	<b>Description</b>
		4	Attained 100% Cohort Survival rate
		3	Attained 90-99.99% Cohort Survival rate
		2	Attained 80-89.99% Cohort Survival rate
		1	Attained 70-79.00% Cohort Survival rate
<b>Completion Rate</b>	5%	<b>Rating</b>	<b>Description</b>
		5	Attained 100% Completion Rate
		4	Attained 90-99.99% Completion Rate
		3	Attained 80-89.99% Completion Rate
		1	Attained 69.99% and below completion Rate
<b>Retention Rate</b>	4%	<b>Rating</b>	<b>Description</b>
		4	Attained 100% Retention Rate
		3	Attained 90-99.99% Retention Rate
		2	Attained 80-89.99% Retention Rate
		1	Attained 70-79.00% Retention Rate
<b>Dropout Rate</b>	5%	<b>Rating</b>	<b>Description</b>
		5	Attained 0% Dropout Rate
		4	Incurred 0.01 - 1% Dropout Rate
		3	Incurred 1.01 - 2% Dropout Rate
		1	Incurred 3% and above Dropout Rate
<b>Repetition Rate</b>	4%	<b>Rating</b>	<b>Description</b>
		4	Attained 0% Repetition Rate
		3	Incurred 0.01 - 1% Repetition Rate
		2	Incurred 1.01 - 2% Repetition Rate
		1	Incurred 2.01 - 3% Repetition Rate
<b>Implementation of DepEd programs and projects</b>	25%	<b>Rating</b>	<b>Description</b>
		25	5 or more DepEd programs /projects Implemented
		20	4 DepEd programs /projects Implemented



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

(WINS, Gulayan sa Paaralan, Brigada Eskwela, Numeracy & Literacy Program, SSG/SPG, YES-O Camp, National Simultaneous Earthquake/fire drill, Midyear NSET		15	3 DepEd programs / projects Implemented
		10	2 DepEd programs / projects Implemented
		5	1 DepEd program / project Implemented
<b>Level of Accreditation</b>	15%	<b>Rating</b>	<b>Description</b>
		15	Level 3/ ISO Certified for the level applied
		10	Level 2
		5	Level 1
<b>Recognition/Awards</b>	20%		

**Recognition acquired/awards won by the school, school head, teachers, and learners from:**

**A. Competitions/Contest**

Rank	Cluster	Division/ Provincial	Regional	National/ International
1 <sup>st</sup>	5	8	10	15
2 <sup>nd</sup>	3	5	8	12
3 <sup>rd</sup>	1	3	5	10

**B. Awards/Distinctions with no specific ranks applied**

Rank	Cluster	Division/ Provincial	Regional	National/Inter national
Outstanding Awards	5	8	10	15
Finalist/Runner up	3	5	8	12

**Transmutation Table**

Score	Rating	Score	Rating	Score	Rating
-------	--------	-------	--------	-------	--------



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

1.0 – 2	4	18.5 -20	40	36.5 – 38	76
2.5 – 4	8	20.5 – 22	44	28.5 – 40	80
4.5 – 6	12	22.5 – 24	48	40.5 – 42	84
6.5 – 8	16	24.5 – 26	52	42.5 – 44	88
8.5 – 10	20	26.5 – 28	56	44.5 – 46	92
10.5 - 12	24	28.5 – 30	60	46.5 – 48	96
12.5 – 14	28	30.5 – 32	64	48.5 and above	100
14.5 -16	32	32.5 – 34	68		
16.5 -18	36	34.5 – 36	72		

- a. Points are cumulative.
- b. For competitions/contests with awards up to 10th place, the 4th to 10th place shall acquire same points as 3rd place.

**A.2 School Head**

Criteria	Weight	MOV	Performance Indicators			
			Rating	Performance Rating	Rating	Performance Rating
Performance Rating	25%	Performance Rating for SY 2022-2023	25	5.00	17	4.20 – 4.29
			24	4.90 – 4.99	16	4.10 – 4.19
			23	4.80 – 4.89	15	4.00 – 4.09
			22	4.70 – 4.79	14	3.80 – 3.99
			21	4.60 – 4.69	13	3.70 – 3.79
			20	4.50 – 4.59	12	3.60 – 3.69
			19	4.40 – 4.49	11	3.50 – 3.59
			18	4.30 – 4.39	10	3.49 & below
			<b>Note: If the performance rating is counted from 0 to 100, proceed with this equation = performance rating x 25%</b>			
Classroom Observation / Supervision	15%	Classroom Observation / Supervision 15% Summary of Observation/ Supervisory Reports	<b>Rating</b>	<b>Indicator</b>		
			15	Observed/ Supervised 5 teachers or more per month		
			12	Observed/ Supervised 4 teachers per month		
			9	Observed/ Supervised 3 teachers per month		
			6	Observed/ Supervised 2 teachers per month		
Research/Innovation	15%	Copy of the approved innovation/action research proposal and completed report	<b>Rating</b>	<b>Indicator</b>		
			15	Implemented and submitted approved completion report and disseminated the result of the innovation/ research		
			12	Implemented and with submitted approved completion		
			9	Implemented the approved proposal		
6	With approved proposal					
Recognition/Awards received	25%	Certificates	Recognition acquired/awards won by the school head, school, teachers, and learners from			



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

			<p align="center"><b>A. Competitions/Contests</b></p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Cluster</th> <th>Division/ Provincial</th> <th>Regional</th> <th>National/ International</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup></td> <td>3</td> <td>5</td> <td>7</td> <td>10</td> </tr> <tr> <td>2<sup>nd</sup></td> <td>2</td> <td>3</td> <td>5</td> <td>7</td> </tr> <tr> <td>3<sup>rd</sup></td> <td>1</td> <td>1</td> <td>3</td> <td>5</td> </tr> </tbody> </table> <p align="center"><b>B. Awards/Distinctions with no specific ranks applied</b></p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Cluster</th> <th>Division/ Provincial</th> <th>Regional</th> <th>National/ International</th> </tr> </thead> <tbody> <tr> <td>Outstanding Award</td> <td>3</td> <td>5</td> <td>7</td> <td>10</td> </tr> <tr> <td>Finalist Runner-up</td> <td>2</td> <td>3</td> <td>5</td> <td>7</td> </tr> </tbody> </table>	Rank	Cluster	Division/ Provincial	Regional	National/ International	1 <sup>st</sup>	3	5	7	10	2 <sup>nd</sup>	2	3	5	7	3 <sup>rd</sup>	1	1	3	5	Rank	Cluster	Division/ Provincial	Regional	National/ International	Outstanding Award	3	5	7	10	Finalist Runner-up	2	3	5	7																									
Rank	Cluster	Division/ Provincial	Regional	National/ International																																																											
1 <sup>st</sup>	3	5	7	10																																																											
2 <sup>nd</sup>	2	3	5	7																																																											
3 <sup>rd</sup>	1	1	3	5																																																											
Rank	Cluster	Division/ Provincial	Regional	National/ International																																																											
Outstanding Award	3	5	7	10																																																											
Finalist Runner-up	2	3	5	7																																																											
			<p align="center"><b>Transmutation Table</b></p> <table border="1"> <thead> <tr> <th>Score</th> <th>Rating</th> <th>Score</th> <th>Rating</th> <th>Score</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>1.0 – 2</td> <td>4</td> <td>16.5 -18</td> <td>40</td> <td>36.5 – 38</td> <td>76</td> </tr> <tr> <td>2.5 – 4</td> <td>8</td> <td>20.5 – 22</td> <td>44</td> <td>28.5 – 40</td> <td>80</td> </tr> <tr> <td>4.5 – 6</td> <td>12</td> <td>22.5 – 24</td> <td>48</td> <td>40.5 – 42</td> <td>84</td> </tr> <tr> <td>6.5 – 8</td> <td>16</td> <td>24.5 – 26</td> <td>52</td> <td>42.5 – 44</td> <td>88</td> </tr> <tr> <td>8.5 – 10</td> <td>20</td> <td>26.5 – 28</td> <td>56</td> <td>44.5 – 46</td> <td>92</td> </tr> <tr> <td>10.5 - 12</td> <td>24</td> <td>28.5 – 30</td> <td>60</td> <td>46.5 – 48</td> <td>96</td> </tr> <tr> <td>12.5 – 14</td> <td>28</td> <td>30.5 – 32</td> <td>64</td> <td>48.5 and above</td> <td>100</td> </tr> <tr> <td>14.5 -16</td> <td>32</td> <td>32.5 – 34</td> <td>68</td> <td></td> <td></td> </tr> <tr> <td>16.5 -18</td> <td>36</td> <td>34.5 – 36</td> <td>72</td> <td></td> <td></td> </tr> </tbody> </table> <p>a. Points are cumulative.  b. For competitions/contests with awards up to 10th place, the 4th to 10th place shall acquire same points as 3rd place.</p>	Score	Rating	Score	Rating	Score	Rating	1.0 – 2	4	16.5 -18	40	36.5 – 38	76	2.5 – 4	8	20.5 – 22	44	28.5 – 40	80	4.5 – 6	12	22.5 – 24	48	40.5 – 42	84	6.5 – 8	16	24.5 – 26	52	42.5 – 44	88	8.5 – 10	20	26.5 – 28	56	44.5 – 46	92	10.5 - 12	24	28.5 – 30	60	46.5 – 48	96	12.5 – 14	28	30.5 – 32	64	48.5 and above	100	14.5 -16	32	32.5 – 34	68			16.5 -18	36	34.5 – 36	72		
Score	Rating	Score	Rating	Score	Rating																																																										
1.0 – 2	4	16.5 -18	40	36.5 – 38	76																																																										
2.5 – 4	8	20.5 – 22	44	28.5 – 40	80																																																										
4.5 – 6	12	22.5 – 24	48	40.5 – 42	84																																																										
6.5 – 8	16	24.5 – 26	52	42.5 – 44	88																																																										
8.5 – 10	20	26.5 – 28	56	44.5 – 46	92																																																										
10.5 - 12	24	28.5 – 30	60	46.5 – 48	96																																																										
12.5 – 14	28	30.5 – 32	64	48.5 and above	100																																																										
14.5 -16	32	32.5 – 34	68																																																												
16.5 -18	36	34.5 – 36	72																																																												
Acted as Trainer/Lecturer/Resource Speaker/Author	20%	Certificate of Recognition	<table border="1"> <thead> <tr> <th>School</th> <th>Cluster</th> <th>Division/ Provincial</th> <th>Regional</th> <th>National/ International</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> </tbody> </table> <p align="center"><b>Transmutation Table</b></p> <table border="1"> <thead> <tr> <th>Score</th> <th>Rating</th> <th>Score</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>2.0 – 4.0</td> <td>40</td> <td>30.0 – 32.0</td> <td>75</td> </tr> </tbody> </table>	School	Cluster	Division/ Provincial	Regional	National/ International	2	4	6	8	10	Score	Rating	Score	Rating	2.0 – 4.0	40	30.0 – 32.0	75																																										
School	Cluster	Division/ Provincial	Regional	National/ International																																																											
2	4	6	8	10																																																											
Score	Rating	Score	Rating																																																												
2.0 – 4.0	40	30.0 – 32.0	75																																																												



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

6.0 – 8.0	<b>45</b>	34.0 – 36.0	<b>80</b>
10.0 – 12.0	<b>50</b>	38.0 – 40.0	<b>85</b>
14.0 – 16.0	<b>55</b>	42.0 – 44.0	<b>90</b>
18.0 – 20.0	<b>60</b>		
22.0 – 24.0	<b>65</b>		
26.0 – 28.	<b>70</b>		

Points are cumulative.

**A.3 Classroom Teacher**

Criteria	Weight	MOV	Indicators																																				
Performance Rating	25%	Performance Rating for SY 2022-2023	<table border="1"> <thead> <tr> <th style="text-align: center;">Rating</th> <th style="text-align: center;">Performance Rating</th> <th style="text-align: center;">Rating</th> <th style="text-align: center;">Performance Rating</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">25</td> <td style="text-align: center;">5.0</td> <td style="text-align: center;">17</td> <td style="text-align: center;">4.20 – 4.29</td> </tr> <tr> <td style="text-align: center;">24</td> <td style="text-align: center;">4.90 – 4.99</td> <td style="text-align: center;">16</td> <td style="text-align: center;">4.10 – 4.19</td> </tr> <tr> <td style="text-align: center;">23</td> <td style="text-align: center;">4.80 – 4.89</td> <td style="text-align: center;">15</td> <td style="text-align: center;">4.00 – 4.09</td> </tr> <tr> <td style="text-align: center;">22</td> <td style="text-align: center;">4.70 – 4.79</td> <td style="text-align: center;">14</td> <td style="text-align: center;">3.80 – 3.99</td> </tr> <tr> <td style="text-align: center;">21</td> <td style="text-align: center;">4.60 – 4.69</td> <td style="text-align: center;">13</td> <td style="text-align: center;">3.70 – 3.79</td> </tr> <tr> <td style="text-align: center;">20</td> <td style="text-align: center;">4.50 – 4.59</td> <td style="text-align: center;">12</td> <td style="text-align: center;">3.60 – 3.69</td> </tr> <tr> <td style="text-align: center;">19</td> <td style="text-align: center;">4.40 – 4.49</td> <td style="text-align: center;">11</td> <td style="text-align: center;">3.50 – 3.59</td> </tr> <tr> <td style="text-align: center;">18</td> <td style="text-align: center;">4.30 – 4.39</td> <td style="text-align: center;">10</td> <td style="text-align: center;">3.49 &amp; below</td> </tr> </tbody> </table> <p>If the performance rating is counted from 0 to 100, proceed with this equation = performance rating x 25%</p>	Rating	Performance Rating	Rating	Performance Rating	25	5.0	17	4.20 – 4.29	24	4.90 – 4.99	16	4.10 – 4.19	23	4.80 – 4.89	15	4.00 – 4.09	22	4.70 – 4.79	14	3.80 – 3.99	21	4.60 – 4.69	13	3.70 – 3.79	20	4.50 – 4.59	12	3.60 – 3.69	19	4.40 – 4.49	11	3.50 – 3.59	18	4.30 – 4.39	10	3.49 & below
Rating	Performance Rating	Rating	Performance Rating																																				
25	5.0	17	4.20 – 4.29																																				
24	4.90 – 4.99	16	4.10 – 4.19																																				
23	4.80 – 4.89	15	4.00 – 4.09																																				
22	4.70 – 4.79	14	3.80 – 3.99																																				
21	4.60 – 4.69	13	3.70 – 3.79																																				
20	4.50 – 4.59	12	3.60 – 3.69																																				
19	4.40 – 4.49	11	3.50 – 3.59																																				
18	4.30 – 4.39	10	3.49 & below																																				
Classroom Observation Rating	15%	Classroom Observation Rating Sheet (For SY 2022-2023)	<table border="1"> <thead> <tr> <th style="text-align: center;">Average CO rating</th> <th style="text-align: center;">Rating</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5.0</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4.5 – 4.99</td> <td style="text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">4.0 – 4.49</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">3.5 – 3.99</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">2.5 – 3.49</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">2.49 and below</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Average CO rating	Rating	5.0	20	4.5 – 4.99	16	4.0 – 4.49	12	3.5 – 3.99	8	2.5 – 3.49	4	2.49 and below	1																						
Average CO rating	Rating																																						
5.0	20																																						
4.5 – 4.99	16																																						
4.0 – 4.49	12																																						
3.5 – 3.99	8																																						
2.5 – 3.49	4																																						
2.49 and below	1																																						
Recognitions/Awards Received	15%	Certificate of Recognition	<p>Recognition acquired/awards won by the teacher, and learners from</p> <p><b>A. Competitions/Contests</b></p> <table border="1"> <thead> <tr> <th style="text-align: center;">Rank</th> <th style="text-align: center;">Cluster</th> <th style="text-align: center;">Division/Provincial</th> <th style="text-align: center;">Regional</th> <th style="text-align: center;">National/International</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1<sup>st</sup></td> <td style="text-align: center;">3</td> <td style="text-align: center;">5</td> <td style="text-align: center;">7</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">2<sup>nd</sup></td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">5</td> <td style="text-align: center;">7</td> </tr> </tbody> </table>	Rank	Cluster	Division/Provincial	Regional	National/International	1 <sup>st</sup>	3	5	7	10	2 <sup>nd</sup>	2	3	5	7																					
Rank	Cluster	Division/Provincial	Regional	National/International																																			
1 <sup>st</sup>	3	5	7	10																																			
2 <sup>nd</sup>	2	3	5	7																																			



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

3rd	1	1	3	5
-----	---	---	---	---

**B. Awards/Distinctions with no specific ranks applied**

Rank	Cluster	Division/Provincial	Regional	National/International
Outstanding Award	3	5	7	10
Finalist Runner-up	2	3	5	7

**Transmutation Table**

Score	Rating	Score	Rating	Score	Rating
1.0 – 2	4	16.5 -18	40	36.5 – 38	76
2.5 – 4	8	20.5 – 22	44	28.5 – 40	80
4.5 – 6	12	22.5 – 24	48	40.5 – 42	84
6.5 – 8	16	24.5 – 26	52	42.5 – 44	88
8.5 – 10	20	26.5 – 28	56	44.5 – 46	92
10.5 - 12	24	28.5 – 30	60	46.5 – 48	96
12.5 – 14	28	30.5 – 32	64	48.5 and above	100
14.5 -16	32	32.5 – 34	68		
16.5 -18	36	34.5 – 36	72		

Acted as Trainer/Lecturer/Resource Speaker	10%	Certificate of Recognition	School	Cluster	Division/Provincial	Regional	National/International
			2	4	6	8	10
Points are cumulative.							
Acted as Demonstration Teacher	10%	Certificate of Recognition & Lesson Plan	School	Cluster	Division/Provincial	Regional	National/International
			2	4	6	8	10
Points are cumulative.							
Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	25%	Certificate of Participation	School	Cluster	Division/Provincial	Regional	National/International
			2	4	6	8	10
Points are cumulative.							
<b>Transmutation Table</b>							



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Score	Rating	Score	Rating
2.0 – 4.0	40	30.0 – 32.0	75
6.0 – 8.0	45	34.0 – 36.0	80
10.0 – 12.0	50	38.0 – 40.0	85
14.0 – 16.0	55	42.0 – 44.0	90
18.0 – 20.0	60	46.0 – 48.0	95
22.0 – 24.0	65	50 and above	100
26.0 – 28.0	70		

Points are cumulative.



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 2 to Division Memorandum No. \_\_\_\_ s. 2023

**Time Table**

<b>Date</b>	<b>Activity</b>
September 4 to September 14, 2023	Submission of nominations with corresponding documents to the District Selection Committee; the Division Office nominees will submit to the Division Selection Committee
September 15 to September 22, 2023	Evaluation by the District Selection Committee/Division Selection Committee (for Division Office nominees)
September 26, 2023	Submission of the top five (5) district nominees for each category to the Division Selection Committee
September 27 to October 11, 2023	Screening period and validation
October 16, 2023	Announcement of finalists and meeting of working committee
TBA	Rehearsals
TBA	Pasidungog 2023 Awarding Ceremonies



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 3 to Division Memorandum No. \_\_\_\_ s. 2023

**GUIDELINES ON THE SCREENING/EVALUATION PROCESS**

**A. General Guidelines**

1. Candidate/s shall be nominated by the Schools Division Superintendent (SDS), Asst. Schools Division Superintendent (ASDS), Chief Education Supervisor (CES), Education Program Supervisor (EPS), Public Schools District Supervisor (PSDS), School Head (SH), or co-employee. The SDS, ASDS, CES, EPS, and PSDS can nominate entry/ies for schools and school heads categories.
2. The initial evaluation of the documents of the school-based personnel and of private schools will be done in the District Offices.
3. Only the top five (5) finalists for each category from the district will be forwarded to the Division Office for final evaluation and ranking.
4. Division-based personnel will directly submit their documents to the Division Selection Committee for evaluation.
5. A nominee can only be nominated in two (2) award categories.
6. Only accomplishments or achievements within the period from August 22, 2022 up to August 28, 2023 will be considered for validation.
7. The results of the School Assessment of Learning (SAL) for School Year 2022-2023 must be equal to or above the Division MPS, with Elementary - 78.38 and Secondary - 75.94.
8. The top ten (10) finalists per category will be chosen. Finalists will receive certificates of recognition, however, a maximum of five (5) will be declared as winners during the awarding ceremony.
9. An awardee who wins for three consecutive period regardless of the nature of the awards bestowed will be elevated to the Hall of Fame and shall be disqualified to join in the same category in the succeeding years' contest. The Hall of Fame awardee can join the same contest category after three (3) years.
10. All finalists will be informed of the results through a division memorandum which will be uploaded at the division website.
9. Nominees must have no pending case.



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

Enclosure No. 4 to Division Memorandum No. 435s. 2023

**THE SCHOOLS DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

Chairperson: MA. LUNIE B. SAMPANI, CPA, MPA  
OIC, Office of the Assistant Schools Division Superintendent

Members : SEGUNDINA F. DOLLETTE, EdD  
Chief Education Supervisor - CID

EDNA B. AZCARRAGA PhD  
OIC- Office of the Chief Education Supervisor – SGOD

KENNETH D. ANOCHE  
EPS II – ALS/OIC, Administrative Officer V

ATTY. JOSEPH A. ITURRALDE  
Attorney III

EMMANUEL V. LATI  
Information Technology Officer I

REYNALDO AZCARRAGA PhD  
President (CAPSTEA)

CERELO VILLAGRACIA  
Representative from DepEd NEU – Capiz Chapter

**Technical Working Groups (DIVISION SCREENING COMMITTEE PER CATEGORY)**

Key Stage 1 - Outstanding Kindergarten to Grade 3 Teachers

Chairperson: MERLIE J. RUBIO EdD

Members : ALAN VINCENT B. ALTAMIA  
LALAIN E. DELOS SANTOS, PhD.  
JERRY V. MOSQUITE  
MARGGIE A. OBLIGACION

Key stage 2 - Outstanding Grade 4 to 6 Teachers by Learning Area

Chairperson: ELENIA P. BARANDA

Members : ANDRES D. QUIACHON  
MA. THERESA V. VILLAGRACIA EdD  
EMMANUEL V. LATI  
MARGGIE A. OBLIGACION

Key Stage 3 - Outstanding Grade 7 to 10 Teachers by Learning Area

Chairperson: SEPHORA M. ROLDAN

Members : SALVADOR DALE B. ARTATES  
FE D. BAÑEZ EdD  
GLENN P. DOLLETE  
MARGGIE A. OBLIGACION



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

---

Key stage 4 - Outstanding Grade 11 to 12 Teachers by Strand

Chairperson: ROLANDO B. JAMORA PhD

Members : ZALDY B. CAALAM  
JUDITH P. TU, EdD.  
ROMAR S. JARAVELO

Outstanding Teachers under Indigenous Peoples Education (*IPe*d), Alternative Learning System (ALS), Special Education (SPED), Multi-Grade, and Special Curriculum / Interest Programs

Chairperson: The Program Coordinator

Members : REYNALDO AZCARRAGA PhD  
RONIE C. RETERACION  
ANGEL F. PAYO JR. EdD  
FRANCIS F. LIBRANDO  
RUTH C. GERVERO  
MARGGIE A. OBLIGACION

Outstanding School Heads

Chairperson: SEGUNDINA F. DOLLETE EdD

Members : EDNA B. AZCARRAGA PhD  
LALLAINE G. FUNDAL EdD  
CALIN A. BERNALES EdD  
MARGGIE A. OBLIGACION

Outstanding Non-Teaching Personnel

Chairperson: KENNETH D. ANOCHE

Members : MA. SHARON S. BARRIENTOS  
DARWIN D. BRILLO  
RONALD D. DILE  
CERELO VILLAGRACIA

Best Organizational Unit

Chairperson: ATTY. BENJIE B. DOCE CPA, MBA

Members : RONALD D. DILE  
ALAN VINCENT B. ALTAMIA  
CECIL JOY D. DIOCSON

Awards for Outstanding Private Schools, School Heads, and Teachers  
(for private schools)

Chairperson: EDNA AZCARRAGA

Members : ALAN VINCENT ALTAMIA  
RONALD DILE  
LALAINE FUNDAL  
ANDRES QUIACHON

For other special awards, the PRAISE COMMITTEE will evaluate the documents.



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 5 to Division Memorandum No. 435 s. 2023

**SEARCH FOR THE 2023 PASIDUNGOG AWARDEES  
 EVALUATION FORM**

Name: \_\_\_\_\_ Grade Level Taught: \_\_\_\_\_

School: \_\_\_\_\_ Subject Area: \_\_\_\_\_

District: \_\_\_\_\_ Category: \_\_\_\_\_

Items	%	Points Obtained
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total	100	

**DIVISION SCREENING COMMITTEE**

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Chairman



Address: Banica, Roxas City  
 Contact Number: (036) 620 2371  
 Email Address: capiz@deped.gov.ph