



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

08 AUG 2025

DIVISION MEMORANDUM
No. 366, s. 2025

SEARCH FOR THE PASIDUNGOG 2025 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 2025 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 1, 2024 – July 31, 2025 for the school-based personnel and from January 1 to December 31, 2024 for the division-based personnel.
5. Deadline for the submission of all nominees (in all categories) with their corresponding documents will be on or before September 15, 2025. 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 thru the SDO Receiving section.
6. The criteria, timeline, guidelines, composition of the Division Selection Committees, search for the 2024 Pasidungog Awardees Evaluation Form, and 2025 Pasidungog Nomination Form for the awards are found in Enclosures 1, 2, 3, 4, 5 and 6, respectively.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.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.


ROEL F. BERMEJO

Schools Division Superintendent

Encl.: As stated.

Reference: DO 09, s. 2022

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

AWARDS
CATEGORIES
COMMITTEES
CRITERIA
GUIDELINES
PERFORMANCE
RECOGNITION
SELECTION



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Enclosure No. 1 to Division Memorandum No. 366, s. 2025

I. Basic Requirements

1. He/She must be a permanent teacher for at least three school years.
2. The nominee must have served as Teacher in the same grade level/learning area/category for at least one school year.
3. He/She must have an outstanding performance for School Year 2024-2025.
4. 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.

A.1 OUTSTANDING KINDERGARTEN TEACHERS (KEY STAGE 1)

Category	Criteria	Weight
Outstanding Kindergarten Teacher	Holistic Development of Kinder Learners (ECD Results) SY 2024-2025	10
	Performance Rating for SY 2024-2025	20
	Applications of Learning from Training/s Attended SY 2024-2025	10
	Applications of Research & Innovation Conducted SY 2024-2025	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson Presenter/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 (for School Year 2024-2025)	10
	TOTAL	100

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

Category	Criteria	Weight
Outstanding Grade 1 Teacher Outstanding Grade 2 Teacher Outstanding Grade 3 Teacher	Academic Performance: <ul style="list-style-type: none"> Grade 1 – Competency Rapid Literacy Assessment (CRLA); Rapid Mathematics Assessment (RMA) Grade 2 to 3 – Competency Rapid Literacy Assessment (CRLA); Rapid Mathematics Assessment (RMA); Competency Based Assessment Tool (CBAT) 	15
	Performance Rating for SY 2024-2025	15



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiZ@deped.gov.ph
Website: <http://depedcapiZ.ph>



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

	Applications of Learning from Training/s Attended SY 2024-2025	10
	Applications of Research/Innovation Conducted SY 2024-2025 (<i>relevant to the subject area being applied for</i>)	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson Presenter/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10
	Facilitator, coach, committee chairmanship/membership, judge (CO, RO, DO)	5
	Recognition and Awards Received	10
	Recognition and Awards Received in Curriculum Implementation	10
	Attitude Towards Work, Peers, Superiors, and Subordinates (for School Year 2024-2025)	10
	TOTAL	100

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

Category	Criteria	Weight
Outstanding Teacher in English Outstanding Teacher in Filipino Outstanding Teacher in Mathematics Outstanding Teacher in Science Outstanding Teacher in Aral Pan Outstanding Teacher in EsP/GMRC Outstanding Teacher in MAPEH Outstanding Teacher in EPP /TLE	Academic Performance <ul style="list-style-type: none"> Competency Based Assessment Tool (CBAT) 	10
	Performance Rating for SY 2024-2025	20
	Applications of Learning from Training/s Attended SY 2024-2025	10
	Applications of Research & Innovation Conducted SY 2024-2025 (<i>relevant to the subject area being applied for</i>)	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson Presenter/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10
	Facilitator, coach, committee chairmanship/membership, judge (CO, RO, DO)	5
	Recognition and Awards Received	10
	Recognition and Awards Received in Curriculum Implementation	10
	Attitude Towards Work, Peers, Superiors, and Subordinates (for School Year 2024-2025)	10
	TOTAL	100

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

Category	Criteria	Weight
----------	----------	--------



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capi@deped.gov.ph
 Website: <http://depedcapi.ph>



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

Outstanding Teacher in English Outstanding Teacher in Filipino Outstanding Teacher in Mathematics Outstanding Teacher in Science Outstanding Teacher in Aral Pan Outstanding Teacher in EsP/GMRC Outstanding Teacher in MAPEH Outstanding Teacher in TLE	Academic Performance	10
	<ul style="list-style-type: none"> Competency Based Assessment Tool (CBAT) 	
	Performance Rating for SY 2024-2025	20
	Applications of Learning from Training/s Attended SY 2024-2025	10
	Applications of Research/Innovation Conducted SY 2024-2025 (<i>relevant to the subject area being applied for</i>)	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson Presenter/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10
	Facilitator, coach, committee chairmanship/membership, judge (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
	TOTAL	100

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 AFA Outstanding Teacher in HE Outstanding Teacher in IA Outstanding Teacher in ICT	Academic Performance	10
	<ul style="list-style-type: none"> Competency Based Assessment Tool (CBAT) 	
	Performance Rating for SY 2024-2025	10
	Applications of Learning from Training/s Attended SY 2024-2025	10
	Applications of Research & Innovation Conducted SY 2024-2025 (<i>relevant to the subject area being applied for</i>)	10
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson Presenter/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10
	Facilitator, coach, committee chairmanship/membership, judge (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)	15



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

	Attitude Towards Work, Peers, Superiors, and Subordinates (for School Year 2024-2025)	10
	TOTAL	100

E. OUTSTANDING INDIGENOUS PEOPLES EDUCATION (IPEd) TEACHERS

Criteria	Points
Performance rating for SY 2024-2025	15
Applications of Learning from Training/s Attended SY 2024-2025	15
Applications of Research & Innovation Conducted SY 2024-2025	15
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 E&A Test Passers] For SY 2024-2025	10
Percentage of ALS Passers (Passers Vs Enrollment) for SY 2024-2025	10
Presence of Established and Functional Community Learning Center (CLC) in the Barangay/ Municipality for SY 2024-2025	5
Performance Rating for SY 2024-2025	10
Acted As ALS Trainer/ Lecturer/ Demo Teacher/ Resource Speaker for SY 2024-2025	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 2024-2025	10
Special Programs & Projects / Skills Trainings Conducted	10
Developed Learning Activity Sheets/ Contextualized Activity Sheets & Other Learning Materials for Als for SY 2024-2025	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 SNED TEACHER

Criteria	Points
Performance rating for SY 2024-2025	20
Education	15
Application of Research Conducted SY 2024-2025	10
Applications of Innovation Conducted SY 2024-2025	10
Acted as SPED Trainer/ Lecturer/ Demo Teacher/ Resource Speaker and other Similar Tasks for SY 2024-2025	15



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiZ@deped.gov.ph
 Website: <http://depedcapiZ.ph>



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

Recognition and Awards received in the Implementation of SNED Programs, Projects, and Activities for SY 2024-2025	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)
- Special Program in Special Science
- Special Program in SNED
- Special Program in Foreign Language (SPFL)
- 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 SY 2024-2025	10
Application of Research & Innovation Conducted SY 2024-2025	15
Performance rating for SY 2024-2025	10
Acted as SPA/SPS Trainer/ Lecturer/ Demo Teacher/ Resource Speaker for SY 2023-2024	10
Recognition and Awards received in the Implementation of SPA / SPS Programs, Projects, and Activities for SY 2024-2025	20
Developed Learning Activity Sheets/ Contextualized Activity Sheets & other learning Materials for Special Programs for SY 2024-2025	15
Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

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

Criteria	Points
a. Performance Rating	20
b. Acted as Trainer/Writer/Video Lesson Presenter/Facilitator/Editor	10
c. Applications of Learning from Training/s Attended SY 2024-2025	10
d. Applications of Research/Innovation Conducted SY 2024-2025	10
e. Recognition and Awards	10
f. Developed/Contextualized SLMs, LAS & LRs	15
g. Academic Performance (CBAT-5, RMA-5, CRLA-5)	15



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

h. Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

J. OUTSTANDING SCHOOL HEADS

J.1 Principals

- a. Elementary (Central – 2 awardees & non-central – 10 awardees)
- b. Secondary (including HT as School Head) (5 awardees)

J.2 Assistant Principals/ OIC- Secondary (3 awardees)

J.3 Head Teachers

- a. Elementary – HT I-IV (5 awardees)
- b. Secondary – HT I-VI (Department Heads) (5 awardees)

J.4 Teachers-In-Charge (TICs) – Elementary (5 awardees)

Criteria	Components	Points
Instructional Leadership (Focusing on Teaching and Learning)	Academic performance <i>(in lieu of Academic performance in test results, data showing significant increase in the school performance may be used)</i>	15
	Key Stage 1 – CRLA, RMA & CBAT	
	Key Stage 2 to 4 – ERUNT & CBAT	
	Special curricular program implemented	3
	Innovation/intervention implemented	3
	Research implemented	3



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Learning Environment (Managing School Operations and Resources)	Performance indicators WINS Status Fiscal management (MOOE on time liquidation/utilization from 1 st Quarter to 4 Quarter of FY 2024; Unliquidated MOOE in any quarter will disqualify the applicant to join the search. The School Head must not have any unliquidated cash advance as of the immediately preceding quarter.	5 5 10
Human Resource Management and Development (Developing Self and Others)	Trainings conducted as training manager (<i>program proponent/lead manager; with approved WAP, JEL & etc.</i>) Served as resource person/ lecturer /demo teacher/ trainer/ writer/ consultant/ editor Served as facilitator/ TWG/ PMT/ focal person/ coordinator Awards/Recognition received SY 2024-2025	4 4 2 5
Parents and Other Stakeholders Involvement (Building Connections)	Support from various stakeholders based on the average rating for this KRA as indicated in the SH's calibrated OPCRF for SY 2024-2025	5
School Leadership (Leading Strategically)	Functional clubs and organizations Civic and community activities/programs participated	4 3
Personal/ Professional Attributes/Characteristics	Attitudes towards work, peers, supervisors, and subordinates	10
Research/Innovation	Research/innovation by the School Head	10



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Plus Factor (not more than 9 points)	(e.g.) Establishment/ Conversion/ separation of school annexes Titling of the school site Hosting of division event District coordinatorship	1 point each (but not more than 7 points)
	Special project and other meritorious awards	1 point each (but not more than 2 points)
Total		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 latest performance rating (FY- Division-based & SY – School-based) must be Outstanding.
4. She/He should be nominated by his/her immediate head.

1. CATEGORY A (General services) – 2 awardees

Criteria	Points
A. Work Competence (2024)	50
B. Outstanding Achievements	15
C. Attitude Towards Work, Peers & Supervisors	35
Total	100

2. CATEGORY B (Salary Grades 3 – 6) – 3 awardees

3. CATEGORY C (Salary Grades 7-9) – 3 awardees

4. CATEGORY D (Salary Grades 10-15) – 3 awardees

5. CATEGORY E (Salary Grades 16-17) – 2 awardees

6. CATEGORY F (Salary Grades 18-19) – 2 awardees

7. CATEGORY 6 (Salary Grades 20-22) – 3 awardees

Criteria	Points
A. Work Competence (Work experience & performance rating)	35
B. Outstanding Achievements	25
C. Professional Growth	15
D. Attitude Towards Work, Peers & Supervisors	25
Total	100



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

Work competence includes number of years in DepEd and performance ratings in the previous year.

A. Distribution of Equivalent Rating for Work Competence

Items	Points
Work Experience in DepEd	15
• 26 years & above	15
• 21-25 years	10
• 16-20 years	8
• 11- 15 years	6
• 6-10 years	4
• 3-5 years	2
Performance Rating (2024)	20

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
• Regional or Higher (5) (10)	
• Division (4) (8)	
• District /Division Office (3) (6)	
• School/ Division Section (2) (4)	
Innovation/Creativity in work	
For General Services = 5 points	5
For SG 3 - 9 =10 points	10
Acted as Trainer/Lecturer/Resource Speaker / Coach	5
• National 5	
• Regional 4	
• Provincial 3	
• Division 2	



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

Distribution of Equivalent Rating for Professional Growth

Items	Points
Education	10
• Doctoral degree	10
• Doctoral (CAR)	7
• Master's degree	5
• Master's-CAR	3
Trainings (Exclusive of DepEd)	5
• International	5
• National	4
• Regional	3
• Provincial	2
• Division	1

L. BEST ORGANIZATIONAL UNIT

CRITERIA	Points
A. ORGANIZATIONAL PERFORMANCE: (30 pts)	
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 4th quarter of 2024 to the 3rd quarter of 2025.)</i>	20
2. IPCRF Rating for FY 2024: (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 2024.)</i>	10
Sub-Total	
B. CLIENT SATISFACTION SURVEY: (15pts) * Average Unit CSS Rating x 0.20 x 15 points <i>(Average Unit CSS Rating from January to October 2024)</i>	15
C. 5S: (15pts) * Average 5S Score/125 x 15 points	15
D. RESEARCH AND INNOVATIONS: (20pts) * Any Action Research conducted or Innovation introduced by any personnel in all the sections that composed the unit from August 2024 – July 2025.	20
E. AWARDS AND RECOGNITION RECEIVED: (10pts) * 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 August 2024 – July 2025).	10
F. SUBMISSION OF DTR: (10 pts) * Ave. Percentage of on-time submission of DTR from August 2024 – July 2025 x 10 points	10
TOTAL	100



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

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%
4.00 – 4.49	80%
3.00 – 3.99	75%

Application of Learning from Training/s Attended (FY 2024 – 2025 which were not yet used for previous PASIDUNGOG award/s received) –

Means of verification:

- 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.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

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 2024 – 2025 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%

Performance Rating -

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



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Acted as Trainer/ Resource Speaker/ Lecturer/PMT/TWG

Means of Verification:

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

Level	Points
International	100%
National	80%
Regional	60%
Division	40%
District	20%
School	5%

Acted as Demo Teacher/Video Presenter/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 demo teacher/video presenter/voice talent/writer/editor/technical committee/illustrator/layout artist and other similar tasks; and
B. Certificate of Recognition/Appreciation.

Level	Points
International	100%
National	80%
Regional	60%
Division	40%
District	20%
School	5%



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Awards and Recognitions Received -

Means of Verification:

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

National	Regional	Division	District	School
1 st place = 100%	80%	60%	40%	20%
2 nd place = 95%	75%	55%	35%	15%
3 rd place = 90%	70%	50%	30%	5%

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%



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

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%
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 2024-2025 -

Number of Contextualized Activity Sheets, Big books, and RBI Scripts	Points	Number of Contextualized Activity Sheets, Big books, and Video Lesson/Scripts	Points
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 2024-2025 -

Total Number of ALS Presentation Portfolio Assessment Passers	Points	Total Number of ALS Presentation Portfolio Assessment Passers	Points
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%



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

Percentage of ALS Passers (Passers Vs Enrollment) for SY 2024-2025–

Total Number of ALS Presentation Portfolio Assessment Passers	Points	Total Number of ALS Presentation Portfolio Assessment Passers	Points
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%

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 2024-2025–

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%



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

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%
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 and Big books for SY 2024-2025 (For Outstanding Multi-grade Teachers) –

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



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

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

Personal attributes and characteristics towards work, peers, superiors, and subordinate	
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	
Number of personal attributes and characteristics towards work, peers, superiors and subordinates	Points
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 (65%)

Indicators:

Numeracy and Literacy results
 Innovation and Research
 Financial Management
 Client Satisfaction Survey
 Organizational Efficiency
 Awards and Recognition received
 Key Performance Indicators:
 Enrollment Rate
 Drop out Rate
 Completion Rate



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

M. OUTSTANDING AWARDS FOR THE PRIVATE SCHOOLS

I. Basic Requirements

- Must have DepEd recognition/accreditation.

II. School Classification :

- Kindergarten - 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%
		3	Decreased percentage of NER by 1.0% - 1.49%



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

		2	Decreased percentage of NER by 1.5% - 1.99%
		1	Decreased percentage of NER by 2.0% and above
Promotion Rate	4%	Rating	Descriptions
		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
Graduation Rate	4%	Rating	Descriptions
		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
Cohort Survival Rate	4%	Rating	Description
		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
Completion Rate	5%	Rating	Description
		5	Attained 100% Completion Rate
		4	Attained 90-99.99% Completion Rate
		3	Attained 80-89.99% Completion Rate
		2	Attained 70-79.00% Completion Rate
		1	Attained 69.99% and below completion Rate
Retention Rate	4%	Rating	Description
		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
Dropout Rate	5%	Rating	Description
		5	Attained 0% Dropout Rate
		4	Incurred 0.01 - 1% Dropout Rate
		3	Incurred 1.01 - 2% Dropout Rate
		2	Incurred 2.01 - 3% Dropout Rate
		1	Incurred 3% and above Dropout Rate
Repetition Rate	4%	Rating	Description
		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
Implementation of DepEd programs and projects	25%	Rating	Description
		25	5 or more DepEd programs /projects Implemented
		20	4 DepEd programs /projects Implemented
		15	3 DepEd programs / projects Implemented



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.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		10	2 DepEd programs / projects Implemented
		5	1 DepEd program / project Implemented
Level of Accreditation	15%	Rating	Description
		15	Level 3/ ISO Certified for the level applied
		10	Level 2
		5	Level 1
Recognition/Awards	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 st	5	8	10	15
2 nd	3	5	8	12
3 rd	1	3	5	10

B. Awards/Distinctions with no specific ranks applied

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



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

Transmutation Table

Score	Rating	Score	Rating	Score	Rating
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			
Performance Rating	25%	Performance Rating for SY 2022-2023	Rating	Performance Rating	Rating	Performance Rating
			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
			Note: If the performance rating is counted from 0 to 100, proceed with this equation = performance rating x 25%			
Classroom Observation / Supervision	15%	Classroom Observation / Supervision 15% Summary of Observation/ Supervisory Reports	Rating	Indicator		
			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		
			3	Observed/ Supervised 1 teacher per month		
Research/Innovation	15%	Copy of the approved innovation/action research proposal and completed report	Rating	Indicator		
			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		





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

Recognition/Awards received	25%	Certificates	<div>Recognition acquired/awards won by the school head, school, teachers, and learners from</div> <div>A. Competitions/Contests</div> <table><tr><td>Rank</td><td>Cluster</td><td>Division/Provincial</td><td>Regional</td><td>National/International</td></tr><tr><td>1st</td><td>3</td><td>5</td><td>7</td><td>10</td></tr><tr><td>2nd</td><td>2</td><td>3</td><td>5</td><td>7</td></tr><tr><td>3rd</td><td>1</td><td>1</td><td>3</td><td>5</td></tr></table> <div>B. Awards/Distinctions with no specific ranks applied</div> <table><tr><td>Rank</td><td>Cluster</td><td>Division/Provincial</td><td>Regional</td><td>National/International</td></tr><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></table>	Rank	Cluster	Division/Provincial	Regional	National/International	1 st	3	5	7	10	2 nd	2	3	5	7	3 rd	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 st	3	5	7	10																																																											
2 nd	2	3	5	7																																																											
3 rd	1	1	3	5																																																											
Rank	Cluster	Division/Provincial	Regional	National/International																																																											
Outstanding Award	3	5	7	10																																																											
Finalist Runner-up	2	3	5	7																																																											
			<div>Transmutation Table</div> <table><tr><td>Score</td><td>Rating</td><td>Score</td><td>Rating</td><td>Score</td><td>Rating</td></tr><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></table> <div>a. Points are cumulative.</div> <div>b. For competitions/contests with awards up to 10th place, the 4th to 10th place shall acquire same points as 3rd place.</div>	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																																																												



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

Acted as Trainer/Lecturer/Resource Speaker/Author	20%	Certificate of Recognition	SCHOOLS DIVISION OF DEPED				
			School	Cluster	Division/ Provincial	Regional	National/ International
			2	4	6	8	10
			Transmutation Table				
			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			
22.0 – 24.0	65						
26.0 –28.	70						
Points are cumulative.							
A.3 Classroom Teacher							
Criteria	Weight	MOV	Indicators				
Performance Rating	25%	Performance Rating for SY 2022-2023	Rating	Performance Rating	Rating	Performance e 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	
			If the performance rating is counted from 0 to 100, proceed with this equation = performance rating x 25%				
Classroom Observation Rating	15%	Classroom Observation Rating Sheet (For SY 2022- 2023)	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		



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

Recognitions/Awards Received	15%	Certificate of Recognition	Recognition acquired/awards won by the teacher, and learners from																																																															
			A. Competitions/Contests																																																															
			<table><tr><th>Rank</th><th>Cluster</th><th>Division/Provincial</th><th>Regional</th><th>National/International</th></tr><tr><td>1st</td><td>3</td><td>5</td><td>7</td><td>10</td></tr><tr><td>2nd</td><td>2</td><td>3</td><td>5</td><td>7</td></tr><tr><td>3rd</td><td>1</td><td>1</td><td>3</td><td>5</td></tr></table>	Rank	Cluster	Division/Provincial	Regional	National/International	1 st	3	5	7	10	2 nd	2	3	5	7	3 rd	1	1	3	5																																											
			Rank	Cluster	Division/Provincial	Regional	National/International																																																											
			1 st	3	5	7	10																																																											
			2 nd	2	3	5	7																																																											
			3 rd	1	1	3	5																																																											
			B. Awards/Distinctions with no specific ranks applied																																																															
			<table><tr><th>Rank</th><th>Cluster</th><th>Division/Provincial</th><th>Regional</th><th>National/International</th></tr><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></table>	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																																																											
Outstanding Award	3	5	7	10																																																														
Finalist Runner-up	2	3	5	7																																																														
Transmutation Table																																																																		
<table><tr><th>Score</th><th>Rating</th><th>Score</th><th>Rating</th><th>Score</th><th>Rating</th></tr><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><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></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								
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																																																															



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

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.				
			Transmutation Table				
			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) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

Enclosure No. 2 to Division Memorandum No. 366 s. 2025

Time Table

Date	Activity
September 1 to September 15, 2025	Submission of nominations with corresponding documents to the District Selection Committee; the Division Office nominees will submit to the Division Selection Committee
September 16 to September 26, 2025	Evaluation by the District Selection Committee/Division Selection Committee (for Division Office nominees)
September 29, 2025	Submission of the top five (5) district nominees for each category to the Division Selection Committee
September 30 to October 31, 2025	Screening period and validation
November 14, 2025	Announcement of finalists and meeting of working committee
TBA	Rehearsals
TBA	Pasidungog 2025 Awarding Ceremonies



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Enclosure No. 3 to Division Memorandum No. 366 s. 2025

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/Office of the ASDS for evaluation.
5. SEPS in Planning and Research will provide the evaluators a masterlist of approved Research and Innovation for school-based personnel from August 1, 2024 – July 31, 2025; and for division personnel from January 1 to December 31, 2025.
6. A nominee can only be nominated in two (2) award categories.
7. Only accomplishments or achievements within the period from August 1, 2024, up to July 31, 2025, will be considered for validation for school-based personnel and from January 1 to December 31, 2024 for SDO-based personnel.
8. The results of the Competency-Based Assessment (CBA) for School Year 2024-2025 must be equal to or above the Division MPS, for Elementary – 75.00 and for Secondary – 70.00.
9. An awardee who wins in Pasidungog for three (3) years; 2019, 2023, 2024 respectively in the same category will be elevated to the Hall of Fame and shall be disqualified to join in the same category in the succeeding three (3) years search. The Hall of Fame awardee can join the same contest category after three (3) years.
10. Declared awardees will be informed through a division memorandum which will be uploaded at the division website.
11. Nominees must have no pending case.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

3 6 6

Enclosure No. 4 to Division Memorandum No. ____ s. 2025

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

Chairperson: LUZ U. BANSON EdD

OIC, Office of the Assistant Schools Division Superintendent

Members : ROLANDO B. JAMORA PhD
Chief Education Supervisor - CID

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

MA. SHARON B. BARRIENTOS
Administrative Officer V (Admin)

CECIL JOY D. DIOCSO
Administrative Officer V - Budget

ATTY. JOSEPH A. ITURRALDE
Attorney III

DENMARK L. LLANERA, CPA
Accountant III

MARJORIE BAYHON
Administrative Officer IV (Cash)

CHARLIE BEGAS PhD
President (CADASSA)

EDDIE ARCENAS PhD
President (PESPA)

FIDEL BASCO
President, Teachers Association

MAY EVAN DE LA CRUZ PhD
Representative from DepEd NEU – Capiz Chapter

Secretariat: DARWIN D. BRILLO
Administrative Officer IV/HRMO II



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

IMMACULADA J. AMORES PhD
Senior Education Program Specialist (HRD)

YZARDA CLAUDETTE BALLERA
Project Development Officer II/Division Information Officer

EMMANUEL V. LATI
Information Technology Officer I

TECHNICAL WORKING GROUPS

(DIVISION SCREENING COMMITTEE PER CATEGORY)

Key Stage 1 - Outstanding Kindergarten and Grade I Teachers

Chairperson: DR. LALAIN E. DELOS SANTOS

Members : DR. MARGGIE A. OBLIGACION
ALAN VINCENT B. ALTAMIA
JERRY V. MOSQUITE

Key Stage 1 - Outstanding Grade II Teachers

Chairperson: DR. JUDITH TU

Members : DR. MA. THERESA VILLAGRACIA
DR. IMMACULADA AMORES
DR. EDDIE ARCENAS
DR. MARGGIE A. OBLIGACION

Key Stage 1 - Outstanding Grade III Teachers

Chairperson: DR. FE BANEZ

Members : DR. MA. THERESA VILLAGRACIA
ALAN VINCENT B. ALTAMIA
RONALD DILE

Key stage 2 and Key Stage 3 - Outstanding Grade 4 to 10 Teachers by Learning Area

1. English – SALVADOR DALE B. ARTATES
DR. EDWIN JASON DUENAS
YZARDA CLAUDETTE BALLERA
2. Filipino – DR. MERLIE RUBIO
DR. RUTH GERVERO
GLENN DOLLETE
ROMAR JARAVELLO



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

3. Mathematics -ELENIA P. BARANDA
DR. JUDITH P. TU
GRACE ATINON
DENMARK LLANERA
FRANCIS M. LIBRANDO
4. Science - ANDRES D. QUIACHON
ANN MARIE VILLAMOR
DR. CALIN BERNALES
DR. MA. THERESA V. VILLAGRACIA EdD
5. Araling Panlipunan – DR. REYNALDO AZCARRAGA
CHARLIE BEGAS
ROMAR JARAVELLO
DR. MAY EVAN DE LA CRUZ
DARWIN BRILLO
6. Edukasyon sa Pagpapakatao – ALAN VINCENT ALTAMIA
DR. IMMACULADA AMORES
CECIL JOY DIOCSON
DR. MARGGIE A. OBLIGACION
7. MAPEH - RONIE RETERACION
JERRY MOSQUITE
EDWARD VILLAFUERTE
JHEAN MAE GRACE LINGCO
8. EPP/TLE - ZALDY B. CAALAM
EMMANUEL LATI
KENNETH ANOCHE
DR. REYNALDO G. CRESPO

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

1. HUMSS - ALAN VINCENT B. ALTAMIA
ROMAR JARAVELLO
DARWIN BRILLO
DR. IMMACULADA AMORES
DR. MARGGIE A. OBLIGACION
2. STEM- ANDRES D. QUIACHON
ANN MARIE VILLAMOR
DR. CALIN BERNALES
DR. MA. THERESA V. VILLAGRACIA



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

3. ABM - ELENIA P. BARANDA
DR. JUDITH P. TU
GRACE ATINON
KENNETH ANOCHE
4. GAS - DR. MERLIE J. RUBIO
SALVADOR DALE B. ARTATES
GLENN DOLLETE
YZARDA CLAUDETTE BALLERA
5. AFA -
6. HE -
7. IA -
8. ICT -
- ZALDY CAALAM
DR. REYNALDO G. CRESPO
EMMANUEL LATI
KENNETH ANOCHE
EDWIN JASON DUENAS

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

Chairperson: The Program Focal Person

ZALDY CAALAM	- STVEP & FARM SCHOOL
SALVADOR DALE ARTATES	- JOURNALISM (English)
Dr. MERLIE RUBIO	- JOURNALISM (Filipino)
RONIE C. RETERACION	- SPA
Dr. ANGEL F. PAYO JR.	- IPed
FRANCIS F. LIBRANDO	- ALS
ANDRES QUIACHON	- SSES & STE
Dr. RUTH C. GERVERO	-ALS, MG, SNEd
KENNETH ANOCHE	- ALS

Members: GLENN DOLLETE
MA. FRANCIS THERESE ZAMORA



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Outstanding School Heads (Principals, Asst. Principals, Head Teachers, OICs/TICs)

Principals and Asst. Principals	Head Teachers and OICs/TICs
Chairperson: Dr. ROLANDO JAMORA	Chairperson: Dr. EDNA B. AZCARRAGA
Members: KENNETH ANOCHE	MEMBERS: DR. MARGGIE A. OBLIGACION
FRANCIS M. LIBRANDO	DR. IMMACULADA J. AMORES
ELENIA P. BARANDA	GLENDA BOTIN
DR. MERLIE J. RUBIO	DR. ARNOLD JOY LEJOS

Outstanding Non-Teaching Personnel

Chairperson: MA. SHARON BARRIENTOS

Members : DARWIN D. BRILLO
RONALD D. DILE
MAY EVAN DELA CRUZ
CERELO VILLAGRACIA

Best Organizational Unit

Chairperson: ATTY. JOSEPH ITURRALDE

Members : RONALD D. DILE
ALAN VINCENT B. ALTAMIA
CECIL JOY D. DIOCSON
MARJORIE A. BAYHON
FIDEL BASCO

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

Chairperson: EDNA AZCARRAGA

Members : ALAN VINCENT ALTAMIA
ROMAR JARAVELO
RONALD DILE
LALAIN FUNDAL
ANDRES QUIACHON
IMMACULADA AMORES



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Enclosure No. 5 to Division Memorandum No. 366 s. 2025

**SEARCH FOR THE 2025 PASIDUNGOG AWARDEES
EVALUATION FORM**

Name: _____ Grade Level Taught: _____

School: _____ Subject Area: _____

District: _____ Category: _____

Items/Criteria	Weight (%)	Points Obtained
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total	100%	

DIVISION SCREENING COMMITTEE

Member

Member

Member

Member

Chairman



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capi@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Enclosure No. 6 to Division Memorandum No. 366s. 2025

2025 PASIDUNGOG NOMINATION FORM

This is to respectfully nominate _____
(Name of Individual/Group Nominee)

of _____ for his/her/their valuable contribution in
(School/Office of the Nominee)

(Narrate the Outstanding Accomplishment/Contribution. You may use additional sheets as necessary)

I attest, to the best of my knowledge, that I have known his/her/them since _____
(year)

as his/her/their _____
(state relationship to the nominee)

Name and Signature of Nominator

Date of Signing

Agency: _____

Position: _____

Contact Number: _____

Email: _____

Nominee Contact Details:

Name: _____

Agency: _____

Position: _____

Contact Number: _____

Email: _____



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiZ@depEd.gov.ph
Website: <http://depEdcapiZ.ph>