



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

DIVISION MEMORANDUM
No. 484 s. 2026

09 OCT 2026

SCHOOLS DIVISION OF CAPIZ SEARCH FOR PASIDUNGOG 2026 AWARDEES

TO : OIC Assistant Schools Division Superintendent
OIC Chief Education Program Supervisors
Education Program Supervisors/Public Schools District Supervisors
Heads of Public Elementary, Integrated and Senior High Schools
All Others 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 2026 Awardees.
2. The search is to recognize the excellent performance which contributes to the overall goal of the organization. This also aims to inspire, appreciate, 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 preference, disabilities, religion, and 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 **June 16, 2025 to March 31, 2026** for the school-based personnel and from **January 1, 2025 to December 31, 2025** for the division-based personnel.
5. The deadline for the submission of corresponding documents of all nominees (in all categories) will be on or before **November 6, 2026**. Nominees from schools and private schools shall submit the required documents to their respective District Offices for endorsement addressed to the SDS through the Chairperson, Division PRAISE Committee and forwarded to the Division Records Unit. For division-based nominees, all submissions shall be endorsed by their respective Unit Heads and forwarded to the Division Records Unit on or before the prescribed deadline.
6. Expenses to be incurred relative to the conduct of the **PASIDUNGOG 2026** are chargeable against Division MOOE, subject to the usual accounting and auditing rules and regulations.
7. The timeline of activities, Omnibus Certification of Authenticity and Veracity of Documents, Evaluation Tool, composition of the Review and Evaluation Team, and the composition of Technical Working Committee for the awarding ceremony are found in Enclosures 1, 2, 3, 4, and 5, respectively.
8. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
References: None

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

AWARDS
OFFICIALS

CRITERIA
PROGRAMS

EMPLOYEES
PERFORMANCE



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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I. PASIDUNGOG AWARDS CATEGORIES

A. SCHOOL-BASED AWARDS

1. Teaching Personnel Category

CATEGORY	NUMBER OF AWARDEES
• Outstanding Kindergarten Teachers (Key Stage 1)	3
• Outstanding Grade 1 Teachers (Key Stage 1)	3
• Outstanding Grade 2 Teachers (Key Stage 1)	3
• Outstanding Grade 3 Teachers (Key Stage 1)	3
• Outstanding Teacher in English (Key Stage 2)	3
• Outstanding Teacher in Filipino (Key Stage 2)	3
• Outstanding Teacher in Mathematics (Key Stage 2)	3
• Outstanding Teacher in Science (Key Stage 2)	3
• Outstanding Teacher in Araling Panlipunan (Key Stage 2)	3
• Outstanding Teacher in Good Manners and Right Conduct (GMRC) (Key Stage 2)	3
• Outstanding Teacher in Music and Arts, Physical Education and Health (MAPEH) (Key Stage 2)	3
• Outstanding Teacher in Edukasyong Pantahanan at Pangkabuhayan/ Technology and Livelihood Education (EPP/TLE) (Key Stage 2)	3
• Outstanding Teacher in English (Key Stage 3)	3
• Outstanding Teacher in Filipino (Key Stage 3)	3
• Outstanding Teacher in Mathematics (Key Stage 3)	3
• Outstanding Teacher in Science (Key Stage 3)	3
• Outstanding Teacher in Araling Panlipunan (Key Stage 3)	3
• Outstanding Teacher in Values Education (Key Stage 3)	3
• Outstanding Teacher in Music and Arts, Physical Education and Health (MAPEH) (Key Stage 3)	3
• Outstanding Teacher in Technology and Livelihood Education (TLE) (Key Stage 3)	3
• Outstanding Teacher in Humanities and Social Sciences (HUMSS) (Key Stage 4)	3
• Outstanding Teacher in Science, Technology, Engineering, and Mathematics (STEM) (Key Stage 4)	3
• Outstanding Teacher in Accountancy, Business, and Management (ABM) (Key Stage 4)	3
• Outstanding Teacher in General Academic Strand (GAS) (Key Stage 4)	3
• Outstanding Teacher in Agri-Fishery Arts (AFA) (Key Stage 4)	3
• Outstanding Teacher in Home Economics (HE) (Key Stage 4)	3
• Outstanding Teacher in Industrial Arts (IA) (Key Stage 4)	3
• Outstanding Teacher in Information and Communications Technology (ICT) (Key Stage 4)	3
• Outstanding Teacher in Indigenous Peoples Education (IPEd)	3
• Outstanding Teacher in Alternative Learning System (ALS)	3
• Outstanding Teacher in Special Needs Education (SNED)	3
• Outstanding Teacher in Special Curricular Program- Special Science Elementary School (SSES)	3
• Outstanding Teacher in Special Curricular Program - Science, Technology and Engineering (STE)	3
• Outstanding Teacher in Special Curricular Program - Special Program in Sports (SPS)	3
• Outstanding Teacher in Special Curricular Program - Special Program in the Arts (SPA) (Elementary)	1
• Outstanding Teacher in Special Curricular Program - Special Program in the Arts (SPA) (Secondary)	1
• Outstanding Teacher in Special Curricular Program - Special Program in Journalism (SPJ)- (Elementary)	2
• Outstanding Teacher in Special Curricular Program - Special Program in Journalism (SPJ)- (Secondary)	2
• Outstanding Teacher in Special Curricular Program - Special Program in Foreign Language (SPFL)	1



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• Outstanding Teacher in Special Curricular Program - Strengthened Technical Vocational Education Program (STVEP)	1
• Outstanding Teacher in Special Curricular Program - Farm School	1
• Outstanding Teacher in Special Curricular Program - Open High School Program	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)	1

2. Teaching-Related Personnel Category

CATEGORY	NUMBER OF AWARDEES
• Outstanding Elementary School Head	5
• Outstanding Secondary School Head	5
• Outstanding Integrated School Head	3
• Outstanding Teacher In-Charge (TIC)	5
• Outstanding Department Head	1
• Outstanding Private Preschool Head	1
• Outstanding Private Elementary School Head	1
• Outstanding Private Secondary School Head	1

3. Non-Teaching Personnel Category

CATEGORY	NUMBER OF AWARDEES
• Outstanding Non-Teaching Personnel – Level 1 (General Services - SG 1 to 4 - Utility, Watchman, and Security Guard)	1
• Outstanding Non-Teaching Personnel – Level 1 (Non-General Services - SG 3 to 9 – Clerk, ADA III, ADA IV, ADA VI, ADAS II, and ADAS III)	1
• Outstanding Non-Teaching Personnel – Level 2 (SG 10 – 15)	5

B. DIVISION-BASED AWARDS

1. Teaching-Related Personnel Category

CATEGORY	NUMBER OF AWARDEES
• Outstanding Education Program Supervisor	3
• Outstanding Public Schools District Supervisor	3
• Outstanding Senior Education Program Specialist	1
• Outstanding Education Program Specialist II	1

2. Non-Teaching Personnel Category

CATEGORY	NUMBER OF AWARDEES
• Outstanding Non-Teaching Personnel – Level 1 (General Services SG 1 to 4 - Utility, Driver, and Dental Aide)	1
• Outstanding Non-Teaching Personnel – Level 1 (Non-General Services SG 6 to 9 - ADA VI, ADAS I, ADAS II, and ADAS III)	1
• Outstanding Non-Teaching Personnel – Level 2	1

C. SPECIAL AWARDS

CATEGORY	NUMBER OF AWARDEES
• Hall of Fame	To be determined
• Special Citations	To be determined



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II. GENERAL GUIDELINES

A. Qualification/ Eligibility Requirements of the Nominee

An employee can be nominated in one (1) category only and shall strictly comply with the following qualifications:

- has rendered at least three (3) years of continuous service in the Department of Education; (for applicants from the private school category, must have rendered at least three (3) years of continuous service in a private school);
- has rendered service for at least one (1) school year for school-based personnel or one (1) fiscal year for division-based personnel under the same award category;
- has a performance rating of Outstanding in the latest rating period prior to the nomination;
- must NOT have been sanctioned or suspended for violating administrative policies, rules, and regulations and must have no pending administrative/ civil/ criminal case, and
- does NOT have any record of Notice of Suspension/Disallowance from Resident COA Auditor, and unliquidated cash advance from Schools Division Office Accountant as of the date of the nomination (for School Heads only).

B. Submission of Nomination Documents

Each district should recommend one (1) nominee for each of the categories for school-based awards. For the division-based awards, the division chiefs/ unit heads shall submit the complete documents of their nominees.

Nominees shall submit one (1) copy of the nomination folder containing the following in **A4-sized bond paper with table of contents and side tabbings**:

1. Endorsement from the District Supervisor/ Division Chief/ Section or Unit Head
2. Updated Personal Data Sheet (PDS), revised 2025 with a recent passport-size photo with a name tag.
3. Certification of no suspension/disallowance signed by the Resident COA Auditor and unliquidated cash advance signed by the Division accountant (for School Heads only).
4. Certification of no pending administrative case signed by Division Legal Officer.
5. Omnibus Certification of Authenticity and Veracity of Documents.
6. Updated Service Record (SR) signed by the Division Administrative Officer V for Administration.
7. Individual Performance Commitment and Review Form (IPCRF)/ Office Performance Commitment and Review Form (OPCRF) in the last three (3) rating periods before the nomination.
8. Accomplished rating sheet for Work Attitude and Professionalism.
9. Certificates and other supporting documents (refer to the criteria and MOVs of the awards category nominated for).

To ensure uniformity and ease of reference, nominees shall use the following color coding for their folder:

- School-based teaching personnel – White
- School-based teaching-related personnel – Yellow
- School-based non-teaching personnel – Blue
- Division-based related-teaching personnel – Red
- Division-based non-teaching personnel – Green

C. Stages of the Search

There shall be three stages in the determination/selection of the awards recipients.

Stage	Activity and Description	In-Charge
Stage 1 Screening and Evaluation of Documents	The District PRAISE Committee shall conduct the screening and evaluation of all nominations and supporting documents and endorse one (1) nominee per award category to the Division PRAISE Committee for further evaluation.	District PRAISE Committee
	Complete documents of the nominees (per district) shall be received by the Division	Division Records Section



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	Office, through the Division Records Unit on or before the deadline of submission. The Division PRAISE Committee shall create Review and Evaluation Teams (Annex B) for each awards category. The team shall meet to evaluate documents. All nominees must obtain at least 60 points to qualify for the division validation.	Review and Evaluation Team
Stage 2 Validation & Deliberation	The Review and Evaluation Teams shall validate the documents submitted by the nominees for each category. The team may likewise conduct on-site visits to validate innovation, research or interview immediate superior and/or colleagues of the nominee.	Review and Evaluation Team
Stage 3 Submission & Finalization of Results	The Review and Evaluation Team will prepare and submit the final list of awardees to the Secretariat.	Secretariat

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

III. CRITERIA AND POINTS SYSTEM

1. TEACHING PERSONNEL

A. OUTSTANDING TEACHER (KEY STAGES 1-4, IPED, ALS, SNED, SPECIAL CURRICULAR PROGRAMS, PRIVATE SCHOOLS)

The Schools Division of Capiz proudly honors teachers who exemplify excellence in the teaching profession. This award recognizes educators whose dedication and performance go beyond the ordinary, serving as role models in the pursuit of quality education.

Criteria	Weight
1. Competence	35
a. Performance Rating for the last 3 years	35
2. Outstanding Accomplishments	60
a. Awards and Recognition	15
b. Innovation	15
c. Research	10
d. Acted as Resource Speaker	5
e. Acted as Illustrator/ Writer/ Layout Artist/ Video Lesson Presenter	5
f. Technical Working Group in Trainings/Seminars/ Workshops or Technical Official in Athletic Meets	5
g. Awards as Winning Coach	5
3. Work Attitude and Professionalism	5
a. Peers (5)	
b. Superiors (1)	
TOTAL	100

1. Competence (35 points)

a. Performance Rating (35 points)

This refers to the IPCRF Rating. For private school applicants, the equivalent shall be the official evaluation rating certified by the school head or authorized official. The rate of the average numerical rating for the last 3 years vis-a-vis the highest possible rating shall be multiplied by 35.

Sample Computation:



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$$\frac{(4.50 + 4.80 + 4.95) \div 3}{5.00 \text{ (highest rating)}} \times 35 = 33.25$$

Means of Verification (MOVs):

- IPCRF in the last 3 years (SY 2023-2024, SY 2024-2025, SY 2025-2026) certified true copy by the immediate superior.

2. Outstanding Accomplishments (60 points)

a. Awards and Recognition (15 points)

To consider only the certificate with the highest points for the period covered.

Level	Points
Division	5
Regional	10
National	15

MOVs:

- Certificate of Award or Certificate of Recognition
- Official Memorandum indicating the criteria/guidelines
- Memorandum for Results/ Announcement/ Letter of Conferment/ Pictures

b. Innovation (15 points)

It is a demonstration of creativity, initiative, and innovation through development of new or superior work procedures, methods, inventions, and devices. It should focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development. It should be needs-based, timely, relevant, and has gained positive results on the improvement of teaching and learning. Innovation shall focus on the assigned task/work which may include any of the following categories: Curriculum and Instruction Delivery (K to 12 Inclusive Education); Policy, Planning, Research and Governance; Learning Environment Improvement; Continuous Improvement; and Human Resource Development. Innovation within the last 3 years shall be considered.

MOVs:

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

Rubrics:

MOVs Submitted	Points
Only A	3
Only A & B	6
Only A, B, & C	9
A, B, C, & E/ A, B, C, & D	12
A, B, C, D, & E	15

c. Research (10 points)

- Initiated or headed an educational research activity duly approved by the Schools Division Superintendent either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
- Research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
- Researchers must be compliant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).
- Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.



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- Points earned shall be divided according to the number of researchers in a team.

MOVs:

- A. Research Proposal duly approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the research within the school/office duly signed by the Head of Office
- D. Certification of adoption of research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
Only A	2
Only A & B	4
Only A, B, & C	6
A, B, C, & E/ A, B, C, & D	8
A, B, C, D, & E	10

d. Acted as Resource Speaker (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

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

MOVs:

- Letter of Invitation/ Memorandum/ Training Matrix/ Program
- Certificate of Recognition
- Slide Decks

e. Acted as Illustrator/ Writer/ Layout Artist/ Video Lesson Presenter (5 points)

Level	Points
Division	3
Regional	4
National	5

MOVs:

- Memorandum
- Certificate of Recognition/ Appreciation
- Pictures and other supporting documents.

f. Acted as Technical Working Group in Trainings / Seminars/ Workshops or Technical Official in Athletics Meet (5 points)

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

MOVs:

- Memorandum/ Training Matrix
- Certificate of Recognition/ Proof of Attendance
- Pictures and other supporting documents.



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Note: Only DepEd-sanctioned activities shall be given points.

g. Awards as Trainer/Coach (5 points)

This refers to awards gained by nominees as trainer/coach in DepEd sports or academic competitions/ activities.

MOVs:

- Any issuance, memorandum designating the nominee as trainer/coach; and
- Certificate of Recognition/ Appreciation as Trainer/Coach of a Winning Contestant/ Event/ Activity or Participant.

Rubrics:

Level	Points
Champion or Highest Placer in the National Level	5
Champion or Highest Placer in the Regional Level	3
Champion or Highest Placer in the Division/ Provincial Level	1

3. Work Attitude and Professionalism (5 points)

The rating shall be assessed by the three identified groups of raters: Peers and Superiors. The rating shall reflect the applicant's demonstrated attitude and professional conduct in the workplace, including respect for colleagues, teamwork, accountability, reliability, communication, initiative, and the ability to maintain positive and professional working relationships. Each rater shall evaluate the applicant based on their actual work experience and direct interaction with the applicant, using the prescribed rating scale.

Raters:

- Peers – colleagues who work at the same or comparable level.
- Superiors – immediate or appropriate supervisors/officials who have directly observed the applicant's work.

2. TEACHING-RELATED PERSONNEL CATEGORY

A. OUTSTANDING SCHOOL HEAD (ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOL) / TIC/ PRIVATE SCHOOL

The Schools Division of Capiz recognizes the exemplary performance of school heads—school principals, head teachers, and teachers-in-charge, including private schools—who have inspired and transformed their respective schools and communities. An Outstanding School Head/ TIC is one who demonstrates critical thinking and innovation in addressing challenges, resilience and cooperation in leading the school community, and commitment and initiative in advancing the goals of the Department of Education.

Criteria	Weight
1. Competence	15
a. Performance Rating for the last 3 years	15
2. Outstanding Accomplishments	50
a. Awards and Recognition	5
b. Innovation	10
c. Research	10
d. Acted as Resource Speaker	5
e. Technical Working Group in Trainings/Seminars/ Workshops or Technical Official in Athletics Meet	5
f. Instructional Supervision – Literacy & Numeracy	15
3. Financial Management	10
4. On-site Validation	15
5. Work Attitude and Professionalism	10
a. Peers (5)	
b. Superiors (1)	
c. Subordinates (3)	
TOTAL	100



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1. Competence (15 points)

a. Performance Rating (15 points)

This refers to the OPCRF Rating. For private school applicants, the equivalent shall be the official evaluation rating certified by the authorized official. The rate of the average numerical rating for the last 3 years vis-a-vis the highest possible rating shall be multiplied by 15.

Sample Computation:

$$\frac{(4.90 + 4.95 + 4.50) \div 3}{5.00 \text{ (highest rating)}} \times 15 = 14.35$$

MOVs:

- OPCRF in the last 3 years (SY 2023-2024, SY 2024-2025, SY 2025-2026) certified true copy by the immediate superior.

2. Outstanding Accomplishments (50 points)

a. Awards and Recognition (5 points)

To consider only the certificate with the highest points for the period covered.

Level	Points
Division	2
Regional	3.75
National	5

MOVs:

- Certificate of Award or Certificate of Recognition
- Official Memorandum indicating the criteria/guidelines
- Memorandum for Results/ Announcement/ Letter of Conferment/ Pictures

b. Innovation (10 points)

It refers to the demonstration of creativity, initiative, and originality through the development of new or superior work procedures, methods, inventions, and devices. It emphasizes organizational efficiency, effective work processes, leadership, educational support partnerships, and community development. Innovations must be needs-based, timely, relevant, and must have produced positive results in the improvement of teaching and learning. The focus shall be on the assigned tasks or work, which may include curriculum and instruction delivery under the K to 12 Inclusive Education program, policy formulation, planning, research and governance, learning environment improvement, continuous improvement initiatives, and human resource development. Only innovations undertaken within the last three (3) years shall be considered.

MOVs:

- Innovation Proposal duly approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
Only A	2
Only A & B	4
Only A, B, & C	6
A, B, C, & E/ A, B, C, & D	8
A, B, C, D, & E	10



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c. Research (10 points)

- Initiated or headed an educational research activity duly approved by the SDS either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
- Research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
- Researchers must be compliant with the Research Management Guidelines (DepEd Order No. 16, s. 2017).
- Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
- Points earned shall be divided according to the number of researchers in a team.

MOVs:

- Research Proposal duly approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the research within the school/office duly signed by the Head of Office
- Certification of adoption of research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research.

Rubrics:

MOVs Submitted	Points
Only A	2
Only A & B	4
Only A, B, & C	6
A, B, C, & E/ A, B, C, & D	8
A, B, C, D, & E	10

d. Acted as Resource Speaker (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

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

MOVs:

- Letter of Invitation/ Memorandum/ Training Matrix/ Program
- Certificate of Recognition
- Slide Decks

e. Acted as Technical Working Group in Trainings / Seminars/ Workshops or Technical Official in Athletics Meet (5 points)

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

MOVs:

- Memorandum/ Training Matrix
- Certificate of Recognition/ Proof of Attendance
- Pictures and other supporting documents.

Note: Only DepEd-sanctioned activities shall be given points.



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f. Instructional Supervisory Competence focusing on Improvement of Literacy and Numeracy (15 points)

The impact of the school’s accomplishment in making learning happen shall be based on the results of:

- Comprehensive Rapid Literacy Assessment (CRLA)/Philippine Informal Reading Inventory (Phil IRI) (8 points)
- Enhanced Regional Unified Numeracy Test (ERUNT) (7 points)

Indicators	Literacy Points (8 points)	Numeracy Points (7 points)
95 to 100% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	8	7
90 to 94% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	7	6
80 to 89% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	6	5
70 to 79% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	5	4
70 to 79% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	4	3
40 to 49% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	3	2
30 to 39% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	2	1
16 to 29% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	0.75	0.5
0 to 15% decrease in the Frustration Level learners/Full refreshers/non numerates of the Pre-Test and Post-Test	0.5	0.25

MOVs:

- Report on RUNT and CRLA reflecting the increase or decrease of performance of learners prepared by the coordinator, approved by the School Head, and concurred by the Public Schools District Supervisor.

3. Financial Management (10 points)

For Fiscal Year 2025, this criterion highlights the school head’s ability to effectively plan, allocate, utilize, and account for financial resources in support of the school’s programs and projects. It reflects competence in ensuring transparency, accountability, and efficiency in the management of funds, as well as the capacity to maximize available resources for the improvement of teaching and learning.

a. Timeliness of Liquidation and Utilization of Funds (5 points)

Percentage of Liquidation/ Utilization of Funds	Point (Liquidation)	Point (Utilization)
100% liquidated on time/ utilization of funds	5	5
98-99% liquidated on time/ utilization of funds	4	4
95-97% liquidated on time/ utilization of funds	3	3
90-94% liquidated on time/ utilization of funds	2	2
Below 90% liquidated on time/ utilization of funds	1	1

MOVs:

- Certification from the Division Accountant (for Elementary) /COA (for IUs)
- MOOE Star Day Certificates and Plaque of Merit (for Elementary)

b. Alignment of Liquidation and Utilization with the School RCA and WFP (5 points)



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@depd.gov.ph
Website: http://depdcapiz.ph



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Percentage of Actual Line-Item Utilization Aligned with the Approved School RCA and WFP	Point (Utilization)
100% aligned with RCA/WFP; correct line-item charging; no unauthorized deviations; all adjustments properly documented	5
95-99% aligned; minor deviations, all properly explained and supported	4
90-94% aligned, some deviations requiring collective action but no significant compliance issue	3
80-89% aligned; several deviations, including improper or inconsistent line-item utilization	2
Below 80% aligned; substantial deviation from RCA/WFP and/or recurring improper charging or unsupported adjustments	1

MOVs:

- Certification from the Division Accountant (for Elementary) / COA (for IUs)

4. On-site Validation (15 points)

Criteria	Weight
A Safe and Motivating Learning Environment	5
Maintenance and Other Operating Expenses	3
School and Community Partnership	2
Overall School and Office Upkeeping	5
TOTAL	15

5. Work Attitude and Professionalism (10 points)

It shall be assessed by three identified groups of raters: peers, superiors, and subordinates. The evaluation will capture the school head's demonstrated attitude and professional conduct in the workplace, particularly in fostering respect for colleagues, promoting teamwork, and upholding accountability and reliability. It shall also reflect the school head's ability to communicate effectively, take initiative, and maintain positive and professional working relationships within the school community. Each rater shall provide their assessment based on actual work experience and direct interaction with the school head, using the prescribed rating scale to ensure fairness, objectivity, and credibility in the evaluation process.

Raters:

- Peers – colleagues who work at the same or comparable level
- Superiors – immediate or appropriate supervisors/officials who have directly observed the applicant's work
- Subordinates – personnel who work under or are directly supervised by the applicant

B. OUTSTANDING DEPARTMENT HEAD

Criteria	Weight
1. Competence	15
a. Performance Rating for the last 3 years	15
2. Outstanding Accomplishments	70
a. Awards and Recognition	15
b. Innovation	15
c. Research	10
d. Acted as Resource Speaker	5
e. Technical Working Group in Trainings/Seminars/ Workshops or Technical Official in Athletics Meet	5
f. Instructional Supervision	20
3. Work Attitude and Professionalism	15
a. Peers (5)	
b. Superiors (1)	
c. Subordinates (3)	
TOTAL	100

1. Competence (15 points)

a. Performance Rating (15 points)



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This refers to the IPCRF Rating. The rate of the average numerical rating for the last 3 years vis-a-vis the highest possible rating shall be multiplied by 15.

Sample Computation:

$$\frac{(4.90 + 4.95 + 4.50) \div 3}{5.00 \text{ (highest rating)}} \times 15 = 14.35$$

MOVs:

- OPCR in the last 3 years (SY 2023-2024, SY 2024-2025, SY 2025-2026) certified true copy by the immediate superior.

2. Outstanding Accomplishments (60 points)

a. Awards and Recognition (15 points)

To consider only the certificate with the highest points for the period covered.

Level	Points
Division	5
Regional	10
National	15

MOVs:

- Certificate of Award or Certificate of Recognition
- Official Memorandum indicating the criteria/guidelines
- Memorandum for Results/ Announcement/ Letter of Conferment/ Pictures

b. Innovation (15 points)

The innovation may relate to school administration and governance, instructional leadership, teacher support and development, curriculum and learning delivery, learner support, resource management, stakeholder engagement, policy and program implementation, research, planning, monitoring and evaluation, continuous improvement, and other functions directly supporting the effective management and development of the school. Only innovations initiated, implemented, or significantly improved within the last three (3) years shall be considered.

MOVs:

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

Rubrics:

MOVs Submitted	Points
Only A	3
Only A & B	6
Only A, B, & C	9
A, B, C, & E/ A, B, C, & D	12
A, B, C, D, & E	15

c. Research (10 points)

- Initiated, led, or significantly contributed to an action or basic educational research project duly approved, completed, or accepted by the SDS within the last three (3) years;
- Research shall demonstrate clear relevance to identified school concerns, evidence-based decision-making, continuous improvement, instructional leadership, school governance, teacher development, learner outcomes, or stakeholder engagement;



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- Research (action or basic) must be approved / accepted by the Schools Division Superintendent.
- Researchers must be compliant with the Research Management Guidelines (DepEd Order No. 16, s. 2017).
- Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
- Points earned shall be divided according to the number of researchers in a team.

MOVs:

- A. Research Proposal duly approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the research within the school/office duly signed by the Head of Office
- D. Certification of adoption of research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
Only A	2
Only A & B	4
Only A, B, & C	6
A, B, C, & E/ A, B, C, & D	8
A, B, C, D, & E	10

d. Acted as Resource Speaker (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

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

MOVs:

- Letter of Invitation/ Memorandum/ Training Matrix/ Program
- Certificate of Recognition
- Slide Decks

e. Acted as Technical Working Group in Trainings / Seminars/ Workshops or Technical Official in Athletics Meet (5 points)

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

MOVs:

- Memorandum/ Training Matrix
- Certificate of Recognition/ Proof of Attendance
- Pictures and other supporting documents.

Note: Only DepEd-sanctioned activities shall be given points.

f. Instructional Supervisory Competence (20 points)

The ability of the employee to plan, implement, and evaluate instructional supervision activities that lead to improved teaching quality and learner outcomes, especially in literacy and numeracy.



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MOVs (SY 2025-2026):

- A. Instructional Supervisory Plan (with targets and schedule, monthly)
- B. Monitoring/Coaching Logs (with signatures and dates, monthly)
- C. Sample Observation Tools (with feedback, latest Classroom Observation)
- D. Before-and-after data (literacy/numeracy, learner performance, teacher performance, one SY)
- E. Narrative or reflection on impact or challenges encountered

Rubrics:

Required MOVs	Points
Only A and B	5
Only A, B, and C	10
Only A, B, C, and D	15
All MOVs	20

3. Work Attitude and Professionalism (15 points)

It shall be evaluated by peers, superiors, and subordinates based on the applicant’s respect for colleagues, teamwork, accountability, reliability, communication, initiative, and ability to maintain positive professional relationships. Assessments will be drawn from actual work experience and direct interaction, using the prescribed rating scale to ensure fairness and objectivity.

Raters:

- a. Peers – colleagues who work at the same or comparable level;
- b. Superiors – immediate or appropriate supervisors/officials who have directly observed the applicant’s work; and
- c. Subordinates – personnel who work under or are directly supervised by the applicant.

C. OUTSTANDING INSTRUCTIONAL SUPERVISOR (EDUCATION PROGRAM SUPERVISOR & PUBLIC SCHOOLS DISTRICT SUPERVISOR)

This is open to all Education Program Supervisors and Public Schools District Supervisors from the Curriculum Implementation Division of the Schools Division Office.

Criteria	Weight (PSDS)	Weight (EPS)
1. Competence	40	40
a. Performance Rating for the last 3 years	20	20
b. Instructional Supervisory Leadership		
b.1. Instructional Supervision (for PSDS only)	5	
b.2. Technical Assistance	10	10
b.3. Management of Curriculum Implementation	5	5
b.4. Curriculum Development, Enrichment, and Localization (for EPS only)		5
2. Outstanding Accomplishments	45	45
a. Awards and Recognition	10	10
b. Innovation	10	10
c. Research	10	10
d. Acted as Resource Speaker	10	10
e. Technical Working Group in Trainings/Seminars/ Workshops or Technical Official in Athletics Meet	5	5
4. Potential	10	10
3. Work Attitude and Professionalism	5	5
a. Peers (5)		
b. Superiors (1)		
c. Subordinates (5)		
TOTAL	100	100



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1. Competence (40 points)

a. Performance Rating (20 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the last 3 years vis-a-vis the highest possible rating shall be multiplied by 20.

Sample Computation:

$$\frac{(4.90 + 4.95 + 5.00) \div 3}{5.00 \text{ (highest rating)}} \times 20 = 19.80$$

MOVs:

- IPCRF in the last 3 years (SY 2023-2024, SY 2024-2025, SY 2025-2026) certified true copy by the immediate superior.

b. Instructional Supervisory Leadership (20 points)

b.1. Instructional Supervision

Number of schools for Instructional Supervision (IS).

MOVs:

- A. Approved Instructional Supervisory Plan/ Monthly Supervisory Plan
- B. Attested Monthly Accomplishment Report

Rubrics:

Required MOVs	Points
Only A	2.5
A and B	5

b.2. Technical Assistance (10 points)

Number of schools provided with Technical Assistance (TA).

MOVs:

- A. Approved Technical Assistance Plan
- B. Attested TA Accomplishment Report (narrative)
- C. Accomplished Monitoring Tools

Rubrics:

Required MOVs	Points
Only A	5
Only A and B	7
All MOVs	10

b.3. Management of Curriculum Implementation (5 points)

Stages of Implementation	Points
Conducted Periodic Monitoring and Evaluation of Schools MOVs: • Instructional Supervisory Plan • Technical assistance Plan • CID Monitoring and Evaluation Tools	1.25
Prepared and Submitted Concept Paper/ Project Designs and Proposals/ Policy Recommendations for Curriculum Enhancement MOV:	2.50



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Hard copies of policy recommendations received by the chief (in response to the results of M & E)	
Developed and Implemented Advocacy Programs and Materials on the BEC: MOV: Hard copies of advocacy programs/materials e.g. LAN Program/Education Summit/Stakeholders' Convergence	3.75
Ensured Quality Outputs/ Performance MOVs: - Records of baseline and actual data reflecting the gains - Profiling of learners' performance	5

b.4. Management of Curriculum Implementation (5 points)

Stages of Implementation	Points
Developed Training Designs/ Modules and Materials to Contextualize Competencies in the Curriculum MOV: Copy of training designs and quality assured learning resources/materials developed	1.25
Developed Processes and Tools for Monitoring MOV: Monitoring tools	2.50
Submitted Reports and Findings on Curriculum Innovations MOV: Narrative Report of Findings and recommendations	3.75
Ensured Quality Outputs/ Performance MOVs: - Records of baseline and actual data reflecting the gains - Profiling of Teachers' Performance - Profiling of learners' performance	5

2. Outstanding Accomplishments (40 points)

a. Awards and Recognition (10 points)

To consider only the certificate with the highest points for the period covered.

Level	Points
Division	5
Regional	7
National	10

MOVs:

- Certificate of Award or Certificate of Recognition
- Official Memorandum indicating the criteria/guidelines
- Memorandum for Results/ Announcement/ Letter of Conferment/ Pictures

b. Innovation (10 points)

It is a demonstration of creativity, initiative, and innovation through development of new or superior work procedures, methods, inventions, and devices. It should focus on organizational efficiency, work procedures, leadership, educational support partnership, and community



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development. It should be needs-based, timely, relevant, and has gained positive results on the improvement of teaching and learning. Innovation shall focus on the assigned task/work which may include any of the following categories: Curriculum and Instruction Delivery (K to 12 Inclusive Education); Policy, Planning, Research and Governance; Learning Environment Improvement; Continuous Improvement; and Human Resource Development. Innovation within the last 3 years shall be considered.

MOVs:

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

Rubrics:

MOVs Submitted	Points
Only A	2
Only A & B	4
Only A, B, & C	6
A, B, C, & E/ A, B, C, & D	8
A, B, C, D, & E	10

c. Research (10 points)

- Initiated or headed an educational research activity duly approved by the SDS either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
- Research (action or basic) must be approved / accepted by the Schools Division Superintendent or Regional Director.
- Researchers must be compliant with the Research Management Guidelines (DepEd Order No. 16, s. 2017).
- Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
- Points earned shall be divided according to the number of researchers in a team.

MOVs:

- A. Research Proposal duly approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the research within the school/office duly signed by the Head of Office
- D. Certification of adoption of research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
Only A	2
Only A & B	4
Only A, B, & C	6
A, B, C, & E/ A, B, C, & D	8
A, B, C, D, & E	10

d. Acted as Resource Speaker (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.



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

MOVs:

- Letter of Invitation/ Memorandum/ Training Matrix/ Program
- Certificate of Recognition
- Slide Decks

e. Technical Working Group in Trainings/Seminars/ Workshops or Technical Official in Athletics Meet (5 points)

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

MOVs:

- Memorandum/ Training Matrix
- Certificate of Recognition/ Proof of Attendance
- Pictures and other supporting documents.

Note: Only DepEd-sanctioned activities shall be given points.

3. Potential (10 points)

4. Work Attitude and Professionalism (5 points)

It shall be evaluated by peers, superiors, and subordinates based on the applicant's respect for colleagues, teamwork, accountability, reliability, communication, initiative, and ability to maintain positive professional relationships. Assessments will be drawn from actual work experience and direct interaction, using the prescribed rating scale to ensure fairness and objectivity.

Raters:

- Peers – colleagues who work at the same or comparable level;
- Superiors – immediate or appropriate supervisors/officials who have directly observed the applicant's work; and
- Subordinates – personnel who work under or are directly supervised by the applicant.

C. OUTSTANDING SENIOR EDUCATION PROGRAM SPECIALIST / EDUCATION PROGRAM SPECIALIST II

This is open to all personnel from the Schools Division Office holding the position of Senior Education Program Specialists (SGOD) and Education Program Specialists II (SGOD & CID).

Criteria	Weight
1. Competence	30
a. Performance Rating for the last 3 years	30
2. Outstanding Accomplishments	55
a. Awards and Recognition	15
b. Innovation	15
c. Research	15
d. Acted as Resource Speaker	5
e. Technical Working Group in Trainings/Seminars/ Workshops or Technical Official in Athletics Meet	5
3. Work Attitude and Professionalism	15
a. Peers (5)	



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b. Superiors (1)	
c. Subordinates (3)	
TOTAL	100

1. Competence (30 points)

a. Performance Rating (30 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the last 3 years vis-a-vis the highest possible rating shall be multiplied by 25.

Sample Computation:

$$\frac{(4.50 + 4.65 + 4.80) \div 3}{5.00 \text{ (highest rating)}} \times 25 = 23.17$$

MOVs:

- IPCRF in the last 3 years (SY 2023-2024, SY 2024-2025, SY 2025-2026 for school-based personnel; FY 2023, FY 2024, FY 2025 for division-based personnel) certified true copy by the immediate superior.

2. Outstanding Accomplishments (55 points)

a. Awards and Recognition (15 points)

To consider only the certificate with the highest points for the period covered.

Level	Points
Division	5
Regional	10
National	15

MOVs:

- Certificate of Award or Certificate of Recognition
- Official Memorandum indicating the criteria/guidelines
- Memorandum for Results/ Announcement/ Letter of Conferment/ Pictures

b. Innovation (15 points)

It is a demonstration of creativity, initiative, and innovation through development of new or superior work procedures, methods, inventions, and devices. It should focus on organizational efficiency, work procedures, leadership, educational support partnership, and community development. It should be needs-based, timely, relevant, and has gained positive results on the improvement of teaching and learning. Innovation shall focus on the assigned task/work which may include any of the following categories: Curriculum and Instruction Delivery (K to 12 Inclusive Education); Policy, Planning, Research and Governance; Learning Environment Improvement; Continuous Improvement; and Human Resource Development. Innovation within the last 3 years shall be considered.

MOVs:

- Innovation Proposal duly approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
Only A	3



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Only A & B	6
Only A, B, & C	9
A, B, C, & E/ A, B, C, & D	12
A, B, C, D, & E	15

c. Research (15 points)

- Initiated or headed an educational research activity duly approved by the SDS either for improvement of instruction, for community development, or teacher welfare conducted in the last 3 years.
- Research (action or basic) must be approved / accepted by the Schools Division Superintendent.
- Researchers must be compliant with the Research Management Guidelines (DepEd Order No. 16, s. 2017).
- Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
- Points earned shall be divided according to the number of researchers in a team.

MOVs:

- A. Research Proposal duly approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the research within the school/office duly signed by the Head of Office
- D. Certification of adoption of research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
Only A	3
Only A & B	6
Only A, B, & C	9
A, B, C, & E/ A, B, C, & D	12
A, B, C, D, & E	15

d. Acted as Resource Speaker (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

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

MOVs:

- Letter of Invitation/ Memorandum/ Training Matrix/ Program
- Certificate of Recognition
- Slide Decks

e. Acted as Technical Working Group in Trainings / Seminars/ Workshops or Technical Official in Athletics Meet (5 points)

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

MOVs:

- Memorandum/ Training Matrix



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- Certificate of Recognition/ Proof of Attendance
- Pictures and other supporting documents.

Note: Only DepEd-sanctioned activities shall be given points.

3. Work Attitude and Professionalism (15 points)

It shall be evaluated by peers, superiors, and subordinates based on the applicant’s respect for colleagues, teamwork, accountability, reliability, communication, initiative, and ability to maintain positive professional relationships. Assessments will be drawn from actual work experience and direct interaction, using the prescribed rating scale to ensure fairness and objectivity.

Raters:

- Peers – colleagues who work at the same or comparable level
- Superiors – immediate or appropriate supervisors/officials who have directly observed the applicant’s work
- Subordinates – personnel who work under or are directly supervised by the applicant

3. NON-TEACHING PERSONNEL CATEGORY

A. OUTSTANDING NON-TEACHING PERSONNEL (SCHOOL-BASED & DIVISION-BASED) – LEVEL 1

This is open to all Non-Teaching Level 1 personnel from the schools, districts, and division office with Salary Grade 1 to 4 (General Services - Utility, Watchman, and Security Guard)

Criteria	Weight
1. Outstanding Work Performance	30
2. Dedication and Commitment to Service	25
3. Reliability and Responsibility	15
4. Initiative and Resourcefulness	15
5. Work Attitude and Professionalism	15
a. Peers (5)	
b. Superiors (1)	
TOTAL	100

1. Outstanding Work Performance (30 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the last 3 years vis-a-vis the highest possible rating shall be multiplied by 30.

Sample Computation:

$$\frac{(4.50 + 4.65 + 4.80) \div 3}{5.00 \text{ (highest rating)}} \times 30 = 27.90$$

MOVs:

- IPCRF in the last 3 years (SY 2023-2024, SY 2024-2025, SY 2025-2026 for school-based personnel; FY 2023, FY 2024, FY 2025 for division-based personnel) certified true copy by the immediate superior.

2. Dedication and Commitment to Service (25 points)

Dedication and Commitment to Service assess an employee’s steadfast devotion to public service and willingness to go beyond assigned tasks when needed. This criterion highlights individuals who consistently display professionalism, actively participate in organizational activities, and contribute positively to the achievement of institutional objectives through their commitment and work ethic.

MOVs:

- Certificates of participation in office/division activities
- Documentation of additional duties/tasks performed
- Commendation from supervisors/stakeholders



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Rubrics:

MOVs Submitted	Points
Only A	15
A & B/ A & C/B & C	20
A, B, & C	25

3. Reliability and Responsibility (15 points)

Reliability and Responsibility recognize employees who can be depended upon to fulfill their duties accurately, promptly, and with minimal supervision. This category emphasizes accountability, timeliness in task completion, adherence to deadlines, and the ability to consistently deliver expected results while maintaining high standards of performance.

MOVs:

- A. Attendance/DTR records
- B. Records showing timely completion of assigned tasks
- C. Accomplishment/work monitoring reports

Rubrics:

MOVs Submitted	Points
Only A	15
A & B/ A & C/B & C	20
A, B, & C	25

4. Initiative and Resourcefulness (15 points)

Initiative and Resourcefulness evaluate an employee's ability to identify opportunities for improvement, develop practical solutions, and take proactive steps to address workplace challenges. This criterion recognizes innovative thinking, creativity, and the willingness to contribute ideas and actions that enhance efficiency, productivity, and service delivery within the organization.

MOVs:

- A. Documentation/photos of improvements initiated
- B. Accomplishment reports showing initiatives
- C. Certificates/recognition for innovations or special contributions
- D. Before-and-after documentation or workplace improvements
- E. Written recommendations/commendations

Rubrics:

MOVs Submitted	Points
Only A	3
Only A & B	6
Only A, B, & C	9
A, B, C, & E/ A, B, C, & D	12
A, B, C, D, & E	15

5. Work Attitude and Professionalism (15 points)

It shall be evaluated by peers, superiors, and subordinates based on the applicant's respect for colleagues, teamwork, accountability, reliability, communication, initiative, and ability to maintain positive professional relationships. Assessments will be drawn from actual work experience and direct interaction, using the prescribed rating scale to ensure fairness and objectivity.

Raters:

- a. Peers – colleagues who work at the same or comparable level



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- b. Superiors – immediate or appropriate supervisors/officials who have directly observed the applicant's work

B. OUTSTANDING NON-TEACHING PERSONNEL (SCHOOL-BASED & DIVISION-BASED) – LEVEL 1

This is open to all Non-Teaching Level 1 personnel from the schools, districts, and division office with Salary Grade 3 to 9 (Non-General Services – Clerk, ADA III, ADA IV, ADA VI, ADAS II, and ADAS III)

Criteria	Weight
1. Competence	40
a. Performance Rating for the last 3 years	30
b. Work Experience	10
2. Outstanding Accomplishments	40
a. Awards and Recognition	10
b. Innovation	10
c. Research	10
d. Acted as Resource Speaker	5
e. Technical Working Group in Trainings/Seminars/ Workshops or Technical Official in Athletics Meet	5
3. Work Attitude and Professionalism	20
a. Peers (5)	
b. Superiors (1)	
TOTAL	100

1. Competence (40 points)

a. Performance Rating (30 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the last 3 years vis-a-vis the highest possible rating shall be multiplied by 30.

Sample Computation:

$$\frac{(4.50 + 4.65 + 4.80) \div 3}{5.00 \text{ (highest rating)}} \times 30 = 27.90$$

MOVs:

- IPCRF in the last 3 years (SY 2023-2024, SY 2024-2025, SY 2025-2026 for school-based personnel; FY 2023, FY 2024, FY 2025 for division-based personnel) certified true copy by the immediate superior.

b. Work Experience (10 points)

One (1) point every year but not to exceed 10 points.

2. Outstanding Accomplishments (40 points)

a. Awards and Recognition (10 points)

To consider only the certificate with the highest points for the period covered.

Level	Points
Division	5
Regional	7
National	10

MOVs:

- Certificate of Award or Certificate of Recognition
- Official Memorandum indicating the criteria/guidelines
- Memorandum for Results/ Announcement/ Letter of Conferment/ Pictures

b. Innovation (10 points)



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The innovation may relate to the improvement of administrative, financial, records management, property and supply management, clerical, general services, support, and other functions directly contributing to the efficient delivery of school or office operations. This may include the development or improvement of processes, systems, tools, forms, work procedures, or service mechanisms that result in increased efficiency, accuracy, timeliness, cost-effectiveness, accessibility, or quality of service. Only innovations initiated, implemented, or significantly improved within the last three (3) years shall be considered.

MOVs:

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

Rubrics:

MOVs Submitted	Points
Only A	2
Only A & B	4
Only A, B, & C	6
A, B, C, & E/ A, B, C, & D	8
A, B, C, D, & E	10

c. Research (10 points)

- Initiated, led, or significantly contributed to an action or basic educational research project duly approved, completed, or accepted by the SDS within the last three (3) years.
- Research is undertaken to address work-related concerns, improve existing processes, or generate information that may contribute to the effective delivery of administrative and support services. This may include action research, operational research, process studies, or other relevant research activities related to the personnel's functions.
- Research (action or basic) must be approved / accepted by the Schools Division Superintendent.
- Researchers must be compliant with the Research Management Guidelines (DepEd Order No. 16, s. 2017).
- Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
- Points earned shall be divided according to the number of researchers in a team.

MOVs:

- A. Research Proposal duly approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of utilization of the research within the school/office duly signed by the Head of Office
- D. Certification of adoption of research by another school/office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
Only A	2
Only A & B	4
Only A, B, & C	6
A, B, C, & E/ A, B, C, & D	8
A, B, C, D, & E	10



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d. Acted as Resource Speaker (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

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

MOVs:

- Letter of Invitation/ Memorandum/ Training Matrix/ Program
- Certificate of Recognition
- Slide Decks

e. Acted as Technical Working Group in Trainings / Seminars/ Workshops or Technical Official in Athletics Meet (5 points)

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

MOVs:

- Memorandum/ Training Matrix
- Certificate of Recognition/ Proof of Attendance
- Pictures and other supporting documents.

Note: Only DepEd-sanctioned activities shall be given points.

3. Work Attitude and Professionalism (20 points)

It shall be evaluated by peers and superiors based on the applicant's respect for colleagues, teamwork, accountability, reliability, communication, initiative, and ability to maintain positive professional relationships. Assessments will be drawn from actual work experience and direct interaction, using the prescribed rating scale to ensure fairness and objectivity.

Raters:

- Peers – colleagues who work at the same or comparable level
- Superiors – immediate or appropriate supervisors/officials who have directly observed the applicant's work

C. OUTSTANDING NON-TEACHING PERSONNEL (SCHOOL-BASED & DIVISION-BASED) – LEVEL 2

This is open to all Non-Teaching Level 2 personnel from the schools, districts, and division office with Salary Grade 10 and above.

Criteria	Weight
1. Competence	35
a. Performance Rating for the last 3 years	30
b. Work Experience	5
2. Outstanding Accomplishments	50
a. Awards and Recognition	10
b. Innovation	15
c. Research	15
d. Acted as Resource Speaker	5
e. Technical Working Group in Trainings/Seminars/ Workshops or Technical Official in Athletics Meet	5
3. Work Attitude and Professionalism	15
a. Peers (5)	



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b. Superiors (1)	
c. Subordinates (2)	
TOTAL	100

1. Competence (35 points)

a. Performance Rating (30 points)

This refers to the IPCRF Rating. The rate of the average numerical rating for the last 3 years vis-a-vis the highest possible rating shall be multiplied by 30.

Sample Computation:

$$\frac{(4.50 + 4.65 + 4.80) \div 3}{5.00 \text{ (highest rating)}} \times 30 = 27.90$$

MOVs:

- IPCRF in the last 3 years (SY 2023-2024, SY 2024-2025, SY 2025-2026 for school-based personnel; FY 2023, FY 2024, FY 2025 for division-based personnel) certified true copy by the immediate superior.

b. Work Experience (5 points)

One (1) point every year but not to exceed 5 points.

2. Outstanding Accomplishments (45 points)

a. Awards and Recognition (10 points)

To consider only the certificate with the highest points for the period covered.

Level	Points
Division	5
Regional	7
National	10

MOVs:

- Certificate of Award or Certificate of Recognition
- Official Memorandum indicating the criteria/guidelines
- Memorandum for Results/ Announcement/ Letter of Conferment/ Pictures

b. Innovation (15 points)

The innovation may relate to the improvement of administrative, financial, records management, property and supply management, clerical, general services, support, and other functions directly contributing to the efficient delivery of school or office operations. This may include the development or improvement of processes, systems, tools, forms, work procedures, or service mechanisms that result in increased efficiency, accuracy, timeliness, cost-effectiveness, accessibility, or quality of service. Only innovations initiated, implemented, or significantly improved within the last three (3) years shall be considered.

MOVs:

- Innovation Proposal duly approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research



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Rubrics:

MOVs Submitted	Points
Only A	3
Only A & B	6
Only A, B, & C	9
A, B, C, & E/ A, B, C, & D	12
A, B, C, D, & E	15

c. Research (15 points)

- Initiated, led, or significantly contributed to an action or basic educational research project duly approved, completed, or accepted by the SDS within the last three (3) years.
- Research is undertaken to address work-related concerns, improve existing processes, or generate information that may contribute to the effective delivery of administrative and support services. This may include action research, operational research, process studies, or other relevant research activities related to the personnel's functions.
- Research (action or basic) must be approved / accepted by the Schools Division Superintendent.
- Researchers must be compliant with the Research Management Guidelines (DepEd Order No. 16, s. 2017).
- Research topics must be aligned with the research agenda of the CO/RO/ SDO, and according to the level of governance.
- Points earned shall be divided according to the number of researchers in a team.

MOVs:

- Research Proposal duly approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the research within the school/office duly signed by the Head of Office
- Certification of adoption of research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
Only A	3
Only A & B	6
Only A, B, & C	9
A, B, C, & E/ A, B, C, & D	12
A, B, C, D, & E	15

d. Acted as Resource Speaker (5 points)

This refers to the recognition/ citation given by DepEd-related award-giving bodies.

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

MOVs:

- Letter of Invitation/ Memorandum/ Training Matrix/ Program
- Certificate of Recognition
- Slide Decks

e. Acted as Technical Working Group in Trainings / Seminars/ Workshops or Technical Official in Athletics Meet (5 points)

Level	Points
School	1
District	2



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Division	3
Regional	4
National	5

MOVs:

- Memorandum/ Training Matrix
- Certificate of Recognition/ Proof of Attendance
- Pictures and other supporting documents.

Note: Only DepEd-sanctioned activities shall be given points.

3. Work Attitude and Professionalism (15 points)

It shall be evaluated by peers, superiors, and subordinates based on the applicant’s respect for colleagues, teamwork, accountability, reliability, communication, initiative, and ability to maintain positive professional relationships. Assessments will be drawn from actual work experience and direct interaction, using the prescribed rating scale to ensure fairness and objectivity.

Raters:

- Peers – colleagues who work at the same or comparable level
- Superiors – immediate or appropriate supervisors/officials who have directly observed the applicant’s work
- Subordinates – personnel who work under or are directly supervised by the applicant

C. SPECIAL AWARD

1. HALL OF FAME

An awardee who wins in Pasidungog for three (3) years; 2023, 2024, 2025 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 years’ contest. The Hall of Fame awardee can join the same contest category after three (3) years.

2. SPECIAL CITATION

Special citation is a discretionary but principled recognition for personnel whose contribution is exceptional, highly significant, unusual, or beyond the normal categories of awards.

Consistent with DepEd PRAISE framework, it is a recognition for innovative contributions, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest, and other efforts contributing to organizational productivity.



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Enclosure No. 1

TIMELINE OF ACTIVITIES

TITLE OF ACTIVITY	DATE	VENUE
District evaluation and screening of nominees	October 26-28, 2026	District Office
Submission of District-validated documents from qualified nominees	November 6, 2026	Division Records Unit
Evaluation and validation of submitted documents	November 9-13, 2026	Division Multi-Purpose Hall
Deliberation of the results of evaluation and determination of the final list of awardees	November 16, 2026	Division Multi-Purpose Hall
Preparation and issuance of the Division Memorandum officially announcing the awardees of Pasidungog 2026	November 17, 2026	
Conduct of the official pictorial of the awardees for use in the Pasidungog 2026 program	November 20, 2026	SDS Conference Room
Conduct of the final rehearsal of awardees, presenters, hosts, performers, and other participants	December 3, 2026	To be announced
Conduct of the Pasidungog 2026 Awarding Ceremonies	December 4, 2026	To be announced



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Enclosure No. 2

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I, _____, of legal age, Filipino,
single/married/widowed/separated, with residential address at _____,

after having been duly sworn to in accordance with law, do hereby depose and state that:

1. I am voluntarily participating in the **PASIDUNGOG 2026 Search**, and in connection therewith, I am submitting my duly accomplished required supporting documents;
2. I hereby attest to the best of my knowledge that all the information contained in the nomination form and documents are true, accurate, and correct;
3. I also affirm and attest that I am of good moral character and have not violated any laws of the land or decrees promulgated by duly constituted authorities at any time before or during the period I joined the service;
4. I have read, understood, and will abide by the rules, regulations, and requirements governing the above-mentioned Search;
5. I am aware that any willful misinterpretation, misdeclaration, or omission of facts stated herein, in the nomination form, and/or supporting documents can be used as a basis for my disqualification from the Search; and
6. I am executing this affidavit to attest to the truthfulness, veracity, and validity of all the foregoing and to certify, under oath, the authenticity of my records under pain of perjury.

Signed this _____ day of _____, 202__, in _____, Philippines.

Affiant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 202__ in _____, affiant exhibiting to me his/her _____ issued on _____ in _____.

NOTARY PUBLIC

Doc No. _____;
Page No. _____;
Book No. _____;
Series of _____



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Enclosure No. 3

EVALUATION TOOL

WORK ATTITUDE AND PROFESSIONALISM

Instructions:

1. Please check applicable item appropriately in the space provided.

PART I

Personal attributes and characteristics towards work, peers, superiors, and subordinate	5	4	3	2	1
1. Independently innovates or finds/ develops solutions					
2. Demonstrates an outstanding and positive attitude with enthusiasm					
3. Completely dependable					
4. Exemplary working relationship with others					
5. Takes initiative of tasks					
6. Very motivated and industrious					
7. Above average independently					
8. Works well with others					
9. Requires little directions or does take initiative to complete tasks					
10. Willingness to help others in need					

PART II

Comments:

Evaluated by: _____

Date: _____



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Enclosure No. 4

REVIEW AND EVALUATION TEAM

Category: **Outstanding Kindergarten Teacher**
Chairperson: Dr. Lalain E. Delos Santos
Members: Dr. Marggie A. Obligacion
Jerry V. Mosquite
Encoder: Rose Mae A. Santos

Category: **Outstanding Grade 1 Teacher**
Chairperson: Dr. Glenda G. Gervero
Members: Dr. Edwin Jason D. Duenas
Yzarda Claudette D. Ballera
Encoder: Joan Joy D. Sembrano

Category: **Outstanding Grade 2 Teacher**
Chairperson: Dr. Judith P. Tu
Members: Alan Vincent B. Altamia
Dr. Immaculada J. Amores
Encoder: Melissa B. Bolido

Category: **Outstanding Grade 3 Teacher**
Chairperson: Dr. Fe D. Bañez
Members: Andres D. Quiachon
Ronald D. Dile
Encoder: Mia Joy D. Dilla

Category: **Outstanding Key Stage 2 Teacher in Science**
Outstanding Key Stage 3 Teacher in Science
Outstanding Teacher in Special Curricular Program- Special Science Elementary School (SSES)
Outstanding Teacher in Special Curricular Program - Science, Technology and Engineering (STE)
Outstanding Private School Teacher – Kindergarten to Grade 3 (Key Stage 1)
Outstanding Key Stage 4 Teacher in STEM
Chairperson: Andres D. Quiachon
Members: Ann Marie D. Villamor
Joanne J. Dequina
Andy Van Albert C. Artates
Encoder: Maria Lourdes G. Peniano

Category: **Outstanding Key Stage 2 Teacher in Mathematics**
Outstanding Key Stage 3 Teacher in Mathematics
Outstanding Key Stage 4 Teacher in ABM
Chairperson: Elenia P. Baranda
Members: Dr. Calin A. Bernaldes
Mae G. Frac
Dr. Lourdelyn R. Fuentes
Rolendy D. De Pedro
Encoder: Hannah Rose D. Palmes

Category: **Outstanding Key Stage 2 Teacher in Araling Panlipunan**
Outstanding Key Stage 3 Teacher in Araling Panlipunan
Outstanding Teacher in Special Curricular Program - Special Program in Foreign Language (SPFL)
Chairperson: Dr. Marggie A. Obligacion
Members: Dr. Fe D. Banez
Dr. Aileen May F. Isiderio
Rene D. Hortillas



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Encoder:	Roxan B. Abad
Category:	Outstanding Key Stage 2 Teacher in Edukasyon sa Pagpapakatao (EsP) Outstanding Key Stage 3 Teacher in Values Education Outstanding Key Stage 4 Teacher in GAS Outstanding Teacher in Special Curricular Program - Open High School Program Outstanding Teacher in Indigenous Peoples Education (IPEd)
Chairperson:	Alan Vincent B. Altamia
Members:	Atty. Joseph A. Iturralde Dr. Reynaldo B. Azcarraga Marjorie A. Bayhon Eduardo D. Villafuerte
Encoder:	Ma. Arianne Barrientos
Category:	Outstanding Key Stage 2 Teacher in EPP/TLE Outstanding Key Stage 3 Teacher in TLE Outstanding Key Stage 4 Teacher in HE Outstanding Key Stage 4 Teacher in AFA Outstanding Key Stage 4 Teacher in IA Outstanding Key Stage 4 Teacher in ICT Outstanding Teacher in Special Curricular Program - Strengthened Technical Vocational Education Program (STVEP) Outstanding Teacher in Special Curricular Program - Farm School
Chairperson:	Reynaldo G. Crespo
Members:	Zaldy B. Caalam Romar S. Jaravelo Jeoly Pearl Marie B. Agabe Emmanuel V. Lati Uldarico G. Castor
Encoder:	Roxanne B. Junto
Category:	Outstanding Key Stage 2 Teacher in English Outstanding Key Stage 3 Teacher in English Outstanding Key Stage 4 Teacher in HUMMS Outstanding Teacher in Special Curricular Program - Special Program in Journalism (SPJ)- (Secondary)
Chairperson:	Dr. Edwin Jason D. Duenas
Members:	Dr. Ma. Theresa V. Villagrancia Dr. May Evan O. Dela Cruz Rhodela U. Martinez Yzarda Claudette D. Ballera Candelaria P. Talabucon
Encoder:	Maridel F. Fuentes
Category:	Outstanding Teacher in Alternative Learning System (ALS) Outstanding Teacher in Special Needs Education (SNED)
Chairperson:	Dr. Ruth G. Gervero
Members:	Francis B. Librando Kenneth D. Anoché Glenn P. Dollete Alvin M. Braulio
Encoder:	Michael John M. Dolor
Category:	Outstanding Private School Teacher – Grades 4 to 6 (Key Stage 2) Outstanding Private School Teacher – Grades 7 to 10 (Key Stage 3) Outstanding Private School Teacher – Grades 11 to 12 (Key Stage 4)
Chairperson:	Ronald D. Dile
Members:	Mary Grace A. Atinon Alan Vincent B. Altamia
Encoder:	Yolanda A. Degracia



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Category: **Outstanding School-Based Non-Teaching Personnel – Level 1 (General Services - SG 1 to 4 - Utility, Watchman, and Security Guard)**
Outstanding School-Based Non-Teaching Personnel – Level 1 (Non-General Services - SG 3 to 9 – Clerk, ADA III, ADA IV, ADA VI, ADAS II, and ADAS III)
Outstanding School-Based Non-Teaching Personnel – Level 2 (SG 10 – 15)

Chairperson: Ma. Sharon S. Barrientos

Members: Darwin D. Brillo
Cecil Joy Diocson
Denmark L. Llanera

Encoder: Racel Jewel A. Asignacion

Category: **Outstanding Education Program Supervisor**
Outstanding Public Schools District Supervisor
Outstanding Senior Education Program Specialist
Outstanding Non-Teaching Personnel – Level 1 (General Services SG 1 to 4 - Utility, Driver, and Dental Aide)
Outstanding Non-Teaching Personnel – Level 1 (Non-General Services SG 6 to 9 - ADA VI, ADAS I, ADAS II, and ADAS III)
Outstanding Non-Teaching Personnel – Level 2

Chairperson: Dr. Marlon P. Destreza

Members: Ma. Sharon S. Barrientos
Darwin D. Brillo
Cecil Joy Diocson
Denmark L. Llanera

Encoder: Racel Jewel A. Asignacion



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Enclosure No. 5

TECHNICAL WORKING COMMITTEES FOR THE PASIDUNGOG 2026 AWARDING CEREMONY

Over-all Executive Committee

Chairperson: **ROEL F. BERMEJO**
Schools Division Superintendent

Co-Chairpersons: **MARLON P. DESTREZA**
Assistant Schools Division Superintendent

MERLIE J. RUBIO
OIC-Chief Education Supervisor – CID

EDNA B. AZCARRAGA
OIC, Chief Education Supervisor – SGOD

Committee on Program

Chairperson: Lalain Delos Santos
Co-chairperson: Edwin Jason Dueñas
Members: Mark Nel Venus
Yzarda Claudette Ballera

Committee on Invitation

Chairperson: Merlie Rubio
Members: Elenia Baranda
Ruth Gervero
Marggie Obligacion

Committee on Registration

Chairperson: Fe Bañez
Members: Judith Tu
Calin Bernales
Darwin Brillo
Jamie Rose Magsila

Committee on Reception, Corsage, Ushers and Usherettes

Chairperson: Lourdelyn Fuentes
Members: Ronald Dile
Mona Liza Eribal
Glory Jane Borreros
Glenda Cabantug
Ian Barcena

Committee on Awards and Certificates

Chairperson: Edna B. Azcarraga
Co-chairperson: Glenda Marie Botin
Members: Anna Mae Blancaflor
Lourdes Oropeo
Roberto Naelgas
Cherry Aminoso
Mark Anthony Base
Mark Louie Ortencio
Calvin Calinao
Zandie Ponce
Aileen May Isiderio

Committee on Hall and Physical Arrangement

Chairperson: Ruth Gervero
Co-chairperson: Rhodela Martinez
Members: Francis Librando
Kenneth Anoché
Victor Berjamin
Jordan Bundalan
Armida J. Gonzales
Identified ALS Teachers



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Committee on Venue and LED Wall/ Technical & Sound

Chairperson: Reynaldo G. Crespo
Co-chairperson: Zaldy Caalam
Member: Emmanuel V. Lati

Committee on Stage Decorations & Photobooth (in coordination with Committee on LED Wall & Venue)

Chairperson: Cerelo Villagrancia
Co-chairperson: Francis Librando
Members: Marlon Clarito
Liesel Bundalan
Ira Rose Balgos

Committee on Protocol Officers

Chairperson: Judith P. Tu
Members: Reynaldo Azcarraga
Ma. Theresa Villagrancia
May Evan Dela Cruz
Romar Jaravelo
Glenda Gervero
Ann Marie Villamor
Jhean Mae Grace Lingco

Committee on Food

Chairperson: Immaculada Amores
Co-chairperson: Ma. Sharon Barrientos
Members: Cecil Joy Diocson
Denmark Llanera
Racel Jewel Asignacion
Jerry Mosquite

Committee on Ways and Means

Chairperson: Cecil Joy D. Diocson
Co-chairperson: Marjorie Bayhon
Members: Denmark L. Llanera
Miselyn Layno
Viene Dee Calizo

Committee on Colors and Performances

Chairperson: Ronie Reteracion
Co-chairperson: Dorislyn Bellosillo
Members: Dance Masters
Capiz Division Choristers
Boy Scouts

Committee on Transportation

Chairperson: Ma. Sharon Barrientos
Members: Francis Embucado
Rey Bernaldez
Jim Dueñas
Christian Czar Bartocillo

Committee on Multimedia

Chairperson: Emmanuel Lati
Co-chairperson: Vincent Lausa
Members: Erden Gentolea
Geneboy Amador
Rio Ureta

Committee on Documentation

Chairperson: Ivan Vito
Co-chairperson: Glenn Dollete
Members: Anthony Barrera