



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

13 April 2023

DIVISION MEMORANDUM

No. 115, s. 2023

**2023 RACERS AWARDS SEARCH IN CELEBRATION OF THE SCHOOLS
DIVISION'S 109TH FOUNDING ANNIVERSARY**

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. In relation to the celebration of the Schools Division's 109th Founding Anniversary comes June 24, 2023, and in support to the Rewards and Recognition (R & R) Program of the Schools Division through the Project RACERS (Recognizing Accomplishments and Contributions of Employees, Retirees and Stakeholders), this Office announces the **2023 RACERS Awards Search**.
2. Guidelines slating the search categories, eligibility standards, criteria, procedures, and timelines of the search are enclosed.
3. This search shall follow the general policy guidelines and equal opportunity policy on R & R program per Division Memorandum No. 99 s. 2022.
4. All School Heads/District-In-Charge are therefore enjoined to submit their nominees per category **on or before May 23, 2023 (Tuesday)**.
5. Entries **submitted beyond the set deadline** will no longer be accepted. Additionally, documents which are **not duly signed** will **not be given points**.
6. Schools must only have one teacher-nominee per subject/coordinatorship. Nomination in multiple subject/coordinatorship shall not be allowed. It is therefore understood that a school level evaluation must be conducted to select entries in the division level.
7. All expenses relative to this search may be charged against local funds or any out-sourced funds subject to the usual accounting and auditing rules and regulations.



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8. Immediate dissemination and strict compliance to this memorandum is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent *A*

Encl: As stated

References: Division Memorandum No. 99, s. 2022

To be indicated in the Perpetual Index

Under the following subjects:

AWARDS
RECOGNITION
SEARCH

SGOD/myn/gmv

This is the last page of the Division Memorandum titled: 2023 RACERS AWARDS IN CELEBRATION OF THE SCHOOLS DIVISION'S 109th FOUNDING ANNIVERSARY



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GUIDELINES FOR 2023 RACERS AWARDS IN CELEBRATION OF THE SCHOOLS DIVISION'S 109TH FOUNDING ANNIVERSARY

I. Rationale and Scope

The Schools Division of Batanes is committed in strengthening its rewards and recognition (R & R) program, and in continuously encouraging creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or groups, for their suggestions, inventions, superior accomplishments and other personal efforts that contribute to the efficiency, economy or other improvements in government operations, or for other extra ordinary acts and services for public interest (Civil Service Commission MC No. 01, s. 2001). It is in this light that the innovative project RACERS was conceptualized and now being implemented.

Project RACERS sustains and enhances the good practices started the during the 1st grand celebration of the Schools Division's 105th Founding Anniversary. As such, under this project and in festive commemoration again of its Founding Anniversary, this Office through the Division Program on Awards and Incentives for Service Excellence (DPRAISE) Committee and the School Governance and Operations Division (SGOD) will conduct the **2023 RACERS Awards Search**.

The search intends to recognize the outstanding accomplishments and exemplary performance not only of deserving present employees of the Schools Division but also the notable contributions of its retirees and external education stakeholders that made an impact to the attainment of its quality policy, goals and objectives.

Furthermore, it also highlights competitions showcasing Ivatan teachers not only as facilitators of actual learning inside the four corners of classrooms, but also as innate holders of various talents and potentials.

II. Scope

The 2023 RACERS Search comprises the search for deserving employees, retirees and external education stakeholders for their outstanding and exemplary accomplishments and contributions to the attainment of the Schools Division's quality policy, goals and objectives from June 25, 2022 until June 24, 2023, and a competition showcasing talents and other potentials of teachers.



III. RACERS Awards Guidelines

A. Search Categories

1. Outstanding Elementary and Secondary Teachers teaching the following subjects:
 - a. Mathematics
 - b. Science
 - c. English
 - d. Filipino
 - e. *Araling Panlipunan*
 - f. Music, Arts, Physical Education & Health (MAPEH)
 - g. Technology and Livelihood Education (TLE)/Edukasyon sa Pangtahanan at Pangkabuhayan
 - h. *Edukasyon sa Pagpapakatao (EsP)*
 - i. *MTB-MLE*
 - j. Research
2. Outstanding Program Coordinator/Focal Person (School-based and non-school-based)
3. Service Excellence Awards for SDO Retirees
4. Awards for Education Stakeholders

B. General Eligibility of Awardees

1. All permanent regular teachers and personnel of the Schools Division of Batanes are eligible to be nominated and be awarded as Outstanding Teacher in her own academic field or as Outstanding Program Coordinator/Focal Person provided that:
 - a. the nominee for both Most Outstanding Teacher and Most Outstanding Program Coordinator must have a rating of **at least Very Satisfactory** for the last rating period;
 - b. the nominee for Outstanding Teacher must have been teaching or handling the particular academic subject for the **past two school years (SY 2021-2022 & 2022-2023)** in Elementary, Junior High School or Senior High School:
 - i. In the case of research subject, the nominee must have been teaching either in Practical Research 1 (PR1), Practical Research 2 (PR 2), Immersion, Inquiry, and Investigation (III) and/or Capstone subject; and STE Research
 - ii. In the case of ICT, the nominee must have handled a computer-related subject.
 - c. the nominee for Outstanding Program Coordinator/Focal Person must be a **teacher-designate Coordinator/Focal Person** on any of the following programs for the School Year 2022-2023 and is still handling same up to this time:

| | |
|---|---|
| ▪ OK sa DepEd (OKD) | ▪ Eco-Solid Waste Management |
| ▪ Disaster Risk Reduction Management (DRRM) | ▪ Designated School Library Coordinator |
| ▪ Indigenous People Education | ▪ Learner Information System Coordinator |
| ▪ <i>Gulayan sa Paaralan</i> | ▪ Information and Communications Technology |



In case of schools which doesn't have an overall coordinator for OKD, any of the coordinators under this program may be nominated.

- d. the nominee has no pending administrative/criminal case or has not been convicted of any grave administrative and/or criminal charges
2. Service Excellence awardees are all teaching or non-teaching personnel, who retired/will retire as SDO employees from **June 25, 2022 until June 24, 2023**.
3. Nominees for Gawad ESKWELA Awards for Education Stakeholders can be any external education stakeholders who contributed to the schools or cluster schools within the district or in the schools division at large. The nominee may be a group, association, or individual benefactors.
4. All credentials must have been gained **from June 25, 2022 up to May 23, 2023** except those specifically identified in the criteria, shall be considered.
5. Awardees will be given a Certificate/Plaque of Recognition. Recipients for Service Excellence Awards and Gawad ESKWELA Awards for Education Stakeholders will be awarded personally or virtually during the conduct of Araw ng Pagkilala, while Outstanding Teacher and Program Coordinators awardees will be recognized personally or virtually during Gabi ng Parangal in celebration of the Schools Division's 108th Founding Anniversary.

C. Specific Guidelines per Search Category

1. A cut-off score of 60% must be achieved by the nominee to be considered **as finalist**. The nominee who gets the highest score among the finalists will be awarded Most Outstanding.
2. In case that there is only one nominee for a certain Most Outstanding Category, the nominee must achieve the cut-off score or higher before he/she can be awarded Most Outstanding.

3. Outstanding Teachers per Slated Subject

| Criteria | Points | Means of Verifications (MOVs) |
|---|-----------|---|
| 1. IPCR Ratings for the school year 2021-2022 To compute the points: IPCR rating divided by 5, then multiply by 25 | 25 | IPCRF for SY 2021-2022 or Certification of Rating by the School Head |
| 2. Served as Demonstration Teacher related in the subject area (during INSET/Seminars/LAC and the likes except COT) being nominated to - School | 10 | Lesson Plan/Session Guide, Student's Worksheet (if any,) pictures/video, certificate of recognition |
| | 5 | |



| | | | |
|---|-----------------------|---|-----------------------|
| - District | 6 | -If it is part of a training, matrix of the activity indicating that there is a part of a demo-teaching must be presented. | |
| - Division | 7 | | |
| - Regional | 8 | | |
| - National | 9 | | |
| - International | 10 | | |
| 3. Instructional/Learning Material developed related in the subject area | 10 | Learning Resource Approval and Endorsement Sheet, Copy of the material and Conformance Certificate | |
| - Learning Material (LAS/ADM) developed adopted in Regional Level | 10 | | |
| - Learning Material (LAS/ADM) and other Learning Resources adopted in the Division (Quality Assured in Division and endorsed to RQAT)) | 8 | For learning materials developed and adopted in school, Certificate of Recognition or equivalent document specifying that the material was quality assured in the School Quality Assurance Team | |
| - Learning Material (LAS/ADM) and other Learning Resources adopted in the Division (Quality Assured but not endorsed) | 6 | | |
| Learning Material (LAS/ADM) developed adopted in the school (quality assured SQAT but not endorsed to the DQAT) | 4 | | |
| II. Adjudged as the winning Coach to a contest/competition for a learner related in the subject | 5 | Certificate of Recognition or Memorandum/Bulletin showing the results, picture/video of the contest/competitions | |
| Note: Points are aggregated, but not to exceed 5 points. | | | |
| Level | 1 st Place | 2 nd Place | 3 rd Place |
| School | 2 | 1 | 0.5 |
| Division | 3 | 2 | 1.5 |
| Region | 4 | 3 | 2.5 |
| National | 5 | 4 | 3.5 |
| Coach to a participant | | | |
| Regional-2 | | | |
| National-3 | | | |
| III. Learning Action Cell (LAC) session or Learning and Development (L & D) activity/program conducted / initiated related in the subject area | 10 | Approved LAC session / L & D Proposal and duly noted completion report | |
| (Aggregate points not exceeding 10 points) | | | |
| - LAC session (school level) | 2 | | |
| - LAC session (district / cluster schools) | 3 | | |
| - L & D (school level) | 5 | | |
| - L & D (district / cluster schools) | 7 | | |



| | | |
|---|-----------|--|
| - L & D (division level) | 10 | |
| 6. Research conducted related in the subject area | 10 | <p>For conceptualized Research: A full-blown research proposal stamped received by the records unit and was evaluated by the SDRC during evaluation of period of research proposals for Batch 8 must be presented.</p> <p>For completed: Research Proposal Approval Sheet and Completed Research Approval Sheet with the completed research output</p> <p>For ongoing: Approved Research Proposal and Progress Implementation Research Report</p> |
| - Research completed and disseminated | 8 | Completed Research Output with Approval Sheet and the Report on Utilization and Dissemination with its attached MOVs |
| - Research completed, disseminated, and utilized | 10 | Completed Research Output with Approval Sheet and the Report on Utilization and Dissemination with its attached MOVs |
| 7. Developed innovation / innovative project related in the subject area | 10 | <p>Approved Innovative Proposal, Terminal/Completion Report or Status Report, Endorsement by the Division Office</p> <p>For sustained innovations, duly signed certificate of completion for the previous cycle must be presented; the proposal for the current cycle and its status monitoring</p> |
| - Conceptualized Innovative Project (Submitted but not yet approved) | 2 | |
| - Ongoing implementation of innovation | 6 | |
| - Completed at the School Level | 8 | |
| - Innovation sustained for at least two cycles. | 10 | |



| | | |
|---|--------------|---|
| 8. Served as resource person / learning facilitator (LF) in a learning and development activity/program related in the subject area | 10 | Certificate of Recognition, Invitation letter / Program Matrix showing the name of the resource person /LF/ Trainer |
| - School | 2 | |
| - District / Cluster Schools | 4 | |
| - Division | 6 | |
| - Region | 8 | |
| - National | 10 | |
| 9. Personal Character and Attributes Note: To compute the points: Average of the total points given by the following: 1. School Head of the nominee 2. IPCR Rater of the nominee (In case the School Head is the rater, the Vice Chair of the School PRAISE) 3. Division Focal Person/ EPS for the subject area | 10 | Accomplished Personal Character and Attributes Form (see Annex A) |
| | TOTAL | 100 |

4. Outstanding Program Coordinator/Focal Person

IV. For Learner Information System (LIS) and IPED Program, Most Outstanding Coordinator will be identified each level (**Elementary and Secondary**); while all other programs shall identify only one (1) Outstanding Program Coordinator among nominees from both school levels.

B. For the Search for **Outstanding Learner Information System (LIS) Coordinator**, the only basis for evaluating the performance of the coordinator shall be the LIS and Requested Data Snapshots from Central Office. The Division LIS Coordinator will request from EMISD Central Office Planning Service snapshots of School LIS Data based on its programmed validation dates to ascertain the level of participation of the school in the areas being rated. An Outstanding Coordinator from Elementary and Secondary/Integrated School shall be recognized. It is reiterated that Coordinators must still be nominated by submitting required nomination documents.

V. Criteria for the rest of Outstanding Program Coordinator per identified program are attached as other Enclosures:

- Outstanding IPED Program Coordinator (*Enclosure 2*)
- Outstanding OKD Program Coordinator (*Enclosure 3*)
- Outstanding DRRM Program Coordinator (*Enclosure 4*)
- Outstanding *Gulayan Sa Paaralan* Coordinator (*Enclosure 5*)
- Outstanding Eco-Solid Waste Management Coordinator (*Enclosure 6*)
- Outstanding Adopt-A-School Program Coordinator (*Enclosure 7*)
- Outstanding ICT Coordinator (*Enclosure 8*)
- Outstanding Designated School Library Coordinator (*Enclosure 9*)



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Note: The evaluating committee for each Program may conduct a site validation depending on their criteria which shall be facilitated by the program's coordinator in the Schools Division Office.

5. Gawad ESKWELA Award for Education Stakeholders

- a. Criteria:
 - i. Consistent partner and participants of the schools within the district for 2 consecutive years during the Brigada ESKWELA Week and other school events; in case of the SDO, during Founding and/or World Teachers' Day celebration – 50 points
 - ii. Significant Accomplishments / Contributions to the realization of SIP/DEDP and AIP/WFP – 50 points
- b. Nominating Committee in the district are enjoined to submit their consolidated pre-evaluation form and the nomination form of their one (1) endorsed stakeholder-nominee (see Annex D).
- c. Nominating Committee in the district level is composed of all School Heads and Adopt-a-School Program/Brigada ESKWELA coordinators within the district, while at the Schools Division Office proper, it will be chaired by the Chief of the SGOD with the Chief of Curriculum Implementation Division Chief, Senior Education Program Specialist for Social Mobilization and Networking and Administrative Officer V for Administrative Services and Division Accountant/Budget Officer as members.

IV. Search Procedures and Timelines

A. Procedures

1. School Heads/District Heads to ensure and submit the following nomination requirements:
 - a. For Most Outstanding Nominee:
 - i. Two (2) copies of duly accomplished and signed Nomination form for Most Outstanding Teachers (see Annex B) and Program Coordinator (see Annex C). Note that one of which is attached to the documents of the nominee.
 - ii. For Outstanding Teachers: Approved School Program/Class Program for the past two school years; for Outstanding Program Coordinator: Designation Order or any proof of designation for the current school year.
 - iii. Other required supporting documents vis-à-vis criteria
 - iv. Soft copy (in MS Word format) of the nomination form to be sent to DepEd Batanes email (batanes@deped.gov.ph)
 - b. For Service Excellence Award Nominees:
The Administrative Section of the Schools Division Office will issue an Official list of SDO employees who satisfactorily retires from his/her official plantilla position in the Schools Division of Batanes from June 25, 2022 to June 24, 2023.
 - c. For the Gawad ESKWELA Awards for Education Stakeholders
 - i. Consolidated Pre-evaluation form
 - ii. Nomination forms (Annex D)

Note 1 The responsible persons for nomination are the SCHOOL HEADS and the DISTRICT-IN-CHARGE.



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Note 2 All soft copies of Annexes in this issuance shall be sent along this memorandum through the school emails.

2. For the Most Outstanding Search, all MOVs must be scanned or photocopied in an **A4-size** bond paper and be STRICTLY PROPERLY ARRANGED as follows:
 - i. First Page – Duly Accomplished Nomination Form
 - ii. Second page – Approved School/Class Program or Designation Proof
 - iii. Succeeding page – Supporting Documents vis-à-vis criteria
 - a. Please bind the documents (not necessarily hardbound) **with earmarks**. All attached documents shall **NOT BE compiled in a clear book** nor just be fastened in a long or A4 size folder. Earmarks should not be in a form of sticky notes.
 - b. In the case of island schools, they may send their nomination with their credential in pdf copy properly arranged as slated above via DepEd Batanes email (batanes@deped.gov.ph).
 - c. For the **required photo in the nomination form, submit the soft copy** to the DPRAISE Assistant Secretariat through sheila.hornedo@deped.gov.ph with the *name of the nominee* as file name.
3. For the search for Gawad Eskwela for Education Stakeholders, there is no need to bind the documents.
4. A sub-committee organized by Division PRAISE Committee shall evaluate and validate submitted documents.
5. The top three of each category may be subjected to an unannounced validation and/or background investigation (on-site or any means possible). Division PRAISE Committee and the organized Sub-committees through its Chair shall convene to finalize the results.
6. All winners and finalists will be notified through a division memorandum and be awarded personally or virtually during the 109th Founding Anniversary celebration.
7. Winners shall be kept with utmost confidentiality, and it shall only be announced during the awarding ceremony.

B. Timeline

1. Below describes the timeline for the Nomination and/or Application, Validation of Documents, Assessment and Evaluation, and Awarding of the Most Outstanding Employee:



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| Activity | Timeline | Responsible Person/s / Unit/s |
|---|--------------------------------|---|
| Nomination and Submission of Supporting Documents | April 14, 2022 to May 23, 2023 | School Head / Immediate Head / School PRAISE |
| Initial Assessment and Validation of Documents | May 25-26, 2023 | Division PRAISE Secretariat |
| Document Evaluation and Validation | May 30-31, 2023 | Division PRAISE Sub-Committees |
| Finalization of Results | June 5, 2023 | Division PRAISE Committee |
| Awarding Ceremony | June 24, 2023 | SGOD-HRD, Division PRAISE Committee, Founding Anniversary Committee on Awards |

2. A memorandum will be issued containing the results of the concluded search after the conduct of the Awarding Ceremony.

VI. Grounds for Disqualification

The following will automatically be considered DISQUALIFIED:

- a. any nominee whose application/nomination does not reach the Records Section (online or hand carry) on the deadline.
- b. any nominee who will not follow the required formatting and style of the nomination documents to be submitted.
- c. those nominees **whose nomination forms are not duly signed.**
- d. those who will be proven to commit intentional misrepresentation/fabrication of facts in their submitted pertinent papers

V. RACERS Plus Awards

Contests included in the RACERS Plus Awards, if any, shall be announced and detailed in a separate official issuance.



(Enclosure 2 to Division Memorandum No. 115, 2023)

**Criteria for the 2023 Search for Most Outstanding School IPED Coordinator
ELEMENTARY LEVEL**

I. Lesson Plan 30%

A. Number of contextualized Lesson Plan -All grade level -15%

(Properly bound CLPs per Quarter per grade level)

| Number of Contextualized Lesson Plan (No. of CLP/No. of Teachers) | | | | | | | | | | | | | | | |
|---|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------|--|
| 1-3 | 4-6 | 7-9 | 10-12 | 13-15 | 16-18 | 19-21 | 22-24 | 25-27 | 28-30 | 31-33 | 34-36 | 37-39 | 40-42 | 43-Above | |
| 1% | 2% | 3% | 4% | 5% | 6% | 7% | 8% | 9% | 10% | 11% | 12% | 13% | 14% | 15% | |

B. Number of Contextualized lesson Plans field Tested - 5%

(CLPs with Field Testing Report properly signed by Field Testing Committee)

| Number of Contextualized Lesson Plan Field Tested (No. of CLP-FT/No. of Teachers) | | | | |
|---|------|-------|-------|----------|
| 1-5 | 6-10 | 11-15 | 16-20 | 21-Above |
| 1% | 2% | 3% | 4% | 5% |

C. Number of utilized Field Tested Contextualized Lesson Plan - 10%

(Copy of Field Tested CLPs with Output of Pupils through Documentation and other forms of proof of utilization)

| Number of field tested CLPs Used/utilized in actual Teaching -Learning Activity | | | | | | | | | |
|---|-----|-----|-----|------|-------|-------|-------|-------|----------|
| 1-2 | 2-4 | 5-6 | 7-8 | 9-10 | 11-12 | 13-14 | 15-16 | 17-18 | 19-Above |
| 1% | 2% | 3% | 4% | 5% | 6% | 7% | 8% | 9% | 10% |

A. _____

B. _____

C. _____

Sub-Total: _____

II. Quality Assured Instructional Materials (Printed, Recorded and Innovated Models) - 25%

A. Big & Small books - 10%

(Copy of the books with QA document)

| Number of QA Books (Number books/Number of Teachers) | | | | | | | | | |
|--|-----|-----|-----|-----|------|-------|-------|-------|----------|
| 0-1 | 2-3 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 | 13-14 | 15-16 | 17-above |
| 1% | 2% | 3% | 4% | 5% | 6% | 7% | 8% | 9% | 10% |

B. Video Clips, Innovated IPED Manipulative Models - 10%

e.g; kapaymuha su uvi - video from kapaychamkam up to kapaniva)

(Soft copy of the video, Models with QA Document, Number of materials/number of Teachers)



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| Number of Video Clips, Innovated IPED Manipulative Models (Number /Number of Teachers) | | | | | | | | | | |
|--|----|----|----|----|----|----|----|----|----|----------|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10-above |
| 0 | 1% | 2% | 3% | 4% | 5% | 6% | 7% | 8% | 9% | 10% |

C. Charts, Posters, Drill/ Flashcards , Travelogues -5%

(Actual Materials with QA Document number of Teachers /Number of Materials)

| Number of Charts, Posters, Drill/Flashcards, Travelogues | | | | | |
|--|-----|------|-------|-------|----------|
| 0 | 1-5 | 6-10 | 11-15 | 16-20 | 21-above |
| 0 | 1% | 2% | 3% | 4% | 5% |

A. _____
 B. _____
 C. _____
 Sub- Total: _____

III. IPED CORNER/ROOM -20%

A. IPED Resources- 10%

(Action Plan, Accomplishment Report, Actual site)

| 1. School IPED Action Plan | | 2. Action Plan Level of Accomplishment | | | 3. Artefacts | | | | |
|----------------------------|------|--|---------|----------|--------------|------------|--------------------|----------------------------------|-----------------|
| W/Out | With | 79 % below | 80- 89% | 90- 100% | Quantity | | Level of Labelling | | |
| | | | | | 49 & below | 50 & above | No Label | With label but needs improvement | With Good label |
| 0 | 3% | 1% | 2% | 3% | 0 | 2% | 0 | 1% | 2% |
| | | | | | | | | | |

1. _____
 2. _____
 3. _____
 Total: _____

B. Presentation -5%

(Actual site)

| With display but totally needs Improvement | With Display but 75% needs improvement | With display but 25% needs improvement | With excellently displayed artefact |
|--|--|--|-------------------------------------|
| 2% | 3% | 4% | 5% |
| | | | |

C. Functionality- 5%

(Log books, Lesson Plans, Pictorials)

| Frequency of utilization (Number of Pupils/ number of usage) |
|---|
|---|



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|---------|-----------|---------|---------|----------|
| 75%-79% | 80% - 84% | 85%-89% | 90%-94% | 95%-100% |
| 1% | 2% | 3% | 4% | 5% |

A. _____
 B. _____
 C. _____
Sub-Total: _____

IV – IPED FARM- 15%

(Farm Site, Pictorials, Farm Records)

A. Variety of Crops-10%

| Camote | | | | | Garlic | | | | |
|--------|------|------|-----------|-----------|--------|------|------|-----------|-----------|
| Poor | Fair | Good | Very good | Excellent | Poor | Fair | Good | Very Good | Excellent |
| 1% | 2% | 3% | 4% | 5% | 1% | 2% | 3% | 4% | 5% |

Poor- Unhealthy plants, with 50% weeds

Fair – Unhealthy plants with 25% weeds

Good – Healthy Plants but 50% weeds

Very Good – Healthy Plant with 25% weeds

Excellent – Healthy Plants with no weeds

Camote: _____

Garlic: _____

Sub-Total: _____

B. Produce/Harvest-5%

(Record of Harvest in kilograms and Estimated Value duly signed by the School IPED Coordinator, Noted by The School Head and Attested by least 2 Community Elders)

| Harvest – Estimated amount | | | | |
|----------------------------|--------------|-------------|-------------|--------------|
| 2,000-3,000 | 4,000 -5,000 | 6,000-7,000 | 8,000-9,000 | 10,000-above |
| 1% | 2% | 3% | 4% | 5% |

Harvest: _____

Sub -Total: _____

V. OTHER IPED INITIATED/INNOVATED PROJECTS -10%

(Site, Pictorial, Accomplishment Reports)

- . Impact on Teaching – Learning Process -----5% : _____
- . Environmental Value (Beautification, protection etc.)-----5% : _____

Sub- Total _____

Summary

I. _____
 II. _____
 III. _____
 IV. _____
 V. _____

Grand Total _____



**Criteria for the 2023 Search for Most Outstanding School IPED Coordinator
SECONDARY LEVEL**

VII. Utilization of SFILT Resource book - 10%

- Integration of SFILT in English, Science, Math, AP, TLE, Values Education (DLP)
- Summative Test

| 1%-59% Utilization | 60%-69% Utilization | 70%-79% Utilization | 80%-89% Utilization | 90%-100% Utilization |
|--------------------|---------------------|---------------------|---------------------|----------------------|
| 2% | 4% | 6% | 8% | 10% |

Sub- Total _____

VIII. IPED CORNER/ROOM -50%

a. IPED Resources- 30%

(Action Plan, Accomplishment Report, Actual site)

| 1. School IPED Action Plan | | 2. Action Plan Level of Accomplishment | | | 3. Artefacts | | | | |
|----------------------------|------|--|--------|---------|--------------|------------|--------------------|----------------------------------|-----------------|
| W/Out | With | 79 % below | 80-89% | 90-100% | Quantity | | Level of Labelling | | |
| | | | | | 49 & below | 50 & above | No Label | With label but needs improvement | With Good label |
| 0 | 5% | 5% | 10% | 15% | 3% | 5% | 1 | 3% | 5% |
| | | | | | | | | | |

1_____

2._____

3._____

Sub-Total : _____

b. Presentation -10%

(Actual site)

| With display but totally needs Improvement | With Display but 75% needs improvement | With display but 25% needs improvement | With excellently displayed artefact |
|--|--|--|-------------------------------------|
| 1 | 3% | 4% | 5% |



IX. Functionality- 10%

(Log books, Lesson Plans, Pictorials)

| Frequency of utilization (Number of Pupils/ number of usage) | | | | |
|---|-----------|----------|---------|----------|
| 75%-79% | 80% - 84% | 85%- 89% | 90%-94% | 95%-100% |
| 1% | 2% | 3% | 4% | 5% |

A: _____
 B: _____
 C: _____
 Sub-Total: _____

X. IPED FARM- 20%

(Farm Site, Pictorials, Farm Records)

a. Variety of Crops-20%

| UVI/DUKAY | | | | | WAKAY | | | | |
|-----------|------|------|-----------|-----------|-------|------|------|-----------|-----------|
| Poor | Fair | Good | Very good | Excellent | Poor | Fair | Good | Very Good | Excellent |
| 2% | 4% | 6% | 8% | 10% | 2% | 4% | 6% | 8% | 10% |

Poor- Unhealthy plants, with 50% weeds
 Fair – Unhealthy plants with 25% weeds
 Good – Healthy Plants but 50% weeds
 Very Good – Healthy Plant with 25% weeds
 Excellent – Healthy Plants with no weeds

Uvi/dukay: _____
 Wakay: _____
 Sub-Total: _____

b. Produce/Harvest-5%

(Record of Harvest in kilograms and Estimated Value duly signed by the School IPED Coordinator, Noted by The School Head and Attested by least 2 Community Elders)

| Harvest – Estimated amount | | | | |
|----------------------------|--------------|-------------|-------------|--------------|
| 2,000-3,000 | 4,000 -5,000 | 6,000-7,000 | 8,000-9,000 | 10,000-above |
| 1% | 2% | 3% | 4% | 5% |

Harvest: _____
 Sub -Total: _____

IV. OTHER IPED INITIATED/INNOVATED PROJECTS -15%

(Site, Pictorial, Accomplishment Reports)

. Impact on Teaching – Learning Process -----10% _____
 . Environmental Value (Beautification, protection etc.) -----5% _____

Sub- Total _____

SUMMARY

I. _____
 II. _____
 III. _____
 IV. _____
 Grand total: _____



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Criteria for the 2023 Search for Most Outstanding School OKD Coordinator

| Criteria | Percentage | MOV |
|--|--|---|
| 1. Effectively implemented the OK sa DepEd program activities in the school setting <ul style="list-style-type: none"> a. Mobilized teachers, parents, community members, partners, stakeholders to support OK sa DepEd program b. Monitored program implementation and provision of insights/recommendations in the development of OK sa DepEd program c. Submitted properly filled up Reports on time | 40% 15% 10% | School Action Plan, OKD One Health Week Progress Report (Forms A), OKD Accomplishment Reports (Forms B and C), OKD Monitoring Tools |
| 2. Initiated Partnership/Voluntary Services with sourced out funds from government agencies, non-government organizations or private entities for the OK sa DepEd program | 15% | Memorandum of Agreements, Letters, Documentation Photos |
| 3. Implemented Innovations in relation to OK sa DepEd program | 10% | Approved Innovative Proposal, Terminal/Completion Report or Status |
| 4. Facilitated Learning and Development programs in relation to OK sa DepEd program | 10% | Approved L&D Proposal and Completion Report |
| 5. Conducted Researches in relation to OK sa DepEd program | 10% | Approved Research Proposal, Approved Completed Research, Progress Implementation Research Report |
| 6. Received Awards or Recognition in relation to OK sa DepEd | 10% | Certificates of Recognition, Special Citation |
| 7. Other significant accomplishments | 5% | Approved Proposal/Abstract, Accomplishment Reports, other pertinent supporting documents, not related to OKD Program |
| TOTAL | 100% | |



(Enclosure 4 to Division Memorandum No. 115, s. 2023)

Criteria for the 2023 Search for Most Outstanding School DRRM Coordinator

| | CRITERIA | Points | | Means of Verification (MOVs) |
|---|---|---------------|--|--|
| | ENABLING ENVIRONMENT | 23 | | |
| 1 | Formed School DRRM Team, with a focal person and consisting personnel from different offices; with defined membership, roles and responsibilities/functions | 5 | | List of Officers with Terms of Reference |
| 2 | Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery | 6 | | School DRRM Plan |
| 3 | Conducted regular student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning | 6 | | Report on student-led school watching and hazard mapping |
| 4 | Has file copies of Rapid Assessment of Damages Report (RADAR) submitted to Central Office, within 72 hours after the onslaught of a hazard in the area | 6 | | Has a file copy of RaDar reports. |

| | Pillar 1: Safe Learning Facilities | 30 | | Means of Verification (MOVs) |
|---|---|-----------|--|--|
| 1 | Conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners | 10 | | School Facilities and safety assessment monitoring form. |
| 2 | Provided appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.) | 10 | | Safety signage for On-going construction, unfinished, damaged and condemned buildings. |
| 3 | Conducted regular inspection and repair of minor classroom (including facilities) damages | 10 | | Accomplishment report. |

| | Pillar 2: School Disaster Risk Management | 35 | | Means of Verification (MOVs) |
|---|---|-----------|--|---|
| 1 | Has file copies of well-established Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes | 10 | | Contingency Plan for Various disaster (Typhoon, Earth Quake etc.) |
| 2 | Coordinator has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency | 5 | | Copy of Database of personnel and learners. |



| | | | | |
|---|--|----|--|--|
| 3 | Prepared Hazard and evacuation maps located in conspicuous places in the school | 5 | | |
| 4 | Coordinator has available, accessible, and adequate first aid kit in every instructional classroom | 10 | | |
| 5 | Coordinator has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.) | 5 | | |

| | | | | |
|---|--|-----------|--|--|
| | Pillar 3: DRR in Education | 12 | | |
| 5 | Coordinator has At least more than 3 DRRM/CCA/EiE resource materials are available in the school | 6 | | |
| 6 | Presence of DRRM corner, with updated IEC materials posted in it, in every classroom | 6 | | |

| SUMMARY SHEET | | | | |
|--|------------|-------|------------------------|--|
| CRITERIA | POINTS | Score | Remarks/Recommendation | |
| I. Enabling Environment | 23 | | | |
| II. Pillar 1: Safe Learning Facilities | 30 | | | |
| III. Pillar 2: School Disaster Risk Management | 35 | | | |
| IV. Pillar 3: DRR in Education | 12 | | | |
| TOTAL | 100 | | | |



(Enclosure 5 to Division Memorandum No. 115 s. 2023)

Criteria for the 2023 Search for Most Outstanding Gulayan sa Paaralan (GPP) Coordinator

| Criteria | Weight | Means of Verification |
|---|---------------|---|
| 1. Sustained Program Implementation | 25% | Properly documented Plans and Accomplishments, Garden Maintenance Schedule, Monthly/Quarterly reports |
| 2. Outstanding Accomplishments | | |
| a. Trainings/Seminars/Workshops related to GPP | 10% | Certificate of Completion/Participation |
| b. Awards and Recognition related to GPP | 20% | Certificate of Recognition/Appreciation |
| 3. Networking, Linkages and Collaboration with stakeholders | 25% | Memorandum of Agreement, Communication letters, Attendance sheets, Photo documentation |
| 4. Initiative and Advocacy/Income Generating project | 20% | Approved project proposal/Terminal or completion report/status, Feasibility study |
| Total | 100% | |



(Enclosure 6 to Division Memorandum No. 115 s. 2023)

Criteria for the 2023 Search for Most Outstanding Eco-Solid Waste Management (ESWM) Coordinator

| Criteria | Weight | Means of Verification |
|---|---------------|---|
| 1. Sustained Program Implementation | 25% | Properly documented Plans and Accomplishments, Waste Disposal/maintenance Schedule, Signages, Monthly/Quarterly reports |
| 2. Outstanding Accomplishments | | |
| a. Trainings/Seminars/Workshops related to ESWM | 15% | Certificate of Completion/Participation |
| b. Awards and Recognition related to ESWM | 15% | Certificate of Recognition/Appreciation |
| 3. Networking, Linkages and Collaboration with stakeholders | 25% | Memorandum of Agreement, Communication letters, Attendance sheets, Photo documentation |
| 4. Initiative and Advocacy/ Income Generating Project (IGP) | 20% | Approved project proposal/Terminal or completion report/status, Feasibility study |
| Total | 100% | |



(Enclosure 7 to Division Memorandum No. 115, 2023)

Criteria for the 2023 Search for Most Outstanding Adopt-A-School Program Coordinator

| CRITERIA | % | MOVS | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------------|--|-------------------|--|----------|-----------------|--------------------------------------|-----------------|-------------------|--|-----------------|-----------------|---|-------------------|----|---|-----------------|-----------------|-----------------|---|-----------------|-----------------|-----------------|-----------------|----|--|--|
| 1. Accomplishments for SY 2021-2022 | 15% | Accomplishment Report vs. Approved Action Plan <i>Activities in the approved action plan should have been incorporated in the school's AIP</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Submitted Quarterly ASP Reports | 10% | Stamped Received ASP Quarterly Report from the Division Office | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. ASP Engagement Activities | 35% | Completed project in partnership with stakeholders | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Partner</th> <th>2 and above projects</th> <th>1 project</th> </tr> </thead> <tbody> <tr> <td>NGAs, Other Gov't Organizations, Organizations and Public Corporations</td><td>2</td><td>1</td></tr> <tr> <td>LGUs (Barangay, Municipal, Province)</td><td>2</td><td>1</td></tr> <tr> <td>Community, NGOs, Professional Associations</td><td>2</td><td>1</td></tr> <tr> <td>Private Sectors including Corporate Foundations and Private Schools/ Civil Society Organization, Establishments, Foundation</td><td>2</td><td>1</td></tr> <tr> <td>Pupil/ Student Organization and Alumni Associations</td><td>2</td><td>1</td></tr> </tbody> </table> | Partner | 2 and above projects | 1 project | NGAs, Other Gov't Organizations, Organizations and Public Corporations | 2 | 1 | LGUs (Barangay, Municipal, Province) | 2 | 1 | Community, NGOs, Professional Associations | 2 | 1 | Private Sectors including Corporate Foundations and Private Schools/ Civil Society Organization, Establishments, Foundation | 2 | 1 | Pupil/ Student Organization and Alumni Associations | 2 | 1 | | Memorandum of Agreement, Memorandum of Understanding, Deed of Donation, MOVs of Turnover Activities, Deed of Acceptance, Deed of Donations, POWs, and other acceptable MOVs | | | | | | | |
| Partner | 2 and above projects | 1 project | | | | | | | | | | | | | | | | | | | | | | | | | |
| NGAs, Other Gov't Organizations, Organizations and Public Corporations | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| LGUs (Barangay, Municipal, Province) | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community, NGOs, Professional Associations | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Private Sectors including Corporate Foundations and Private Schools/ Civil Society Organization, Establishments, Foundation | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pupil/ Student Organization and Alumni Associations | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Resource Generated (July 2021-May 2022) | 30% | Stamped received ASP Quarterly Report, Summary of Deed of Donations, Deed of Acceptance, Acknowledgement Receipt, 2021 BE Resource Generated <i>Note: Since no ASP Quarterly Report has been required yet for April-June 2022, you may attach unstamped</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Small School</th> <th>Medium School</th> <th>Large School</th> <th>Mega School</th> <th>% Weight</th> </tr> </thead> <tbody> <tr> <td>600,001 & above</td> <td>750,001 & above</td> <td>900,001 & above</td> <td>1,300,001 & above</td> <td>30</td> </tr> <tr> <td>301,600-600,000</td> <td>450,001-750,000</td> <td>500,001-900,000</td> <td>700,001-1,300,000</td> <td>28</td> </tr> <tr> <td>100,001-300,000</td> <td>150,001-450,000</td> <td>200,001-500,000</td> <td>250,001-700,000</td> <td>26</td> </tr> <tr> <td>100,000 & below</td> <td>150,000 & below</td> <td>200,000 & below</td> <td>250,000 & below</td> <td>24</td> </tr> </tbody> </table> | Small School | Medium School | Large School | Mega School | % Weight | 600,001 & above | 750,001 & above | 900,001 & above | 1,300,001 & above | 30 | 301,600-600,000 | 450,001-750,000 | 500,001-900,000 | 700,001-1,300,000 | 28 | 100,001-300,000 | 150,001-450,000 | 200,001-500,000 | 250,001-700,000 | 26 | 100,000 & below | 150,000 & below | 200,000 & below | 250,000 & below | 24 | | |
| Small School | Medium School | Large School | Mega School | % Weight | | | | | | | | | | | | | | | | | | | | | | | |
| 600,001 & above | 750,001 & above | 900,001 & above | 1,300,001 & above | 30 | | | | | | | | | | | | | | | | | | | | | | | |
| 301,600-600,000 | 450,001-750,000 | 500,001-900,000 | 700,001-1,300,000 | 28 | | | | | | | | | | | | | | | | | | | | | | | |
| 100,001-300,000 | 150,001-450,000 | 200,001-500,000 | 250,001-700,000 | 26 | | | | | | | | | | | | | | | | | | | | | | | |
| 100,000 & below | 150,000 & below | 200,000 & below | 250,000 & below | 24 | | | | | | | | | | | | | | | | | | | | | | | |



| | | |
|---|-----------|--|
| | | ASP Quarterly for this period and for this purpose only. |
| 5. Innovation/Research/Project | 5% | Approved Proposal/Completion Report/Status Report |
| a. Completed | 10 | |
| b. On-going | 8 | |
| 6. Awards/recognition/citation received in relation to the program | 5% | Certificate of Recognition/ Commendation/Special Citation/ Memorandum/ Program or any other proofs of recognition/ awards received |



(Enclosure 8 to Division Memorandum No. 115 s. 2023)

Criteria for the 2023 Search for Most Outstanding ICT Coordinator

| Criteria | Percentage | Means of Verification |
|--|------------|---|
| Action Plan <ul style="list-style-type: none">Completeness of Action Plan for the School Year based on Functions of School ICT Coordinators (per OUA Memorandum dated June 26, 2019) duly approved by the School Head <p><i>Action Plan covers all the functions of School ICT Coordinators - 15</i></p> <p><i>Action Plan covers 75% of the functions of the School ICT Coordinator - 10</i></p> <p><i>Action Plan covers only 50% of the functions of the school ICT Coordinator - 5</i></p> | 15% | <ul style="list-style-type: none">Duly approved/signed Action Plan |
| ICT and School Infrastructure Management | 20% | |
| a. Utilization and maintenance of ICT equipment of the schools <ul style="list-style-type: none"><i>80 – 100% utilization of ICT equipment – 10</i><i>60 – 79% utilization of ICT equipment – 8</i><i>40 – 59% utilization of ICT equipment – 6</i><i>20 – 39% utilization of ICT Equipment – 4</i><i>Less than 20% - 2</i> | 10% | <ul style="list-style-type: none">Records of Utilization of ICT equipment of school (learner and school personnel) e.g. Logbooks, IARs, PTRs <p>utilization vs functional ICT equipment</p> |
| b. Complete inventory of school ICT equipment (in coordination with School Property Custodian) | 5% | <ul style="list-style-type: none">Duly signed ICT equipment inventory verified by the School Property |



| | | |
|--|------------|--|
| c. Role in the preparation of the Annual Implementation Plan • <i>1 point per relevant activity but not to exceed 5 points</i> | 5% | ○ Approved Annual Implementation Plan (ICT Related activities highlighted) |
| On ICT Programs and Projects | 35% | |
| a. Spearhead implementation of ICT Literacy via School LAC Session/L&D Training • <i>5 points each completed activity but not to exceed 20 points</i> | 20 | • Approved PDP/LAC Proposal • PDP/LAC Terminal Report |
| b. Maintenance of School LIS/BEIS account and mentor LIS/EBEIS online encoding • <i>for verification of the Planning Officer</i> | 5 | • Screen shot of updated LIS/BEIS account • Evidences of LIS/BEIS Mentoring |
| c. Provide assistance and/or facilitate in the early accomplishment of different ICT-related DepED Programs like LRMDS, DepED Email, PNPKI, PDIS, LMS etc. <i>1 point for every 10% registered e.g. 15/30 personnel = 50% = 5 points</i> | 10 | • List of teachers and personnel with a. LRDMS Accounts b. DepED Emails c. PNPKI d. PDIS e. LMS (average will generated) |
| Partnership and Stakeholders Management | 15% | |
| • Forge ICT-related MOU/MOA with private organizations, NGOs, NGAs, etc <i>5 points for each MOU/MOA but not to exceed 15 points</i> | 15 | ○ Copies of MOA/MOU or other partnership activities |
| ICT Technical Assistance | 15% | |
| a. Provided technical assistance among peers, learners, and schools heads with regard to the positive use of ICT in teaching and learning, and governance. <i>1 point for every TA conducted (with TA Accomplishment Report – may adopt TA form of SDO)</i> | | ○ Accomplished TA Request Form ○ TA Accomplishment Reports |
| Total | 100 | |



(Enclosure 9 to Division Memorandum No. 115, s. 2023)

Criteria for the 2023 Search for Most Outstanding Designated School Library Coordinator

| CRITERIA | PERCENTAGE | MEANS OF VERIFICATION |
|--|------------|--|
| 1. Library Physical Facilities Existing and organized School Library. | 15 | The School Library and must have the following: a. Library Floor Plan (2) b. Library Locator Map (2) c. Library Sectioning /Library Signages (4) d. The "Ivataniana" special library collection section (3) e. Library Information Board (3) f. Other school library provisions of SDBALIMA on Physical Facilities (1) |
| 2. Library Management Conducted program and activities for the school library. | 15 | The school must have the following: a. School Library 5 Year Development Plan (2) b. School Library Action Plan (2) c. School Library Calendar of Activities (3) d. School Library Handbooks for Faculty and Students (3) e. Library Portfolios of activities and accomplishments (4) f. Other school library provisions of SDBALIMA on Library Management (1) |
| 3. Library Circulation Collation of data on library utilization should be well monitored by the school librarian and make an interpretive analysis to provide possible solutions and strategies to maximize the library services. | 5 | The School Library must have the following: a. Library Logbooks for library clients entering, borrowing and using library materials for different sections of the library (1) b. School Library Orientation on Borrowing Library Materials (1) c. Library Monthly Statistics Reports (1) d. School Library Cards for learners and School Library Loan Records for Faculty (1) e. Other school library provisions of SDBALIMA on Library Circulation (1) |
| 4. Library Technical Services Processes on technical services must have enough space and provide appropriate library tools by the school to the school library personnel. | 5 | The School Library must have the following: a. Technical Services or workspace for the on process new library acquisitions. (2) b. Library Tools for Basic Library Cataloguing and Classification (2) c. Other school library provisions of SDBALIMA on Library Technical Services. (1) |



| | | |
|--|----|--|
| 5. Library Collection & New Acquisition Proper Library accountability for collection and acquisition must be observed in a school library at all times. | 10 | The School Library must have the following: a. An inventory of the current library holdings of the library according to section and classification. (5) b. Inventory of New Library Acquisition for the current year. (2) c. School Library Requisition Reports. (2) d. Other school library provisions of SDBALIMA on Library Collection and New Acquisitions. (1) |
| 6. Library Linkages Collaborations and library promotions of activities are visible in any of the library activities. | 10 | The School Library must accomplish the following: a. Conduct collaborations/library activities with the help of stakeholders for library improvement and development. (5) b. Acknowledgement and awards activities for library donors. (2) c. Publish school library news articles in the official School paper or to the official FB page of the library. (2) d. Other school library provisions of SDBALIMA on Library Linkages. (1) |
| 7. Library Personnel Permanent teacher library personnel to handle the library is highly encouraged. | 10 | The TLC must be: a. a regular attendee of online and face to face library activities (3) b. punctual in the submission of library reports c. participative in library activities and very responsible on whatever tasks is given to him/her. (5) d. Attendance to library trainings and seminars via online or face-to-face. (2) |
| 8. Library Committee and Staff Support groups of the school libraries are evident in the library activities for the promotion of its library services. | 10 | The school must have: a. School Library Committee (2) b. School Based Batanes Books Battalion Officers (2) c. Action plans for SLC and BBB which is anchored in the School Library Action Plan of the TLC. (3) d. Collaborative activities on Library Information Services Month/ National Book Week Celebrations (3) |
| 9. Library Information Technology Initiative to create library innovations /best practices and promotion of online resources as a new library service to adapt to the needs of the library researchers in today's generation. | 15 | The School library must have: a. Updated FB page for library promotion and awareness of its activities. (4) b. A space for non-book section/e-library/wifi-zone/IT section. (4) c. Reports on the utilization of DepEd portal.(3) d. Library Innovations /Best Practices (3) |



| | | |
|--|---|--|
| | | e. Other school library provisions of SDBALIMA on Library Information Technology (1) |
| 10. Library Facilities Complete inventory of non-book resources and all library facilities provided by the school in the library. | 5 | The School library must have: <ol style="list-style-type: none"> Inventory of School Library Facilities (3) Logbooks for borrowed library materials (Non-Book resources) (1) Other school library provisions of SDBALIMA on Library Facilities. (1) |



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Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes

Personal Character and Attribute Form

Name of Nominee: _____ Position: _____ School: _____

| CRITERIA | 2.5 | 2 | 1.5 | 1 | 0.5 | SCORE |
|---|---|---|---|---|--|-------|
| 1. Manifests genuine enthusiasm and pride in the nobility of the teaching profession | Presents a consummate professional and always observed appropriate boundaries | Demonstrates professional demeanor and maintains appropriate boundaries | Occasionally acts in an unprofessional manner and violates boundaries | Frequently acts in an unprofessional manner and violates boundaries | Dresses/acts in an unprofessional manner daily. | |
| 2. Observes and demonstrates desirable personal and professional behavior like respect, honesty, dedication, patriotism, and genuine concern for others at all times (RA 6713 & RA 7836) | Demonstrates and models the highest ethical standards of the profession in all interactions with students, families, colleague, and the community. The teacher takes a active role in ensuring that students and staff treat others with integrity. | Demonstrates and models a high level; of ethical standards of the profession in all interactions with students, families, colleagues, and the community. | Demonstrates little ethical standards of the profession with students, families, colleagues and the community such that the teacher behaviors minimally ethics of the profession. | Demonstrates little ethical standards of the profession with students, families, colleagues and the community. | No evidence of demonstrating ethical standards of the profession with students, families, colleagues and the community. | |
| 3. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders. | The teacher values, respects, welcomes and encourages all the educational stakeholders to become active members of the schools and view the, as valuable assets to student learning. The teachers frequently encourage stakeholders to come into classrooms as volunteers or experts, to attend school events, and to engage in other ways in the school community. | Teacher frequently facilitates discussion with colleagues on how to improve communications with all education stakeholders and encourage them to come into the classrooms as volunteers or experts. | Teacher welcomes all parents and other stakeholders to become more active members of the school community. The teacher encourages them to come into classrooms as experts and attend school events. | Teacher is welcoming to parents/guardians but infrequently encourages them and their students to become active members of the school community. The teacher offers little or no guidance to the stakeholders on ways in which they can participate. | Teacher is cordial to parents/guardians when they are in the building but makes little attempt to get them to become active members of the school community. | |
| 4. Maintains good reputation with respect to financial matter such as the settlement of his/her debts, loans and other financial obligations. | Shows great sensitivity and respect to the source of the debts, loans and other official obligations. | Communicates respectfully with the lending institutions or individual that payments be done after the due date by notifying through official letters. | Tries to be sensitive to the institution or individual and state the reasons of the delay in settlement of the payments when needed. | Is often insensitive to the financial obligations without thinking on this. | Avoidance to notices is manifested by ignoring the same. | |
| TOTAL SCORE | | | | | | |

Evaluated by: _____



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

Annex B

Recognizing Accomplishments and Contributions of Employees, Retirees and Stakeholders (RACERS) Award

NOMINATION FORM FOR MOST OUTSTANDING TEACHER

Nominee's profile

Name of Nominee: _____

Position Title: _____

Subject/s taught for the school year 2022-2023: _____

District: _____

Official Station/School: _____

Mobile Number: _____

Email Address: _____

Nominee's Guiding Principle in Education:

Reason/s of Nomination: (state briefly but specifically why you are endorsing the nominee)

Scanned Recent Picture in formal attire (Half-body size of Bust size)

Submit soft copy of the same picture to the DPRAISE Asst. Secretariat through sheila.hornedo@deped.gov.ph

Nomination

I hereby nominate the above state person whose profile and picture appear herein for the **2023 RACERS AWARDS SEARCH FOR MOST OUTSTANDING TEACHER** in _____ subject for Elementary/ Secondary.

I certify further to the best of my knowledge that all information contained in this form and the accompanying supporting documents are true and correct. I am aware that any intentional misrepresentation of facts stated herein/attached hereto can be used as basis for the disqualification of the person being nominated in.

Nominator's Signature Over Printed Name
Date: _____



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes

| RACERS Nomination Form | |
|------------------------|--------------|
| As of: | Apr 28, 2021 |



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

Annex C

Recognizing Accomplishments and Contributions of Employees, Retirees and Stakeholders (RACERS) Award

NOMINATION FORM FOR OUTSTANDING PROGRAM COORDINATOR

Nominee's profile

Name of Nominee: _____

Position Title: _____

Program Coordinatorship: _____

District: _____

Official Station/School: _____

Mobile Number: _____

Email Address: _____

Nominee's Guiding Principle in Education:

Reason/s of Nomination: (state briefly but specifically why you are endorsing the nominee)

Scanned Recent Picture in formal attire (Half-body size of Bust size)

Submit soft copy of the same picture to the DPRAISE Asst. Secretariat through sheila.hornedo@deped.gov.ph

Nomination

I hereby nominate the above state person whose profile and picture appear herein for the **2023 RACERS AWARDS SEARCH FOR MOST OUTSTANDING PROGRAM COORDINATOR/FOCAL PERSON** for _____ program.

(If for **IPED or LIS**, specify if: Elementary/ Secondary.)

I certify further to the best of my knowledge that all information contained in this form and the accompanying supporting documents are true and correct. I am aware that any intentional misrepresentation of facts stated herein/attached hereto can be used as basis for the disqualification of the person being nominated in.

Nominator's Signature Over Printed Name

Date: _____



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes

| RACERS Nomination Form | |
|------------------------|--------------|
| As of: | Apr 28, 2021 |



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

Annex D

Recognizing Accomplishments and Contributions of Employees, Retirees and Stakeholders (RACERS) Award

NOMINATION FORM FOR GAWAD ESKWELA AWARD FOR EDUCATION STAKEHOLDER

Nominee's profile

Name of Nominee: _____
Nominee's Address: _____

Reasons for Nomination (Please state in details the reason for nominating this group/individual benefactor. You may attach supporting documents to validate your narratives.)

- A. Active Involvement/Participation to Adopt-a-School program of the School or Division and to the school/division events/programs
- B. Significant Contributions to the Realization of School's Division's Plans and Targets

Nomination

I hereby nominate the above state person whose profile and picture appear herein for the **2023 RACERS AWARDS SEARCH FOR GAWAD ESKWELA AWARD FOR EDUCATION STAKEHOLDERS.**

I certify further to the best of my knowledge that all information contained in this form and the accompanying supporting documents are true and correct. I am aware that any intentional misrepresentation of facts stated herein/attached hereto can be used as basis for the disqualification of the person being nominated in.

Nominator's Signature Over Printed Name

Date: _____



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