



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

16 August 2023

DIVISION MEMORANDUM
No. 219, s. 2023

**2023 MAPYA PALIALITAN AWARDS SEARCH IN CELEBRATION OF THE
2023 NATIONAL TEACHERS' MONTH AND WORLD TEACHERS' DAY**

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 line with the 2023 National Teachers' Month and World Teachers' Day celebration and in support to the Rewards and Recognition (R & R) Program of the Schools Division under the Project Mapya Palialitan, this Office announces the **2023 Mapya Palialitan Awards Search**.
2. Guidelines stipulating the search categories, eligibility standards, criteria, procedures and timelines of the search is attached.
3. This search shall adhere to the general policy guidelines and equal opportunity policy on R & R program per Division Memorandum No. 99 s. 2022.
4. All Schools Heads and Schools Division Office Division/Section/Unit Heads are enjoined to submit their respective nominees **on or before September 8, 2023 (Friday)**.
5. Entries received beyond the deadline shall **no longer be accepted**.
6. Soft editable nomination forms and write up template can be downloaded by accessing the link: **bit.ly/2023MapyaPalialitanForm** or using the QR code provided below:



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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.

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

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

For the Schools Division Superintendent:

Georgann G. CARIASO
GEORGANN G. CARIASO
Assistant Schools Division Superintendent

Encl: As stated
References: Division Memorandum No. 99, s. 2022
Division Memorandum No. 13, s. 2020

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

AWARDS
SEARCH

RECOGNITION

SGOD/myn /kchm

Note: This is the last page of 2023 Mapya Palalitan Awards Search in Celebration of the 2023 National Teachers' Month and World Teachers' Day

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DepEd SDO - Batanes

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(Enclosure 1 to Division Memorandum No. ____, s. 2023)

GUIDELINES ON THE 2023 MAPYA PALALITAN AWARDS SEARCH IN CELEBRATION OF THE 2023 NATIONAL TEACHERS' MONTH AND WORLD TEACHERS' DAY

I. Rationale

Division Memorandum No. 13, s. 2020 outlines the policy guidelines in support to the continual improvement efforts of the Schools Division to sustain and strengthen its quality management system under ISO 9001:2015 certification and PRIME-HR program. Pursuant to this, the Schools Division of Batanes has been consistently implementing innovative projects under its rewards and recognition (R & R) program. One of which is the Mapya Palalitan Project. This R & R project has been the streamlined project of the division which ensures a continual efforts and appreciation to the significant accomplishments, worth-emulating character and other personal efforts of its personnel that contribute to the efficiency, economy or other improvements in government operations, or for other extra ordinary acts and services for public interest.

For six years already, annual search is being conducted under the said project highlights and sustains the festive mood of the annual celebration of the National Teachers' Month and World Teachers' Day. Moreover, the search also intends to select potential nominees for higher search particularly the annual STARS (Service-oriented, Talented, Affective, Resilient and Spiritually-driven) Awards search conducted by DepEd Regional Office No. 02.

II. Scope

The 2023 Mapya Palalitan Awards Search comprises mainly of the search for most outstanding teaching and non-teaching personnel and best performing elementary and secondary schools. A part of the Mapya Palalitan Plus Awards, search for best performing Learning Centers and best structured principal's office and other special awards shall also be conferred to the deserving employees. Special awards include but not limited to Loyalty and Best Exemplar recognitions on leadership, commitment, service, academic excellence, etc.

III. Mapya Palalitan Awards Guidelines

A. Search Categories

1. Mapya Palalitan Awards

- a. Most Outstanding Teaching Personnel
 - i. Elementary Teacher
 - ii. Secondary Teacher
 - iii. Multigrade Teacher
 - iv. Special Education (SPED) Teacher
 - v. Alternative Learning System (ALS)/Mobile Teacher



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- vi. Elementary Master Teacher
- vii. Secondary Master Teacher
- viii. Head Teacher
- b. Most Outstanding Non-Teaching Personnel
 - i. Elementary School Head
 - ii. Secondary School Head
 - iii. Level I School-based Personnel
 - iv. Level I Non-School-based Personnel
 - v. Level II School-based Personnel
 - vi. Level II Non-School-based Personnel
 - vii. Education Program Supervisor
- c. Most Outstanding Functional Division Chief
- d. Best Performing Schools
 - i. Elementary
 - ii. Secondary

2. **Mapya Palialitan Plus Awards**

- a. Best Performing Learning Centers
- b. Best Structured Principal's Office (Elementary and Secondary)
- c. Loyalty Awards
- d. Best Exemplar Awards

B. General Eligibility of Awardees

1. All permanent employees, both teaching and non-teaching personnel, of the Schools Division of Batanes are eligible to be nominated and be awarded in any of the identified search for Most Outstanding Teaching and Non-Teaching Personnel on their respective area or level of governance provided that:
 - a. the nominee's last three performance rating is at least **Very Satisfactory**;
 - b. must be at least three (3) years in his/her current position with three consecutive years of IPCR/OPCR;
 - c. the nominee has no pending administrative/criminal case or has not convicted any grave administrative and/or criminal charges;
 - d. has not received same award thrice for the last three consecutive years;
 - e. must not be on leave at the time of nomination; and
 - f. must not be an awardee of national search and top awardee of regional search of similar category the previous search year.
2. Specifically, the table below summarizes the qualified personnel/units to be nominated on each of the search category:

Category	Qualified Personnel
Mapya Palialitan Awards	
Most Outstanding Teacher	Elementary Grade 1 to Grade 6 Teachers except Master Teachers
Most Outstanding Teacher	Secondary Grade 7 to Grade 12 Teachers except Master Teachers
Most Outstanding SPED Teacher	Teachers teaching SPED class



Most Outstanding Multigrade Teacher	Teachers handling Multigrade classes
Most Outstanding ALS/Mobile Teacher	ALS/Mobile Teachers
Most Outstanding Head Teacher	All Head Teachers not functioning as School Head
Most Outstanding Elementary Master Teacher	K to 6 Master Teachers
Most Outstanding Secondary Master Teacher	Grade 7 to 12 Master Teachers
Most Outstanding Elementary School Head	Elementary School Heads
Most Outstanding Secondary School Head	Secondary School Heads
Most Outstanding School-based Level 1 Non-Teaching Personnel	All school-based non-teaching positions. Nominee must have an appointment/designation meeting the minimum requirement of the position.
Most Outstanding Non-school-based Level 1 Non-Teaching Personnel	All non-school-based non-teaching positions. Nominee must have an appointment/designation meeting the minimum requirement of the position.
Most Outstanding School-based Level 2 Non-Teaching Personnel	All school-based non-teaching positions requiring at least 2 nd level Eligibility. Nominees must have at least 2 nd Level Eligibility and they have appointment/designation.
Most Outstanding Non-school-based Level 2 Non-Teaching Personnel	All non-school-based non-teaching positions requiring at least 2 nd level Eligibility. Nominees must have at least 2 nd Level Eligibility and they have appointment/designation.
Most Outstanding Supervisor	Education Program Supervisors
Best Performing Elementary School	All elementary schools
Best Performing Secondary School	All secondary schools
Mapya Palialitan Plus Awards	
Best Performing Learning Center	All learning centers through DALC
Best Structured Principal's Office	All elementary and secondary schools
Loyalty Awardees	Any teaching and non-teaching personnel; school-based and non-school-based
Best Exemplar Awardees	Any teaching and non-teaching personnel; school-based and non-school-based

3. Any qualified personnel, school-based or non-school-based, **may only be nominated once in any of the required category.**



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4. Schools/Cluster Schools and functional divisions/sections/units of the Schools Division Office are only allowed to nominate only **one nominee per category** under Mapya Palialitan Awards.
5. Hall of Famer awards holders may only be allowed to re-apply for the same search category after at least two (2) search years.
6. Winners of any Division Most Outstanding category must have incurred **at least a total of 50 points** in the final evaluation and assessment. If no nominee has reached the required minimum points, the Division PRAISE Committee shall consider the top 3 highest pointers and come up with a resolution on which of the criteria, the scores may be adjusted and then re-evaluate the Top 3 nominees.
7. Any employee who is accorded with the same award for three consecutive years under Mapya Palialitan Awards categories will be included in the **Hall of Famer**.
8. Reckoning period of all pertinent documents will be based on the latest appointment of the nominees **except** those with specific requirements / descriptions as reflected in the attached criteria from the regional guidelines.
9. Nevertheless, for the 2022 awardees for the same search category, pertinent documents which are accumulated **prior to August 7, 2022**, will no longer be considered except for education and other criteria which require other effective timelines.
10. All nominees who will not be declared disqualified by the Division PRAISE Committee shall be given certificate as Finalists.
11. 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; and
 - e. those who will not appear before an evaluation committee during scheduled presentation/interview.
12. For any similar search in the higher level (e.g. Regional STARS Search, etc.), the division winner with the highest point on the similar related category/ies shall be the automatic nominee of the division. However, for other higher search where the Schools Division will be enjoined to participate and yet has no relation or alignment on the conducted search categories, the Division PRAISE may conduct a separate selection process, or the top management may directly decide on whom to nominate.
13. **Hall of Famer Awardees** who are not yet winners at the Regional or higher-level Search for Most Outstanding Employee on similar search category may still submit his/her pertinent papers for the search. In the event that he/she gets higher points than the Top 1 among the nominees, he/she will not



be declared division winner in that particular search category, but the Division Qualifier or Nominee to the Regional Search or higher search.

14. An awardee will receive a plaque/certificate of Recognition, and a cash prize dependent on the fund availability, while Hall of Famer Awardee will be given separate plaque/certificate of Recognition and a cash prize (still dependent on funds availability).
15. Winners shall be kept with utmost confidentiality, and it shall only be announced during the awarding ceremonies which will be announced on a separate memorandum.

C. Specific Guidelines per Search Category

1. The criteria for the Mapya Palialitan Awards categories shall be the attached criteria per Regional Memorandum No. 230, s. 2022 (*2022 STARS Awards for Teachers and Employees of DepEd Region 2*). To wit:

Category/ies	Specific Criteria
Search for Most Outstanding Teachers (Elementary & Secondary), SPED Teacher, Multigrade Teacher, ALS/Mobile Teacher, and Head Teacher	Regional criteria for Most Outstanding Teacher
Search for Most Outstanding Master Teachers (Elementary & Secondary)	Regional criteria for Most Outstanding Master Teacher
Search for Most Outstanding School Heads (Elementary & Secondary)	Regional criteria for Most Outstanding School Head
Search for Most Outstanding Level I Personnel (School-based & Non-school-based)	Regional criteria for Most Outstanding Level I Personnel
Search for Most Outstanding Level II Personnel (School-based & Non-school-based)	Regional criteria for Most Outstanding Level II Personnel
Search for Most Outstanding Education Program Supervisor	Regional criteria for Most Outstanding Education Program Supervisor
Search for Best Performing Schools (Elementary & Secondary)	Regional criteria for Best Performing School

2. Below are few clarificatory notes as regards to the attached regional guidelines.

- a. In RM 230 s. 2022, III. 1 "Have rendered **at least (3) three years of continuous service in the current position** as of the deadline...."

This current position refers to the position of the employee per se. Hence, if the nominee is a Teacher II, he must have a three-year continuous service as Teacher II to be eligible. Thus, accumulated years of service in teacher position is not eligible. The same goes with clerical positions. If the nominee is ADAS I, then he/she must have held the ADAS I position for three continuous years.

- b. The write up shall not require attachment of MOVs, however, they shall be prepared and be presented during the validation interview.



c. International Awards (if any) must have been a product of a Search and thus must be supported by documents and be presented during the validation interview.

3. The criteria for Mapya Palialitan Plus Awards shall be as follows:

a. Best Performing Learning Center

Criteria	Points	Means of Verifications (MOVs)
1. ALS Key Performance	70	Learning Center's performance for School Year 2022-2023
a. Completion Rate To compute for the points: $\frac{\text{No. of ALS completers}}{\text{No. of ALS enrollees}} \times 20$	20	
b. Test Registration Rate To compute for the points: $\frac{\text{No. of A & E test registrants}}{\text{No. of ALS completers}} \times 10$	10	
c. Test Takers' Rate To compute for the points: $\frac{\text{No. of actual A & E test takers}}{\text{No. of A & E test registrants}} \times 10$	10	
d. A & E Passer's Rate To compute for the points: $\frac{\text{No. of A & E passers}}{\text{No. of A & E test takers}} \times 30$	30	
2. Other Significant Accomplishments	20	Accomplishments for SY 2022-2023 up to August 16, 2023
a. Conducted basic skills training	5	Approved Activity Proposal and Completion Report
b. Implemented innovative Program/Project on ALS advocacies <i>Completed: 5 points On-going: 3 points</i>	5	Completed: Approved Innovative Proposal, Terminal/Completion On-going: Approved Innovative Proposal Report or Status Report
c. Research conducted related to ALS <i>Completed: 5 points On-going: 3 points</i>	5	Completed: Approved Research Proposal, Approved Completed Research On-going: Approved Research Proposal and Status Report or Progress Research Monitoring Report
d. Development of community-based or supplemental learning materials <i>Quality assured and duly noted/approved by the Division,</i>	5	Fully developed: Learning Resource Approval and Endorsement Sheet, pictures of the material



<i>and endorsed to the Region by the Division – 5 points</i> <i>Quality assured and duly noted but pending for the approval of the Division – 3 points</i>		On-process: Application form with notation form the Division ALS coordinator or LR Supervisor
3. Learning Center Structure <i>Presence of the following properly displayed, filed and/or structured inside the designated learning center:</i> a. Learners' profile b. Learning Modules c. Learners' Outputs d. Weekly Learning Log e. ALS Activity Schedule	10	For actual evaluation and validation of sub-committee
TOTAL	100	

b. Best Structured Principal's Office

Criteria	Points
1. Physical Set-up	25
a. Size	3
b. Lighting	6
c. Ventilation	6
d. Painting	4
e. Fixtures	3
f. Signboard	3
2. Presence of EMIS / School Data	45
a. Classroom Program	5
b. Quick Data Count (School KPIs)	5
c. Operational Plan	5
d. Instructional Supervision / Technical Assistance Schedule	10
e. Organizational Chart	5
f. Locator Board	5
g. Logbook/Biometrics (this may be located outside the Principal's Office for as long as it is located in accessible area where personnel can easily log (e.g. Front Desk area)	5
h. School Site Development Plan	5
3. "Pledge of Loyalty" Board	10
a. Appropriateness	5
b. Visual Impact	5
4. Over-all Ambiance, Cleanliness & Orderliness	20
a. Physical Arrangement	5
b. Orderliness	5
c. Cleanliness	5
d. Office Ambiance	5
TOTAL	100



c. Loyalty Award

- i. This is given to any employee who has reached the 10th year of continued government service, and every 5 years thereafter (e.i. on his/her 10th year, 15th year, 20th year, 25th year, 30th year, 35th year...)
- ii. Based on CSC Memo Circular No. 06, s. 2002, the following shall be considered to qualify for the Loyalty Award:
 - 1) An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.
 - 2) In the same way, an official or employee who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the 5-year period to qualify for the 5-year milestone loyalty award.
 - 3) Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap. Services rendered in other government agencies prior to January 01, 2002 shall not be considered for purposes of granting the loyalty award.
- iii. Period considered starts from the date of the employee's permanent appointment in a government service. Provisional or Temporary status will also be considered provided that there is no service gap incurred.
- iv. Teaching and non-teaching personnel who will be awarded must reach the required number of years on or before September 30 of every year.
- v. Personnel Section of the Schools Division Office must furnish a certified list of Awardees **on or before September 1, 2023.**

d. Best Exemplar Award

- i. Given to any employee who has shown an extraordinary act or worth-emulating practice or value system in the performance of his duty or outside his/her official function, be it academic excellence, leadership excellence, service excellence, commitment excellence and other exemplary work areas or focus.
- ii. The School Head or Immediate Supervisor of the employee must endorse the teacher/personnel stating the details why the employee must be given the award.
- iii. The extraordinary act or worth-emulating practice or value system happened within the last school year after the Division Search of the Most Outstanding Employee (e.i. September of the previous school year up to 1st week of July of the current school year)
- iv. Means of Verification (MOVs): Testimony, Documentation/s, Approved Workplans/Requests, Completion/Accomplishment Reports, and/or Certificates.
- v. The Division PRAISE Committee members may recommend other deserving Best Exemplar awardees not nominated by the school during their Evaluation meeting for all division search winners



provided that the member nominator can give a due justification of his/her nomination and that the majority of the committee members will vote in favor of his/her nominee.

IV. Search Procedures and Timelines

A. Procedures

1. School to submit the following application requirements:
 - a. **For Most Outstanding Teaching and Non-teaching Personnel**
 - i. Two (2) copies of Duly accomplished and signed Nomination form for Most Outstanding Teaching and Non-teaching Personnel (see Annex A) (one of which is attached to the documents of the nominee)
 - ii. Nominee's updated CSC Form 212 or Personal Data Sheet with passport sized photo with tag taken within the last six (6) months
 - iii. Certification of no pending administrative or criminal case involving moral turpitude issued by the highest Administrative Office is required.
 - iv. Copy of the signed OPCR/IPCR for the past three rating periods with at least Very Satisfactory (VS) performance prior to the nomination
 - v. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 prior to the nomination (For School Head Category only)
 - vi. Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
 - vii. Certification from the School Head (**For SPED/Multigrade/ALS Teachers Only**)
 - viii. Write Up of Accomplishments
 - b. **For Best Performing Schools**
 - i. Two (2) copies of duly accomplished and signed Nomination form for Best Performing School (see Annex B) (one of which is attached to the documents of the nominee)
 - ii. OPCR for the past three rating periods with at least VS performance rating prior to the nomination
 - iii. Write Up of Accomplishments
 - c. **For Best Performing Learning Center**
 - i. Two (2) copies of duly accomplished and signed Nomination form for Best Performing Learning Center (see Annex C) (one of which is attached to the documents of the nominee)
 - ii. Other required supporting documents vis-à-vis criteria



d. **For Best Exemplar Nominee**

- Duly accomplished and signed Nomination Form for Best Exemplar Awards (see Annex D)
- Mode of Verifications

2. All pertinent documents must be scanned or photocopied in an **A4-size** bond paper and be **STRICTLY PROPERLY ARRANGED** as follows:

- For the Search for Most Outstanding Teaching and Non-teaching Personnel,
Cover Page/First Page – Annex A
Succeeding Pages – Supporting Documents
Write Up of Accomplishments
- For the Search for Best Performing School
Cover page/First Page – Annex B
Succeeding Pages – Supporting Documents
Write Up of Accomplishments
- For Best Performing Learning Center
Cover page/First Page – Annex C
Succeeding Pages – Supporting Documents vis-à-vis criteria
- For the Search for Best Exemplar Awardees
Cover page/First Page – Annex D
Succeeding Pages – Supporting Documents / MOVs

3. Please bind the documents using **BINDER CLIP ONLY** in a folder **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.

4. For the search for Best Exemplar Awardees, there is no need to bind the documents. All pertinent MOVs must be attached to the Nomination Form (Annex B).

5. In the case of **Best Structured Principal's Office**, all Principal's Office **are automatically nominated**. The District Head shall organize an ad hoc subcommittee to pre-evaluate all the principal's offices within the district per level (Secondary and Elementary) who shall in turn endorse the Top 2 finalists (Elementary and Secondary) to the PRAISE sub-committee for re-evaluation. The finalist (elementary and secondary) for Best Structured Principal's Office must be endorsed by the organized *ad hoc* subcommittee, through the District Head, to the Schools Division Office on or before the same date as the deadline for the submission of nominees in other categories, September 8, 2023. In this case, **INTEGRATED SCHOOLS** shall fall in the **ELEMENTARY LEVEL**.

6. After the document evaluation, face-to-face interview or online interview (in case the nominee will come from the island schools - Itbayat and Sabtang Schools) shall be conducted to the Top 3, 4 or 5 nominees (dependent on the discretion of the sub-committee based on the point difference of the nominees) by the respective sub-committee chairpersons and members. Presentation of significant accomplishments and on-going projects and activities may also be required for the top nominees.



7. The top three of each category shall be subjected by an unannounced validation (on-site or any means possible). Division PRAISE Committee and the organized Sub-committees shall convene to finalize the results.

8. All winners and finalists will be notified through a division memorandum and be awarded during the Division Celebration of World Teachers Day in October 2023 that will be announced on a separate issuance.

9. 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:

Activity	Timeline	Responsible Person/s / Unit/s
Nomination / Application and Submission of Supporting Documents	August 16-September 8, 2023	School Head / Immediate Head / School PRAISE / District ALS Coordinator
Initial Assessment of Documents	September 11-12, 2023	Division PRAISE Secretariat
Document and Character Evaluation and Validation	September 13-15, 2022	Division PRAISE Committee and Sub-Committees
Final Committee Evaluation and Selection of Winners	September 19, 2022	Division PRAISE Committee and Sub-Committees
Awarding Ceremony	October 2023 (to be announced)	SGOD-HRD, Division PRAISE Committee, WTD Committee on Awards

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

