



Republic of the Philippines
Department of Education
REGION VIII

SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

DM-OSGOD-2022- 411

To: Asst. Schools Division Superintendent
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Section/Units Heads
All Others Concerned

FROM: THELMA CABADSAN-QUITALIG PhD, CESO V
↓ Schools Division Superintendent ↓



SUBJECT: Submission and Screening of Nominees to the 2022 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools

DATE : October 3, 2022

- =====
1. With reference to RM No. 1099, s. 2022 on the 2022 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools, this Office shall be submitting nominees to DepEd RO8, thus needs to screen nominees.
 2. Public Schools District Supervisors shall submit to this Office through SGOD-Human Resource Development Section using the attached Nomination Form one (1) nominee per category with their corresponding documents as stipulated in RM No. 1099, s. 2022, enclosure no. 4 (Search and Screening Procedures dated September 28, 2022) on or before October 14, 2022.
 3. The awards to be given are as follows:

Types of Awards

1. Best Employee Award
 - 1.1 Most Outstanding Teacher (Teacher I-III, MTs)
 - a. Kindergarten
 - b. Elementary



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- c. Junior High School (JHS)
- d. Senior High School (SHS)
- e. Alternative Learning System (ALS)
- f. Special Education (SPED)
- g. Madrasah
- h. Multigrade
- 1.2 Most Outstanding School Head
 - a. Elementary (Monograde School- Central Category)
 - b. Elementary (Monograde School- Non-Central Category)
 - c. Elementary (Multigrade School)
 - d. Junior High School
 - e. Secondary School (JHS and SHS)
 - f. Stand Alone Senior High School
 - g. Integrated School (Elem and JHS/SHS)
- 1.3 Most Outstanding Non-Teaching Personnel (Level 1)
 - a. Administrative Aide
 - b. Administrative Assistant or equivalent position
- 1.4 Most Outstanding Non-Teaching Personnel (Level 2)
 - a. Administrative Officer V
 - b. Human Resource Management Officer
 - c. Supply Officer
 - d. Cashier
 - e. Records Officer
 - f. Legal Officer
 - g. Accountant
 - h. Budget Officer
 - i. School Librarian
 - j. Division Librarian
 - k. Registrar
 - l. Planning Officer
 - m. Information Technology Officer
 - n. Engineer
 - o. Project Development Officer
 - p. Senior Education Program Specialist
 - p.1 Human Resource Development



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- p.2 School Management Monitoring and Evaluation
- p.3 Planning and Research
- p.4 Social Mobilization and Networking
- q. Education Program Specialist
- r. Nurse
- s. Medical Officer
- t. Dentist
- u. Public Schools District Supervisors
- v. Education Program Supervisor
- w. Assistant School Principal
- x. JHS Head Teacher/Department Head
- y. LR PDO II
- z. Implementing Unit Bookkeeper/Accountant
- 2. Best Office/School/Learning Center Award
 - 2.1 Most Outstanding School
 - a. Elementary (Monograde School-Central Category)
 - b. Elementary (Monograde School-Non-Central Category)
 - c. Elementary (Multigrade School)
 - d. Junior High School
 - d.1 Non-Implementing Unit
 - d.2 Implementing Unit
 - e. Secondary School (JHS and SHS)
 - e.1 Non-Implementing Unit
 - e.2 Implementing Unit
 - f. Stand Alone Senior High School
 - g. Integrated School (Elem and JHS/SHS)
 - 2.2 Most Outstanding Schools Division Office
 - a. City Division
- 3. Most Outstanding Coordinator/Adviser
 - 3.1 School Level
 - 3.1.1 Reading Coordinator
 - 3.1.2 School Paper Adviser
 - 3.1.3 Property Custodian
 - 3.1.4 Youth Formator
 - 3.1.5 WinS Coordinator



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- 3.1.6 DRRM Coordinator
- 3.2 SDO Level
 - 3.2.1 MEP Coordinator
 - 3.2.2 IPed Coordinator
 - 3.2.3 Youth Formator
 - 3.2.4 DRRM Coordinator
 - 3.2.5 GAD Coordinator
 - 3.2.6 SBM Coordinator
 - 3.2.7 TA Coordinator
 - 3.2.8 SPED Coordinator
 - 3.2.9 Sports Coordinator
 - 3.2.10 Multigrade Coordinator

4. Validity of the outstanding/meritorious accomplishments and trainings shall be within the last three (3) years from the cut-off date set by the Regional PRAISE Committee. The cut-off date for this year's search is September 30, 2022.
5. The deadline of submission of nominees by the Schools District Offices and Division Office proper functional divisions is on October 14, 2022.
6. Attached are the Timeline for the Submission and Screening of Nominees to the 2022 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools, List of Division PRAISE Committee Members and their corresponding category to be assessed/screened, Secretariat and Technical Working Group (TWG). Further, the complete documents for this search, like Search and Screening Procedures, etc. (RM No. 1099, s. 2022 dated September 28, 2022) will be posted or shared in the MANCOM Group Chat (GC) and HRD GCs.
7. Expenses incurred in this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

Reference:

- RM No. 1099, s. 2022 - 2022 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools



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Enclosure No. 1 of Div. Memo No. ____, s. 2022

**Timeline for the Submission, Screening of Nominees and Awarding Ceremony to the
2022 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools
Division Offices/Schools**

Date	Activity	Person/s Responsible	Expected Output
October 3-13, 2022	Conduct of the Schools District's selection procedure for nominating, evaluating and identifying Outstanding Employee and schools	District/School PRAISE Committee	Nominee per award category identified
October 14, 2022	Submission of Nominees by the Schools District Offices/Functional Divisions Offices	District/School PRAISE Committee/Division PRAISE Committee	12 Schools District/Functional Divisions submitted List of Nominees using the Nomination Form and Transmittal together with the complete certified photocopy of the original required documents to the Secretariat, SGOD-HRDS
October 17-18, 2022	Screening and Short Listing of Nominees of the Different PRAISE Awards ✓ Evaluation of documents of school/functional division nominees based on the prescribed search criteria	Division PRAISE Committee, Secretariat and TWG	Qualified nominees screened/evaluated
October 31, 2022	Submission of Qualified Nominees to Regional Office PRAISE Committee c/o the Secretariat, RO8-HRDD	Division PRAISE Committee, Secretariat and TWG	Shortlist of Qualified Nominees submitted to RO8 PRAISE Committee together with the complete required documents/MOVs
November 10, 11, & 14, 2022	RO8 PRAISE Committee Conducts Validation on Documents' Evaluation and Interview of Qualified Nominees	RO8 PRAISE Committee, Secretariat	Qualified nominees validated thru teleconferencing/video/onsite
December 16, 2022	RO8 Awarding Ceremony for the 2022 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Offices/Schools	Awardees, RO8 PRAISE Committee, Secretariat, TWG	RO8 conducted the awarding ceremony



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Enclosure No. 2 of Div. Memo No. ____, s. 2022

DIVISION PRAISE COMMITTEE COMPOSITION

Honorary Chairperson	Dr. Thelma Cabadsan-Quitilig, CESO V, Schools Division Superintendent
Chairperson	Dr. Sherlita A. Palma, CESO VI, Asst. Schools Division Superintendent
Members	Dr. Renato S. Cagomoc, Chief, Curriculum & Instructions Division
	Mr. Ubaldo D. Diomangay, Chief, School Governance & Operations Division
	Ms. Edita S. Cano, Administrative Officer V
	Atty. Ma. Catherine S. Barandino, Division Legal Officer
	Dr. Avelina P. Tupa, EPS (Araling Panlipunan)
	Dr. Joy B. Saldaña, EPS (Science)
	Lourdes L. Matan, EPS (Filipino)
	Arnold M. Jaraba, EPS (TLE)
	Dr. Geraldine P. Sumbise, Division ADM Coordinator
	Dr. Nelson R. Bello, EPS, (Values)
	Mercedita S. Garcia, EPS (MAPEH)
	Joshua Sherwin T. Lim, EPS (Mathematics)
	Noel E. Sagayap, EPS (LRMDS)
	Ricky S. Cano, EPS (ALS)
	Arnulfo L. Abellar, Division LR Coordinator
	Oscar D. Billate, Jr., Senior Education Program Specialist (SMME)
	Asther E. Bachar, Education Program Specialist (HRD)
	All 12 Public Schools District Supervisors
Secretariat	Marita P. Senolos, Senior Education Program Specialist (HRD)
	Rosalia M. Rivera, Education Program Specialist II (HRD)



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Enclosure No. 3 of Div. Memo No. ____, s. 2022

DIVISION PRAISE COMMITTEE TECHNICAL WORKING GROUP

Awards/Category	Chairperson/Co-Chairperson	Members
1. Best Employee Award 1.1 Most Outstanding Teacher (Teacher I-III, MTs) a. Kindergarten b. Elementary c. Junior High School (JHS) d. Senior High School (SHS) e. Alternative Learning System (ALS) f. Special Education (SPED) g. Madrasah h. Multigrade	Chairperson: ▪ Dr. Avelina P. Tupa, EPS (Aral. Pan.) Co-Chairman: ▪ Dr. Geraldine P. Sumbise, Div. ADM Coordinator	Mercedita S. Garcia, EPS (MAPEH) Alma M. Caber, PSDS Anabelle O. Yangzon, PSDS Teresa D. Villa, PSDS
1.2 Most Outstanding School Head a. Elementary (Monograde School- Central Category) b. Elementary (Monograde School- Non-Central Category) c. Elementary (Multigrade School) d. Junior High School e. Secondary School (JHS and SHS) f. Stand Alone Senior High School g. Integrated School (Elem and JHS/SHS)	Chairman: ▪ Dr. Joy B. Saldaña, EPS (Science) Co-Chairman: ▪ Mr. Arnold M. Jaraba, EPS (TLE)	Dr. Nelson R. Bello, EPS (Values) Nora G. Capetillo, PSDS Ester A. Siozon, PSDS Oscar D. Billate, Jr., SEPS (HRD)
1.3 Most Outstanding Non-Teaching Personnel (Level 1) a. Administrative Aide	Chairman: ▪ Lourdes L. Matan, EPS (Filipino) Co-Chairman:	Joshua Sherwin T. Lim, EPS (Math) Reynaldo T. Bernales, PSDS Ma. Gina U. Moreno, PSDS Jose O. Abon



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2.2 Most Outstanding Schools Division Office a. City Division		
3. Most Outstanding Coordinator/Adviser 3.1 School Level 3.1.1 Reading Coordinator 3.1.2 Property Custodian 3.1.3 School Paper Adviser 3.1.4 Youth Formator 3.1.5 WinS Coordinator 3.1.6 DRRM Coordinator 3.2 SDO Level 3.2.1 GAD Coordinator 3.2.2 MEP Coordinator 3.2.3 TA Coordinator 3.2.4 SBM Coordinator 3.2.5 IPed Coordinator 3.2.6 SPED Coordinator 3.2.7 Sports Coordinator 3.2.8 Multigrade Coordinator 3.2.9 DRRM Coordinator 3.2.10 Youth Formator	Chairman: ▪ Noel E. Sagyap, EPS (LRMDS) Co-Chairman: ▪ Amulfo L. Abellar, LR Coordinator	<ul style="list-style-type: none">▪ Ma. Teresa S. Simon, PSDS▪ Elbert G. Ongcal, PSDS▪ Noemi S. Castante▪

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<p>b. Administrative Assistant or equivalent position</p> <p>1.4 Most Outstanding Non-Teaching Personnel (Level 2)</p> <p>a. Administrative Officer V</p> <p>b. Human Resource Management Officer</p> <p>c. Supply Officer</p> <p>d. Cashier</p> <p>e. Records Officer</p> <p>f. Legal Officer</p> <p>g. Accountant</p> <p>h. Budget Officer</p> <p>i. School Librarian</p> <p>j. Division Librarian</p> <p>k. Registrar</p> <p>l. Planning Officer</p> <p>m. Information Technology Officer</p> <p>n. Engineer</p> <p>o. Project Development Officer</p> <p>p. <i>Senior Education Program Specialist:</i></p> <p>p.1 Human Resource Development</p> <p>p.2 School Management Monitoring and Evaluation</p> <p>p.3 Planning and Research</p> <p>p.4 Social Mobilization and Networking</p> <p>q. Education Program Specialist</p> <p>r. Nurse</p> <p>s. Medical Officer</p> <p>t. Dentist</p>	<p>▪ Edita S. Cano, AO V</p>	
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u. Public Schools District Supervisors v. Education Program Supervisor w. Assistant School Principal x. JHS Head Teacher/Department Head y. LR PDO II z. Implementing Unit Bookkeeper/Accountant		
2. Best Office/School/ Learning Center Award 2.1 Most Outstanding School a. Elementary (Monograde School-Central Category) b. Elementary (Monograde School-Non-Central Category) c. Elementary (Multigrade School) d. <i>Junior High School</i> d.1 Non-Implementing Unit d.2 Implementing Unit e. <i>Secondary School (JHS and SHS)</i> e.1 Non-Implementing Unit e.2 Implementing Unit f. Stand Alone Senior High School g. Integrated School (Elem and JHS/SHS)	Chairman: ▪ Ubaldo D. Diomangay, Chief, SGOD Co-Chairman: ▪ Edita S. Cano, AO V	Ricky S. Cano, EPS (ALS) Ma. Teresa S. Simon, PSDS Pedro O. Montecillo, Jr., PSDS Asther E. Bachar, EPS II (SMME)



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