



Republic of the Philippines  
**Department of Education**  
REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

July 31, 2025

DIVISION MEMORANDUM  
NO. 32, s. 2025

**2025 SEARCH FOR THE MOST OUTSTANDING DIVISION  
EMPLOYEES AND SCHOOLS**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elem & Sec School Heads  
Public Elem & Sec School Teachers  
Unit/Section Heads  
Non-teaching Personnel  
All Others Concerned

1. With reference to RM No. 775, s. 2025, this Office, through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the SGOD - Human Resource Development Section (HRDS), announces the **2025 Search for the Most Outstanding Division Employees and Schools**. Winners to this selection process will be the Division nominees to the 2025 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/SCHOOLS DIVISION OFFICES/SCHOOLS.

2. This activity aims to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, employees, and offices/schools, individually or in groups, for their innovations, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, improvement in government operations, and other extraordinary acts or services in the interest of the public.

3. This year's search will compose of the following awards:

<b>Regional "Bituon han Sinirangan Awards"</b>	
<b>A. Best Employee Award</b>	
<b>1. Most Outstanding Teacher (T I-III, MT)</b>	
1.1	Kindergarten
1.2	Elementary
1.3	Junior High School (JHS)
1.4	Senior High School (SHS)
1.5	Alternative Learning System (ALS)
1.6	Special Education (SPED)
1.7	Madrasah
1.8	Multigrade
<b>2. Most Outstanding School Head</b>	
2.1	Elementary (Monograde School- Central Category)
2.2	Elementary (Monograde School-Non-Central Category)



2.3	Elementary (Multigrade School)
2.4	Secondary School (Purely Junior High School)
2.5	Secondary School (JHS with SHS; Stand-Alone SHS)
2.6	Integrated School (Elementary with JHS/SHS)
<b>3. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel</b>	
<b>3.1 For School/SDO Level 1:</b>	
3.1.1	Administrative Aide
3.1.2	Administrative Assistant or equivalent position
<b>3.2 Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2)</b>	
<b>*3.2.1 School Level</b>	
3.2.1.1	Administrative Officer I-IV
3.2.1.2	Registrar
3.2.1.3	Implementing Unit Bookkeeper/Accountant
3.2.1.4	Librarian
<b>*3.2.2 Schools Division Office (SDO) Level</b>	
3.2.2.1	Administrative Officer V
3.2.2.2	Human Resource Management Officer (HRMO)
3.2.2.3	Supply Officer
3.2.2.4	Cashier
3.2.2.5	Records Officer
3.2.2.6	Legal Officer
3.2.2.7	Accountant
3.2.2.8	Budget Officer
3.2.2.9	Division Librarian
3.2.2.10	Planning Officer
3.2.2.11	Information Technology Officer
3.2.2.12	Engineer
3.2.2.13	Project Development Officer II
	3.2.2.13.1 Youth Formation
	3.2.2.13.2 Disaster Risk Reduction
	3.2.2.13.3 Learning Resource
3.2.2.14	Senior Education Program Specialist
	3.2.2.14.1 Human Resource Development
	3.2.2.14.2 School Management Monitoring and Evaluation
	3.2.2.14.3 Planning and Research
	3.2.2.14.4 Social Mobilization and Networking
3.2.2.15	Education Program Specialist II
3.2.2.16	Education Program Specialist II for ALS (EPSA)
3.2.2.17	Nurse
3.2.2.18	Medical Officer
3.2.2.19	Dentist
3.2.2.20	Dental Aide
3.2.3.21	Public Schools District Supervisor
3.2.2.22	Education Program Supervisor
	3.2.2.22.1 Curriculum Implementation
	3.2.2.22.2 Learning Resource Management and Development
	3.2.2.22.3 Program Implementation
	3.2.2.22.4 School Governance and Operations
3.2.2.23	JHS Head Teacher/Department Head



3.2.2.24	Administrative Officer II (HRMO I)
<b>4. Most Outstanding Coordinator/Coach/Trainer/Researcher</b>	
<b>4.1 School Level</b>	
4.1.1	Literacy Coordinator (Elementary Level only)
4.1.2	Numeracy Coordinator (Elementary Level only)
4.1.3	ICT Coordinator
4.1.4	Sports Coach/Trainer
<b>4.2 School Division Office Level</b>	
4.2.1	WinS Coordinator
4.2.2	School-based Feeding Program Coordinator
4.2.3	GAD Coordinator
4.2.4	SBM Coordinator
4.2.5	TA Coordinator
4.2.6	Learners' Rights and Protection Coordinator
4.2.7	Sports Officer
4.2.8	Division Information Officer
<b>4.3 Open Category (School and SDO)</b>	
4.3.1	Researcher
<b>B. Best Office/School Award</b>	
<b>1. Most Outstanding School</b>	
1.1	Elementary (Monograde School- Central Category)
1.2	Elementary (Monograde School-Non-Central Category)
1.3	Elementary (Multigrade School)
1.4	Secondary School (Purely Junior High School)
	1.4.1 Non-Implementing Unit
	1.4.2 Implementing Unit
1.5	Secondary School (JHS with SHS; & Stand-Alone SHS)
	1.5.1 Non-Implementing Unit
	1.5.2 Implementing Unit
1.6	Integrated School (Elementary with JHS/SHS)
<b>2. Special Awards for Schools Division Offices</b>	
2.1	Best in Fund Utilization
2.2	Best Practices in Technical Assistance Provision
2.3	Most Prompt in Submission of Financial Reports
2.4	Best in Filling-up of Teaching and Non-Teaching Items
2.5	Most Responsive in Submission of Administrative Reports
2.6	PMIS Best Implementer
2.7	Top Performer on AOM/NS/ND Compliance
2.8	Best in Resolution of 8888/PAAC/CCB Concerns
2.9	Best in Compliance Rate (PAAC e.g. 8888/CCB)
2.10	Best Implementer in Provident Fund

4. The basic qualifications for each nominee are the following:

- With at least 2 (two) years of relevant experience in the same plantilla position that an employee is nominated
- With an IPCRF/OPCRF rating of at least 4.500 (Outstanding) for the past two years in the same position that an employee is nominated
- Has no pending case and/or had not been found guilty of any administrative, criminal, or civil case
- For awards on coordinatorship/advisership, nominees should be a coordinator/adviser for at least 2 years.



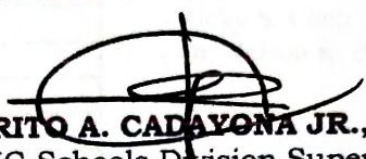
5. The criteria for each award can be accessed through this link: [https://bit.ly/criteria\\_BituonHanSinirangan](https://bit.ly/criteria_BituonHanSinirangan)
6. Only the outstanding or meritorious accomplishments and trainings obtained from **September 1, 2023 to August 31, 2025** will be covered and considered as valid documents for evaluation.
7. For Division nominees to the Regional "Bituon han Sinirangan" in 2024, only their outstanding and/or meritorious accomplishments dated between **October 1, 2024 and August 31, 2025** will be validated since they are not allowed to reuse the same documents already presented in the previous year's search.
8. All Districts must submit only one (1) nominee per category and duly endorsed by the PSDS. The nominee must be the highest in rank in the District level search and has obtained a cut-off score of at least **70 points**.
9. Submissions should be made in hard copy and duly certified true copies. Original documents are not required and should not be submitted. Deadline of submission is on **August 11, 2025, not later than 5:00 PM**.
10. The timeline of activities are as follows:

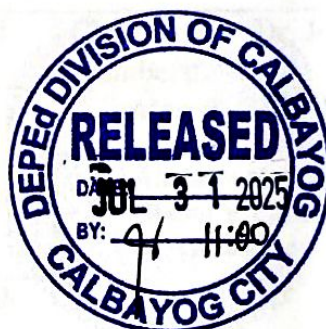
Date	Activity	Office/Persons Involved
July 31, 2025	Issuance of the Division Memorandum on the 2025 Search for the Division Most Outstanding Employees and Schools (for Regional Categories)	HRDS
August 1 – August 8, 2025	School/District Search	School Heads/PSDSs
August 11, 2025	Deadline of Submission of District Nominees to the Division Office	Records Section
August 12-15, 2025	Document Assessment & Validation/Shortlisting of Top 3 Nominees	Division PRAISE Committee & Secretariat
August 18-22, 2025	Field Validation of the Top 3 Nominees	
August 26-27, 2025	Tabulation/encoding of the Results	
August 29, 2025	Deliberation of Results	
September 1, 2025	Posting of Official Results	HRDS
September 5, 2025	Deadline of Submission of Division Official List of Nominees & documents to RO8 PRAISE	
October 10, 2025	Awarding Ceremony/ 2025 Division PASIDUNOG	HRDS
October 13, 2025	Post Conference	Division PRAISE

11. For the division-initiated awards/categories, there will be a separate memorandum to be issued.

12. Attached herewith are the PRAISE Committee Technical Working Group/Validators and the Composition of the Division PRAISE as Enclosures 1 and 2, respectively.

13. For wide dissemination and guidance of all concerned.

  
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
OIC-Schools Division Superintendent



Enclosure: as stated

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

**HRDS**

**PRAISE**

**PASIDUNGOG**



Enclosure 1 of DM No. \_\_\_\_\_, s. 2025

CATEGORY/AWARD		VALIDATORS
<b>A. Best Employee Award</b>		Chairperson: Dr. Lourdes L. Matan Members: - Mercedita S. Garcia - Arnold M. Jaraba - Ricky S. Cano - Dr. Nelson R. Bello
<b>1. Most Outstanding Teacher (T I-III, MT)</b>		
1.1	Kindergarten	
1.2	Elementary	
1.3	Junior High School (JHS)	
1.4	Senior High School (SHS)	
1.5	Alternative Learning System (ALS)	
1.6	Special Education (SPED)	
1.7	Madrasah	
1.8	Multigrade	
<b>2. Most Outstanding School Head</b>		Chairperson: Dr. Joy B. Saldaña Members: - Alma R. Caber - Nora G. Capetillo - Anabelle O. Yangzon - Noemi S. Castante - Dr. Geraldine P. Sumbise
2.1	Elementary (Monograde School- Central Category)	
2.2	Elementary (Monograde School-Non-Central Category)	
2.3	Elementary (Multigrade School)	
2.4	Secondary School (Purely Junior High School)	
2.5	Secondary School (JHS with SHS; Stand-Alone SHS)	
2.6	Integrated School (Elementary with JHS/SHS)	
<b>3. Most Outstanding Non-Teaching Personnel/Teaching-Related Personnel</b>		Chairperson: Grace S. Pagunsan Members: - Sunshine Marjorie E. Ventures - Ma. Angela B. Antonio - Suzette P. Candaza - Jennifer Campillo-Alvarez - Gennerson T. Nabual - Eric R. Doroja
<b>3.1 For School/SDO Level 1:</b>		
3.1.1	Administrative Aide	
3.1.2	Administrative Assistant or equivalent position	
<b>3.2 Most Outstanding Non-Teaching/Teaching-Related Personnel (Level 2)</b>		
<b>3.2.1 School Level</b>		
3.2.1.1	Administrative Officer I-IV	
3.2.1.2	Registrar	
3.2.1.3	Implementing Unit Bookkeeper/Accountant	
3.2.1.4	Librarian	
<b>3.2.2 Schools Division Office (SDO) Level</b>		
3.2.2.1	Administrative Officer V	
3.2.2.2	Human Resource Management Officer (HRMO)	
3.2.2.3	Supply Officer	
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3.2.2.6	Legal Officer	
3.2.2.7	Accountant	
3.2.2.8	Budget Officer	
3.2.2.9	Division Librarian	
3.2.2.10	Planning Officer	
3.2.2.11	Information Technology Officer	
3.2.2.12	Engineer	



3.2.2.13	Project Development Officer II	Chairperson: Dr. Noel E. Sagayap Members: -Engr. Jordan B. De Veyra -Beverly C. Longcop -Asther E. Bachar
	3.2.2.13.1 Youth Formation	
	3.2.2.13.2 Disaster Risk Reduction	
	3.2.2.13.3 Learning Resource	
3.2.2.14	Senior Education Program Specialist	Chairperson: Joshua Sherwin T. Lim, JD Members: - Ricky S. Cano - Dr. Arlene C. Catalan - Carren Meryl A. Cabadsan
	3.2.2.14.1 Human Resource Development	
	3.2.2.14.2 School Management Monitoring and Evaluation	
	3.2.2.14.3 Planning and Research	
	3.2.2.14.4 Social Mobilization and Networking	
3.2.2.15	Education Program Specialist II	
3.2.2.16	Education Program Specialist II for ALS (EPSA)	
3.2.2.17	Nurse	
3.2.2.18	Medical Officer	
3.2.2.19	Dentist	
3.2.2.20	Dental Aide	
3.2.3.21	Public Schools District Supervisor	
3.2.2.22	Education Program Supervisor	Chairperson: Joshua Sherwin T. Lim, JD Members: - Ricky S. Cano - Dr. Arlene C. Catalan - Carren Meryl A. Cabadsan
3.2.2.22	Education Program Supervisor	
	3.2.2.22.1 Curriculum Implementation	
	3.2.2.22.2 Learning Resource Management and Development	
	3.2.2.22.3 Program Implementation	
	3.2.2.22.4 School Governance and Operations	
3.2.2.23	JHS Head Teacher/Department Head	Chairperson: Joshua Sherwin T. Lim, JD Members: - Ricky S. Cano - Dr. Arlene C. Catalan - Carren Meryl A. Cabadsan
3.2.2.24	Administrative Officer II (HRMO I)	

**4. Most Outstanding Coordinator/Coach/Trainer/Researcher****4.1 School Level**

- |       |  |
|-------|--|
| 4.1.1 | Literacy Coordinator (Elementary Level only) |
| 4.1.2 | Numeracy Coordinator (Elementary Level only) |
| 4.1.3 | ICT Coordinator                              |
| 4.1.4 | Sports Coach/Trainer                         |

Chairperson: Dr. Erwin L. Purcia

Members:

- Elbert G. Ongcal
- Benedicto M. Mirales

**4.2 School Division Office Level**

- |       |   |
|-------|---|
| 4.2.1 | WinS Coordinator                            |
| 4.2.2 | School-based Feeding Program Coordinator    |
| 4.2.3 | GAD Coordinator                             |
| 4.2.4 | SBM Coordinator                             |
| 4.2.5 | TA Coordinator                              |
| 4.2.6 | Learners' Rights and Protection Coordinator |
| 4.2.7 | Sports Officer                              |
| 4.2.8 | Division Information Officer                |

Chairperson: Oscar D. Billate, Jr.

Members:

- Dr. Arlene C. Catalan
- Galina V. Panela
- Gary H. Ballon
- Joanna Lou V. Portura
- Marian C. Advincula
- All Nurses

**4.3 Open Category (School and SDO)**

- |       |            |
|-------|------------|
| 4.3.1 | Researcher |
|-------|------------|



<b>B. Best Office/School Award</b>		Chairperson: Jose O. Abon Members: -Teresa D. Villa -Ma. Teresa S. Simon -Ester A. Siozon -Reynaldo T. Bernales	
<b>1. Most Outstanding School</b>			
1.1	Elementary (Monograde School- Central Category)		
1.2	Elementary (Monograde School-Non-Central Category)		
1.3	Elementary (Multigrade School)		
1.4	Secondary School (Purely Junior High School)		
	1.4.1 Non-Implementing Unit		
	1.4.2 Implementing Unit		
1.5	Secondary School (JHS with SHS; & Stand-Alone SHS)		
	1.5.1 Non-Implementing Unit		
	1.5.2 Implementing Unit		
1.6	Integrated School (Elementary with JHS/SHS)		
<b>2. Special Awards for Schools Division Offices</b>			Note:  All Unit Heads in-charge for the award/s shall submit the portfolio of documents to HRD
2.1	Best in Fund Utilization		
2.2	Best Practices in Technical Assistance Provision		
2.3	Most Prompt in Submission of Financial Reports		
2.4	Best in Filling-up of Teaching and Non-Teaching Items		
2.5	Most Responsive in Submission of Administrative Reports		
2.6	PMIS Best Implementer		
2.7	Top Performer on AOM/NS/ND Compliance		
2.8	Best in Resolution of 8888/PAAC/CCB Concerns		
2.9	Best in Compliance Rate (PAAC e.g. 8888/CCB)		
2.10	Best Implementer in Provident Fund		



Enclosure 2 of DM No. \_\_\_\_\_, s. 2025

## COMPOSITION OF THE DIVISION PRAISE

### Executive Committee

Chairperson: Dr. Margarito A. Cadayona, Jr., CESO VI  
OIC-Schools Division Superintendent

Co-Chairperson: Atty. Rhea P. Aguado  
Legal Officer III

### PRAISE Committee

Chairperson: Dr. Jun-Nilou D. Dulfo  
OIC-Assistant Schools Division Superintendent

Co-Chairperson: Dr. Avelina P. Tupa  
OIC Chief-SGOD

Members:  
Dr. Renato S. Cagomoc, CID Chief  
Sheryll Ann Marie G. Lacaba, CPA, Accountant III  
Grace S. Pagunsan, AO V  
Sunshine Marjorie E. Ventures, AO IV-NEU President  
Romeo A. Castante, P4/CCPSTA President

### PRAISE Sub-Committee

Chairperson: Dr. Lourdes L. Matan, EPS

Co-Chairperson: Ma. Teresa S. Simon, PSDS

Members:  
All Education Program Supervisors  
All Public Schools District Supervisors  
All Unit/Section Heads

### PRAISE Secretariat

Chairperson: Marita P. Senolos, SEPS-HRD

Co-Chairperson: Jennifer C. Alvarez, AO IV

Members:  
Rosalia M. Rivera, EPS II-HRD  
Rina M. Aboganda, EPSA  
Sharon D. Balza, EPS II-SMN

PRAISE TWG: Drixel Idol R. Ortega, ADAS VI