



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

04 September 2025

**DIVISION MEMORANDUM**  
NO. 427, s. 2025

**UPDATES IN THE CONDUCT OF THE 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. This Office informs all concerned personnel on some updates in the conduct of the **2025 Search for the Most Outstanding Division Employees and Schools, to wit:**

- Deliberation of Results – **Sept. 5, 2025, 8:00 a.m.** at Division Conference Hall;
- Submission of Means of Verification (MOVs) for the Search for the Most Outstanding Schools Division Office (City Division) – **Sept. 8, 2025**  
**Attention: Marita P. Senolos, SEPS (HRD); and**
- Submission of Nominees' Documents to PRAISE Committee, DepEd RO8-Eastern Visayas, Government Center, Candahug, Palo, Leyte – September 15, 2025.

2. Participants of the Deliberation of Results are the **Division PRAISE Evaluators and Validators, and the Members of the PRAISE Committee.**

3. The focal persons on the submission of the Means of Verification (MOVs) for the **Search for the Most Outstanding Schools Division Office (City Division)** are enjoined to prepare and submit the following documents:

- **Galina V. Panela, SEPS (Planning & Research)**
  - 1. Division OPCRf Ratings - CY 2023 and CY 2024
  - 2. DEDP – Targets set FY 2024 & Accomplishments per Quarter
  - 3. Promoting a Culture of Research – Endorsement from SDS to RO



4. Customer Satisfaction Measurement (CSM) from January 2024 to September 2025 – *CSM Results Analysis*

➤ **Robert Anthony F. Ygrubay, OIC-SEPS (SMME)**

1. Division Program Implementation review (DPIR) – *Validated Division PIR Results*

➤ **Dr. Geraldine P. Sumbise, PSDS-Designate/DFTACT Focal**

1. Provision of Technical Assistance:
  - a. *DFTACT Structure and DFTACT Deployment Reports for CY 2024*
  - b. *Accomplished Monitoring & Evaluation Plans and procedures (accomplished M&E Tools)*

➤ **Jennifer M. Alvarez, AO IV (HRMO)**

1. Submission of Form 7–Attendance of Teaching and Non-Teaching Employees – *Verified copies of Form 7 by the Administrative Division specifying the dates received from January to December 2024*

2. Filling-up of Items (Teaching Personnel

3. Filling-up of Non-Teaching Personnel

- *Percentage of newly created and existing vacant teaching and non-teaching items*
- *Government Management Information System Personnel Services Itemization and Plantilla of Personnel (GMIS PSIPOP)*
- *Certification of data of filling-up from Personnel Section of the Admin Division as of September 2025*

➤ **Ma. Marlie M. Mendoza, Planning Officer**

1. SDO Performance Indicators for the last two years – *Copy of the Net Enrolment Rate, Drop-out Rate, CSR, and CR for the last two years validated by PPRD*

2. Academic Performance of Learners: ERUNT, CRLA, Phil-IRI, NAT, and ELNA Results - *ERUNT, CRLA, Phil-IRI, NAT, and ELNA Results*

3. Supervising the operations of all public and private elementary, secondary and integrated schools – *EBEIS and LIS*

➤ **Dr. Lourdes L. Matan/Dr. Erwin M. Purcia, EPS-Fil/EPS-English, Focal Person**

1. SDO Literacy Rate/Improved Reading Level – *Consolidated Phil-IRI Result (Pre and Post Tests) validated by CLMD*

➤ **Joshua Sherwin T. Lim, EPS-Math**

1. SDO Numeracy Rate (Improved Numeracy Level – *Consolidated Numeracy Assessment Result (Pre and Post Tests) validated by CLMD*



➤ **Marita P. Senolos, SEPS (HRD), Sharon D. Balza, EPS II (HRD-Designate)**

1. *Implementation of L&D System:*

- *LDNA Report*
- *L&D Plan*
- *L&D Design*
- *Program/Activity Completion Report*

2. *Percentage of Target SDO Personnel Trained:*

- *Program/Activity Completion Report*
- *LDNA Report*

3. *Rewards and Recognition Received by the SDO for the Current Calendar Year:*

- *Plaque/Certificate of Recognition/Appreciation/medals (1<sup>st</sup> Placer or Champion)*

➤ **Sheryll Ann G. Lacaba, Division Accountant**

1. *Downloading and Liquidation of Funds:*

- *Certification of the percentage of monthly downloading of MOOE to the schools*
- *Certification of Budget Utilization Report from the Finance Division as of Quarter 3 of the current fiscal year subject for validation*

2. *AOMs, NS and ND Received- Certification stating the no. of AOMs, NSs and NDs received*

➤ **Sunshine Marjorie E. Ventures, AO V (Budget Officer)**

1. *Budget Utilization Rate (Obligation Disbursement) – Submitted emailed of validated EBMS*

➤ **Carren Meryl A. Cabadsan, SEPS (SMN)**


1. *Forged MOA/MOU with partners – Accomplishment Report in terms of partnership*

➤ **Dr. Arlene C. Catalan, Medical Officer**

1. *SBM-WinS – Three-Star Approach (TSA) Monitoring Form duly signed by the RO validating team*

4. For the exigency of service, Human Resource Development personnel are requested to render service on September 6, 8 & 13, 2025 to prepare and finalize the necessary documents in the submission of the division nominees' respective MOVs. A three-day Compensatory Time-Off (CTO) shall be given to the employees who will render services on September 6, 2025 (Saturday), September 8, 2025 (Special Non-Working Holiday), and September 13, 2025 (Saturday).

5. All other provisions in the previous Issuance are still in effect.
6. Immediate dissemination of and compliance with this Memorandum are desired.

*for:*   
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
OIC-Schools Division Superintendent *JM*  
SO 062 S. 2025





## Annex A

### 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

## Annex B

**EVALUATORS AND VALIDATORS ON AWARDS BY CATEGORY**

CATEGORY/AWARD		VALIDATORS
<b>A. Best Employee Award</b>		Chairperson: Dr. Lourdes L. Matan Members: - Mercedita S. Garcia - Arnold M. Jaraba - Ricky S. Cano - 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 T. 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>		
<b>3.1 For School/SDO Level 1:</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
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	Chairperson: Dr. Noel E. Sagayap Members: -Engr. Jordan B. De Veyra -Beverly C. Longcop -Asther E. Bachar
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	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	
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>		Chairperson: Dr. Erwin L. Purcia Members: - Elbert G. Ongcal - Benedicto M. Mirales
4.1.1	Literacy Coordinator (Elementary Level only)	
4.1.2	Numeracy Coordinator (Elementary Level only)	
4.1.3	ICT Coordinator	Chairperson: Oscar D. Billate, Jr. Members: -Dr. Arlene C. Catalan -Galina V. Panela
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	<div>-Gary H. Ballon</div> <div>-Joanna Lou V. Portura</div> <div>-Marian C. Advincula</div> <div>-All Nurses</div>
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>		<div>Chairperson: Jose O. Abon</div> <div>Members:</div> <div>-Teresa D. Villa</div> <div>-Ma. Teresa S. Simon</div> <div>-Ester A. Siozon</div> <div>-Reynaldo T. Bernales</div>
<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	



**SEARCH FOR THE MOST OUTSTANDING SCHOOLS DIVISION OFFICE**  
**(CITY DIVISION)**

**SDO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>CRITERIA/INDICATORS</b>	<b>MEANS OF VERIFICATION (MOVs)</b>	<b>Points Earned</b>
<b>A. OPCRf RATINGS for the Last 2 Rating Periods (30 points)</b>		
1. Performance Rating of the SDO with an Outstanding Rating (4.50 and above) <b>(30 points)</b>  <b>Point/s Earned</b> = (Average of the Two OPCRf Ratings / 5) x 30	✓ OPCRf certified by the PMT for CY 2024 and CY 2023	
<b>B. STRATEGIC MANAGEMENT (13 points)</b>		
1. Division Education Development Plan <b>(2.5 points)</b> <ul style="list-style-type: none"> <li>100% of the targets set for FY 2020 - 2.5 pts. were successfully accomplished</li> <li>95%-99.99% of the targets set for FY 2020 were successfully accomplished - 2 pts.</li> <li>90%-94.99% of the targets set for FY 2020 were successfully accomplished - 1.5 pts.</li> <li>85% -89.99% of the targets set for FY 2020 were successfully Accomplished - 1 pt.</li> </ul>	✓ Targets set FY 2024 ✓ Accomplishments per quarter	
2. Division Program Implementation Review <b>(2.5 points)</b>  <b>Points Earned</b> = (Percentage of accomplishment of annual physical and financial targets/100) x 2.5	✓ Validated Division PIR Results	
3. Provision of Technical Assistance <b>(3 points)</b> <ul style="list-style-type: none"> <li>95% - 100% of the schools provided with TA improved performance - 3 pts.</li> <li>90% - 94% of the schools provided with TA improved performance - 2.5 pts.</li> <li>85% - 89% of the schools provided with TA improved performance - 2 pts.</li> <li>80% - 84% of the schools provided with TA improved performance - 1.5 pts.</li> <li>75% - 79% of the schools provided with TA improved performance - 1 pt.</li> </ul>	✓ DFTACT Structure and DFTACT Deployment Reports for CY 2024  ✓ Accomplished Monitoring and Evaluation plans and procedures (and the accomplished M&E Tools)	



<p><b>4. Promoting a Culture of Research (3 points)</b></p> <ul style="list-style-type: none"> <li>At least 40 researches have been endorsed to RO for the last 2 years - 3 pts.</li> <li>30-39 researches have been endorsed to RO for the last 2 years - 2.5 pts.</li> <li>20-29 researches have been endorsed to RO for the last 2 years - 2 pts.</li> <li>10-19 researches have been endorsed to RO for the last 2 years - 1.5 pts.</li> <li>9 and below researches have been endorsed to RO for the last 2 years - 1 pt.</li> </ul>	<p>✓ Endorsement from the SDS to RO</p>	
<p><b>5. Submission of Form 7 – Attendance of Teaching and Non-Teaching Employees (2 points)</b></p> <p>Due date for submission: Every 2<sup>nd</sup> week of the following month</p> <ul style="list-style-type: none"> <li>1 week before deadline - 2 points</li> <li>on the deadline - 1 point</li> </ul>	<p>✓ Verified Copies of Form 7 by the Administrative Division specifying the dates received from January to December 2024</p>	
<p><b>C. Curriculum Management and Instruction (20 points)</b></p>		
<p><b>1. SDO Performance Indicators for the last two (2) years (4 points)</b></p> <p>✓ Net Enrolment Rate (1 point)</p> <p><b>Points Earned</b> = Net Enrolment Rate/100</p> <p>✓ Cohort Survival Rate (1 point) <i>Baseline:75%</i></p> <p><b>Points Earned</b> = Cohort Survival Rate/100</p> <p>✓ Completion Rate (1 point) <i>Baseline:75%</i></p> <p><b>Points Earned</b> = Completion Rate/100</p> <p>✓ Drop-out Rate</p> <ul style="list-style-type: none"> <li>Zero (0) drop -out from the baseline data from year to year in 2 years - 1 pt.</li> <li>0.01% -1% drop-out from the baseline data from year to year in 2 years - 0.75 pt.</li> <li>1.01% - 2% drop-out from the baseline data from year to year in 2 years - 0.5 pt.</li> <li>3% &amp; above drop-out from the baseline data from year to year in 2 years - 0.25 pt.</li> </ul>	<p>Copy of the Net Enrolment Rate, Drop-out Rate, CSR, and CR for the last two years validated by PPRD</p>	



<p>2. SDO Literacy Rate/Improved Reading Level <b>(2.5 points)</b></p> <p><b>Points Earned</b></p> <p>= (Percentage of learners who are at least Instructional Readers/ 100) x 2.5</p>	<p>Consolidated Phil-IRI Result (Pre and Post Tests) validated by CLMD</p>	
<p>3. SDO Numeracy Rate (Improved Numeracy Level) <b>(2.5 points)</b></p> <p><b>Points Earned</b></p> <p>= (Percentage of learners who are highly numerates/ 100) x 2.5</p>	<p>Consolidated Numeracy Assessment Result (Pre and Post Tests) validated by CLMD</p>	
<p>4. Academic Performance of Learners <b>(6 points)</b> *ERUNT, CRLA, Phil-IRI, NAT, &amp; ELNNA results</p> <p><b>Points Earned</b></p> <p>= ((Average rate of ERUNT, CRLA, Phil-IRI, NAT, &amp; ELNNA results)/ 100) x 6</p>	<p>✓ ERUNT, CRLA, Phil-IRI, ELLNA, and NAT results</p>	
<p><b>D. HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (12 points)</b></p>		
<p>1. Implementation of L and D System <b>(2.5 points)</b></p> <ul style="list-style-type: none"> <li>• Full implementation of L&amp;D System (Learning and Development Needs Assessment [LDNA], Learning and Development Planning [LDP], Learning Development Designing [LDD], Learning and Development Resource Package Development [LDRPD], Learning and Development Program Delivery [LDPD]) in the conduct of development/trainings for personnel – 2.5 points</li> <li>• 4 L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 2 points</li> <li>• 3 L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 1.5 points</li> <li>• 2 and below L&amp;D Sub-systems were implemented in the conduct of development/trainings for personnel – 1 point</li> </ul>	<p>✓ LDNA Report ✓ L &amp; D Plan ✓ L &amp; D Design ✓ Program/Activity Completion Report</p>	
<p>2. Percentage of Target SDO Personnel Trained <b>(4.5 points)</b></p> <ul style="list-style-type: none"> <li>• <b>Teaching Personnel (1.5 points)</b></li> </ul>	<p>✓ Activity Completion Report ✓ LDNA Report</p>	

<p><b>Points Earned</b> = (Percentage of Teaching Personnel Trained/100) x 1.5</p> <ul style="list-style-type: none"> <li>• <b>Teaching-Related Personnel (1.5 points)</b></li> </ul> <p><b>Points Earned</b> = (Percentage of Teaching-Related Personnel Trained/100) x 1.5</p> <ul style="list-style-type: none"> <li>• <b>Non-Teaching Personnel (1.5 points)</b></li> </ul> <p><b>Points Earned</b> = (Percentage of Non-Teaching Personnel Trained/100) x 1.5</p>		
<p>3. Filling up of Items (Teaching Personnel) <b>(2.5 points)</b></p> <p><b>Points Earned</b> = (Percentage of filled-up new and existing teaching personnel items/100) x 2.5</p>	<ul style="list-style-type: none"> <li>✓ Percentage of newly created and existing vacant teaching and non-teaching items</li> <li>✓ Government Management Information System Personnel Services Itemization and Plantilla of Personnel (GMIS PSIPOP)</li> </ul>	
<p>4. Filling up of Items (Non-Teaching Personnel) <b>(2.5 points)</b></p> <p><b>Points Earned</b> = (Percentage of filled-up new and existing Non-teaching personnel items/100) x 2.5</p>	<ul style="list-style-type: none"> <li>✓ Certification of data of filling up from the Personnel Section of the Admin. Division as of September 2025</li> </ul>	
<p><b>E. RESOURCE MANAGEMENT (10 points)</b></p>		
<p>1. Monthly Downloading and Liquidation of Funds <b>(2 points)</b></p> <p><b>Points Earned</b> = (Percentage of monthly downloading of funds to the schools and liquidation reports submitted on time/100) x 2</p>	<ul style="list-style-type: none"> <li>✓ Certification of the percentage of monthly downloading of MOOE to the schools</li> <li>✓ Certification of Budget Utilization Report from the Finance Division as of Quarter 3 of the current fiscal year subject for validation</li> </ul>	
<p>2. AOM Received <b>(4 points)</b></p> <ul style="list-style-type: none"> <li>• 1 - 5 AOMs Received - 2 pts.</li> <li>• 6 - 10 AOMs Received - 1.5 pts.</li> <li>• 11-15 AOMs Received - 1 pt.</li> <li>• No NS and ND plus 2 points</li> </ul>		



3. Budget Utilization Rate (Obligation and Disbursement) (4 points)

\*Obligation Rate (2 points)

**Points Earned**

$$= (\text{Obligation rate} / 100) \times 2$$

\*Disbursement Rate (2 points)

**Points Earned**

$$= (\text{Disbursement rate} / 100) \times 2$$

✓ Submitted emailed of validated EBMS

**F. COMMUNITY LINKAGES AND PARTNERSHIPS ENGAGEMENTS (3 points)**

1. Forged MOA/MOU with partners (3 points)

Number of Forged MOA/MOU	Point/s Earned
10 and above	3
8-9	2.5
6-7	2
4-5	1.5
1-3	1

✓ Accomplishment Report in terms of partnership

**G. OUTSTANDING/MERITORIOUS ACCOMPLISHMENTS (17 points)**

1. SBM- WinS (2.5 points)

- At least 5% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 2.5 pts.
- 4% - 4.99% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 2 pts.
- 3% - 3.99% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 1.5 pts.
- At least 2% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 1 pt.
- At least 1% of the schools have WinS-OMS Rating of 3 stars for the last 2 years - 0.5 pt.

✓ Three-Star Approach (TSA) Monitoring Form duly signed by the RO validating team

2. Rewards and Recognition received by the SDO for the **current Calendar Year (7.5 points)**

- c. Awards received from DepEd or any DepEd Recognized Agencies and Organizations (5 points)
- International - 5 pts.
  - National - 3 pts.
  - Region - 1 pt.

✓ Plaque/Certificate of Recognition/Appreciation/medals (First Placer or Champion)

d. CSC PRIME-HRM (2.5 points)

<ul style="list-style-type: none"> <li>• PRIME-HRM Level III Recognized - 2.5 pts.</li> <li>• PRIME-HRM Level II Recognized - 1.5 pts</li> </ul>	<ul style="list-style-type: none"> <li>✓ PRIME-HRM Certification</li> </ul>	
<p>3. Supervising the operations of all public and private elementary, secondary and integrated schools <b>(2 points)</b></p> <ul style="list-style-type: none"> <li>✓ EBEIS and LIS (1 point) <ul style="list-style-type: none"> <li>• 100% of the total number of public And private schools in the division are submitting/encoding/updating EBEIS and LIS on or before the deadline - 1 pt.</li> <li>• 90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline - 0.75 pt.</li> <li>• 80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline - 0.5 pt.</li> <li>• 70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/ updating EBEIS and LIS on or before the deadline - 0.25 pt.</li> </ul> </li> <li>✓ PMIS (1 point) <ul style="list-style-type: none"> <li>• 100% of the total number of public and private schools in the division are submitting/encoding/updating the PMIS on or before the deadline - 1 pt.</li> <li>• 90% - 99.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline - 0.75 pt.</li> <li>• 80% - 89.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline - 0.5 pt.</li> <li>• 70% - 79.99% of the total number of public and private schools in the division are submitting/encoding/ updating the PMIS on or before the deadline - 0.25 pt.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Percentage of Public and Private Schools submitting/encodin g/updating EBEIS, LIS, and PMIS</li> <li>✓ Certification from the PPRD</li> </ul>	
<p>4. Customer Satisfaction Measurement (CSM) (January 2024 to September 2025) <b>(5 points)</b></p> <p>Points Earned = Average Rating of CSM results</p>	<ul style="list-style-type: none"> <li>✓ CSM Results Analysis</li> </ul>	

