



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 19, 2024

DIVISION MEMORANDUM

No. 24, s. 2024

**MODIFIED GUIDELINES OF THE 2023 SEARCH FOR EXEMPLARY
EMPLOYEES OF DEP ED NAGA**

To: Assistant Schools Division Superintendent
Chief Education Supervisor/OIC
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Public School Heads
All Others Concerned

1. Due to recent developments relative to the implementation of various priority initiatives from the Central and Regional offices, such as Catch-up Fridays and strengthened implementation of 6Bs and many others, this Office approved the modifications made by the PRAISE Committee on the 2023 Search for Exemplary Employees of DepEd Naga (SEED), thus this issuance.

2. The modified guidelines in this division memorandum shall serve as the **sole reference** in the conduct of the 2023 Search for Exemplary Employees of DepEd Naga although most parts of the Division Memorandum No. 369, s. 2023 are still the same.

3. Queries and concerns may be coursed through the following resource persons:

Position	Contact Number
PRAISE Committee Co-Chairperson	09173078868
PRAISE Committee Secretariat	Messenger: Antonette Maristela

4. Funds for the Search will be taken from the allocation for PRAISE requested by this Office as additional 2023 MOOE from the Central Office subject to relevant budgeting, procurement, accounting and auditing rules and regulations. Awards for school and district level search shall be chargeable against the school MOOE/SEF and other sources of funds.

5. Dissemination of and compliance with this memorandum is desired.



SUSAN S. COLLANO PhD, CESO V
Schools Division Superintendent

Enclosure:
RATIONALE OF THE SEED AND MODIFIED 2023 SEED GUIDELINES



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Enclosure to Division Memorandum No. ____ s. 2024

**RATIONALE of the Search for Exemplary Employees
of DepEd (SEED) Naga City**

The **Search for Exemplary Employees of DepEd (SEED)** Naga City is the CSC-approved Rewards and Recognition System of SDO Naga City under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), and in consonance with CSC Resolution No. 010112 titled Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS), and DepEd Order No. 9, s. 2002 and No. 78, s. 2007 titled Establishing and Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE).

In the typology of awards under the Search for Exemplary Employees of DepEd (SEED) Naga City, the Outstanding Employee Award is the highest level of rewards and recognition at SDO Naga City in the school, district and division levels. This award is given to SDO Naga City personnel in the different categories through a process of selection based on set criteria.

As the SEED aims to identify praiseworthy employees who manifested themselves as good examples in carrying out their duties and responsibilities in the DepEd Schools Division of Naga City, it intends to:

- Recognize, acknowledge, and commend the remarkable efforts, accomplishments, and exemplary contributions of each employee in attaining the Vision, Mission, and Objectives (VMO) and the Quality Policy of DepEd in providing quality education and educational services to learners and other stakeholders.
- promote excellence and professional conduct in the public service and encourage the social involvement of DepEd personnel, and
- motivate, invigorate and inspire every personnel of the Schools Division of Naga City as public servants and thereby increase commitment to their profession and work values.

MODIFIED 2023 SEED GUIDELINES

I. GENERAL RULES:

- Awards are in the nature of gratuitous gift to those who manifested exemplary performance, behavior, or commitment in the public service.
- Technically, it is not absolutely a matter of right. Hence, the award may be withdrawn at any given time of the employee's employment with DepEd Naga City based on reasonable grounds as determined by the collegial decision of the PRAISE Committee or the Head of the Agency (Schools Division Superintendent).
- Any form of bribery, extortion, collusion, or other acts contrary to law, public policy, or good morals shall be a ground to suspend the award while investigation is on-going and/or disqualifying of the prospective awardee when the probable cause of an offense is established.

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DM 31, s. 2019 DM Rev. 01



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4. The Search for Outstanding Employee Award, as a Planned Award, may be credited in promotion assessments unlike the On-the-Spot Awards which are used only as for reference for performance rating.

II. SPECIFIC RULES:

- 1) All NOMINATORS, NOMINEES/CANDIDATES are deemed to have thoroughly read the guidelines for the Search for Outstanding Employee Award.
- 2) If a NOMINEE does not want to join the Search for whatever reason, s/he must inform the (School/District/Division) PRAISE Committee in writing. The letter must be addressed to the respective Chairperson as early as s/he learns about her nomination until 1 day after the list of the nominees have been published.
- 3) NOMINEES are prohibited from seeking any aid (which may be advantageous to him/her) from the committee members and all other personnel involved in the implementation of the Division PRAISE.
- 4) NOMINEES are required to submit all specified documents to complete his/her entry to the Search. Submission of incomplete documents is a ground for disqualification.
- 5) NOMINEES must use the prescribed forms downloadable through this link:

tinyurl.com/2023-SEEDFORMS
- 6) All documents must be submitted on or before the deadline. Submission and deadline should be understood as between 8 o'clock in the morning to 5 o'clock in the afternoon. *Original copy of documents submitted must be made available during the validation of the screening committee.*
- 7) Any form of FALSIFICATION OF DOCUMENTS shall be dealt with administratively.
- 8) Upon submission of documents, the PRAISE/SELECTION COMMITTEE shall validate the information and accomplishments of the Nominee and publish the list of qualified applicants.
- 9) The Search will be conducted in successive levels: School Level first then District Level and finally at the Division Level. This means that all schools may have entries for categories applicable to them.
- 10) To provide equal opportunity to all school personnel in categories 1 and 2, North District will be divided into two (2) and Secondary schools are clustered based on their size (teacher population) shown in Table 1:

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Table 1. DISTRICT/ SCHOOL CLUSTERING:

NORTH 1 (North 1 and 3)	NORTH 2 (North 2 and 4)	SOUTH (South 1 and 2)	EAST (East 1 and 2)	WEST (West 1 and 2)
ELEMENTARY SCHOOLS				
1. NCS-1	1. NCS-2	1. Mac Mariano	1. San Isidro ES	1. Sta Cruz ES
2. RV Maramba	2. SPED Ctr.	2. Tinago ES	2. Don Manuel Abella CS	2. Triangulo ES
3. Abcede ES	3. Calauag ES	3. Balatas ES	3. San Rafael ES	3. Tabuco CS
	4. ALS	4. Villa Corazon	4. Pacol ES	4. Mabolo ES
		5. Villa Grande	5. Carolina ES	5. Sabang ES
		6. Con Grande	6. T. Moscoso	6. Jose Rizal ES
		7. Del Rosario ES	7. Yabu ES	
		8. JB Meliton ES	8. Panicuason	
			9. Morada Ramos	
			10. Grandview	
SECONDARY CLUSTERED SCHOOLS				
Cluster A	Cluster B	Cluster C	Cluster D	Cluster E
1.Cam.Sur NHS	1.Cararayan NHS	1.Del Rosario NHS	1. San Isidro NHS	1.NCSAT
	2.Concepcion Pequena NHS	2.Balatas NHS	2.Don Leon Mercado NHS	2. Naga City Science HS
		3. Tinago NHS	3. Carolina NHS	3. Sta. Cruz NHS
SUPERVISORS IN-CHARGE				
Ramil Pederio	Teresita Irma Dy-Cok	Joretze Carandang	Benedik Warren Ubante	Dante Santelices
Fernando Carandang	Mary Ann Papica	Margerie Bathan	Gina Bobis	Emelyn Brofas

- 11) Candidates who obtained the required points in the accomplishments shall be recognized as finalists for the School Level. They will be assessed by the School PRAISE Committee to find out the topnotcher. School level topnotchers (First Place) shall compete at the District Level and the District Level topnotchers shall compete at the Division Level.
- 12) Qualifiers and winners for each level shall be announced through a division memorandum upon submission of results to the Schools Division Superintendent by the respective PRAISE Committees at the given timeline.
- 13) In case of equal points garnered by two or more candidates, the screening committee shall decide by a majority vote to come up with the individual ranking of the candidates.
- 14) Should there be an issue affecting the integrity of the award, the Selection Committee shall convene and with a quorum decide on the issue. Any decision made by Selection committee shall be treated as final, irrevocable, and unappealable.

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- 15) An Award/Recognition is purely a privilege given to screened candidates. Therefore, any doubt or question on the character of the candidates shall be carefully dealt with in order to maintain the integrity of the award;
- 16) Winners at all levels will be announced through a memorandum and shall be recognized in separate Awarding Ceremonies (School, District, Division).
- 17) Division Level awardees may be nominated to higher level awards by the PRAISE Committee and/or the Schools Division Superintendent.
- 18) Division Level Awardees shall automatically become members of the Division SEED Organization established by the SGOD-HRD Section to serve as partner organization of DepEd Naga to advocate for more exemplary employees in SDO Naga.

III. CRITERIA FOR THE OUTSTANDING EMPLOYEE AWARD

General Requirements: *Candidates must ...*

1. be a Filipino Citizen.
2. be in actual service at DepEd Naga City for three (3) consecutive years at the time of the nomination.
3. be in the category for three (3) consecutive years at the time of the nomination.
4. have a permanent/contractual/casual appointment.
5. have a performance rating of at least 'Very Satisfactory' (VS) for the last three rating periods.
6. have a valid PRC license for the applicable category as of the date of nomination/Civil Service Eligibility/RA 1080.
7. have observed the highest Professional and Ethical Standards for DepEd Employees.
8. have not been found guilty of administrative or criminal case involving moral turpitude at the time of the nomination.
9. (For teaching category, except for ALS) be a kinder/elementary/secondary teacher with at least the required teaching loads or equivalent for the last three years.
10. be willing to submit the required documents and other pertinent papers for validation purposes.
11. be able to attend the required stages of the Search.

Disqualifications: *Candidates who...*

1. failed to meet the General Requirements.
2. failed to comply with the documentary requirements prescribed within the time and format.
3. failed to attend the required stages of the Search (i.e. orientation, interview, etc.), except for valid reasons, the grant of excuse to be decided by the PRAISE Committee.
4. were awarded with the same nature of award in the division, regional, national, and international level by DepEd recognized award-giving bodies for the last three (3) years.

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- 5. were found unfit for the award after verification and validation which shall be decided by the quorum of the committee through a majority vote.
- 6. have been proven to have sought favor from or tried to influence the committee for consideration.
- 7. were nominated by any member of the PRAISE screening committee in the school, district and division levels.

IV. CATEGORICAL CLASSIFICATION OF CANDIDATES:

CATEGORY	Present Appointment/Designation must be...
1. Teachers I-III category A. Elementary B. Secondary (JHS & SHS)	Teacher I, II, III/SPET T I-III/ALS TI-III
2. Master Teacher category A. Elementary B. Secondary (JHS & SHS)	Master Teacher I, II, III, IV
3. Supervisor category	Education Program Supervisor, Public Schools District Supervisor - <i>including the OICs in the position</i>
4. School Head category	School Principal, Head Teacher, Teacher In-Charge - <i>generally managing a school</i>
5. Section/Unit/Department/ Assist School Head category	Assistant Principal, Head Teacher I-VI (<i>who are not handling schools but serving as department head of specific area</i>), SEPS, Admin Officer IV-V, Attorney III, IT Officer, Medical Officer III, Accountant III, Engineer III - <i>including the OICs in the position</i>
6. Second Level Support Staff category	EPS II, Admin Officer I-III, PDO I-II, Nurse, Planning Officer, Librarian, Guidance Counselor, Dentist
7. First Level Support Staff A category	Admin Aide I-VI, Admin Assistant I-III, Dental Aide, Disbursing officer, Bookkeeper
8. First Level Support Staff B category	Maintenance/Utility Personnel (<i>both from School and Division based</i>)

V. NOMINATION AND LIMITATION

a. PERSON WHO CAN NOMINATE	PERSON WHO CAN BE NOMINATED
Immediate Head/ Peers or other stakeholders	Teacher I, II, III Master Teacher I, II, III, IV Head Teacher I-VI (<i>who are not handling schools but serving as department head of specific area</i>)
Assistant Schools Div. Supt./ Head of the Functional Division/ Immediate Head/ Peers or other stakeholders	Education Program Supervisor, Public Schools District Supervisor, School Principal, Assist. Principal, Head Teacher (<i>handling a school</i>), SEPS, Admin Officer IV-V, Legal Officer, IT Officer, Medical Officer III, Accountant III, Engineer III
Head of the Functional Division/ Immediate Head/ Peers Other stakeholders	<i>Second Level Support Staff:</i> EPS II, Admin Officer I-III, PDO I-II, Nurse, Planning Officer, Librarian, Guidance Counselor, Dentist <i>First Level Support Staff A (Office-Based):</i> Admin Aide I-VI, Admin Assistant I-III, Dental Aide, Disbursing officer, Bookkeeper, <i>First Level Support Staff B</i> Maintenance/Utility Personnel



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b. PERSON WHO CANNOT NOMINATE NOR BE NOMINATED
Any member of the PRAISE Committee

VI. INCENTIVES For each type of award incentives are given namely:

Level	Monetary Incentive	Non-Monetary Incentive
School Level	None	Certificate and Medal of Recognition
District Level	P5,000.00	Certificate and Medal of Recognition
Division Level	P10,000.00	Certificate and Plaque of Recognition

VII. COMMITTEES

a. Executive Committee

Designation	Division Level	District Level	School Level
Chairperson	Schools Division Superintendent	PSDS	School Head
Co-chair	Attorney III	School Heads/MTs	Assistant Principal/ Head Teacher/ Master Teacher
Members (1)	*Designated	*Designated	*Designated

b. PRAISE Committee

Designation	Division Level	District Level	School Level
Chairperson	Assistant Schools Division Superintendent	PSDS/Designate	School Head/ Designate
Co-chair	Chief ES, SGOD and/or CID and/or AO V-Admin Services	School Heads/ Department Head/	Assist. Principal/ Master Teacher
Members (3)	SDO Budget Officer (or designate)	AO	AO
	LGU Accountant (or representative)	Key Teacher	Key Teacher
	At least two (2) or more External Stakeholders (if available)	At least two (2) or more External Stakeholders (if available)	At least two (2) or more External Stakeholders (if available)
	President or designated member of Employees' Organization NEU President ACT President	President or designated member of Employees' Organization	President or designated member of Employees' Organization
	N/A	President or designated member of SLG/SPG	President or designated member of SLG/SPG
	Other Stakeholders/Invited Guest Assessors: Division Accountant	Other Stakeholders/Invited Guest Assessors	Other Stakeholders/ Invited Guest Assessors

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c. TECHNICAL WORKING COMMITTEE

Designation	Division Level	District Level	School Level
Secretariat	HRD SEPS HRD EPS II (or anyone designated by the SDS)	*Designated by the PSDS	Assistant Principal or *Designated by the School Head
Monitor and Evaluator	SMME SEPS SMME EPS II	*Designated by the PSDS	AO V for Admin Services or *Designated by the School Head

Very Important note:
Names of the District and School Level PRAISE Committees for the purpose of this Search must be submitted to the Schools Division Superintendent, Attention to the Division PRAISE Committee Chairperson on or before January 25, 2023.

VIII. TERMS OF REFERENCES OF THE COMMITTEES

- Each member of the PRAISE and the TWG shall ensure to employ the Equal Opportunity Principle (EOP) by appreciating each qualified nominee/candidate regardless of sex, gender, sexual orientation, religion, ethnicity, race, color, political affiliation, civil status, age, or any classification protected and not prohibited by the constitution, statutes, and other rules and regulations protecting the universal rights of each member of the organization.
- Since tasks of the members of the PRAISE Committee and the TWG do not form part of the duties of their position, they may include it in their IPCRF as Plus Factor provided they have satisfactorily performed their duties upon submission of acceptable MOVs.
- The succeeding tables show the basic tasks of the Executive Committee, the PRAISE Committee and the TWG. Additional tasks may be defined as necessary.

Executive Committee

Designation	Terms of Reference
Head of the Office / Over-all ExeCom Chairperson	<ul style="list-style-type: none">Ensures that the Equal Opportunity Principle (EOP) is observed during the entire duration of the screening process.Confers the awards.Resolves issues and concerns raised in the PRAISE Committee.Presides over grievance concerns.
Co-chairperson	<ul style="list-style-type: none">Assists the chairperson in all the concerns raised to the Executive Committee as regards PRAISEPresides business meetings when the Chairperson is absent.
Member (1)	<ul style="list-style-type: none">Assists the Chairperson in all the concerns raised to the Executive Committee as regards PRAISE.

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PRAISE Committee

Designation	Terms of Reference
Chairperson	<ul style="list-style-type: none">Ensures that the Equal Opportunity Principle (EOP) is observed during the entire duration of the screening process.Initiates the planning and implementation of the award.Monitors attendance and participation committee member.Provides feedback to the immediate head of the committee member when necessary.Facilitates the validation of authenticity of entries pertinent to the nomination.
Co-chairperson	<ul style="list-style-type: none">Assists the Chairperson in all the activities related to the selection of awardees.With proper coordination, acts in behalf of the Chairperson in her/his absence.
Members	<ul style="list-style-type: none">Assists the Chairperson in all the activities related to the selection of awardees.Cast vote for any matter for decision.

Technical Working Group (TWG)

Designation	Terms of Reference
Secretariat	<ul style="list-style-type: none">Prepares the draft proposal for the implementation of the Rewards and Recognition Program which incorporates the Equal Opportunity Principle.Prepares the Minutes of the meetings and resolutions/agreements in every meeting or conference.Facilitates documentation of the processes.Coordinates with committee members on matters related to the call for nomination, selection, and others.Prepares bulletin of results, narrative/accomplishment report.
Monitor	<ul style="list-style-type: none">Conducts assessment of the conduct of the Search.Provides results, analysis, and recommendation based on the findings.
ICT	<ul style="list-style-type: none">Assists in the technical needs of the PRAISE Committee during the Search.Post results in the DepEd Naga Website when authorized.Post congratulatory messages on the Website when authorized.
Other committees	<ul style="list-style-type: none">Performs tasks based on the committee created and its purpose.

IX. SCREENING PROCESSES FOR OUTSTANDING EMPLOYEE AWARD

The PRAISE Committee shall strictly observe in all the stages of the screening processes the Equal Opportunity Principle (EOP) by appreciating each qualified nominee/candidate regardless of sex, gender, sexual orientation, religion, ethnicity, race, color, political affiliation, civil status, age, or any classification protected and not prohibited by the constitution, statutes, and other rules and regulations protecting the universal rights of each member of the organization.

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FIRST STAGE: QUALIFYING OF NOMINEES

1. Nomination through downloadable forms in the link below:
tinyurl.com/2023-SEEDFORMS
2. Posting of official list of nominees by the PRAISE Committee;
3. Call for feedback with the following areas;

Feedback and Approval Rating will be based on the following areas:		RATING
a)	Commitment to public interest: Does he/she prioritize public interest over his own?	10/10
b)	Commitment to public interest: Does he/she go beyond what is required of him/her?	10/10
c)	Commitment to public interest: Does he/she faithfully attend to his official business, punctually and productively submitting expected outputs?	10/10
d)	Commitment to public interest: Does he/she report to work usually on or before the official time except on isolated and justified/justifiable cases?	10/10
e)	Commitment to public interest: Does he/she initiate mechanisms to facilitate the delivery of educational services?	10/10
f)	Professionalism: Does he/she manifest professional conduct and decent manners to his/her colleagues of clients?	10/10
g)	Professionalism: Does he/she respect to authorities regardless if they are at fault?	10/10
h)	Professionalism: Does he/she observed the highest Professional and Ethical Standards for DepEd Employees?	10/10
i)	Justness and sincerity: Does he/she manifest fairness and truthfulness in treating other people regardless of their social and political status?	10/10
j)	Justness and sincerity: Does he/she show firmness in his/her decision based on merits?	10/10
k)	Political Neutrality: Does he/she deal with political views objectively without being biased?	10/10
l)	Political Neutrality: Does he/she promote unity among his colleagues though different in position and work purpose?	10/10
m)	Political Neutrality: Does he/she initiates reconciliation in cases of hostilities among colleagues?	10/10
n)	Responsiveness to the public: Does he/she promptly attend to his/her clients immediate concerns?	10/10
o)	Responsiveness to the public: Does he/she promptly attend to the concerns of the department or management?	10/10
p)	Nationalism and Patriotism: Does he/she attend flag raising regularly?	10/10
q)	Nationalism and Patriotism: Does he/she participate the celebrations dedicated to national heroes and other government mandated activities?	10/10
r)	Commitment to Democracy: Does he/she initiate dialogue with another person or organizations to negotiate their conflicting views?	10/10
s)	Commitment to Democracy: Does he/she promote participation and gender responsive decision making?	10/10
t)	Simple Living: Does he/she show decency and reasonableness in the use of material things in his personal and official duties?	10/10
u)	Simple Living: Does he/she maximize the use of available resources without so much cost?	10/10
Where, rating =		[10/10] 100

4. Feedback must be done through the SEED FEEDBACK FORM in the link by randomly sampled persons related to the candidate at work – Superior, Peer, Parents, Pupils, etc.
tinyurl.com/2023-SEEDFORMS
5. Each candidate must earn at least 75% approval rating from the public feedback and must receive a maximum of **ten (10)** feedbacks;
6. Review, verification and validation of feedback by the screening committee; and
7. Selection of nominees who will advance to the next level will be done through a majority votes of the screening committee and approval by the over-all chairperson of the executive committee

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**SECOND STAGE: SUBMISSION OF WRITE-UP ON WORK ACCOMPLISHMENT
BASED ON KRAS OR DUTIES AND FUNCTIONS BASED ON DESIGNATION**

8. Submission of Required Documents

- a) The candidate must submit hard copies of his/her documents.
- b) Documents must be properly labeled and arranged according to order in the criteria for assessment.

9. Required Documents for Assessment

- a) Accomplishment Write-up/Narrative
 - 1) Use downloadable template Write-Up of Accomplishment provided by the Secretariat.
 - 2) Write-Up of Accomplishment may not necessarily be done by the nominee herself/himself. The nominator can do the write-up as long it is truthful and follows the guidelines.
 - 3) Manner of presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
 - i. The write-up must highlight outstanding accomplishments within his/her KRA or exemplary norms of conduct manifested within the last three years.
 - ii. Use specific terms and explain how the nominee was able to “assist”, “contribute” or “facilitate” programs, projects or activities.
 - iii. State outstanding accomplishments of exemplary norms that displayed an impact in brief, factual and in bullet form.
 - iv. Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.
 - v. The accomplishment write-up of heads of offices/section should present the nominee’s accomplishments or behavioral norms, not the accomplishments of the entire agency or unit; and
 - vi. In no case shall the write-up exceed the maximum allowable ten (10) pages using the template provided by the Secretariat.
 - vii. SHOULD NOT BE INCLUDED IN THE SUBMISSION: Copies of annual reports, recommendations from institutions/ personalities, news clippings and certificates of training, seminars or transcript of records.

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10. **Required Supporting Documents**

Note: Accomplishment with lacking proof will earn no points.

a) For Teaching Personnel/Section Head/Second Level Support Staff

TYPE OF ACCOMPLISHMENT	SUPPORTING DOCUMENTS/MOVs RELATED TO THE CANDIDATE'S KRAS
1) Program implemented	1. Approved proposals (<i>Duly signed</i>) 2. Accomplishment report (<i>signed by authorized officials</i>)
2) Innovation	1. Approved proposals and/ or evidence of innovation (<i>Duly signed</i>) 2. Implementation Report (<i>signed by authorized officials</i>)
3) Trainer/Resource Speaker/Consultant	1. Invitation letter (<i>Duly signed</i>)/Memo 2. Approval of the immediate head/Memo 3. Certificate
4) Assistance as TWG	1. Designation/Approved Memorandum 2. Certificate as TWG
5) Other accomplishments	Any appropriate evidence (<i>Duly signed</i>)

b) For Non-teaching (First Level Support Staff A and B)

TYPE OF ACCOMPLISHMENT	SUPPORTING DOCUMENTS/MOVs RELATED TO THE CANDIDATE'S KRAS
1) Work efficiency and productivity	1. One (1) Supervisor Evaluation Checklist Form 2. Five (5) Client Satisfaction Survey Form (<i>to be given by the immediate head to selected clients of the office as respondents</i>)
2) Community Involvement	3. Means of Verification (MOV) for Community Involvement demonstrating leadership and service to the community for the last three (3) years
3) Support to other units or functional divisions	4. MOVs for Support and Assistance in the School Activities or Activities of other Functional Divisions (e.g., TWG, Secretariat etc.) for the last three (3) years

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11. Rubrics for Assessment of Accomplishments

A nominee must earn the required points as defined below in order to advance to the next stage of selection.

a) Rubrics for Teaching Personnel/Section Head/Second Level Support Staff

CRITERIA		SCORING SYSTEM							PERCENTAGE
i. Work-related Significant Accomplishment for the last three years	QUANTITY (QT) 20% Cumulative with Maximum Points will be given per accomplishment based on the following: a. Teacher, head, second level support staff—20 points b. First Level Support staff—15 points			QUALITY (QL)40% (Each area will be rated by percentage, ex: 98, 80, 99. The Average Rating will be drawn from 5 areas)					i-60%
	P	N	QT (P x N).20=QT	Notworthiness (N) (%)	Effectiveness (E) (%)	Impact (I) (%)	Sustainability (I) (%)	Teamwork (T) (%)	Score = Quantity Points + Quality Where: Quality= [(N+E+I+S+T) /5].40
a) School Level	0.5			100	100	100	100	100	
b) District Level	1.0			100	100	100	100	100	
c) Division Level	1.5			100	100	100	100	100	
d) Regional Level	2.0			100	100	100	100	100	
e) National	2.5			100	100	100	100	100	
f) International	3.0			100	100	100	100	100	
QT Total Points				QL Average Points					
				Sub-total (Σ)					QT + QL
									(Σ) x .60
ii. Based on the Evaluated Documents and Public Feedback, the Screening Committee shall rate the candidates on the following areas:									ii-40%
a) Quality and Consistency of Behavioral Performance – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.								10/10	
b) Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.								10/10	
c) Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work.								10/10	
d) Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.								10/10	
e) Years of Service – the cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.								10/10	
Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the SEED Committee								10/10	
Percentage (%)								[60/60]100	% x .40
OVER-ALL RATING									i + ii=AP

b) For Non-teaching (First Level Support Staff A and B)

Criteria	Percentage
A. SUPERVISOR'S EVALUATION CHECKLIST	60%
	Points per criterion
1. Attendance and Punctuality Consistently comes to work on time	5
2. Dependability Can be relied on for immediate and important concerns	5
3. Professional Appearance Neat, properly groomed and carries self well as frontline service staff	5
4. Productivity Consistently able to produce expected output within a given period	5
5. Work Quality Does not need too much supervision to produce efficient and effective output	5
6. Work Quantity The output produced measures up to what is expected and even beyond, within a given period	5
7. Work Consistency Demonstrates consistent work ethics	5



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Criteria	Percentage
A. SUPERVISOR'S EVALUATION CHECKLIST	60%
	Points per criterion
8. Knowledge of the job Has working knowledge about the job expected of him/her	5
9. Work skills Possesses adequate skills relevant to the job	5
10. Work attitude and values Demonstrates positive attitude and values	5
11. Initiative Able to take action to improve outcome of the expected work output.	5
12. Value-Added Contributions (ManCom Secretariat, TWG for an Activity, and other work beyond expected outputs)	3 points per activity
B. CLIENT SATISFACTION SURVEY QUESTIONNAIRE (Average of the 5 Client Satisfaction Survey Forms)	35%
	Points per criterion
1. Efficiency in handling concern	5
2. Professionalism in giving service	5
3. Timely Response in addressing concern	5
4. Quality of service given	5
5. Overall experience with the employee's service	5
C. SERVICE EXCELLENCE DEMONSTRATED IN WRITE-UP/ COMMENTS/OBSERVATIONS GIVEN	10
D. COMMUNITY INVOLVEMENT AS A PUBLIC SERVANT	5% 3 points per activity

12. Required Accomplishments Points (AP)

CATEGORY	REQUIRED POINTS
a) Teachers I-III category	70 POINTS
b) Master Teacher category	80 POINTS
c) Supervisor category	80 POINTS
d) School head category	80 POINTS
e) Section/Unit/Department/ Assist School head category	75 POINTS
f) Second Level Support staff	65 POINTS
g) First Level Support staff A	50 POINTS
h) First Level Support staff B	50 POINTS

Note: The required point must be attained by the candidate which qualifies him/her to the third level.

13. The public feedback shall enable proper validation through disclosure of the full name with signature in the public feedback form.

THIRD STAGE: INTERVIEW AND TEACHING DEMONSTRATION

i. Interview (any language/ medium)	PERCENT	ii. Demo Teaching (For Teacher I-III / Master Teachers Category)	PERCENT
1) Psycho-social attributes	50%	1) Prepares Lesson Plan and Instructional Materials	20%
a. Communication Skills	10	a) Congruency of objectives and activities	
b. Ability to present ideas	10	b) Relevance/connection of instruments used	
c. Alertness	10	c) Appropriateness of media	

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i. Interview (any language/medium)	PERCENT	ii. Demo Teaching (For Teacher I-III / Master Teachers Category)	PERCENT
d. Judgement	10	2) ICT Integrates ICT in the lesson	10%
e. Leadership ability	10	3) Classroom management	20%
2) Potential	50%	4) Attainment of objectives in accordance with the accepted norms and standard	30%
a. Human Relations	20	5) Delivery and actual teaching performance	20%
b. Decisiveness	15		
c. Stress Tolerance	15		

FOURTH STAGE: DECLARATION OF RESULT FOR THE OVER-ALL RATING

i. For Teacher I-III / Master Teachers Category	PERCENT
a) Accomplishment	60%
b) Interview	10%
c) Demo Teaching	30%
ii. Teaching-related and Non-Teaching Category	
1) Accomplishment	80%
2) Interview	20%

X. TIMELINE OF THE SEARCH

Level	Dates
School and District PRAISE Committee Members Orientation	January 31, 2024 1:00 to 5:00 PM
School	February 1 to 9, 2024
District	February 12 to 16, 2024
Division	February 19 to 23, 2024
Awarding	February 28, 2024

XI. MONITORING AND EVALUATION

1. The SGOD Chief Education Supervisor is expected to monitor the implementation of the SEED – Search for Outstanding Employee in the School, District and Division Levels.
2. The respective heads or chiefs of each functional division shall also monitor the compliance of the implementation of the special awards lodged in their specific areas.
3. The District Supervisors and the School Heads are also expected to comply with the reportorial requirements in compliance with CSCs PRIME-HRM as regards to Rewards and Recognition Programs for personnel.
4. A monitoring tool designed by the SGOD-SMME will be used for the Search.

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