



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

September 5, 2024

DIVISION MEMORANDUM
NO. **520** S. 2024

**SUBMISSION OF NOMINEES FOR THE 2024 CURRICULUM
IMPLEMENTATION REGIONAL CHAMPIONS FOR LEARNING EXCELLENCE
(CIRCLE) AWARDS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools

1. This office, through the Curriculum Implementation Division, opens the submission of nominees to the 2023-2024 Curriculum and Instruction Regional Champions for Learning Excellence (CIRCLE) Award and will accept nominations from district offices until September 20, 2024.
2. This activity is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives or Service Excellence (PRAISE) and DepEd Memo No. 66, s.2021 (Secretary's Award for Excellence in Curriculum and Instruction).
3. Specifically, this activity aims to:
 - a. recognize and reward the exemplary contribution of the field (schools and schools district offices) in making authentic learning happen in the lives of public school learners; and
 - b. appreciate the initiatives and innovations exerted by schools in managing the delivery of instruction.



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4. The award categories are as follows:

No.	Category
1	Most Learning-Focused Public Elementary School
2	Most Learning-Focused Public Junior High School
3	Most Learning-Focused Public Senior High School
4	Most Learning-Focused Schools District Office

Note:

The head of the organizational unit winning the award shall be similarly recognized as an outstanding principal and Public Schools District Supervisor (PSDS).

5. The District offices shall submit one official nominee corresponding to each award category.
6. The Search Guidelines, Nomination Form, and Members of the Screening Committee are provided in the enclosures.
7. The following schedule of activities and specified dates relative to the said search shall be followed.

Level	Procedure	Timeline
District	Phase 1- Submission of Write-Ups and Documentary Requirements	September 13, 2024
	Phase 2- Evaluation of Documents and identification of the Top 3 per Category	September 13, 2024
	Phase 3- Validation of the MOVs of the Top 3	September 16, 2024
	Phase 4- District Recognition of the CIRCLE Award top 3 per Category and CIRCLE AWARD Expo	September 18, 2024
	Phase 5- Submission of Documents of the Top 1 entry per category of the District for Division Validation (with Complete MOVs)	September 19, 2024



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Division	Phase 6- Evaluation of Complete Documents with MOVs of all the Top 1 in the district level	September 20, 2024
	Phase 7- Presentation and Revalida of the Division Qualifiers	September 26-27, 2024
	Phase 8- Recognition of the Division CIRCLE Award and CIRCLE AWARD Expo	TBA

8. Expenses relative to the conduct of the said activities shall be charged to School MOOE while expenses during the activities at the Division level shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

AWARDS
INNOVATION
CURRICULUM AND INSTRUCTION
LEARNING EXCELLENCE



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Enclosure Number 1 - Division Memorandum No. 520 s. 2024

Guidelines

I. Categories of Award

1. Most Learning-Focused Public Elementary School

K to 3

- 1.1 Small School
- 1.2 Medium School
- 1.3 Large School
- 1.4 Very Large School

Grade 4-6

- 1.1 Medium School
- 1.2 Large School
- 1.3 Very Large School

2. Most Learning-Focused Public Junior High School

Grade 7-10

- 2.1 Small School
- 2.2 Medium School
- 2.3 Large School
- 2.4 Very Large School

3. Most Learning-Focused Public Senior High School

Grade 11-12

- 3.1 Small School
- 3.2 Medium School
- 3.3 Large School
- 3.4 Very Large School

4. Most Learning-Focused Inclusive Program

Alternative Learning System (**ALS**)

Indigenous Peoples Education (**IPEd**)

Special Education (**SPED**)

Open High School Program (**OHHP**)

Multi-grade Program of the Philippine Education (**MPPE**)



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5. Most Learning-Focused Interest Program

Science Technology and Engineering (**STE**)

Special Science Elementary Schools (**SSES**)

Special Program in Sports (**SPS**)

Special Program in the Arts (**SPA**)

Special Program in Foreign Language (**SPFL**)

Special Program in Journalism (**SPJ**)

Special Technical and Vocational Education Program (**STVEP**)

Farm School(**FS**)

6. Most Outstanding Reading Program

7. Most Outstanding Numeracy Program

8. Most Outstanding Innovation

The school typology is indicated in DO No. 19, s. 2016 as follows:

Type of Public School	Number of Learners
Small	Less than 440
Medium	441-840
Large	841-1,240
Very Large	1,241 and above



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Criteria for Evaluation

Indicator	Points
1. Performance Rating (OPCRF)	15

Significant Accomplishments that Foster Learning-20%
Projects/Work Accomplished/Number of Strategies/
Activities done- 10%

10	6	3	1
1. Implemented 1 Project/Strategy for each key target in the SUPPORT Framework Standardization of remediation and enrichment activities in all learning areas Utilization of contextualized and quality-assured LR's and Upskilling of teachers on blended Learning Delivery Protection of Instructional Time Prioritization of Literacy and Numeracy Enhancement	Lacking 2 Projects/ Activities	Lacking 4 Projects/ Activities	Lacking 6 Projects/ Activities



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Operationalization of 21st-Century Assessment Revitalization of innovations for learning and Transformation of Leadership and Supervisory Practices			
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Significant Influence/Impact-10%

10	5	3	1
100% of the learners benefited from the project/ activity	75% of the learners benefited from the project/ activity	50% of the learners benefited from the project/ activity	25% of the learners benefited from the project/ activity

Impact of Accomplishments in Making Learning Happen- 25%
(Scope/Replicability/Level of Attainment)

25	20	15	10	5
Region-wide Scope Replicability and Level of Attainment	Division-wide Scope Replicability and Level of Attainment	District-wide Scope Replicability and Level of Attainment	School-wide Scope Replicability and Level of Attainment	Grade level-Scope Replicability and Level of Attainment

Innovations in Enhancing Learner's Achievement-30%

Category	Percentage
Originality	5%
Creativity of the Programs and Projects for the last 2 years	10%



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Scope/Replicability of the Innovation	5%
Level of Attainment	10%

a. Originality 5%

5	4	3	1
-The project is original and unique	The project shows some uniqueness. -It provides new ideas and insights	-The project uses other people's ideas (giving due credit) with some evidence of modification and innovation	-The project uses other people's ideas with little to no evidence of modifications.

b. Creative Programs/Projects for the last 2 years-10%

10	6	3	1
With Program/Project for each: 1. Contextualization (mapping, matrix, competencies, strategies/ practices, assessment 2. Learning Delivery (Integration of Literacy and Numeracy, 21 st Century Skills, innovations.	With 3 program/ project among the 4 curriculum Implementation targets	With 3 program/ project among the 4 curriculum Implementation targets	With 3 program/ project among the 4 curriculum Implementation targets



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Appropriate modalities)			
3. Learning Resources			
4. Assessment			

c. Scope/Replicability of Innovation-5%

5	4	3	2	1
Region-wide Scope/ Replicability	Division-wide Scope/ Replicability	District-wide Scope/ Replicability	School-wide Scope/ Replicability	Grade-level Scope/ Replicability

d. Level of Attainment per Indicator-10%

10	5	3	1
100% of the learners benefited from the innovation	75% of the learners benefited from the innovation	50% of the learners benefited from the innovation	25% of the learners benefited from the innovation

AWARDS 10%

-Major Awards/citations received by the school

10	7	5	3
Central Office	Regional Office	Schools Division Office	Community/LGU

Note:

- For Key Stages 1 and 2, emphasis on Reading Literacy, Science Literacy, and Mathematical Literacy shall be considered in Criteria 2,3,4, and 5.
- The nominee who obtained the **HIGHEST TOTAL POINTS** (Indicator 1-5) shall be recognized as the **Most Learning-Focused** (Elementary School- (K-Grade 3 and Grades 4-6), JHS (Grades 7-10), SHS (Grades 11-12), Most Learning-Focused Inclusive Program, and Most Learning-Focused Interest Program



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Required Nomination Documents

Each nomination requires the submission of three original nomination folders containing the following fully accomplished documentary requirements:

1. Completely Filled-out CIRCLE AWARD Form (Maximum of ten pages including Executive Summary and Nomination Write-Up). Curriculum and Instruction Regional Champions for Learning Excellence Award Form:
 - 1.1 Nomination Form
 - 1.2 Nomination Write-Up
 - 1.3 Certification (School, District Office)
2. Certification from the chairperson of the District PRAISE committee or its equivalent that the nomination has undergone deliberation by the committee.
3. Letter from the head of the office endorsing the nomination to the Division CIRCLE Award committee.
4. Certification signed by the administrative officer V/IV (Personnel) that the head of the school/ District office has obtained at least a Very Satisfactory (VS) performance rating (OPCRF) or the last two years for the school/District office.
5. Certification of no Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2023, to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor, should be signed by the agency's COA Resident Auditor and not by the agency's COA officer/Accountant.(for school and District).
6. In case of an existing unliquidated cash advance and allowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

Each completely filled-up nomination form should be accompanied by a write-up using the Nomination Write-up form. The maximum allowable number of pages is ten (10) in A4 size of bond paper, using Bookman Old Style, and 11 font size. The templates for requirements 1-5 are provided in this memorandum.

The nomination form and documentary requirements should be placed in a **legal size folder (ordinary white color)**. Hard-bound and creative covers are discouraged. Copies of annual reports,



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recommendations, and recognition **should not be included** in the nomination folder. Only required documents must be submitted for easy reference, please use labels for every required document.

II. Write-up of accomplishments

1. The write-up must highlight the outstanding accomplishments of the school and district office nominees for the past two years. Presentation of accomplishments should be in the order of significance complete with descriptions, and justifications, and should adhere to the following pointers: the School and the District office nominees for the past two years. Presentation of accomplishments should be in the order of significance, complete with descriptions, and justifications, and should adhere to the following pointers:
 - Use specific terms. Define/clarify terms such as “assisted”, “contributed”, or “facilitated”.
 - State outstanding accomplishments and impact in brief, factual, and bullet form.
 - Present impact of accomplishments by indicating problems addressed people/office benefited and transactions facilitated.
2. The nomination write-up should only be for a maximum of ten pages A4 size bond paper, Bookman Old Style, 11 font size) Include a summary of accomplishments, impact, and other information.

III. Procedure for Nomination

1. The District offices are expected to nominate their exemplars. Each district shall have one nominee in every awards category.
2. The District offices may adapt their own strategies in determining their nominees.

IV. Procedure for Screening and Evaluation

The Schools Division Office through the Division CIRCLE Award PRAISE Committee shall create a CIRCLE Award committee composed of the following:

Chairman: Chief Education Supervisor-CID Dr. Segundina F. Dollete

Members: Education Program Supervisors
Public Schools District Supervisor



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The CIRCLE Award Screening Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on sections II and IV of the Guidelines. Only those who pass the stage 1 evaluation shall be subjected to on-site validation. The Panel Interview of the Finalists shall be conducted by the CIRCLE Award Screening Committee members.

V. Grounds for Disqualification of Nomination

1. Non-compliance with the submission of complete documentary requirements and policies, including those pertaining to the deadline, size and number of folders, accuracy, and completeness of information required in the nomination for a maximum number of pages for the accomplishment write-up, clearances, and other required documents, shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.
2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action, pursuant to applicable CSC laws and rules.

VI. Submission of Nomination

Nominations for the 2023-2024 CIRCLE Award must be submitted to the Division Office, attention: Office of Curriculum Implementation Division not later than September 20, 2024.



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NOMINATION FORM

DATA PRIVACY NOTICE: The data and information in this form are intended for the purpose of conducting the 2023-2024 Curriculum Instruction Regional Champions for Learning Excellence Award. The data will be kept by the process owner for the purpose of verifying and authenticating the identity of the nominee. The use of data indicated here for purposes not intended by the process owner is a violation of the Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.

Category:	
THE NOMINEE*	
School:	
School/Office Address:	
District:	SDO:
Telephone Number:	DepEd Email Address:
SCHOOL HEAD	
Name:	Sex:
Telephone/Mobile No.:	
DepEd Email Address:	
NOMINATOR:	
Name:	Position:
Office	Telephone No.:
Office Address:	

*Schools need to fill up spaces. SDOs, ROs, and CO CI Bureau division/units shall disregard spaces that do not apply to them.

**Please indicate the name of the head of the organizational unit nominated



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NOMINATION WRITE-UP

(Maximum of 10 pages, A4 size bond paper, Bookman Old Style, font size 11, including executive summary)

I.	Executive Summary: (Description in not more than 150 words, as to why the school/SDO/RO/CO bureau division/unit deserves the award.)
II.	Significant Accomplishment/s in Fostering Learning within the last two years (2023-2024) Description of the Project/Work Accomplished. Strategies done that have significantly influenced the performance of the school/division/region and central office)
III.	Impact of the Accomplishment in Making Learning Happen (Indicate National Achievement Test Results, problems addressed, people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.
IV.	Innovations in Enhancing Learners' Achievement (If any, original, creative programs, projects, activities made in the last two (2) years in connection to the award category.)
V.	Other Information (List or mention Major Awards/ Citations Received by the school/SDO/RO/CO Bureau Division/unit including student/teacher national winners in co-curricular competition (2022-2024) . No need to attach photocopies of certificates.



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CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Central Office CI strand PRAISE Committee will validate the accuracy of the conduct of a background investigation. Any misrepresentation made by the signatories shall be ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

SEGUNDINA F. DOLLETE, EdD
Chief Education Supervisor

LUZ U. BANSON EdD, CESE
Division PRAISE COMMITTEE CHAIR

MA. SHARON S. BARIENTOS
Division Office HRMO

MIGUEL MAC D. APOSIN EdD, CESO V
RD/Bureau Director



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Members of the Award Screening Committee

In-Charge by Category		
K-3/ NUMERACY PROGRAM	Elenia P. Baranda	Dr. Judith P. Tu
Grade 4-6/ READING PROGRAM	Dr. Merlie J. Rubio	Dr. Lalain Delos Santos
Grade 7-10 STE/SSES	Edwin Jason Duenas	Dr. Lallaine G. Fundal
11-12/ SPFL/ OHSP	Andres D. Quiachon	Dr. Calin Bernales
SPS/ SPA JOURNALISM	Dr. Sephora M. Roldan	Dr. Fe Banez
IPED/ SPED/ ALS	Ronie C. Reteracion	Dr. Angel Payo
STVEP/ FARM SCHOOL	Salvador Dale B. Artates	Dr. Ma. Theresa V. Villagrancia
INNOVATION	Dr. Ruth C. Gervero	Dr. Angel Payo
	Dr. Rolando B. Jamora	Zaldy Caalam
	Alan Vincent B. Altamia	Dr. Rey Azcarraga