



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

September 27, 2024

**DIVISION MEMORANDUM**

No. 586, s. 2024

**SEARCH FOR THE PASIDUNGOG 2024 AWARDEES**

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 and Private Elementary, Secondary, and  
Integrated Schools  
All Other Concerned

1. In line with DepEd Order No. 09, s. 2002 titled **Establishing the Program on Awards and Incentives for Excellence (PRAISE) in the Department of Education**, and in compliance with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, this Office will hold the **Search for the PASIDUNGOG 2024 Awardees**.
2. The search is to recognize the excellent performance which contributes to the overall goal of the organization. This also aims to inspire, encourage, appreciate, attract, reinforce, motivate, nurture, retain, engage, and bring out the best in our personnel through the establishment of an awards and incentives system.
3. This Office adheres to the existing general policy of non-discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the selection of nominees and awardees.
4. The bases in determining the awardees will be their accomplishments covering the period from August 29, 2023 to August 30, 2024.
5. Deadline for the submission of all nominees (in all categories) with their corresponding documents will be on or before October 25, 2024. School-based personnel and the private school nominees will submit at the District Office, while Division-based personnel nominees will directly submit their documents to the Division Selection Committee thru the SDO Receiving Section.
6. The criteria, timeline, guidelines, and composition of the Division Selection Committees, and search for the 2024 Pasidungog Awardees Evaluation Form for the awards are found in Enclosures 1, 2, 3, 4, and 5, respectively.



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7. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated

Reference: DepEd Order (No. 09, s. 2022)

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

AWARDS

CRITERIA

GUIDELINES

RECOGNITION



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Enclosure No. 1 to Division Memorandum No. **586**, s. 2024

**I. Basic Requirements**

1. He/She must be a permanent teacher for at least three school years.
2. The nominee must have served as Teacher in the same grade level/learning area/category for at least one school year.
3. He/She must have an outstanding performance for School Year 2023-2024.

**A.1 OUTSTANDING KINDERGARTEN TEACHERS (KEY STAGE 1)**

Category	Criteria	Weight
<b>Outstanding Kindergarten Teacher</b>	Holistic Development of Kinder Learners (ECD Results) SY 2023-2024	10
	Performance Rating for SY 2023-2024	20
	Applications of Learning from Training/s Attended	10
	Applications of Research & Innovation Conducted	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson Presenter/Writer/Editor/Technical Committee/Illustrator/Layout Artist/Learning Facilitator	10
	Recognition and Awards Received	10
	Recognition and Awards Received on Curricular Innovations/Interventions/Research	15
	Attitude Towards Work, Peers, Superiors, and Subordinates (for School Year 2023-2024)	10
	<b>TOTAL</b>	<b>100</b>

**A.2 OUTSTANDING GRADE 1 TO GRADE 3 TEACHERS (KEY STAGE 1)**

Category	Criteria	Weight
<b>Outstanding Kindergarten Teacher</b> <b>Outstanding Grade 1 Teacher</b> <b>Outstanding Grade 2 Teacher</b> <b>Outstanding Grade 3 Teacher</b>	Academic Performance: <ul style="list-style-type: none"><li>• Grade 1 – Competency Rapid Literacy Assessment (CRLA)</li><li>• Grade 2 to 12 – Competency Based Assessment Tool (CBAT)</li></ul>	10
	Performance Rating for SY 2023-2024	20
	Applications of Learning from Training/s Attended	10
	Applications of Research & Innovation Conducted	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson Presenter/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10



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**SCHOOLS DIVISION OF CAPIZ**

	Facilitator, coach, committee chairmanship/membership, judge (CO, RO, DO)	5
	Recognition and Awards Received	10
	Recognition and Awards Received in Curriculum Implementation	10
	Attitude Towards Work, Peers, Superiors, and Subordinates (for School Year 2023-2024)	10
	<b>TOTAL</b>	<b>100</b>

**B. OUTSTANDING GRADE 4 TO 6 TEACHERS (IN KEY STAGE 2)**

Category	Criteria	Weight
Outstanding Teacher in English Outstanding Teacher in Filipino Outstanding Teacher in Mathematics Outstanding Teacher in Science Outstanding Teacher in Aral Pan Outstanding Teacher in EsP Outstanding Teacher in MAPEH Outstanding Teacher in EPP /TLE	Academic Performance <ul style="list-style-type: none"> <li>Competency Based Assessment Tool (CBAT)</li> </ul>	10
	Performance Rating for SY 2023-2024	20
	Applications of Learning from Training/s Attended	10
	Applications of Research & Innovation Conducted	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson Presenter/Writer/Editor/Technical Committee/Illustrator/Layout Artist	10
	Facilitator, coach, committee chairmanship/membership, judge (CO, RO, DO)	5
	Recognition and Awards Received	10
	Recognition and Awards Received in Curriculum Implementation	10
	Attitude Towards Work, Peers, Superiors, and Subordinates (for School Year 2023-2024)	10
	<b>TOTAL</b>	<b>100</b>

**C. OUTSTANDING GRADE 7 TO 10 TEACHERS (KEY STAGE 3)**

Category	Criteria	Weight
Outstanding Teacher in English Outstanding Teacher in Filipino Outstanding Teacher in Mathematics Outstanding Teacher in Science Outstanding Teacher in Aral Pan	Academic Performance <ul style="list-style-type: none"> <li>Competency Based Assessment Tool (CBAT)</li> </ul>	10
	Performance Rating for SY 2023-2024	20
	Applications of Learning from Training/s Attended	10
	Applications of Research & Innovation Conducted	15
	Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Lesson	10



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Outstanding Teacher in EsP Outstanding Teacher in MAPEH Outstanding Teacher in EPP /TLE	Presenter / Writer / Editor / Technical Committee / Illustrator / Layout Artist	
	Facilitator, coach, committee chairmanship / membership, judge (CO, RO, DO)	5
	Recognition and Awards Received	10
	Recognition and Awards Received in Curriculum Implementation	10
	Attitude Towards Work, Peers, Superiors, and Subordinates	10
	<b>TOTAL</b>	<b>100</b>

**D. OUTSTANDING GRADE 11 to 12 TEACHERS (KEY STAGE 4)**

Category	Criteria	Weight
Outstanding Teacher in HUMSS Outstanding Teacher in STEM Outstanding Teacher in ABM Outstanding Teacher in GAS Outstanding Teacher in SPORTS Outstanding Teacher in AFA Outstanding Teacher in HE Outstanding Teacher in IA Outstanding Teacher in ICT	Academic Performance	10
	<ul style="list-style-type: none"> <li>Competency Based Assessment Tool (CBAT)</li> </ul>	
	Performance Rating for SY 2023-2024	10
	Applications of Learning from Training/s Attended	10
	Applications of Research & Innovation Conducted	10
	Acted as Trainer / Resource Speaker / Lecturer / Demo Teacher / Video Lesson Presenter / Writer / Editor / Technical Committee / Illustrator / Layout Artist	10
	Facilitator, coach, committee chairmanship / membership, judge (CO, RO, DO)	5
	Recognition and Awards Received	10
	Recognition and Awards Received in Curriculum Implementation	10
	Partnerships Established for Culminating Activities, Capstone Projects, and Work and Industry Immersion (with MOA / MOU)	15
	Attitude Towards Work, Peers, Superiors, and Subordinates (for School Year 2023-2024)	10
	<b>TOTAL</b>	<b>100</b>



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**E. OUTSTANDING INDIGENOUS PEOPLES EDUCATION (IPEd) TEACHERS**

Criteria	Points
Performance Rating for SY 2023-2024	20
Applications of Learning from Training/s Attended	15
Applications of Research & Innovation Conducted	10
Acted as IPEd Trainer/ Lecturer/ Demo Teacher/ Resource Speaker/ Facilitator	15
Recognition and Awards received in the Implementation of IPEd Programs, Projects, and Activities	15
Developed Contextualized Activity Sheets, Big books, and RBI Sheets	15
Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

**F. OUTSTANDING ALS TEACHERS**

Criteria	Points
Academic Performance [Number of ALS Presentation Portfolio Assessment (PPA) Passers] For SY 2023-2024	10
Percentage of ALS Passers (Passers Vs Enrollment) for SY 2023-2024	10
Presence of Established and Functional Community Learning Center (CLC) in the Barangay/ Municipality for SY 2023-2024	5
Performance Rating for SY 2023-2024	10
Acted As ALS Trainer/ Lecturer/ Demo Teacher/ Resource Speaker for SY 2023-2024	10
Application of Action Research on Community-Based Programs and Projects	10
Recognition And Awards Received in the Implementation of ALS Programs, Projects, and Activities for Sy 2023-2024	10
Special Programs & Projects / Skills Trainings Conducted	10
Developed Learning Activity Sheets/ Contextualized Activity Sheets & Other Learning Materials for Als for SY 2023-2024	10
Introduced/Tried Out Effective Approach or Innovations in Teaching which Contributed to the Improvement of Instructions in Meeting the Needs of ALS Learners	10
Attitude Towards Work, Peers, Superiors, and Subordinates	5
Total	100

**G. OUTSTANDING SPED TEACHERS**

Criteria	Points
Performance rating for SY 2023-2024	20
Education	15
Application of Research Conducted	10
Applications of Innovation Conducted	10
Acted as SPED Trainer/ Lecturer/ Demo Teacher/ Resource Speaker and other Similar Tasks for SY 2023-2024	15



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**SCHOOLS DIVISION OF CAPIZ**

Recognition and Awards received in the Implementation of SPED Programs, Projects, and Activities for SY 2023-2024	20
Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

**H. OUTSTANDING TEACHERS IN THE SPECIAL CURRICULAR PROGRAMS/SPECIAL INTEREST PROGRAMS**

- Special Science Elem School (SSES)
- Science, Technology and Engineering (STE)
- Special Program in Sports (SPS)
- Special Program in the Arts (SPA)
- Special Program in Journalism (SPJ)
- Strengthened Technical Vocational Education Program (STVEP)
- Farm School

Criteria	Points
Pupil/Student/Teacher Outreach Activity, Community Involvement, and Linkages	10
Applications of Learning from Training/s Attended	10
Application of Research & Innovation Conducted	15
Performance rating for SY 2023-2024	10
Acted as SPA/SPS Trainer/ Lecturer/ Demo Teacher/ Resource Speaker for SY 2023-2024	10
Recognition and Awards received in the Implementation of SPA / SPS Programs, Projects, and Activities for SY 2023-2024	20
Developed Learning Activity Sheets/ Contextualized Activity Sheets & other learning Materials for SPA / SPS for SY 2023-2024	15
Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100

**I. OUTSTANDING MULTIGRADE TEACHERS (Handling 2 or more grade level combination)**

Criteria	Points
a. Performance Rating	20
b. Acted as Trainer/Writer/Video Lesson Presenter/Facilitator/Editor	10
c. Applications of Learning from Training/s Attended	10
d. Applications of Research & Innovation Conducted	10
e. Recognition and Awards	10
f. Developed/Contextualized SLMS, LAS, LRs, RBI Scripts	15
g. Academic Performance (CBAT)	15
h. Attitude Towards Work, Peers, Superiors, and Subordinates	10
Total	100



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**SCHOOLS DIVISION OF CAPIZ**

**J. OUTSTANDING SCHOOL HEADS**

**J.1 Principals**

- a. Elementary (Central – 1 awardee & Non-Central – 5 awardees)**
- b. Secondary (including the 3 HT as School Head) (5 awardees)**

**J.2 Assistant Principals/ OIC- Secondary (1 awardee)**

**J.3 Head Teachers**

- a. Elementary – HT 1-3 (5 awardees)**
- b. Secondary – HT 1-6 (Department Heads) (3 awardees)**

**J.4 Teachers-In-Charge (TICs) – Elementary (5 awardees)**

Criteria	Components	Points
<b>Instructional Leadership</b>  <b>(Focusing on Teaching and Learning)</b>	Academic performance <i>(in lieu of Academic performance in test results, data showing significant increase in the school performance may be used)</i>	15
	Special curricular program implemented	3
	Innovation/ intervention implemented	3
	Research implemented	3



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<b>Learning Environment</b> (Managing School Operations and Resources)	Performance indicators WINS Status Fiscal management (MOOE on time liquidation/utilization) <i>The School Head must not have any unliquidated cash advance as of the immediately preceding quarter.</i>	5 5 10
<b>Human Resource Management and Development</b>  (Developing Self and Others)	Trainings conducted as training manager Served as resource person/ lecturer / facilitator/writer/consultant/ editor/ Awards/Recognition received	5 5 5
<b>Parents and Other Stakeholders Involvement (Building Connections)</b>	Support from various stakeholders based on the average rating for this KRA as indicated in the SH's calibrated OPCRf for SY 2023-2024	5
<b>School Leadership (Leading Strategically)</b>	Functional clubs and organizations Civic and community activities/programs participated	4 3
<b>Personal/ Professional Attributes/Characteristics</b>	Attitudes towards work, peers, supervisors, and subordinates	10
<b>Research/Innovation</b>	Research/innovation by the School Head	10
<b>Plus Factor</b>  (not more than 9 points)	(e.g.) Establishment/ Conversion/ separation of school annexes Titling of the school site Hosting of division event District coordinatorship  Special project and other meritorious awards	1 point each (but not more than 7 points)     1 point each (but not more than 2 points)
<b>Total</b>		100 points

## K. OUTSTANDING NON-TEACHING PERSONNEL

### I. Basic Requirements

1. She/He has a permanent appointment and has no pending administrative case.
2. She/He has served the agency for a minimum of at least three (3) years.
3. The latest performance rating (FY- Division-based & SY – School-based) must be Outstanding.



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4. She/He should be nominated by his/her immediate head.

**1. CATEGORY A (General Services) – 2 awardees**

Criteria	Points
A. Work Competence	50
B. Outstanding Achievements	15
C. Attitude Towards Work, Peers & Supervisors	35
Total	100

Work competence includes number of years in DepEd and performance rating.

Distribution of Equivalent Rating for Work Competence for CATEGORY A

Items	Points
Work Experience	20
*25 years and above	20
*20-24 years	16
*15-19 years	12
*10-14 years	8
*3-9 years	4
Performance Rating	30

**2. CATEGORY B (Salary Grades 3 – 6) – 2 awardees**

**3. CATEGORY C (Salary Grades 7-9) – 3 awardees**

**4. CATEGORY D (Salary Grades 10-15) – 2 awardees**

**5. CATEGORY E (Salary Grades 16-19) – 3 awardees**

**6. CATEGORY F (Salary Grades 20-22) – 2 awardees**

Criteria	Points
A. Work Competence	35
B. Outstanding Achievements	25
C. Professional Growth	15
D. Attitude Towards Work, Peers & Supervisors	25
Total	100

A. Distribution of Equivalent Rating for Work Competence

Items	Points
Work Experience in DepEd	5
• 25 years & above	5
• 20 – 24 years	4
• 15 – 19 years	3
• 10 – 14 years	2
• 3 – 9 years	1
Performance Rating (Previous Year)	30



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**SCHOOLS DIVISION OF CAPIZ**

Distribution of Equivalent Rating for Outstanding Achievements

Items				Points
Recognition and Awards Received (Job related)	GS	SG3-19	SG20-22	
For General Services = 5 points				5
For SG 3 - 22 =10 points				10
<ul style="list-style-type: none"> <li>National or Higher</li> <li>Regional</li> <li>Division</li> <li>District /Division Office</li> <li>School/ Division Section</li> </ul>			10	
		10	8	
		8	6	
	5	5	4	
	2	2	2	
Innovation/Creativity in work		SG	SG	
For General Services = 5 points		3-19	20-22	5
For SG 3 - 22 =10 points	SG			10
<ul style="list-style-type: none"> <li>A. Approved Proposal</li> <li>B. Completed</li> <li>C. Utilized/adopted by at least 10 schools in the District</li> <li>D. Utilized/adopted by at least 10 districts in the Division</li> <li>E. Utilized/adopted by all districts in the Division</li> </ul>	3	2	2	
	5	5	4	
		8	6	
		10	8	
			10	
Acted as Trainer/Lecturer/Resource Speaker / Coach		SG	SG 3-22	5
<ul style="list-style-type: none"> <li>National</li> <li>Regional</li> <li>Provincial/Division</li> <li>District</li> <li>School</li> </ul>			5	
			4	
			3	
		5	2	
	4	4	1	

(Note: Only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies)



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**SCHOOLS DIVISION OF CAPIZ**

Distribution of Equivalent Rating for Professional Growth

Items			Points
Education	<b>SG 3-19</b>	<b>SG 20-22</b>	10
• Doctoral degree		10	
• Doctoral (CAR)		7	
• Master's degree	10	5	
• Master's-CAR	7	3	
• At least 36 units	4	1	
Trainings (Exclusive of DepEd)			5
• International		5	
• National	5	4	
• Regional	4	3	
• Division	3	2	
• District	2	1	
• School	1	0	

**LOYALTY SERVICE AWARDS (Assumption as permanent employee in DepEd)**

- 20-29 years
- 30-39 years
- 40 years and up

**L. BEST ORGANIZATIONAL UNIT**

CRITERIA	Points
<b>A. ORGANIZATIONAL PERFORMANCE: (30 pts)</b>	
1. Targets vs. Accomplishments: (20 pts) * Average Unit Percentage of Accomplishments x 20 points (Average of all the percentages of accomplishments of all the sections that composed the unit based on their quarterly accomplishment DMEA reports from the 4 <sup>th</sup> quarter of 2023 to the 3 <sup>rd</sup> quarter of 2024.)	20
2. IPCRF Rating for FY 2023: (10 pts) * Average Unit IPCRF Rating x 20 x 10 points (Average of all the IPCRF ratings of all the personnel in all the sections that composed the unit for FY 2023.)	10
Sub-Total	
<b>B. CLIENT SATISFACTION SURVEY: (15pts)</b> * Average Unit CSS Rating x 0.20 x 15 points (Average Unit CSS Rating from January to December 2023)	15
<b>C. 5S: (15pts)</b> * Average 5S Score/125 x 15 points	15



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**SCHOOLS DIVISION OF CAPIZ**

<b>D. RESEARCH AND INNOVATIONS: (20pts)</b> <i>* Any Action Research conducted or Innovation introduced by any personnel in all the sections that composed the unit from August 2023 – August 2024.</i>	20
<b>E. AWARDS AND RECOGNITION RECEIVED: (10pts)</b> <i>* Any awards and recognitions either as a group or individual) received by any employee/ section that belongs to the unit will be given points (from August 2023 – August 2024).</i>	10
<b>F. SUBMISSION OF DTR: (10 pts)</b> <i>* Ave. Percentage of on-time submission of DTR from August 2023 to August 2024 x 10 points</i>	10
<b>TOTAL</b>	

**DISTRIBUTION OF POINTS:**

**Academic Performance -**

<b>MPS</b>	<b>Equivalent %</b>	<b>MPS</b>	<b>Equivalent</b>
100	100	87.00 – 87.99	87
99.00 – 99.99	99	86.00 – 86.99	86
98.00 – 98.99	98	85.00 – 85.99	85
97.00 – 97.99	97	84.00 – 84.99	84
96.00 – 96.99	96	83.00 – 83.99	83
95.00 – 95.99	95	82.00 – 82.99	82
94.00 – 94.99	94	81.00 – 81.99	81
93.00 – 93.99	93	80.00 – 80.99	80
92.00 – 92.99	92	79.00 – 79.99	79
91.00 – 91.99	91	78.00 – 78.99	78
90.00 – 90.99	90	77.00 – 77.99	77
89.00 – 89.99	89	76.00 – 76.99	76
88.00 – 88.99	88	75.99 ≥	75

**Performance Rating (IPCRF/OPCRF)-**

<b>IPCRF/OPCRF Rating</b>	<b>Points</b>
4.75 – 5.00	100%
4.50 – 4.74	90%

**Application of Learning from Training/s Attended** (FY 2021 – 2024 which were not yet used for previous PASIDUNGOG award/s received) –



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**Means of verification:**

- A. Certificate of Training or Certification on any applicable trainings which is aligned to his/her teaching job;
- B. Action Plan/Job Embedded Learning (JEL)/Impact Project applying the learnings from the training/s attended, duly approved by the Head of the Office;
- C. Accomplishment Report together with a General Certification that the project/intervention was used/adopted by the office at the local level;
- D. Accomplishment Report together with a General Certification that the project/intervention was used/adopted by a different office at the local/higher level.

**Rubrics:**

MOVs Submitted	Points	
	Relevant	Not Relevant
ALL MOVs	100%	50%
Only A, B, and C	70%	30%
Only A and B	50%	10%

**Application of Research and Innovation Conducted** (FY 2019 – 2024 which were not yet used for previous PASIDUNGOG award/s received)

**Means of verification:**

- A. Proposal duly approved by the Schools Division Superintendent (SDS);
- B. Terminal Report approved by the SDS;
- C. Certification of utilization of the innovation or research, within the school/office duly signed by the School Head;
- D. Certification of adoption of the innovation or research by another school/office duly signed by the School Head;
- E. Proof of citation by other researchers (whose study /research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.

**Rubrics:**

MOVs Submitted	Points
A, B, C, and D	100%
A, B, C, and E	100%
Only A, B, and C	80%
Only A and B	65%
Only A	50%



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**Performance Rating -**

IPCRF Rating	Points
4.75 – 5.00	100%
4.50 – 4.74	90%

**Acted as Trainer/ Resource Speaker/ Lecturer/ Demo Teacher/Video Presenter/Voice Talent/Writer/Editor/Technical Committee/Illustrator/Layout Artist and other similar tasks -**

**Acted as Facilitator, Coach, Emcee, Committee Membership, Judge, other similar tasks (CO, RO, DO level only) -**

**Means of verification:**

- A. Any issuance or memorandum designating as trainer/resource speaker/lecturer/demo teacher/video presenter/voice talent/writer/editor/technical committee/illustrator/layout artist and other similar tasks; and  
B. Certificate of Recognition/Appreciation.

Level	Points
National	100%
Regional	80%
Division	60%
District	40%
School	20%

**Means of verification:**

- A. Any issuance or memorandum designating as trainer/resource speaker/lecturer/demo teacher/video presenter/voice talent/writer/editor/technical committee/illustrator/layout artist and other similar tasks; and  
B. Certificate of Recognition/Appreciation.

Level	Points
National	100%
Regional	80%
Division	60%



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**Awards and Recognitions Received –**

**Means of verification:**

- A. Any issuance, memorandum or document showing the Criteria for the Search; and  
B. Certificate of Recognition/Merit.

Level	Points	
National	100%	1 <sup>st</sup> place = 100%
Regional	80%	2 <sup>nd</sup> place = 95%
Division	60%	3 <sup>rd</sup> = 90%
District	40%	

**Recognition & Awards Received on Curricular Innovations/Interventions/Research**

**Means of verification:**

- A. Any issuance, memorandum or document showing the Criteria for the Search; and  
B. Certificate of Recognition/Merit.

Level	Points
National	100%
Regional	65%
Division	55%
District	40%

Points for each award presented will be accumulated, however will not be more than the points of the next level.

**Partnerships Established for Culminating Activities, Capstone Projects, and Work and Industry Immersion with MOA/ MOU -**

Item	Points
Established 5 or more external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	100%
Established 4 external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	90%
Established 3 external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	80%
Established 2 external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	70%
Established 1 external partners for Culminating Activities, Capstone Projects, and Work and Industry Immersion	60%
Proposed 1 external partner for Culminating Activities, Capstone Projects, and Work and Industry Immersion signed by the SH only	50%



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

**Entrepreneurial/ Income Generating Projects with the students (Approved by the Division Office with complete documentation) -**

Item	Points
Conducted 3 Entrepreneurial/ Income Generating Projects with the students	100%
Conducted 2 Entrepreneurial/ Income Generating Projects with the students	80%
Conducted 1 Entrepreneurial/ Income Generating Projects with the students	60%
Proposed 1 Entrepreneurial/ Income Generating Projects with the students	40%
Conceptualized 1 Entrepreneurial/ Income Generating Projects with the students	20%

**Distribution of Equivalent Ratings for the Total number of Contextualized Activity Sheets, Big books, and RBI Scripts for SY 2023-2024–**

Number of Contextualized Activity Sheets, Big books, and RBI Scripts	Points	Number of Contextualized Activity Sheets, Big books, and Video Lesson/Scripts	Points
Presence of 35 ≤	100%	Presence of 15	60%
Presence of 30	93%	Presence of 12	53%
Presence of 27	87%	Presence of 9	47%
Presence of 24	80%	Presence of 6	40%
Presence of 21	73%	Presence of 3	33%
Presence of 18	67%		

**Academic Performance [Number of ALS Presentation Portfolio Assessment (PPA) Passers] For SY 2023-2024–**

Total Number of ALS Presentation Portfolio Assessment Passers	Points	Total Number of ALS Presentation Portfolio Assessment Passers	Points
46 ≤	100%	21-25	50%
41-45	90%	16-20	40%
36-40	80%	11-15	30%
31-35	70%	6-10	20%
26-30	60%	1-5	10%



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

**Percentage of ALS Passers (Passers Vs Enrollment) for SY 2023-2024–**

Total Number of ALS Presentation Portfolio Assessment Passers	Points	Total Number of ALS Presentation Portfolio Assessment Passers	Points
91 – 100%	100%	41 – 50%	50%
81 – 90%	90%	31 – 40%	40%
71 – 80%	80%	21 – 30%	30%
61 – 70%	70%	11 – 20%	20%
51 – 60%	60%	10% ≥	10%

**Distribution of Equivalent Ratings for the Presence of Established and Functional Community Learning Center (CLC) in Barangay/ Municipality –**

Type of CLC	Points
Type 3	100%
Type 2	60%
Type 1	20%

**Distribution of Equivalent Ratings for the Total number of Contextualized Activity Sheets and Other Learning Materials for ALS for SY 2023-2024–**

Number of Contextualized Activity Sheets and Other Learning Materials	Points	Number of Contextualized Activity Sheets and Other Learning Materials	Points
Presence of 35 ≤	100%	Presence of 15 – 19	60%
Presence of 30 - 34	90%	Presence of 10 – 14	50%
Presence of 25 - 29	80%	Presence of 5-9	40%
Presence of 20 - 24	70%	Presence of 4 ≥	30%

**Education (For Outstanding Sped Teacher) -**

Educational Attainment	Points
Doctorate Degree	100%
Doctorate Degree (CAR)	87%
27 units or above – Doctorate Degree	73%
Master's Degree	67%
Master's Degree (CAR)	53%
18 units and above – Master's Degree	40%

**Pupil/Student/Teacher Outreach Activity, Community Involvement, and Linkages**

Number of Pupil/Student/Teacher Outreach Activities, Community Involvement, and Linkages	Points	Number of Pupil/Student/Teacher Outreach Activities, Community Involvement, and Linkages	Points
Presence of 10 ≤	100%	Presence of 5	50%
Presence of 9	90%	Presence of 4	40%
Presence of 8	80%	Presence of 3	30%
Presence of 7	70%	Presence of 2	20%
Presence of 6	60%	Presence of 1	10%



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

**Distribution of Equivalent Ratings for the Total number of Developed Learning Activity Sheets/ Contextualized Activity Sheets and other learning materials for SPA/SPS –**

Number of Special ALS Programs and Projects/ Skills Training Conducted	Points	Number of Special ALS Programs and Projects/ Skills Training Conducted	Rating
Presence of 35 ≤	100%	Presence of 15	60%
Presence of 30	93%	Presence of 12	53%
Presence of 27	87%	Presence of 9	47%
Presence of 24	80%	Presence of 6	33%
Presence of 21	73%	Presence of 3	20%
Presence of 18	67%		

**Distribution of Equivalent Ratings for the Total number of Contextualized/Developed Learning Activity Sheets, LR, Big books, and RBI Scripts for SY 2021-2022 (For Outstanding Multi-grade Teachers) -**

Number of Developed/Contextualized SLMs, LAS, Big books, and RBI Scripts	Rating
5	100 %
4	95 %
3	90 %
2	85 %
1	80 %

**Table of Points for Attitude Towards Work, Peers, Superiors and Subordinates – Personal attributes and characteristics towards work, peers, superiors, and subordinate**

Independently Innovates or finds/develops solutions	
Demonstrates an outstanding and positive attitude with enthusiasm	
Completely dependable	
Exemplary working relationship with other	
Takes 80-90% initiative of task	
Very motivated and industrious	
Above average in dependently	
Works well with others	
Requires some directions or does not take initiative to complete tasks	
Willingness to help others in need	
<b>Number of personal attributes and characteristics towards work, peers, superiors and subordinates</b>	<b>Points</b>
Presence of 9 - 10	100%
Presence of 7-8	80%
Presence of 6	60%
Presence of 5	40%
Presence of 4	20%



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

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**L. BEST ORGANIZATIONAL UNIT /DISTRICT**

**TOP 3 BEST PERFORMING DISTRICTS (65%)**

Indicators:

Numeracy and Literacy results  
Innovation and Research  
Financial Management  
Client Satisfaction Survey  
Organizational Efficiency  
Awards and Recognition received  
Key Performance Indicators:  
    Enrollment Rate  
    Drop out Rate  
    Completion Rate

**M. OUTSTANDING AWARDS FOR THE PRIVATE SCHOOLS**

**I. Basic Requirements**

- Must have DepEd recognition/accreditation.

**II. School Classification :**

- Kindergarten - with 3-5 Teachers
- Elementary school – with 5 to 10 teachers (small school)
- Elementary school – with 11 or more teachers (big school)
- Secondary school – with 5 to 10 teachers (small school)
- Secondary school – with 11 or more teachers (big school)

**III. AWARDS CATEGORY**

**A.1 School Category**

- 1 Outstanding Private Preschool
- 1 Outstanding Private Elementary School – Small School Category
- 1 Outstanding Private Elementary School – Big School Category
- 1 Outstanding Private Secondary School – Small School Category
- 1 Outstanding Private Secondary School – Big School Category

**A.2 School Head**

- 1 Outstanding Private Preschool Head
- 1 Outstanding Private Elementary School Head
- 1 Outstanding Private Secondary School Head

**A.3 Classroom Teacher**

- 1 Outstanding Private School Teacher – Kindergarten to Grade 3 (Key Stage 1)
- 1 Outstanding Private School Teacher – Grades 4 to 6 (Key Stage 2)
- 1 Outstanding Private School Teacher – Grades 7 to 10 (Key Stage 3)



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

1 Outstanding Private School Teacher – Grades 11 to 12 (Key Stage 4)

**A.1 School Category**

Criteria	Weight	Performance Indicators	
Net Enrollment Rate	10%	Rating	Descriptions
		10	Attained an average of 2.5% and above increase
		9	Attained an average of 2.0% - 2.49% increase
		8	Attained an average of 1.5% - 1.99% increase
		7	Attained an average of 1.0% - 1.49% increase
		6	Attained an average of 0.1% - 0.99% increase
		5	Maintained percentage of NER/No increase
		4	Decreased percentage of NER by 0.1% - 0.99%
		3	Decreased percentage of NER by 1.0% - 1.49%
		2	Decreased percentage of NER by 1.5% - 1.99%
		1	Decreased percentage of NER by 2.0% and above
Promotion Rate	4%	Rating	Descriptions
		4	Attained 100% Promotion Rate
		3	Attained 90-99.99% Promotion Rate
		2	Attained 80-89.99% Promotion Rate
		1	Attained 70-79.00% Promotion Rate
Graduation Rate	4%	Rating	Descriptions
		4	Attained 100% Graduation Rate
		3	Attained 90-99.99% Graduation Rate
		2	Attained 80-89.99% Graduation Rate
		1	Attained 70-79.00% Graduation Rate
Cohort Survival Rate	4%	Rating	Description
		4	Attained 100% Cohort Survival rate
		3	Attained 90-99.99% Cohort Survival rate
		2	Attained 80-89.99% Cohort Survival rate
		1	Attained 70-79.00% Cohort Survival rate
Completion Rate	5%	Rating	Description
		5	Attained 100% Completion Rate
		4	Attained 90-99.99% Completion Rate
		3	Attained 80-89.99% Completion Rate
		2	Attained 70-79.00% Completion Rate
		1	Attained 69.99% and below completion Rate
Retention Rate	4%	Rating	Description
		4	Attained 100% Retention Rate
		3	Attained 90-99.99% Retention Rate
		2	Attained 80-89.99% Retention Rate
		1	Attained 70-79.00% Retention Rate
Dropout Rate	5%	Rating	Description



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

		5	Attained 0% Dropout Rate
		4	Incurred 0.01 - 1% Dropout Rate
		3	Incurred 1.01 - 2% Dropout Rate
		2	Incurred 2.01 - 3% Dropout Rate
		1	Incurred 3% and above Dropout Rate
<b>Repetition Rate</b>	4%	<b>Rating</b>	<b>Description</b>
		4	Attained 0% Repetition Rate
		3	Incurred 0.01 - 1% Repetition Rate
		2	Incurred 1.01 - 2% Repetition Rate
		1	Incurred 2.01 - 3% Repetition Rate
<b>Implementation of DepEd programs and projects</b>	25%	<b>Rating</b>	<b>Description</b>
		25	5 or more DepEd programs / projects Implemented
		20	4 DepEd programs / projects Implemented
		15	3 DepEd programs / projects Implemented
		10	2 DepEd programs / projects Implemented
		5	1 DepEd program / project Implemented
<b>Level of Accreditation</b>	15%	<b>Rating</b>	<b>Description</b>
		15	Level 3/ ISO Certified for the level applied
		10	Level 2
		5	Level 1
<b>Recognition/Awards</b>	20%		

**Recognition acquired/awards won by the school, school head, teachers, and learners from:**

**A. Competitions/Contest**

Rank	Cluster	Division/ Provincial	Regional	National/ International
1 <sup>st</sup>	5	8	10	15
2 <sup>nd</sup>	3	5	8	12
3 <sup>rd</sup>	1	3	5	10



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

**B. Awards/Distinctions with no specific ranks applied**

Rank	Cluster	Division/ Provincial	Regional	National/International
Outstanding Awards	5	8	10	15
Finalist/Runner up	3	5	8	12

**Transmutation Table**

Score	Rating	Score	Rating	Score	Rating
1.0 – 2	4	18.5 – 20	40	36.5 – 38	76
2.5 – 4	8	20.5 – 22	44	28.5 – 40	80
4.5 – 6	12	22.5 – 24	48	40.5 – 42	84
6.5 – 8	16	24.5 – 26	52	42.5 – 44	88
8.5 – 10	20	26.5 – 28	56	44.5 – 46	92
10.5 – 12	24	28.5 – 30	60	46.5 – 48	96
12.5 – 14	28	30.5 – 32	64	48.5 and above	100
14.5 – 16	32	32.5 – 34	68		
16.5 – 18	36	34.5 – 36	72		

- a. Points are cumulative.  
 b. For competitions/contests with awards up to 10th place, the 4th to 10th place shall acquire same points as 3rd place.

**A.2 School Head**

Criteria	Weight	MOV	Performance Indicators			
Performance Rating	25%	Performance Rating for SY 2022-2023	Rating	Performance Rating	Rating	Performance Rating
			25	5.00	17	4.20 – 4.29
			24	4.90 – 4.99	16	4.10 – 4.19
			23	4.80 – 4.89	15	4.00 – 4.09
			22	4.70 – 4.79	14	3.80 – 3.99
			21	4.60 – 4.69	13	3.70 – 3.79
			20	4.50 – 4.59	12	3.60 – 3.69
			19	4.40 – 4.49	11	3.50 – 3.59
			18	4.30 – 4.39	10	3.49 & below
			Note: If the performance rating is counted from 0 to 100, proceed with this equation = performance rating x 25%			
Classroom Observation / Supervision	15%	Classroom Observation / Supervision 15% Summary of	Rating	Indicator		
			15	Observed/ Supervised 5 teachers or more per month		
			12	Observed/ Supervised 4 teachers per month		
			9	Observed/ Supervised 3 teachers per month		



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

		Observation/ Supervisory Reports	<table><tr><td>6</td><td>Observed/ Supervised 2 teachers per month</td></tr><tr><td>3</td><td>Observed/ Supervised 1 teacher per month</td></tr></table>	6	Observed/ Supervised 2 teachers per month	3	Observed/ Supervised 1 teacher per month																																																		
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Research/Innovation	15%	Copy of the approved innovation/ac tion research proposal and completed report	<table><tr><th>Rating</th><th>Indicator</th></tr><tr><td>15</td><td>Implemented and submitted approved completion report and disseminated the result of the innovation/ research</td></tr><tr><td>12</td><td>Implemented and with submitted approved completion</td></tr><tr><td>9</td><td>Implemented the approved proposal</td></tr><tr><td>6</td><td>With approved proposal</td></tr></table>	Rating	Indicator	15	Implemented and submitted approved completion report and disseminated the result of the innovation/ research	12	Implemented and with submitted approved completion	9	Implemented the approved proposal	6	With approved proposal																																												
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Recognition/Awards received	25%	Certificates	<p>Recognition acquired/awards won by the school head, school, teachers, and learners from</p> <p><b>A. Competitions/Contests</b></p> <table><tr><th>Rank</th><th>Cluster</th><th>Division/ Provincial</th><th>Regional</th><th>National/ International</th></tr><tr><td>1<sup>st</sup></td><td>3</td><td>5</td><td>7</td><td>10</td></tr><tr><td>2<sup>nd</sup></td><td>2</td><td>3</td><td>5</td><td>7</td></tr><tr><td>3<sup>rd</sup></td><td>1</td><td>1</td><td>3</td><td>5</td></tr></table> <p><b>B. Awards/Distinctions with no specific ranks applied</b></p> <table><tr><th>Rank</th><th>Cluster</th><th>Division/ Provincial</th><th>Regional</th><th>National/ International</th></tr><tr><td>Outstanding Award</td><td>3</td><td>5</td><td>7</td><td>10</td></tr><tr><td>Finalist Runner-up</td><td>2</td><td>3</td><td>5</td><td>7</td></tr></table>	Rank	Cluster	Division/ Provincial	Regional	National/ International	1 <sup>st</sup>	3	5	7	10	2 <sup>nd</sup>	2	3	5	7	3 <sup>rd</sup>	1	1	3	5	Rank	Cluster	Division/ Provincial	Regional	National/ International	Outstanding Award	3	5	7	10	Finalist Runner-up	2	3	5	7																			
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**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

SCHOOLS DIVISION OF CAPIZ

			16.5 -18	36	34.5 – 36	72		
			a. Points are cumulative. b. For competitions/contests with awards up to 10th place, the 4th to 10th place shall acquire same points as 3rd place.					
Acted as Trainer/Lecturer/Resource Speaker/Author	20%	Certificate of Recognition	School	Cluster	Division/ Provincial	Regional	National/ International	
			2	4	6	8	10	
			Transmutation Table					
			Score	Rating	Score	Rating		
			2.0 – 4.0	40	30.0 – 32.0	75		
			6.0 – 8.0	45	34.0 – 36.0	80		
			10.0 – 12.0	50	38.0 – 40.0	85		
			14.0 – 16.0	55	42.0 – 44.0	90		
			18.0 – 20.0	60				
			22.0 – 24.0	65				
26.0 –28.	70							
Points are cumulative.								

A.3 Classroom Teacher

Criteria	Weight	MOV	Indicators			
Performance Rating	25%	Performance Rating for SY 2022-2023	Rating	Performance Rating	Rating	Performance Rating
			25	5.0	17	4.20 – 4.29
			24	4.90 – 4.99	16	4.10 – 4.19
			23	4.80 – 4.89	15	4.00 – 4.09
			22	4.70 – 4.79	14	3.80 – 3.99
			21	4.60 – 4.69	13	3.70 – 3.79
			20	4.50 – 4.59	12	3.60 – 3.69
			19	4.40 – 4.49	11	3.50 – 3.59
			18	4.30 – 4.39	10	3.49 & below
			If the performance rating is counted from 0 to 100, proceed with this equation = performance rating x 25%			
Classroom Observation Rating	15%	Classroom Observation Rating Sheet (For SY 2022-2023)	Average CO rating		Rating	
			5.0		20	
			4.5 – 4.99		16	
			4.0 – 4.49		12	
			3.5 – 3.99		8	



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**SCHOOLS DIVISION OF CAPIZ**

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			<table><tr><td>2.5 – 3.49</td><td>4</td></tr><tr><td>2.49 and below</td><td>1</td></tr></table>	2.5 – 3.49	4	2.49 and below	1																																																																																											
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Recognitions/Awards Received	15%	Certificate of Recognition	<p>Recognition acquired/awards won by the teacher, and learners from</p> <p><b>A. Competitions/Contests</b></p> <table><tr><td>Rank</td><td>Cluster</td><td>Division/Provincial</td><td>Regional</td><td>National/International</td></tr><tr><td>1<sup>st</sup></td><td>3</td><td>5</td><td>7</td><td>10</td></tr><tr><td>2<sup>nd</sup></td><td>2</td><td>3</td><td>5</td><td>7</td></tr><tr><td>3<sup>rd</sup></td><td>1</td><td>1</td><td>3</td><td>5</td></tr></table> <p><b>B. Awards/Distinctions with no specific ranks applied</b></p> <table><tr><td>Rank</td><td>Cluster</td><td>Division/Provincial</td><td>Regional</td><td>National/International</td></tr><tr><td>Outstanding Award</td><td>3</td><td>5</td><td>7</td><td>10</td></tr><tr><td>Finalist Runner-up</td><td>2</td><td>3</td><td>5</td><td>7</td></tr></table> <p><b>Transmutation Table</b></p> <table><tr><td>Score</td><td>Rating</td><td>Score</td><td>Rating</td><td>Score</td><td>Rating</td></tr><tr><td>1.0 – 2</td><td>4</td><td>16.5 -18</td><td>40</td><td>36.5 – 38</td><td>76</td></tr><tr><td>2.5 – 4</td><td>8</td><td>20.5 – 22</td><td>44</td><td>28.5 – 40</td><td>80</td></tr><tr><td>4.5 – 6</td><td>12</td><td>22.5 – 24</td><td>48</td><td>40.5 – 42</td><td>84</td></tr><tr><td>6.5 – 8</td><td>16</td><td>24.5 – 26</td><td>52</td><td>42.5 – 44</td><td>88</td></tr><tr><td>8.5 – 10</td><td>20</td><td>26.5 – 28</td><td>56</td><td>44.5 – 46</td><td>92</td></tr><tr><td>10.5 - 12</td><td>24</td><td>28.5 – 30</td><td>60</td><td>46.5 – 48</td><td>96</td></tr><tr><td>12.5 – 14</td><td>28</td><td>30.5 – 32</td><td>64</td><td>48.5 and above</td><td>100</td></tr><tr><td>14.5 -16</td><td>32</td><td>32.5 – 34</td><td>68</td><td></td><td></td></tr><tr><td>16.5 -18</td><td>36</td><td>34.5 – 36</td><td>72</td><td></td><td></td></tr></table>	Rank	Cluster	Division/Provincial	Regional	National/International	1 <sup>st</sup>	3	5	7	10	2 <sup>nd</sup>	2	3	5	7	3 <sup>rd</sup>	1	1	3	5	Rank	Cluster	Division/Provincial	Regional	National/International	Outstanding Award	3	5	7	10	Finalist Runner-up	2	3	5	7	Score	Rating	Score	Rating	Score	Rating	1.0 – 2	4	16.5 -18	40	36.5 – 38	76	2.5 – 4	8	20.5 – 22	44	28.5 – 40	80	4.5 – 6	12	22.5 – 24	48	40.5 – 42	84	6.5 – 8	16	24.5 – 26	52	42.5 – 44	88	8.5 – 10	20	26.5 – 28	56	44.5 – 46	92	10.5 - 12	24	28.5 – 30	60	46.5 – 48	96	12.5 – 14	28	30.5 – 32	64	48.5 and above	100	14.5 -16	32	32.5 – 34	68			16.5 -18	36	34.5 – 36	72		
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Acted as Trainer/Lecturer/Resource Speaker	10%	Certificate of Recognition	<table><tr><td>School</td><td>Cluster</td><td>Division/Provincial</td><td>Regional</td><td>National/International</td></tr><tr><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr></table> <p>Points are cumulative.</p>	School	Cluster	Division/Provincial	Regional	National/International	2	4	6	8	10																																																																																					
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 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Acted as Demonstration Teacher	10%	Certificate of Recognition & Lesson Plan	SCHOOL DIVISION OF GRADE				
			School	Cluster	Division/ Provincial	Regional	National/ International
			2	4	6	8	10
Points are cumulative.							
Trainings/ Seminars/ Workshops/ Conferences/ Webinars/Online Courses attended	25%	Certificate of Participation	SCHOOL DIVISION OF GRADE				
			School	Cluster	Division/ Provincial	Regional	National/ International
			2	4	6	8	10
Points are cumulative.							
Transmutation Table							
Score		Rating		Score		Rating	
2.0 – 4.0		40		30.0 – 32.0		75	
6.0 – 8.0		45		34.0 – 36.0		80	
10.0 – 12.0		50		38.0 – 40.0		85	
14.0 – 16.0		55		42.0 – 44.0		90	
18.0 – 20.0		60		46.0 – 48.0		95	
22.0 – 24.0		65		50 and above		100	
26.0 –28.0		70					
Points are cumulative.							



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Enclosure No. 2 to Division Memorandum No. **586**s. 2024

**Time Table**

<b>Date</b>	<b>Activity</b>
October 21-25, 2024	Submission of nominations with corresponding documents to the District Selection Committee; the Division Office nominees will submit to the Division Selection Committee
November 11-15, 2024	Evaluation by the District Selection Committee/Division Selection Committee (for Division Office nominees)
November 18, 2024	Submission of the top five (5) district nominees for each category to the Division Selection Committee
November 20-29, 2024	Screening period and validation
December 3, 2024	Announcement of finalists and meeting of working committee
TBA	Rehearsals
TBA	Pasidungog 2023 Awarding Ceremonies



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**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 3 to Division Memorandum No. **586**s. 2024

**GUIDELINES ON THE SCREENING/EVALUATION PROCESS**

**A. General Guidelines**

1. Candidate/s shall be nominated by the Schools Division Superintendent (SDS), Asst. Schools Division Superintendent (ASDS), Chief Education Supervisor (CES), Education Program Supervisor (EPS), Public Schools District Supervisor (PSDS), School Head (SH), or co-employee. The SDS, ASDS, CES, EPS, and PSDS can nominate entry/ies for schools and school heads categories.
2. The initial evaluation of the documents of the school-based personnel and of private schools will be done in the District Offices.
3. Only the top five (5) finalists for each category from the district will be forwarded to the Division Office for final evaluation and ranking.
4. Division-based personnel will directly submit their documents to the Division Selection Committee for evaluation.
5. A nominee can only be nominated in two (2) award categories.
6. Only accomplishments or achievements within the period from August 29, 2023 up to August 30, 2024 will be considered for validation.
7. The results of the School Assessment of Learning (SAL) for School Year 2023-2024 must be equal to or above the Division MPS, with Elementary - 78.38 and Secondary - 75.94.
8. The top ten (10) finalists per category will be chosen. Finalists will receive certificates of recognition, however, one (1) or maximum of five (5) will be declared as winners during the awarding ceremony.
9. An awardee who wins for three consecutive period regardless of the nature of the awards bestowed will be elevated to the Hall of Fame and shall be disqualified to join in the same category in the succeeding years' contest. The Hall of Fame awardee can join the same contest category after three (3) years.
10. All finalists will be informed of the results through a division memorandum which will be uploaded at the division website.
9. Nominees must have no pending case.



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Enclosure No. 4 to Division Memorandum No. **586**s. 2024

**THE SCHOOLS DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

Chairperson: LUZ U BANSON Ed

OIC, Office of the Assistant Schools Division Superintendent

Members : SEGUNDINA F. DOLLETTE, EdD  
Chief Education Supervisor - CID

EDNA B. AZCARRAGA PhD

OIC- Office of the Chief Education Supervisor – SGOD

MA. SHARON S. BARRIENTOS

Administrative Officer V

MARJORIE A. BAYHON

Administrative Officer II

OIC, Office of the Accountant III

CECIL JOY D. DIOCSON

Administrative Officer V (Budget Office)

ATTY. JOSEPH A. ITURRALDE

Attorney III

REYNALDO AZCARRAGA PhD

President (CAPSTEA)

MAY EVAN DE LA CRUZ

Representative from DepEd NEU – Capiz Chapter

JOHNNY P. PUGON

Secondary School Principal III

President, CADASSA

MERCY B. BARROA

Elementary School Principal III

Vice President, PESPA

Secretariat : DARWIN D. BRILLO

Administrative Officer II

OIC, Office of the HRMO II



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Republic of the Philippines  
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**SCHOOLS DIVISION OF CAPIZ**

IMMACULADA J. AMORES PhD  
Senior Education Program Specialist (HRD)

YZARDA CLAUDETTE BALLERA  
Project Development Officer

EMMANUAL B. LATI  
Information Technology Officer I

**TECHNICAL WORKING GROUPS**  
(DIVISION SCREENING COMMITTEE PER CATEGORY)

Key Stage 1 - Outstanding Kindergarten to Grade 3 Teachers

Chairperson: LALAIN E. DELOS SANTOS

Members : MA. THERESA VILLAGRACIA  
ALAN VINCENT B. ALTAMIA  
JERRY V. MOSQUITE  
MARGGIE A. OBLIGACION

Key stage 2 and Key Stage 3 - Outstanding Grade 4 to 10 Teachers by Learning Area

1. English – SALVADOR DALE B. ARTATES  
FE BANEZ  
EDWIN JASON DUENAS  
YZARDA CLAUDETTE BALLERA  
MARGGIE A. OBLIGACION
2. Filipino – MERLIE RUBIO  
LALAIN E. DELOS SANTOS  
GLENN DOLLETE  
YZARDA CLAUDETTE BALLERA  
MARGGIE A. OBLIGACION
3. Mathematics -ELENIA P. BARANDA  
JUDITH TU  
GRACE ATINON  
MARGGIE A. OBLIGACION
4. Science - ANDRES D. QUIACHON  
CALIN BERNALES  
MA. THERESA V. VILLAGRACIA EdD  
MARGGIE A. OBLIGACION
5. Araling Panlipunan – SEPHORA M. ROLDAN  
REYNALDO AZCARRAGA  
ROMAR JARAVELLO



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DARWIN BRILLO  
MARGGIE A. OBLIGACION

6. Edukasyon sa Pagpapakatao – ALAN VINCENT ALTAMIA  
IMMACULADA AMORES  
CECIL JOY DIOCSON  
MARGGIE A. OBLIGACION
7. MAPEH - RONIE RETERACION  
JERRY MOSQUITE  
EDWARD VILLAFUERTE  
JHEAN MAE GRACE LINGCO  
MARGGIE A. OBLIGACION
8. EPP/TLE - ROLAND JAMORA  
ZALDY CAALAM  
EMMANUEL LATI  
KENNETH ANOCHE  
MARGGIE A. OBLIGACION

Key stage 4 - Outstanding Grade 11 to 12 Teachers by Strand

1. HUMSS - SEPHORA M. ROLDAN  
ROMAR JARAVELLO  
DARWIN BRILLO  
IMMACULADA AMORES  
MARGGIE A. OBLIGACION
2. STEM- ANDRES D. QUIACHON  
CALIN BERNALES  
MA. THERESA V. VILLAGRACIA EdD  
MARGGIE A. OBLIGACION
3. ABM - ELENIA P. BARANDA  
JUDITH TU  
GRACE ATINON  
MARGGIE A. OBLIGACION
4. GAS - MERLIE RUBIO  
SALVADOR DALE B. ARTATES  
GLENN DOLLETE  
YZARDA CLAUDETTE BALLERA  
MARGGIE A. OBLIGACION



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5. SPORTS- RONIE RETERACION  
JERRY MOSQUITE  
EDWARD VILLAFUERTE  
JHEAN MAE GRACE LINGCO  
MARGGIE A. OBLIGACION
6. AFA  
7. HE  
8. IA  
9. ICT - ROLAND JAMORA  
ZALDY CAALAM  
EMMANUEL LATI  
KENNETH ANOCHE  
EDWIN JASON DUENAS  
MARGGIE A. OBLIGACION

Outstanding Teachers under Indigenous Peoples Education (*IPe*d), Alternative Learning System (ALS), Special Education (SPED), Multi-Grade, and Special Curriculum / Interest Programs

Chairperson: The Program Coordinator

Members : REYNALDO AZCARRAGA  
SALVADOR DALE ARTATES  
MERLIE RUBIO  
RONIE C. RETERACION  
ANGEL F. PAYO JR.  
FRANCIS F. LIBRANDO  
ANDRES QUIACHON  
ROLAND JAMORA  
EMMANUEL LATI  
RUTH C. GERVERO  
MARGGIE A. OBLIGACION  
KENNETH ANOCHE

Outstanding School Heads (Principals, Asst. Principals, Head Teachers, OICs/TICs)

Chairperson: SEGUNDINA F. DOLLETE

Members : EDNA B. AZCARRAGA  
LALLAINE G. FUNDAL  
LALAIN DELOS SANTOS  
CALIN A. BERNALES  
MARGGIE A. OBLIGACION  
ANDRES QUIACHON  
ELENIA BARANDA

Outstanding Non-Teaching Personnel

Chairperson: MA. SHARON S. BARRIENTOS

Members : DARWIN D. BRILLO



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RONALD D. DILE  
MAY EVAN DELA CRUZ  
CERELO VILLAGRACIA  
EMMANUEL LATI  
JOHNNY PUGON

Best Organizational Unit

Chairperson: ATTY. JOSEPH ITURRALDE

Members : RONALD D. DILE  
ALAN VINCENT B. ALTAMIA  
CECIL JOY D. DIOCSON  
MARJORIE A. BAYHON  
MERCY B. BARROA

Awards for Outstanding Private Schools, School Heads, and Teachers  
(for private schools)

Chairperson: EDNA AZCARRAGA

Members : ALAN VINCENT ALTAMIA  
ROMAR JARAVELO  
RONALD DILE  
LALAINE FUNDAL  
ANDRES QUIACHON  
IMMACULADA AMORES



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 5 to Division Memorandum No. 586. 2024

**SEARCH FOR THE 2023 PASIDUNGOG AWARDEES  
EVALUATION FORM**

Name: \_\_\_\_\_ Grade Level Taught: \_\_\_\_\_

School: \_\_\_\_\_ Subject Area: \_\_\_\_\_

District: \_\_\_\_\_ Category: \_\_\_\_\_

Items	%	Points Obtained
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total	100	

**DIVISION SCREENING COMMITTEE**

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Chairman



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