



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

03 JULY 2024

**DIVISION MEMORANDUM**

NO.: **005**, S. 2024

**CALL FOR NOMINATIONS FOR GAWAD ESTRELLA**

To: Assistant Schools Division Superintendents  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

1. The Schools Division Office through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee and the PRIME-HRM Rewards and Recognition (R&R) Committee aims to recognize the meritorious achievements and contributions of DepEd personnel towards the attainment of the agency's vision, mission, goals, and objectives.

2. In preparation for the Regional Search for the Most Outstanding DepEd Employees (Gawad Lam-Ang), this office announces the call for nominations for the **2024 Gawad Estrella: Division Search for the Most Outstanding Teaching and Non-Teaching Personnel** in the following categories:

<b>Outstanding Teaching Personnel</b>
Category 1: (Teacher I -III)
Category 2: (Master Teacher I -III) and HT with teaching units
<b>Outstanding Non- Teaching Personnel</b>
Category 1: (SG 1-9)
Category 2: (SG 10 - 23)
<b>Outstanding School Head</b>
Category 1: (Elementary School)
Category 2: (Secondary School/ Integrated School)
<b>Outstanding Supervisors</b>
<b>Hall of Fame Awardee</b>

2. The required basic qualifications of each nominee are as follows:
- Has completed at least (3) three years of continuous service in the position he/she is nominated (at the time he/she is nominated);
    - at least three consecutive years for permanent employee;
    - three years in aggregate service for casual/contract of service /job order;



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
 Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph

- b. Has an "Outstanding" rating in the last three (3) performance rating periods prior to nomination;
- c. Has good reputation on school/office related financial matters;
- d. Has morality and integrity both in public and private life; and
- e. Has no pending case or no case for fact-finding/preliminary investigation or has not been found guilty of any administrative, criminal, or civil offense/case.

3. Qualified nominees in the above-mentioned categories are required to submit the following documents in (2) two sets:

- a. Duly accomplished nomination form signed by the nominator (see Appendix A)
- b. Endorsement Letter from the Schools Division Superintendent or the Division PRAISE Committee Chairperson
- c. Executive Summary (not more than 3 pages; see Appendix B)
- d. Certification of Authenticity
- e. Updated Personal Data Sheet (PDS) signed by duly-constituted authorities
- f. Updated Service Record duly certified by the Human Resource Management Officer (HRMO)
- g. Certification that the nominee has no AWOL/ unauthorized absences and accumulated tardiness
- h. Certification of the last three (3) performance rating periods prior to nomination signed by the Human Resource Management Officer (HRMO).
- i. Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer
- j. Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office/Regional Office.
- k. Milestone Accomplishment (5 mins. Audio-visual) to be submitted via a generated QR Code or URL link.
- l. List of Key Informants (Name, Position, cellular number) as Reference Persons for Validation. Include the relationship of the personnel to the nominee.
- m. **All MOVs per criteria**

*Note: Use and accomplish Appendix C as your guide for the requirements (see attachment no.2). Incomplete nomination documents shall not be processed by the PRAISE Committee.*

- 4. Each district is **encouraged to submit (1) one nominee per category.**
- 5. The guidelines and other attachments can be accessed through: <https://tinyurl.com/PANG2gawad>.
- 6. The districts shall check the completeness of all documents submitted before the endorsement to the division. They shall screen, validate, and deliberate the nominations using the criteria (Appendix D) for paper screening as basis for shortlisting the nominees per category.



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
Infoboard Group



pangasinan2@depd.gov.ph



www.depedpang2.ph

7. Only those nominees who got a **total point of 70** shall be qualified to be included in the SDO list.
8. A table of contents must be attached in the nominee's portfolio. Page separators in between criteria are highly required. Documents must be placed on A4 size paper and be placed in A4 size folder observing proper color coding: Green (Teaching), Blue (Non-Teaching), Yellow (School Head), Orange (Supervisor).
9. All nominations **shall be submitted to the Division Records Unit on or before July 20, 2024 at 5:00 PM.**
10. The timeline for the search is as follows:


<b>Activity</b>	<b>Date</b>
Call for Submission of Nominee	July 19, 2024
Deadline of submission of MOVs	July 19, 2024 stamped in the Records Office
Assessment, Paper Screening and Validation	July 22-24, 2024
Interview of Qualified Nominees	July 25-26, 2024
Announcement and Awarding	TBA through a Memo

11. Widest dissemination of this Memorandum is desired.

**VIVIAN LUZ S. PAGATPATAN CESO VI**  
 OIC, Schools Division Superintendent

**For the Schools Division Superintendent**

  
**MARCIANO U. SORIANO, JR. EdD CESO VI**  
 Assistant Schools Division Superintendent

APPROVED FOR TRANSMISSION:  
  
**ARVIN R. PURICHUA**  
 ADMINISTRATIVE OFFICER V



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
 Infoboard Group



pangasinan2@depd.gov.ph



www.depdpang2.ph





Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPENDIX B

**2024 GAWAD ESTRELLA (DIVISION SEARCH FOR OUTSTANDING DIVISION  
 DEPED PERSONNEL)  
 EXECUTIVE NOMINATION WRITE-UP**

**Name of Nominee:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**School/ SDO:** \_\_\_\_\_

**Search Category:** \_\_\_\_\_

*The three-page write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be data-driven, in order of significance, complete with descriptions, justifications and should adhere to the following pointers:*

- *Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;*
- *State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and*
- *Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated*
- *Use the criteria as sub-headings, if needed*

*Prepared by:*

Prepared by:

\_\_\_\_\_  
 Name and Signature of the Nominator  
 Position  
 Date



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
 Infoboard Group



pangasinan2@depd.gov.ph



www.depdpang2.ph



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPENDIX C

**2024 GAWAD ESTRELLA (DIVISION SEARCH FOR OUTSTANDING DIVISION DEPED PERSONNEL)  
 EXECUTIVE NOMINATION WRITE-UP**

Name OF Nominee : \_\_\_\_\_

Basic Documentary Requirements	Status of Submission (To be filled out by the nominee)	Verification (To be filled by the PRAISE Committee)	
		Status of Submission	Remarks
a. Duly accomplished Nomination Form signed by the nominator			
b. Endorsement Letter from the nominator			
c. Certification of Authenticity			
d. Updated Personal Data Sheet (PDS) signed by duly constituted authorities			
e. Updated Service Record duly certified by the Human Resource Management Officer (HRMO)			
f. Certification signed by the (HRMO) that the nominee has no AWOL/unauthorized absences and accumulated tardiness;			
g. Certification signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer with no administrative, criminal, or civil impediments			
h. Certified True Copy of the last three performance rating periods prior to the nomination			
i. Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office			
k. Milestone Accomplishment (max. of 5 mins. Audio-visual).			
l. List of Key Informants			

Prepared by:

Attested by:

\_\_\_\_\_  
 Name and Signature of the Nominee

\_\_\_\_\_  
 PRAISE Committee Chair



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
 Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OFFICE OF PANGASINAN II

Appendix D

**CRITERIA FOR EVALUATION**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Paper Evaluation Criteria for Teaching Personnel Category 1

Teaching Personnel Category 1				
Criteria	Points	Means of Verification (All MOVs must be of the past (3) three years)	Evidence	Points
<b>1. Instructional Competence (45 points)</b>	15	<ul style="list-style-type: none"> <li>➤ Signed Results of <b>Classroom Observations</b> (at least 2 COTs for each school year for the last (3) three years)</li> </ul>		
	15	<ul style="list-style-type: none"> <li>➤ Sample <b>Approved Learning Plans</b> showcasing:               <ul style="list-style-type: none"> <li>a. application of a range of teaching strategies to develop critical and creative thinking skills</li> </ul> </li> <li>➤ Positive use of ICT</li> <li>➤ Use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences</li> <li>➤ Plan, manage and implement developmentally sequenced teaching and learning process</li> </ul>		
	15	<ul style="list-style-type: none"> <li>➤ Sample teacher – crafted <b>Assessment Tools</b></li> <li>➤ Sample Assessment Analysis Reports submitted to the School Head</li> <li>➤ Impact Evaluation Report</li> </ul>		
<b>2. Research Engagement (15 points)</b>	15	<ul style="list-style-type: none"> <li>➤ List of <b>Solo or Collaborative Action /Basic Completed Research Outputs</b> for the last (3) three years with Certificate of Completion</li> </ul>		
<b>3. Professional Growth and Development (15 points)</b>	15	<ul style="list-style-type: none"> <li>➤ Proof of degree earned from the Graduate School/Certificate of Graduate units earned</li> <li>➤ Certificate of participation in at least three-day trainings/seminars/ workshops from any DepEd-recognized training providers</li> <li>➤ Certificate of recognition as a learning facilitator/ learning facilitator/content expert in (at least) District-initiated trainings/seminars</li> </ul>		



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
 Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph

<b>4. Innovation (10 points)</b>	10	<ul style="list-style-type: none"> <li>➤ Certificate of Completed Innovation signed by Head of Office</li> <li>➤ Certificate of Adoption/Implementation signed by the Head of Office</li> <li>➤ Narrative of Impact Evaluation of Innovation</li> <li>➤ Proof of Impact Results Dissemination</li> </ul>		
<b>5. Leadership (10 points)</b>	10	<ul style="list-style-type: none"> <li>➤ Certificate of Recognition as a Chairperson/ Officer of a Professional Organization</li> <li>➤ Certificate of Recognition as Chairperson/Coordinator of School Organization</li> <li>➤ Certificate of Recognition as Winning Coach/Adviser (at least Division Level)</li> <li>➤ Accomplishment Report of the Organization</li> </ul>		
<b>6. Social and Community Engagement (5 points)</b>	5	<ul style="list-style-type: none"> <li>➤ Certificate of commendation on contribution to the community with relevant documentations</li> <li>➤ Proof of participation to a sustainable community program</li> <li>➤ Narrative of the impact of community involvement</li> </ul>		
<b>Total</b>	100			

Name of Evaluator:

\_\_\_\_\_

*Note: To be considered finalist in the category, the nominee shall have accumulated a total of at least 70 points from the Paper Evaluation Phase.*



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
Infoboard Group



pangasinan2@depd.gov.ph



www.depedpang2.ph



### CRITERIA FOR EVALUATION

Name: \_\_\_\_\_ Position: \_\_\_\_\_

#### Paper Evaluation Criteria for Teaching Personnel Category 2

Teaching Personnel Category 2				
Criteria	Points	Means of Verification (All MOVs must be of the past (3) three years)	Evidence	Points
<b>1. Instructional Competence (30 points)</b>  Specific Indicators: 1. Mastery of Content and Subject 2. Curriculum and Planning 3. Assessment of Learning	10	<ul style="list-style-type: none"> <li>➤ Signed Results of <b>Classroom Observations</b> (at least 2 COTs for each school year for the last (3) three years)</li> </ul>		
	10	<ul style="list-style-type: none"> <li>➤ Sample <b>Approved Learning Plans</b> showcasing:               <ul style="list-style-type: none"> <li>a. application of a range of teaching strategies to develop critical and creative thinking skills</li> </ul> </li> <li>➤ Positive use of ICT</li> <li>➤ Use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences</li> <li>➤ Plan, manage and implement developmentally sequenced teaching and learning process</li> </ul>		
	10	<ul style="list-style-type: none"> <li>➤ Sample teacher – crafted <b>Assessment Tools</b></li> <li>➤ Sample Assessment Analysis Reports submitted to the School Head</li> <li>➤ Impact Evaluation Report</li> </ul>		
<b>2. Research Engagement (20 points)</b>	20	<ul style="list-style-type: none"> <li>➤ List of <b>Solo or Collaborative Action /Basic Completed Research Outputs</b> for the last (3) three years with Certificate of Completion</li> </ul>		
<b>3. Professional Growth and Development (15 points)</b>	15	<ul style="list-style-type: none"> <li>➤ Proof of degree earned from the Graduate School/Certificate of Graduate units earned</li> <li>➤ Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers</li> <li>➤ Certificate of recognition as a learning facilitator/ learning facilitator/content expert in (at least) District-initiated trainings/seminars</li> </ul>		
<b>4. Innovation (15 points)</b>	15	<ul style="list-style-type: none"> <li>➤ Certificate of Completed Innovation signed by Head of Office</li> </ul>		



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph

		<ul style="list-style-type: none"> <li>➤ Certificate of Adoption/Implementation signed by the Head of Office</li> <li>➤ Narrative of Impact Evaluation of Innovation</li> <li>➤ Proof of Impact Results Dissemination</li> </ul>		
<b>5. Leadership (15 points)</b>	15	<ul style="list-style-type: none"> <li>➤ Certificate of Recognition as a Chairperson/ Officer of a Professional Organization</li> <li>➤ Certificate of Recognition as Chairperson/Coordinator of School Organization</li> <li>➤ Certificate of Recognition as Winning Coach/Adviser (at least Division Level)</li> <li>➤ Accomplishment Report of the Organization</li> </ul>		
<b>6. Social and Community Engagement (5 points)</b>	5	<ul style="list-style-type: none"> <li>➤ Certificate of commendation on contribution to the community with relevant documentations Proof of participation to a sustainable community program</li> <li>➤ Narrative of the impact of community involvement</li> </ul>		
<b>Total</b>	100			

Name of Evaluator:

---

*Note: To be considered finalist in the category, the nominee shall have accumulated a total of at least 70 points from the Paper Evaluation Phase.*



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
Infoboard Group



pangasinan2@depd.gov.ph



www.depdpang2.ph

### CRITERIA FOR EVALUATION

Name: \_\_\_\_\_ Position: \_\_\_\_\_

#### Paper Evaluation Criteria for Non-Teaching Personnel Category 1

<b>Non-Teaching Personnel Category 1</b>				
Criteria	Points	Means of Verification (All MOVs must be of the past (3) three years)	Evidence	Points
<b>1. Quality of Personal and Professional Development Initiatives (35 points)</b>  Specific Indicators:  1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	<ul style="list-style-type: none"> <li>➤ Certificates of Professional Development Programs participated</li> <li>➤ Certificates of completion to special trainings aligned to Key Result Area/ IPDP</li> <li>➤ Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.)</li> </ul>		
	20	<ul style="list-style-type: none"> <li>➤ Narrative/ testimonials of exemplary work ethics and behavior</li> </ul>		
<b>2. Quality and Consistency of Behavioral Performance (25 points)</b>	25	<ul style="list-style-type: none"> <li>➤ Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO</li> </ul>		
<b>3. Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)</b>	25	<ul style="list-style-type: none"> <li>➤ Proof of/Narratives on/ Testimonials on:               <ul style="list-style-type: none"> <li>a. Impact of Work</li> <li>b. Work Effectiveness</li> <li>c. Work Efficiency</li> <li>d. Work Collaboration</li> </ul> </li> </ul>		
<b>4. Social and Community Engagement (15 points)</b>	15	<ul style="list-style-type: none"> <li>➤ Certificate of commendation on contribution to the community with relevant documentations</li> <li>➤ Proof of participation to a sustainable community program</li> <li>➤ Narrative of the impact of community involvement</li> </ul>		
<b>Total</b>	100			

Name of Evaluator:

\_\_\_\_\_

Note: To be considered finalist in the category, the nominee shall have accumulated a total of at least 70 points from the Paper Evaluation Phase.



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
InfoBoard Group



pangasinan2@depd.gov.ph



www.depedpang2.ph

### CRITERIA FOR EVALUATION

Name: \_\_\_\_\_ Position: \_\_\_\_\_

#### Paper Evaluation Criteria for Non-Teaching Personnel Category 2

<b>Non-Teaching Personnel Category 2</b>				
Criteria	Points	Means of Verification (All MOVs must be of the past (3) three years)	Evidence	Points
<b>1. Quality of Personal and Professional Development Initiatives (30 points)</b>  Specific Indicators:  1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	<ul style="list-style-type: none"> <li>➤ Certificates of Professional Development Programs participated</li> <li>➤ Certificates of completion to special trainings aligned to Key Result Area/ IPDP</li> <li>➤ Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.)</li> </ul>		
	15	<ul style="list-style-type: none"> <li>➤ Narrative/ testimonials of exemplary work ethics and behavior</li> </ul>		
<b>2. Quality and Consistency of Behavioral Performance (25 points)</b>	25	<ul style="list-style-type: none"> <li>➤ Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO</li> </ul>		
<b>3. Research and Innovation (10 points)</b>	10	<ul style="list-style-type: none"> <li>➤ List of researches conducted (solo or collaboration)</li> <li>➤ Certificate of Research Implementation</li> <li>➤ Certificate of Research Involvements</li> <li>➤ Proof of Innovative Outputs</li> <li>➤ Certificate of Implementation of Innovative Outputs</li> </ul>		
<b>4. Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)</b>	25	<ul style="list-style-type: none"> <li>➤ Proof of/Narratives on/ Testimonials on:               <ul style="list-style-type: none"> <li>a. Impact of Work</li> <li>b. Work Effectiveness</li> <li>c. Work Efficiency</li> <li>d. Work Collaboration</li> </ul> </li> </ul>		
<b>5. Social and Community Engagement (15 points)</b>	15	<ul style="list-style-type: none"> <li>➤ Certificate of commendation on contribution to the community with relevant documentations</li> <li>➤ Proof of participation to a sustainable community program</li> <li>➤ Narrative of the impact of community involvement</li> </ul>		
<b>Total</b>	100			

Name of Evaluator: \_\_\_\_\_

Note: To be considered finalist in the category, the nominee shall have accumulated a total of at least 70 points from the Paper Evaluation Phase.



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph

### CRITERIA FOR EVALUATION

Name: \_\_\_\_\_ Position: \_\_\_\_\_

#### Paper Evaluation Criteria for School Head Category

School Head Category				
Criteria	Points	Means of Verification (All MOVs must be of the past (3) three years)	Evidence	Points
<b>1. Strategic Leadership (35 points)</b>  Specific Indicators: 1. Quality School Management Practices 2. Research and Development Initiatives 3. School Program Design and Implementation	15	<ul style="list-style-type: none"> <li>➤ Certificate of Commendation/ Recognition for the School Head of the host being benchmarked school done</li> <li>➤ List of initiated innovative programs and activities</li> <li>➤ Copy of approved School Improvement Plan with a Narrative Report on the Implementation of School Improvement Plan</li> </ul>		
	10	<ul style="list-style-type: none"> <li>➤ Copy of SDO-approved policy/policies</li> <li>➤ Narrative reports/Results of policy implementation and policy review</li> <li>➤ List of completed researches conducted (solo or collaboration; if collaborative research must be lead researcher</li> </ul>		
	10	<ul style="list-style-type: none"> <li>➤ List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report</li> <li>➤ Sample approved training designs and training matrixes</li> <li>➤ Accomplishment Reports on the implemented needs-based programs implemented in the school</li> <li>➤ Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school</li> </ul>		
<b>2. Managing School Operations and Resources (20 points)</b>  Specific Indicators: 1. Records Management 2. Financial Management 3. Management of Staff 4. School Safety	5	<ul style="list-style-type: none"> <li>➤ Evidence that school data and information are managed using technology, including ICT</li> <li>➤ School Process on utilization and safekeeping of the school data and information</li> </ul>		
	5	<ul style="list-style-type: none"> <li>➤ Certificate of No-AOM from SDO COA or its equivalent</li> <li>➤ Certification of Budget Utilization Performance Report from SDO</li> </ul>		
	5	<ul style="list-style-type: none"> <li>➤ Copy of approved Work and Financial Plan (GAD)/MOOE/Budget Execution Plan 1</li> <li>➤ Copy of approved Budget Performance Report vis-à-vis WFP (GAD)/MOOE/BED 1</li> <li>➤ Copy of Monthly Liquidation Reports</li> </ul>		



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph

	5	<ul style="list-style-type: none"> <li>➤ Evidence of institutionalized management of school safety for disaster preparedness, mitigation and resiliency</li> </ul>		
<b>3. Instructional Leadership (20 points)</b>	20	<ul style="list-style-type: none"> <li>➤ Proof of provision of technical assistance/coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ Coaching and Mentoring Plan/Technical Assistance Plan</li> <li>➤ Technical Assistance Plan Implementation Report</li> <li>➤ Copy of Completed Innovative/Contextualized Instructional/Learning Materials</li> <li>➤ Certificates as Learning Resource Facilitator on instructional/pedagogical teachers advancement of</li> <li>➤ Evidence of utilization of classroom observation notes for PDP development/conduct of LAC/INSET</li> </ul>		
<b>4. Developing Self and Others</b>	15	<ul style="list-style-type: none"> <li>➤ Certificates as learning facilitator/content expert to fellow school heads in upgrading personal and professional competencies aligned with the Philippine Professional Standards for School Heads/ School-based Management (at least Division level)</li> <li>➤ Copy of approved Training Programs/LAC</li> <li>➤ Evidence of continuous professional development initiatives/activities</li> <li>➤ Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school</li> </ul>		
<b>5. Building Connections (10 points)</b>	10	<ul style="list-style-type: none"> <li>➤ Evidence of partnerships and linkages to support school programs/activities/ MOA/ MOU</li> <li>➤ List of school benefactors</li> <li>➤ List of community activities participated by the school</li> <li>➤ List of programs initiated and participated by the school for the community</li> <li>➤ Accomplishment Reports on initiated community programs</li> </ul>		
<b>Total</b>	100			

Name of Evaluator:

Note: To be considered finalist in the category, the nominee shall have accumulated a total of at least 70 points from the Paper Evaluation Phase.



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph

## CRITERIA FOR EVALUATION

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## Paper Evaluation Criteria for Supervisor Category

Supervisor Category				
Criteria	Points	Means of Verification (All MOVs must be of the past (3) three years)	Evidence	Points
<b>1. Strengthening Shared Accountability (30 points)</b>  Specific Indicator:  1. Technical Assistance/ Coaching and Mentoring  2. Program Implementation	20	<ul style="list-style-type: none"> <li>➤ Copy of approved Technical Assistance Plan</li> <li>➤ Proof of provision of Technical Assistance/ Coaching and Mentoring conducted/ Technical Assistance Plan/Coaching and Mentoring Plan</li> <li>➤ Technical Assistance Plan Implementation Report</li> </ul>		
	10	<ul style="list-style-type: none"> <li>➤ Program Implementation Report/ Accomplishment Report of Program under the Portfolio</li> </ul>		
<b>2. Fostering Culture of Continuous Improvement (30 points)</b>  Specific Indicator:  1. Research and Innovation	30	<ul style="list-style-type: none"> <li>➤ List of <b>solo</b> Action Researches conducted</li> <li>➤ Certificate of Research Implementation</li> <li>➤ Certificate of Research Involvements</li> <li>➤ Proof of innovative outputs</li> <li>➤ Certificate of Implementation of the Innovative Outputs</li> </ul>		
<b>3. Developing Self and Others (25 points)</b>  Specific Indicators: 1. Learning and Development Initiatives 2. Personal and Professional Development Initiatives 3. Membership to Technical Working Groups/ Professional Organizations	10	<ul style="list-style-type: none"> <li>➤ List of approved/ certified/ accredited learning and development initiatives for both the teaching and non-teaching personnel</li> <li>➤ Sample training designs and matrixes approved by NEAP-R1</li> <li>➤ Sample of Accomplishment Reports submitted/ approved</li> <li>➤ Accomplishment reports on the implemented needs-based programs implemented</li> </ul>		
	10	<ul style="list-style-type: none"> <li>➤ Certificate/List of trainings conducted.</li> <li>➤ Certificate of recognition as resource speaker/learning facilitator/content expert.</li> <li>➤ Certificate of Attendance in professional development activities</li> </ul>		
	5	<ul style="list-style-type: none"> <li>➤ Certificate of membership to DepEd- recognized technical working groups</li> <li>➤ Certificate of membership to recognized professional organizations</li> </ul>		
<b>3. Community Leadership and social Responsibility (15 points)</b>	15	<ul style="list-style-type: none"> <li>➤ Certificate of Attendance/ Participation</li> </ul>		

		<ul style="list-style-type: none"> <li>➤ Proof of community engagement and engagement with stakeholders and</li> <li>➤ Recognition in various involvement program/activity community</li> <li>➤ Testimonials from community partners</li> <li>➤ Proof of participation to a collaborative work in and out of DepEd</li> </ul>		
<b>Total</b>	100			

Name of Evaluator:

\_\_\_\_\_  
 Note: To be considered finalist in the category, the nominee shall have accumulated a total of at least 70 points from the Paper Evaluation Phase.



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II  
 Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph