

## Department of Education

REGION I SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

03 JULY 2024

#### **DIVISION MEMORANDUM**

NO.: 605, S. 2024

#### CALL FOR NOMINATIONS FOR GAWAD ESTRELLA

Assistant Schools Division Superintendents To:

Chief Education Supervisors Education Program Supervisors Public Schools District Supervisors Elementary and Secondary School Heads

All Others Concerned

- 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.
- 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:

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

- 2. The required basic qualifications of each nominee are as follows:
  - a. Has completed at least (3) three years of continuous service in the position he/she is nominated (at the time he/she is nominated);
    - a.1. at least three consecutive years for permanent employee;
    - a.2. three years in aggregate service for casual/contract of service /job order;













- 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.
- 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.
  - 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.
- The guidelines and other attachments can be accessed through: https://tinyurl.com/PANG2gawad.
- 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.













- Only those nominees who got a total point of 70 shall be qualified to be included in the SDO list.
- 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).
- All nominations shall be submitted to the Division Records Unit on or before July 20, 2024 at 5:00 PM.
- The timeline for the search is as follows: 10.

Activity	Date	
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	

Widest dissemination of this Memorandum is desired. 11.

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

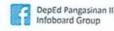
For the Schools Division Superintendent

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















# Department of Education

SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPENDIX A

#### NOMINATION FORM 2024 DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL (GAWAD ESTRELLA)

Search Category	1011	WID DOTTEDDAY	
Supervisor	□ EPS	□ PSDS	Please attach you
School Head	□ Elementary	☐ Secondary/ Integrated	Passport size forma
Teaching	☐ Master Teacher	□ Department Head	picture
	☐ Head Teacher	☐ Teacher I - III	
Non-Teaching	☐ Category 1	□ Category 2	
Name of Nomine Current Position Division/ Unit A Years in Service:	ssigned:		
	PRAISE COMMITTEE great pleasure and pr	: ivilege to nominate 2024 DIVIS	SION SEARCH FOR
OUTSTANDING	DEPED PERSONNEL	(GAWAD ESTRELLA).	DION DEMICIT FOR
meritorious pers service, making l	, superior accomplish sonal advocacies that nim/her qualified to th		public service and
Signature over Pri	nted Name of Nominator	Position	Date Signed
THE DIVISION I	PRAISE COMMITTEE	:	
correct, and of m	ertify that all informati y personal knowledge or certified true copies	on contained in my nomination and belief, and the documents s thereof.	folders are true and submitted herewith
PRAISE Commit above, for purp Outstanding De	ttee, the right to colle oses relevant to my pEd Personnel (Gawa	e Department of Education, the ect and process my personal in nomination in the <b>2024 Did Estrella</b> ) and for purposes of the mented by the Republic of the	ivision Search for compliance with the
		Name and Signa	ature of the Nominee
A	A VANO		















# 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-IIP

	SCOTT E NOMINATION WRITE-OF
Name of Nominee:	
Position:	
School/ SDO:	
Search Category:	
norms of conduct me accomplishments or re significance, complete a following pointers:  • Use specific terms. I "facilitated";  • State outstanding accomplishing factual and in bull • Present impact of accomplishing accomplish	complishments by indicating problems addressed, savings benefited and/or transactions facilitated

Prepared by:

Name and Signature of the Nominator Position Date















# 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**

P	Name OF Nominee :					
	Basic Documentary Requirements	Status of Submission	Verification (To be filled by the PRAISE Committee)			
		(To be filled out by the nominee)	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).					
1.	List of Key Informants					

Prepared by:	Attested by:
Name and Signature of the Nominee	PRAISE Committee Chair















# 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 Evidence Points				
	- OAMES	must be of the past (3) three years	Evidence	Points
1.Instructional Competence (45 points)	15	Signed Results of Classroom Observations (at least 2 COTs for each school year for the last (3) three years		
	15	<ul> <li>Sample Approved Learning Plans showcasing:         <ul> <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> <li>Sample teacher – crafted         Assessment Tools     </li> <li>Sample Assessment Analysis         Reports submitted to the         School Head     </li> <li>Impact Evaluation Report</li> </ul>		
2. Research Engagement (15 points)	15	> List of Solo or Collaborative Action /Basic Completed Research Outputs for the last (3) three years with Certificate of Completion		
3. Professional Growth and Development (15 points)	15	<ul> <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>		













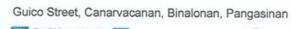
4. Innovation (10 points)	10	<ul> <li>Certificate of Completed Innovation signed by Head of Office</li> <li>Certificate of Adoption/Implementation signed by the Head of Office</li> <li>Narrative of Impact Evaluation of Innovation</li> <li>Proof of Impact Results Dissemination</li> </ul>	
5. Leadership (10 points)	10	<ul> <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>	
6. Social and Community Engagement (5 points)	5	Certificate of commendation on contribution to the community with relevant documentations Proof of participation to a sustainable community program  Narrative of the impact of community involvement	
Total	100		

Name of Evaluator:		













Name:	Position:

Paper Evaluation Criteria for Teaching Personnel Category 2

Criteria	Points	Teaching Personnel Category 2	75.14	
Ontena	Foints	Means of Verification (All MOVs must be of the past (3) three years	Evidence	Points
1.Instructional Competence (30 points)	10	Signed Results of Classroom Observations (at least 2 COTs for each school year for the last (3) three years		
Specific Indicators:  1. Mastery of Content and Subject 2. Curriculum and Planning 3. Assessment of Learning	10	<ul> <li>Sample Approved Learning Plans showcasing:         <ul> <li>a. application of a range of teaching strategies to develop critical and creative thinking skills</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> </li> </ul>		
	10	<ul> <li>Sample teacher – crafted         Assessment Tools     </li> <li>Sample Assessment Analysis         Reports submitted to the         School Head     </li> <li>Impact Evaluation Report</li> </ul>		
2. Research Engagement (20 points)	20	List of Solo or Collaborative Action /Basic Completed Research Outputs for the last (3) three years with Certificate of Completion		
3. Professional Growth and Development (15 points)	15	<ul> <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/content expert in (at least) District-initiated trainings/seminars</li> </ul>		
4. Innovation (15 points)	15	> Certificate of Completed Innovation signed by Head of Office		













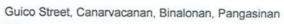
		<ul> <li>Certificate of Adoption/Implementation signed by the Head of Office</li> <li>Narrative of Impact Evaluation of Innovation</li> <li>Proof of Impact Results Dissemination</li> </ul>	
5. Leadership (15 points)	15	<ul> <li>Certificate of Recognition as a         Chairperson/Officer of a         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>	
6. Social and Community Engagement (5 points)	5	<ul> <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>	
Total	100		

Name of Evaluator:	















Name:	Position:	

Paper Evaluation Criteria for Non-Teaching Personnel Category 1

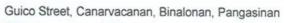
Caltania		Non-Teaching Personnel Category 1		
Criteria	Points	Means of Verification (All MOVs must be of the past (3) three years)	Evidence	Points
1. Quality of Personal and Professional Development Initiatives (35 points)  Specific Indicators:  1. Professional and Personal Growth and	15	<ul> <li>Certificates 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>		
Development 2. Work Ethics and Behavior	20	Narrative/ testimonials of exemplary work ethics and behavior		
2. Quality and Consistency of Behavioral Performance (25 points)	25	Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO		
3. Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)	25	<ul> <li>Proof of/Narratives on/ Testimonials on:</li> <li>a. Impact of Work</li> <li>b. Work Effectiveness</li> <li>c. Work Efficiency</li> <li>d. Work Collaboration</li> </ul>		
4. Social and Community Engagement (15 points)	15	<ul> <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>		
Total	100	The state of the s		

Name of Evaluator	



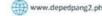












Paper Evaluation Criteria for Non-Teaching Personnel Category 2 Non-Teaching Personnel Category 2 Criteria Points Means of Verification (All MOVs must be Evidence Points of the past (3) three years) 1. Quality of Personal 15 Certificates of Professional and Professional Development Programs participated Development Certificates of completion to special Initiatives trainings aligned to Key Result Area/ (30 points) **IPDP** Proof of continuing professional Specific Indicators: education initiatives in the last three years (certificates of graduate school 1. Professional and units earned, copy graduate school diploma, certificates of specialized Personal Growth and trainings, NC Certificates etc.) Development 2. Work Ethics and Behavior 15 Narrative/ testimonials of exemplary work ethics and behavior 2. Quality and 25 Certified copy of Performance Ratings Consistency of for the last three (3) years duly Behavioral certified by the HRMO Performance (25 points) 3. Research and 10 List of researches conducted (solo or Innovation (10 collaboration) points) Certificate of Research Implementation Certificate of Research Involvements **Proof of Innovative Outputs** Certificate of Implementation of Innovative Outputs 4. Outstanding Work 25 Proof of/Narratives on/ Testimonials Contributions, on: Accomplishments, a. Impact of Work Innovations, and b. Work Effectiveness Ideas (25 points) c. Work Efficiency d. Work Collaboration 5. Social and 15 > Certificate of commendation Community contribution to the community with Engagement (15 relevant documentations points) Proof of participation to a sustainable community program > Narrative of the impact of community involvement Total 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.













Name:	 Position:	

Paper Evaluation Criteria for School Head Category

Criteria	Points	Means of Verification (All MOVs	Evidence	Points
1 Otrotosi v		must be of the past (3) three years)		- 54410
1. Strategic Leadership (35 points)  Specific Indicators:  1. Quality School Management Practices  2. Research and Development Initiatives  3. School Program Design and	15	<ul> <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>		
Implementation	10	<ul> <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> <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>		
C. Managing School Operations and Resources 20 points) Specific Indicators:	5	Evidence that school data and information are managed using technology, including ICT     School Process on utilization and safekeeping of the school data and information		
. Records Management . Financial Management . Management of Staff	5	<ul> <li>Certificate of No-AOM from SDO COA or its equivalent</li> <li>Certification of Budget Utilization Performance Report from SDO</li> </ul>		
F. School Safety	5	<ul> <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>		

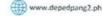












	5	Evidence of institutionalized management of school safety for disaster preparedness, mitigation and resiliency
3.Instructional Leadership (20 points)	20	<ul> <li>➢ Proof of provision of technical assistance/coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ 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>
4. Developing Self and Others	15	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)  Copy of approved Training Programs/LAC  Evidence of continuous professional development initiatives/activities  Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school
5. Building Connections (10 points)	10	Evidence of partnerships and linkages to support school programs/activities/ MOA/ MOU      List of school benefactors     List of community activities participated by the school      List of programs initiated and participated by the school for the community      Accomplishment Reports on initiated community programs
Total	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.













Name:	Position:
	- 0 0 1 1 1 1 1

Paper Evaluation Criteria for Supervisor Category Supervisor Category
Means of Verification (All MOVs Evidence Criteria Points Points must be of the past (3) three years) 1. Strengthening 20 Copy of approved Technical Shared Accountability Assistance Plan (30 points) Proof of provision of Technical Assistance/ Coaching and Specific Indicator: Mentoring conducted/ Technical Assistance Plan/Coaching and 1.Technical Assistance/ Mentoring Plan Coaching Technical Assistance Plan Mentoring Implementation Report 2.Program 10 Program Implementation Report/ Implementation Accomplishment Report Program under the Portfolio 2. Fostering Culture of 30 List of solo Action Researches Continuous conducted Improvement Certificate of Research (30 points) Implementation Certificate of Research Specific Indicator: Involvements Proof of innovative outputs Research and Certificate of Implementation of Innovation the Innovative Outputs 3. Developing Self and 10 List of approved/ certified/ Others accredited learning and points) development initiatives for both the teaching and non-teaching Specific Indicators: personnel 1. Learning and Sample training designs and Development matrixes approved by NEAP-R1 Initiatives Sample of Accomplishment Reports submitted/approved 2. Personal Professional Accomplishment reports on the Development implemented needs-based Initiatives programs implemented 3. Membership Technical 10 Certificate/List of trainings Working conducted. Certificate of recognition as Groups/ Professional resource speaker/learning Organizations facilitator/content expert. Certificate of Attendance in professional development activities 5 Certificate of membership to DepEdrecognized technical working groups Certificate of membership to recognized professional organizations 3. Community 15 Certificate of Attendance/ Leadership and social Participation Responsibility



(15 points)











		<ul> <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>	
Total	100		

Name of Evaluator:













