



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 443, s. 2018

TO: Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
Elementary and Secondary School Heads
Section and Unit Heads
This Division

FROM: For the Schools Division Superintendent


RALPH T. QUIROG
Chief ES, Curriculum Implementation Division

DATE: September 25, 2018

SUBJECT: **ADDENDUM TO DIVISION MEMORANDUM 375 S. 2018 RE: 2018**
Institutional CONferment (ICON Awards) (SEARCH FOR OUSTANDING
EMPLOYEES)

DM- 2018- 09 - 443

DepED-MALAYBALAY CITY DIVISION

RELEASED

DATE: SEP 25 2018 TIME: 2:20

BY: 

1. This Office informs the field of the additional category for the 2018 Institutional CONferment under ICON of Services; the Operations Support Finance Personnel.

2. This category will be contested by the financial staff from the Division and Districts deployed in different schools. Nominees must reach the cut off total score of 50% per agreement in the executive committee meeting and will be declared finalist in the category.

3. Documents of the nominees shall be submitted with their substantial support documents executing omnibus certification notarized by public attorney for each of the categories on or before **September 28, 2018 (Friday)** Attention: **VINCE G. SANMIGUEL- Senior Education Program Specialist**, Division Awards Committee Chairperson.

4. Validation of nominees in all categories shall commence on **October 1, 2018** and committee chairperson must submit the final result of the assessment and validation in the same day.

5. The Awarding Ceremony dubbed as **ICON'S NIGHT** will be on October 12, 2018 at Kaamulan Folk Arts Theater, Provincial Capitol Malaybalay City.

6. Enclosed are the specific criteria of the category.

7. Expenses relative to the aforementioned activity is charged to Research Conference fund, MOOE and Local Stakeholders convergence fund.

8. For information and guidance.

Encls.: As stated

Copy furnished:

Records Unit
Planning & Research Section

To be posted in the website

EXECUTIVE COMMITTEE

Chairperson	Rebonfamil R Baguio-SDS
Co-Chairperson	Sunny Ray F. Amit ASDS
Members:	Susan S. Olana PhD (DASSA President) Ralph T. Quirog- Chief Education Supervisor, CID Lorenzo O. Capacio, EdD - Chief Education Supervisor, SGOD Narita T. Padua (PESPA President)

SEARCH COMMITTEE

Chairperson	Vicente G. Sanmiguel, SEPS
Co-Chair	Edwin Cariaga-OIC SEPS-HRD Jasmin J. Adriatico, LPT- CID
Members:	Manny B. Pimentel, PSDS-CID Marsfith M. Mamawag, OIC-SEPS –Social Mobilization & Networking

DIVISION COMMITTEE EVALUATORS

I. ICON of Services and Leadership (Elementary, Secondary and Division Personnel)		
a. Operations Support Finance Personnel	Chairperson	Purisima J. Yap
b. Operations Implementation Personnel	Co-Chairperson	Jutchel L. Nayra, DPA
	Member	Emelyn D. Razo Rhysa Cyle Rosalejos, CPA

**ICON FOR SERVICES
(Operations Support Finance Personnel)**

I. Personal Qualities and Character		30
a. Good moral character, honesty and integrity	6	
b. Dependability, reliability and cooperative attitude	6	
c. Public relationship and sense of humor	6	
d. patience tolerance and concern for other	6	
e. Quality and consistency of exemplary conduct and noteworthiness of behavioral performance	6	
<i>Note: Submit write-ups about the nominee by the following:</i>		
• Immediate Superior		
• teacher (2)		
• other non- teaching personnel		
• Co-member in civic and religious organization (2)		
II. Performance		40
1. Outstanding achievements		
1.1 Performance Rating for the last Three years	15	
Outstanding	15	
Very Satisfactory	10	
Satisfactory	8	
1.2 Active involvement in programs and projects which benefited the division and the whole personnel.	5	
<i>Documents Required</i>		
❖ Pictorial and project brief summary		
1.3 Has introduced and implemented self-initiated Projects	10	
<i>Documents Required</i>		
❖ Pictorial and project brief summary		
1.4 The lowliness of the position in relation to the degree of performance manifested	10	
III. Leadership		30
1. active participation in community development projects/programs	10	
2. Active participation in professional/civic/charitable/religious Organization	10	
<i>Documents Required</i>		
❖ Pictorial and project brief summary (for III.1 and 2)		
3. Position of responsibility and professional civic/charitable/religious Organization (With Certification)	5	
President	5	
Vice President	4	
Other Official Position	3	
Member	2	
4. Awards/citations/commendations and recognition received	5	
Total		100

SELECTION AND DOCUMENTATION FOR ICON OF SERVICES

OPERATIONS SUPPORT FINANCE PERSONNEL (Senior Bookkeeper, Disbursing Officer and all Finance Personnel)

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Personal Qualities and attributes (30%)	Performance (40%)	Leadership (30%)	Total (100%)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent



Department of Education
Region x- Northern Mindanao
Division of Malaybalay city

Republic of the Philippines)
City of Malaybalay)S.S.

OMNIBUS SWORN STATEMENT

I, _____, of legal age, _____, _____ and
residing at _____
(NAME OF APPLICANT) (STATUS) (CITIZENSHIP)

_____, after having been duly sworn in accordance with
(ADDRESS)
law, do hereby depose and state that:

1. Each of the documents submitted in satisfaction of my application for 2018 Most Outstanding Employees is an authentic copy of the original, and complete and all statements and information provided therein are true and correct.
2. I am authorizing the selection committee or its duly authorized representative(s) to verify all documents submitted as to its completeness and authenticity.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ of _____,
2018 (DAY) (MONTH)
in the City of Malaybalay, Bukidnon.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2018 in the City of
Malaybalay, Bukidnon. Affiant exhibiting to me her CTC No. _____ issued on _____
2018 at **Malaybalay City**.

Doc. No. _____
Book No. _____
Page No. _____
Series of 2018