

2021-39778



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM - 2021 - 10 - 534

DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: OCT 05 2021 TIME: 1:47 PM  
BY: \_\_\_\_\_

*Office of the Schools Division Superintendent*

**Division Memorandum**

No. 534 series of 2021

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
This Division

**FROM:**  **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

**DATE:** October 5, 2021

**SUBJECT: DIVISION SCREENING, TECHNICAL ASSISTANCE TEAM AND SCHEDULES FOR THE 2020-2021 SECRETARY'S AWARD FOR CURRICULUM AND INSTRUCTION**

1. In reference to DepEd Memorandum 066 s. 2021 and Regional Memorandum 568 s. 2021 re: **2020-2021 SECRETARY'S AWARD FOR CURRICULUM AND INSTRUCTION (SAFE CI)**, this Office informs the field of the creation of Division Screening and Technical Assistance Teams to handle the different entries of the different categories.
2. A total of fifteen schools and School Heads were picked based on the recommendation of the PSDS as warranted by the number of enrollments as specified in the respective categories, innovative school practices, and initiatives in implementing the BE-LCP.
3. Validation of documents and school heads interview will be conducted on **Friday October 8, 2021**, via MS teams to be facilitated by assigned personnel as indicated in the enclosures. **Facilitators is directed to prepare the links** and disseminate the link a day before the presentation.



Purok 6, Casisang, Malaybalay City  
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4. The following activities are to be undertaken by the school entries facilitated by the respective technical assistance teams.

ACTIVITIES	DATE AND TIME
Orientation of the School entries	October 4, 2021, 1:30pm-5:00pm
Division technical team virtual orientation	October 5, 2021, 3:00-5:00pm
Validation of the documents of the school entries where interview with the school heads will be conducted	October 8, 2021, 9:00-5:00pm
Refinement of the entries based on the technical assistance given	October 9-10, 2021
Submission of the SAFE CI entries in Soft at @vicente.sanmiguel@deped.gov.ph and hard copies to the Division Office c/o EPS Dindo G. Gabales, PhD	October 11, 2021
Submission of entries to the Regional Office	October 12, 2021

5. Queries related to this can be relayed to **Vince G. Sanmiguel, EdD, Public Schools District Supervisor** at 09778091156.

Copy furnished:  
Records Unit  
*To be posted on the website.*



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REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

Enclosure no. 1 of Division Memorandum \_\_\_\_\_ s. 2021

**LIST OF SCHOOL ENTRIES PER CATEGORIES**

Categories	School	District	School Head	Designation
1.a Most Learning Focused Public Elementary School. Key Stage 1: Kindergarten to Grade 3 (K to 3)				
1.1 Small School	Indalasa ES	MCD 10	Merry Lagunday	HT 1
1.2 Medium School	BCT ES	MCD 4	Ricky S. Barcena	SP 1
1.3 Large School	AVES	MCD 5	Zelda T. Arceno	SP 2
1.4 Very Large School	Kalasungay CS	MCD 1	Mary Fe C. Gumayao	SP1
1.b Most Learning Focused Public Elementary School. Key Stage 2: Grades 4-6				
1.1 Medium School	Patpat ES	MCD 1	Cynthia T. Berial	SP1
1.2 Large School	Managok CS	MCD 9	Sharon Mae A. Bongocan	SP1
1.3 Very Large School	MCCS	MCD 4	Leny G. Ama	SP2
2.a Most Learning Focused Public Junior High School. Key Stage 3: Grades 7-10				
1.1 Small School	Magsaysay IS	MCD6	Marylan G. Tandog	SP1
1.2 Medium School	MCNHS	MCD5	Maitelle B. Israel	HT1
1.3 Large School	MCNSHS	MCD6	Paul O. Orong	SP2
1.4 Very Large School	BNHS	MCD3	Susan S. Olana, PhD	SPIV
2.b Most Learning Focused Public Senior High School. Key Stage 4: Grades 11-12				
1.1 Small School	Can-ayan IS	MCD2	Amor Celeste P. Rojas	SP1
1.2 Medium School	CSHS	MCD5	John P. Rarogal	SP2
1.3 Large School	Bangcud NHS	MCD7	Romeo T. Valdez	SP2
1.4 Very Large School	BNHS	MCD 4	Susan S. Olana, PhD	SPIV



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Enclosure no. 2 of Division Memorandum \_\_\_\_\_ s. 2021

**LIST OF DIVISION TECHNICAL ASSISTANCE TEAMS FOR THE 2020-2021 SAFE CI**

Categories	School	District	Team Composition
1.a Most Learning Focused Public Elementary School. Key Stage 1: Kindergarten to Grade 3 (K to 3)			
1.1 Small School	Indalasa ES	MCD 10	<b>Chairman:</b> Evermold C. Berial, PhD, PSDS <b>Co-Chairman:</b> Ma. Concepcion R. Reyes, EPS <b>Members:</b> Bonifacio M. Palo, PSDS <b>Facilitator:</b> Jimdandy S. Lucine, PDO II-DRRM
1.2 Medium School	BCT ES	MCD 4	
1.3 Large School	AVES	MCD 5	
1.4 Very Large School	Kalasungay CS	MCD 1	
1.b Most Learning Focused Public Elementary School. Key Stage 2: Grades 4-6			
1.1 Medium School	Patpat ES	MCD 1	<b>Chairman:</b> Rachel R. Valde, EPS <b>Co-Chairman:</b> Romil T. Jabonero, EdD, PSDS <b>Members:</b> Ferdinand V. Mortera, PSDS <b>Facilitator:</b> Ethyl Jane Ligando, EPSII-ALS
1.2 Large School	Managok CS	MCD 9	
1.3 Very Large School	MCCS	MCD 4	
2.a Most Learning Focused Public Junior High School. Key Stage 3: Grades 7-10			
1.1 Small School	Magsaysay IS	MCD6	<b>Chairman:</b> Lou-ann Cultura, EPS <b>Co-Chairman:</b> Jovy G. Molina, PSDS <b>Members:</b> Imelda S. Bentillo, EPS <b>Facilitator:</b> Paterno Padua Jr, PDO II-LRMDS
1.2 Medium School	MCNHS	MCD5	
1.3 Large School	MCNSHS	MCD6	
1.4 Very Large School	BNHS	MCD3	
2.b Most Learning Focused Public Senior High School. Key Stage 4: Grades 11-12			
1.1 Small School	Can-ayan IS	MCD2	<b>Chairman:</b> Liza G. Balintongog, PSDS <b>Co-Chairman:</b> Analy L. Ocier, EPS <b>Members:</b> Rosie A. Salupado, EPS Manny B. Pimentel, EdD, PSDS <b>Facilitator:</b> Woodrow Wilson B. Merida, SEPS-HRD
1.2 Medium School	CSHS	MCD5	
1.3 Large School	Bangcud NHS	MCD7	
1.4 Very Large School	BNHS	MCD 4	



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**REGION X- NORTHERN MINDANAO**  
**DIVISION OF MALAYBALAY CITY**

Categories	School	District	Team Composition
<b>1.a Most Learning Focused ALS Community Learning Center</b>			
Malaybalay City Community Learning Center (Pink House)			<b>Chairman:</b> Jasmin J. Adriatico, EPS <b>Co-Chairman:</b> Aba Q. Allaba, PhD, PSDS <b>Members:</b> Virgillin R. Pizzaro, EPS <b>Facilitator:</b> Gretchen V. Catane, EPSII-ALS
<b>1.b Most Learning Focused Schools Division Office</b>			
<b>Chairman:</b> Dindo G. Gabales, PhD, EPS <b>Co-Chairman:</b> Purisima J. Yap, EPS <b>Members:</b> Noel A. Tan Nery, PSDS <b>Facilitator:</b> Vicente G. San Miguel, EdD, PSDS			
<b>Responsibilities of the Technical assistance teams:</b>			
<ul style="list-style-type: none"> <li>• Conduct validation of the programs, projects and activities undertaken by the schools,</li> <li>• validate the processes undertaken in the implementation of initiatives and innovation</li> <li>• validate the impact of the projects</li> <li>• make necessary enhancements</li> </ul>			
<b>Division Office Documents Preparation Coordinators</b>			
<b>1. Performance Rating of the Head of Office</b> <b>2. Significant Accomplishment in Fostering Learning</b>		<b>Responsibilities:</b>	
<i>(Refer to criteria NO. 2 DM 066 s. 2021)-</i> <b>Chairman:</b> EPS Rachel R. Valde <b>Co-Chairman:</b> Dindo G. Gabales, PhD, EPS <b>Members:</b> Noel A. Tan Nery, PSDS		<ul style="list-style-type: none"> <li>• Prepare the documents set in the criteria by identifying the programs implemented during the pre-pandemic and pandemic implementations.</li> <li>• Identify the significant accomplishments of the Division in fostering learning</li> <li>• Make a draft and finalized the writeup package.</li> </ul>	
<b>3. Impact of Accomplishment in Making Learning Happen</b> <i>(refer to criteria NO. 3 DM 066 s. 2021)</i> <b>Chairman:</b> PSDS Evernold G. Berial, PhD <b>Co-Chairman:</b> EPS Purisima J. Yap <b>Members:</b> PSDS Noel A. Tan Nery		<ul style="list-style-type: none"> <li>• Prepare the documents set in the criteria by identifying the programs implemented during the pre-pandemic and pandemic implementations.</li> <li>• Identify the significant accomplishments of the making learning happen</li> <li>• Make a draft and finalized the writeup package.</li> </ul>	





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<b>4. Innovation in enhancing learners Achievement</b> (refer to criteria NO. 4 DM 066 s. 2021) <b>Chairman:</b> EPS Rosie A. Salupado <b>Co-Chairman:</b> EPSII Gretchen V. Catane <b>Members:</b> Noel A. Tan Nery, PSDS	<ul style="list-style-type: none"><li>• Prepare the documents set in the criteria by identifying the programs implemented during the pre-pandemic and pandemic implementations.</li><li>• Identify the Division innovations and initiatives undertaken in enhancing learners' achievement</li><li>• Make a draft and finalized the writeup package.</li></ul>
<b>5. Awards:</b> (refer to criteria NO. 5 DM 066 s. 2021)- <b>Chairman:</b> Woodrow Wilson B. Merida, SEPS -HRD <b>Co-Chairman:</b> Dr. Manuel Dinlayan II, AO V <b>Members:</b> Ria K. Alcuizar, SEPS- PR Sibyl L. Maputi, AO V Paul Arias, ITO I Rhysa Cyle R. Rosalejos	<ul style="list-style-type: none"><li>• Prepare the documents set in the criteria by identifying the programs implemented during the pre-pandemic and pandemic implementations.</li><li>• Identify the Division big ticket awards</li><li>• Make a draft and finalized the writeup package.</li></ul>
<b>SAFE CI Award Overall Technical Working Committee</b>	
<b>Chair:</b> Aliena S. Dajay, PhD, CESE	<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Oversee the preparation of the documents</li><li>• Make enhancements and suggestions in the write-up package</li><li>• Endorsed the documents to the SDS for approval</li></ul>
<b>Co-Chair;</b> Ralph T. Quirog	<ul style="list-style-type: none"><li>• Assist the chairman in Overseeing the preparation of the documents</li><li>• Make enhancements and suggestions in the write-up package</li></ul>
<b>Members</b> Lorenzo O. Capacio, EdD Vicente G. San Miguel, EdD Dindo G. Gabales, PhD, EPS	<ul style="list-style-type: none"><li>• Assist the chairman and the co-chair in Overseeing the preparation of the documents</li><li>• Make enhancements and suggestions in the write-up package</li></ul>
<b>Consultant:</b> Victoria V. Gazo, PhD, CESO V Schools Division Superintendent	Conduct review and approval of the documents and make necessary validations of the items included.



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RT # 21-64246

**Office of the Regional Director**

September 4, 2021

REGIONAL MEMORANDUM  
 No. 566, s. 2021

**REGIONAL SCREENING AND TECHNICAL ASSISTANCE TEAMS  
 FOR THE 2020-2021 SECRETARY'S AWARD FOR EXCELLENCE  
 IN CURRICULUM AND INSTRUCTION**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Others Concerned

1. With reference to DepEd Memorandum No. 066, s.2021, or the 2020-2021 Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI), this Office has created Regional Screening and Technical Assistance Teams to handle all the entries for the different award categories.

2. A total of 18 teams for the award categories are presented in the attachment.

3. The following activities are to be undertaken by the teams:

Activities	Date and Time
Submission of the SAFE CI Entries from the SDOs via Email at roxclmd@deped.gov.ph. <i>Note: Entries beyond this date will no longer be accepted.</i>	October 12
Screening, Evaluation, and Identification of Official SAFE CI Entries <i>Note: School heads will be interviewed by the teams for verification of entries.</i>	October 13
Provision of Technical Assistance to the Official SAFE CI Entries	October 14-16
Printing and Finalization of the Official SAFE CI Entries	October 18
Submission of Official SAFE CI Entries to Central Office (Soft and Hard Copies)	October 19

4. A uniform layout will be used for all entries; the softcopy will be coursed through the Curriculum Implementation Division (CID) chiefs.

5. For guidance and compliance.

**DR. ARTURO B. BAYOCOT, CESO III**  
 Regional Director 4



**REGIONAL SCREENING AND TECHNICAL ASSISTANCE TEAMS  
FOR THE 2020-2021 SAFE CI**

**A. Most Learning Focused Public Elementary School**

	Award Categories	Team Members
<b>Stage 1 (K to 3)</b>		
1	Small School	Ellen Cabahug (CLMD) Grace Quiblat (PPRD)
2	Medium School	Jess Muring (QAD) Maria Salome Marisa Manlapig (FTAD)
3	Large School	Carlos Llamas III (CLMD) Johana Pascua (ORD)
4	Very Large School	Marino Dal (CLMD) Reinante Noel Pelagio (QAD)
<b>Stage 2 (Grade 4 to 6)</b>		
5	Medium School	Lita Base (FTAD) Laurencia Llagas (QAD)
6	Large School	Josephine Valledor (CLMD) Ramon Abrera (HRDD)
7	Very Large School	Ana Belen Muring (PPRD) Candice Razon (ORD)

**B. Most Learning Focused Public Junior High School**

	Award Categories	Team Members
<b>Stage 3 (Grade 7 to 10)</b>		
8	Small School	Rogelio C. Evangelista (Chief, QAD) Gina Labitad (HRDD)
9	Medium School	Beinvenido U. Tagolimot (CLMD) Richard Dragon (ESSD)
10	Large School	Nick Pañares (CLMD) Niño Labininay (HRDD)
11	Very Large School	Angelina Buaron (CLMD) Shelly Lim (HRDD)

**C. Most Learning Focused Public Senior High School**

	Award Categories	Team Members
<b>Stage 4 (Grade 11 to 12)</b>		
12	Small School	Rebecca Postrano (HRDD) Eusebio Aguanta (FTAD)
13	Medium School	Edith Ortega (Chief, FTAD) William Agomana (CLMD)
14	Large School	Marie Emerald Cabigas (CLMD) Vivelyn Cabunoc (CLMD)
15	Very Large School	Raymund Antolo (Chief, HRDD) Analyn Salcedo (QAD)

**D. Most Learning Focused ALS Community Learning Center (CLC)**

	Award Category	Team Members
16	ALS CLC	Ray Butch Mahinay (CLMD) Jean Loquillano (ESSD)



**E. Most Learning Focused Schools Division Office (SDO)**

	Award Category	Team Members
17	SDO	Mala Epra Magnaong (Chief, CLMD) Allan Mansaladez (Chief, PPRD)

**F. Most Learning Focused Regional Office (RO)**

	Award Category	Team
18	Regional Office X	Chair: Mala Epra Magnaong (Chief, CLMD)  Co-chairs: Atty. Shirley Chatto (Chief, AD) Allan Mansaladez (Chief, PPRD) Edith Ortega (Chief, FTAD) Raymund Antolo (Chief, HRDD) Rogelio C. Evangelista (Chief, QAD) Mary Ann Neri (Chief, FD) Myron Gil Talosig (OIC Chief, ESSD)  Members: Ramon Abrera (HRDD) Angelina Buaron (CLMD) Ray Butch Mahinay (CLMD)



Republic of the Philippines  
**Department of Education**

29 SEP 2021

DepEd MEMORANDUM  
No. **066**, s. 2021

**2020-2021 SECRETARY'S AWARD FOR EXCELLENCE  
IN CURRICULUM AND INSTRUCTION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Minister, Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Office of Undersecretary for Curriculum and Instruction, opens the submission of nominees to the **2020-2021 Secretary's Award For Excellence in Curriculum and Instruction (SAFE CI)**. This second edition of the SAFE CI, which was initially launched through through DM No. 002, s. 2020, will accept nominations from the regional offices until **October 20, 2021**.
2. The activity is anchored on the Civil Service Commission's (CSC) Program on Awards and Incentives for Service Excellence (PRAISE), DepEd Order (DO) No. 9, s. 2002 (Establishing the PRAISE in the DepEd), and DO No. 83, s. 2012 (Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process and Tool (APAT)).
3. The activity aims to recognize and reward the exemplary contribution of the field and central offices (schools, schools division offices, regional offices, and CI bureaus/offices) in making authentic learning happen in the lives of public school learners. Moreover, this will appreciate the initiatives and innovations exerted by various offices in managing the delivery of instruction at this time of COVID-19 Pandemic. Hence, in accordance with DO No. 83, s. 2012, the RO, SDO, and schools with advanced focus on learning under the SAFE CI shall be recognized. Also, the compliance of the offices' initiatives to the guidelines and principles stated in the BE-LCP (DO 012, s. 2020) shall be observed and considered.
4. The award categories are as follows:

No.	Category
1	Most Learning Focused Public Elementary School
2	Most Learning Focused Public Junior High School
3	Most Learning Focused Public Senior High School
4	Most Learning Focused Schools Division Office
5	Most Learning Focused Regional Office
6	Most Effective Division CI Strand, Central Office

Note:  
The head of the organizational unit winning the award shall be similarly recognized as outstanding principal, schools division superintendent (SDS), regional director (RD), and CO division chief/unit head.

5. The ROs shall submit one official nominee with an Advanced Level in the School-Based Management corresponding to each award category, while each CO Curriculum and Instruction Strand Bureau/Office shall nominate one division or unit.

6. The Search Guidelines, and Nomination Form are provided in the enclosure.

7. The following schedule of activities and specified dates relative to the said search be followed:

<b>Date</b>	<b>Activity</b>	<b>Remarks</b>
October 20, 2021	Deadline for submission of the nomination folder to CO.	Late and incomplete documents (specified in the enclosure) will not be accepted.  PDF copies of the documents shall be submitted to make it easier for the committee to send e-copies to the reviewers.
October 25-31, 2021	Stage 1 Screening and shortlisting period: <ul style="list-style-type: none"> <li>Evaluation of the nomination Write-up including required documents.</li> <li>Shortlisting of nominees based on the set criteria for Stage 1.</li> </ul>	Qualified nominees shall be notified through email.
November 08-19, 2021	Stage 2 <ul style="list-style-type: none"> <li>Onsite validation of qualified nominees from Stage 1.</li> </ul>	Only top five shortlisted semifinalists in every category shall undergo the validation process. In case travel is restricted, on-site validation will be conducted via online platform (zoom or google meet).
November 19-29, 2021	Stage 3 <ul style="list-style-type: none"> <li>Panel interview of finalists after Stage 2.</li> </ul> <p>The members of the screening committee are the Undersecretary, Assistant Secretary, BHRD Directors, and Bureau Director of CI Strand. The specific members of the committee are identified in Section VII, p. 7 of the enclosure to this memorandum.</p>	Only the top three finalists in every category shall undergo the panel interview.
December 01-10, 2021	Preparation, finalization, and conduct of PRAISE meetings	CO CI PRAISE Committee and Secretariat
January 7, 2022	Awarding Ceremony	Venue to be announced.

**Note: The committee will strictly follow the scheduled dates.**

8. Expenses relative to the conduct of the said activities shall be charged to local funds while expenses during the awarding ceremony such as food and venue, trophies,

certificates, cash prize, and other incidental expenses shall be charged to CO-CI-GAS Funds, subject to the usual accounting and auditing rules and regulations.

9. For more information, please contact **Ms. Emily Agno-Mallari** of the Office of Undersecretary of Curriculum and Instruction through mobile phone number 0917-526-4370, and through email [ouci@deped.gov.ph](mailto:ouci@deped.gov.ph) with the subject CO CI PRAISE Secretariat.

10. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary



Encls.:

As stated

References:

DepEd Order: (Nos. 9, s. 2002; 23, s. 2012 and 012, s. 2020)

DepEd Memorandum: (Nos. 002, s. 2020 and 020, s. 2021)

To be indicated in the Perpetual Index  
under the following subjects

AWARDS  
BUREAUS AND OFFICES  
CRITERIA  
OFFICIALS  
RULES AND REGULATIONS  
SCHOOLS  
SEARCH

MCDJ/SMMA/APA/MPC, DM-2020-2021 SAFE CI  
0235 - August 17, 2021



## **2020-2021 SECRETARY'S AWARD FOR EXCELLENCE IN CURRICULUM AND INSTRUCTION (SAFE CI) GUIDELINES**

### **I. Scope of the Program**

The Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI) is a DepEd rewards and recognition program on initiated by the Office of the Undersecretary for Curriculum and Instruction, which is anchored on the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE). The program seeks to encourage creativity, innovativeness, integrity and productivity in public service. It also aims to showcase the best learning-focused and innovative practices among DepEd organizational units, officials and employees as well as the effective implementation of School-Based Management in every school.

A learning-focused, effective, and innovative organization (school, division office, regional office, and central office) utilizes exemplary practices anchored in the School-Based Management guidelines that improve learning and academic achievement, relies on data-driven decision making and provides frameworks and tools for organizing and designing effective teaching-learning activities.

Moreover, effective organizations provide additional time for productive planning on implementing learning-focused and innovative activities, encourage collaboration among educational stakeholders, and evaluate the risk of every change made.

### **II. Categories of Award**

#### **1. Most Learning Focused Public Elementary School**

##### **K to 3**

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

##### **Grade 4-6**

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

2. Most Learning Focused Public Junior High School

**Grade 7-10**

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

3. Most Learning Focused Public Senior High School

**Grade 11-12**

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

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

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

- 4. Most Learning Focused ALS CLCs
- 5. Most Learning Focused Schools Division Office
- 6. Most Learning Focused Regional Office
- 7. Most Effective Division (Curriculum and Instruction strand, Central Office)

**III. Criteria for Stage 1 Evaluation**

Indicator	Points
<b>1. Performance Rating (OPCRF) of the Head of Office</b>	<b>15</b>
<b>2. Significant Accomplishment/s in Fostering Learning</b>	<b>20</b>
2.1 Project/Work Accomplished;	5
2.2 Number of strategies/activities done that have significantly influenced / provided greater impact in the performance of the school, division office, regional office and central office (Bureau/Offices of CI strand)	15
<b>3. Impact of Accomplishments in making learning happen</b>	<b>25</b>
3.1 Scope;	5
3.2 Replicability of the program / project / activity;	5

3.3	Number of people, office benefited and transactions facilitated;	10
3.4	Level of Attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level)	
<b>4. Innovations in Enhancing Learner's Achievement</b>		<b>30</b>
4.1	Originality;	5
4.2	Creative programs, projects, activities made in the last two years in connection to the award category and the extent to which it/they/is/are being used and the results, number of persons who benefited;	10
4.3	Scope/replicability of the innovation	5
4.4	Level of attainment per identified Performance Indicator (School Level, District Level, Division Level, Regional Level and International Level)	10
<b>5. Awards</b> Major awards/citations received by the school/SDO/RO/CO Division/Unit. Major award or refers to the highest award or recognition received by the school, SDO, RO, and CO that gives greater impact in the organization.		<b>10</b>
<b>TOTAL</b>		<b>100%</b>

Note:

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

**IV. Required Nomination Documents**

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

1. Completely Filled-out SAFE CI Form (Maximum of ten pages including Executive Summary and Nomination Write-Up).  
Secretary's Award for Excellence in Curriculum and Instruction Forms:
  - 2.1 Nomination Form;
  - 2.2 Nomination Write-up;
  - 2.3 Certification (School, SDOs, ROs, and CO)

2. Certification from the Chairperson of the Regional PRAISE Committee or its equivalent that the nomination has undergone deliberation by the Committee.
3. Certification from the Chairperson of the Regional PRAISE Committee or its equivalent that the nominee is at 'Advanced' level in the SBM for SY 2020.
4. Letter from the head of office endorsing the nomination to the Central Office CI strand PRAISE Committee.
5. Certification signed by the Administrative Officer V/IV (Personnel) that the head of school/ Schools Division Office/ Regional Office/ Bureau Division has obtained at least Very Satisfactory (VS) performance rating (OPCRF) for the last two years for the School, Schools Division Office, Regional Office and Bureau Division/unit.
6. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2020 to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor, should be signed by the agency's COA Resident Auditor and not the by the agency's Financial Officer/Accountant. (for School, SDO, RO, and CO in the CI strand).
7. In case of existing unliquidated cash advance and allowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

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

The nomination form and documentary requirements should be placed in **legal size folder (ordinary white color)**. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations and recognition **should not be included** in the nomination folder. Only required documents must be submitted. For easy reference, please use labels for every required documents.

#### **V. Write-up of Accomplishments**

1. The write-up must highlight outstanding accomplishment of the School, SDO, RO and CO nominees for the past two years. Presentation of accomplishments should be in order of significance complete with descriptions, justifications and should adhere to the following pointers: the School, SDO, RO and CO nominees for the past two years. Presentation of accomplishments should be in order of significance, complete with descriptions, and justifications, and should adhere to the following pointers:



- Use specific terms. Define / clarify terms such as “assisted”, “contributed”, or “facilitated”.
  - State outstanding accomplishments and impact in brief, factual and in bullet form.
  - Present impact of accomplishments by indicating problems addressed people/office benefited and/or transactions facilitated.
2. The nomination write-up should only be for a maximum of ten pages A4 size bond paper, Bookman Old Style, 11 font size) to include the summary of accomplishments, impact and other information.

**VI. Procedure for Nomination**

1. ROs and CO CI strand Bureau/Office are expected to nominate their exemplars. Each RO and the CO CI strand Bureau/Office shall have **one nominee** in every awards category.
2. The Regional Offices may adapt their own strategies for determining their nominees.

**VII. Procedure for Screening and Evaluation**

Central Office through the CO CI strand PRAISE Committee shall create a SAFE CI Screening Committee composed of the following:

Undersecretary	Diosdado M. San Antonio
Assistant Secretary for CI	Alma Ruby C. Torio
BHROD Directors	Atty. Anne Rachel C. Miguel
	Jennifer Lopez
Bureau/Office Directors	Jocelyn DR Andaya
	Nelia V. Benito
	Leila P. Areola
	Runvi Manguerra
	Atty. Ariz D. Cawilan
	Raul La Rosa

The SAFE CI Screening Committee shall screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines. **Only those who pass the Stage 1 evaluation shall be subjected to onsite validation.** In case travel is restricted, validation will be conducted via online platform (Zoom or Google meets).

The Panel Interview of the Finalists shall be conducted by the SAFE CI Screening Committee members.

### **VIII. Grounds for Disqualification of Nominations**

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

### **IX. Submission of Nomination**

Nominations in the **2020-2021 Secretary's Award for Excellence in Curriculum and Instruction (SAFE CI)** must be submitted to the Central Office, attention: Office of the Undersecretary for Curriculum and Instruction (OUCI) not later than **October 20, 2021**.

## NOMINATION FORM

**DATA PRIVACY NOTICE:** The data and information in this form are intended for the purpose of conducting the 2020-2021 Secretary's Award For Excellence in Curriculum And Instruction. The data will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicated here for purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.

<b>Category:</b>	
<b>THE NOMINEE*</b>	
<b>School:</b>	
<b>School/Office Address:</b>	
<b>District:</b>	<b>SDO/RO/CO CI Bureau Division/Unit</b>
<b>Telephone Number:</b>	<b>DepEd Email Address</b>
<b>SCHOOL HEAD/SDS/RD/Chief**</b>	
<b>Name:</b>	<b>Sex:</b>
<b>Designation:</b>	
<b>Telephone/Mobile No.:</b>	
<b>DepEd Email Address:</b>	
<b>NOMINATOR</b>	
<b>Name:</b>	<b>Position:</b>
<b>Office:</b>	<b>Telephone No.:</b>
<b>Office Address:</b>	

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

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

**NOMINATION WRITE-UP**

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

<p><b>I. Executive Summary:</b> (Description in not more than 150 words, as to why the school/ SDO/ RO/ CO bureau division/unit deserves the award.</p>
<p><b>II. Significant Accomplishment/s in Fostering Learning within the last three years (June 2018-2021)</b> (Description of the Project/Work Accomplished. Strategies done that have significantly influenced the performance of the school/ division/ region and central office.)</p>
<p><b>III. Impact of the Accomplishments in Making Learning Happen</b> (Indicate National Achievement Test Results, problems addressed, people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.</p>
<p><b>IV. Innovations in Enhancing Learners' Achievement</b> (If any, original, creative programs, projects, activities made in the last three (3) years in connection to the award category).</p>
<p><b>V. Other Information</b> (List or mention Major Awards/Citations Received by the school/SDO/RO/CO Bureau Division/unit including student/teacher national winners in co-curricular competition; <b>(2018-2021) SBM Level of Practice.</b> No need to attach photocopies of certificates.</p>

**CERTIFICATION**

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

**PRINTED NAME AND SIGNATURE**

\_\_\_\_\_  
**SCHOOL PRINCIPAL/SDS/RD**

\_\_\_\_\_  
**Regional Office PRAISE COMMITTEE CHAIR**

\_\_\_\_\_  
**Regional Office HRMO**

\_\_\_\_\_  
**RD/Bureau Director**