



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

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 DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM
 NO. 412 S. 2023

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors
 All School Heads
 All Others Concerned
 This Division

From:
CHERRY MAE L. LIMBACO-REYES
 Schools Division Superintendent

Date: September 29, 2023

Subject: **SEARCH FOR THE MOST OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL (2023 ICON AWARDS)**

- Anchored on DepEd Order No. 9, s. 2002 and other relevant issuances by the Department of Education (DepEd) and the Civil Service Commission (CSC), this Office issues the Implementation Guidelines on the Program on Awards and Incentives for Service Excellence (PRAISE) for the Division Search for the Most Outstanding Teaching and Non-Teaching Personnel dubbed as *the 2023 Institutional Conferment (ICON Awards)*.
- This activity aims to recognize employees, for their outstanding achievements, exemplary performance, extraordinary contributions, and efforts that enhance efficiency, economy, and government operations, thereby fostering equal opportunity and organizational productivity.
- Adherence to the timeline is crucial to ensure the smooth execution of the activity and mitigate any potential disruptions to the process.

Activities	Dates
School Level Screening and Selection	October 2-6, 2023
District Level Screening and Selection	October 9-12, 2023



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Submission of documents to the Division Office	October 13, 2023
Division Level Screening and Selection	October 16 –18, 2023
Final Deliberation	October 19-20, 2023
Awarding Ceremonies	TBA

4. Generally, the search mechanics shall include three phases: (a) Paper Screening, (b) Validation of Documents and Background Investigation, and (c) Interview.
5. Activity expenses are chargeable against local funds or any available funds, subject to the usual accounting and auditing rules and regulations.
6. Employees who have previously won in the ICON Awards are ineligible to participate in the current activity.
7. The following are attached for reference:
 - a. Attachment No. 1 – Guidelines for the 2023 ICON Awards Search for the Most Outstanding Teaching and Non-Teaching Personnel
 - b. Attachment No. 2 – Criteria for Evaluation
 - c. Attachment No. 3 – Template In Accomplishing The Milestone Accomplishment
 - d. Attachment No. 4- List of Official Winners
 - e. Attachment No. 5- Division Search and Selection Committee
8. For inquiries, please contact Woodrow Wilson B. Merida, Human Resource Development (HRDD) at 0966-475-2094
9. This Office directs the immediate and wide dissemination of this Memorandum



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Attachment No. 1 to Division Memorandum No. _____, s. 2023

Search for the Most Outstanding Teaching and Non-Teaching Personnel
2023 ICON Awards

I. RATIONALE

Following **DepEd Order No. 78, s. 2007** titled **Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd)** and consistent with the Department's quality policy to ensure employees' excellent performance through continuous improvement, This Division recognizes and rewards employees for their innovative ideas, superior accomplishments, exemplary performance, extraordinary acts or services in the public interest and other efforts contributing to efficiency, economy, and improvement in government operations, which lead to organizational productivity.

CATEGORIES

A. Most Outstanding Teacher

1. Key Stage 1 (Primary School)
2. Key Stage 2 (Middle School)
3. Key Stage 3 (Junior High School)
4. Key Stage 4 (Senior High School)
5. Madrasah Education Program
6. Special Education Program
7. Indigenous Peoples Education Program
8. Alternative Learning System Program

B. Most Outstanding Master Teacher

1. Elementary
2. Secondary

These awards recognize exceptional teachers who have demonstrated unwavering dedication and commitment to teaching, consistently exhibiting the highest levels of professionalism as outlined in their Job Description, going above and beyond the specified duties, and achieving remarkable accomplishments that underscore their exceptional merit.



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C. Most Outstanding School Head

1. Elementary
2. Secondary

This award recognizes school heads who have consistently demonstrated exemplary leadership and professionalism in executing their responsibilities as outlined in the Job Description/OPCRF, thereby earning a distinguished merit.

D. Most Outstanding Non-Teaching Personnel

1. Level 1 (Salary Grade 1 to Salary Grade 10)
2. Level 2 (Salary Grade 11 to Salary Grade 24)

This award recognizes employees within Levels 1 and 2 who consistently exhibit traits of organization, independence, innovation, and professionalism in executing their assigned tasks; go above and beyond their duties; and exceed expectations.

II. STEPS IN THE SEARCH PROCESS FOR THE DIFFERENT CATEGORIES

A. Following the attached guidelines and criteria, the Districts shall conduct a thorough search at the school level.

B. Those who emerge as winners in various categories at the school level will automatically progress as finalists at the district level search.

C. The district shall diligently evaluate, validate, and rank all the finalists within each category.

D. The official winner for each category will be declared only from the top-ranking finalist designated as rank 1 in the districts.

E. The Districts shall endorse the official list of winners to the Office of the Schools Division Superintendent (OSDS) through the Human Resource Development Section (HRDS).



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F. The top-ranked finalist from the district's search in each category will advance as the finalist for the 2023 ICON Awards Search for the Most Outstanding Teaching and Non-Teaching Personnel.

G. From among the district finalists, the individual holding the rank 1 will be declared as the 2023 ICON Awards Most Outstanding Teaching and Non-Teaching Personnel for each category.

III. DOCUMENTS TO BE SUBMITTED

The following documents shall be forwarded to the Division Office:

- A. Official List of Winners (Attachment No. 4)
- B. Consolidated results for each category
- C. Pictures of winners meeting the specified requirements using this link <https://tinyurl.com/DISTRICTWINNERS> not later than October 13:
 - 1. Full body in Portrait layout
 - 2. Dimensions: 8" x 10" with high resolution against a white background
 - 3. Attire: Corporate attire with a blazer

IV. MONITORING AND EVALUATION

The PRAISE Committee, in collaboration with the Human Resource Development Section (HRDD), will oversee the monitoring and evaluation of Rewards and Recognition activities. This effort will be done in conjunction with the Curriculum Implementation Division, School Monitoring and Evaluation and the Information, Communications, and Technology (ICT) Unit to assess the impact and relevance of the award categories.

Following the award ceremony, the employees shall promptly complete an evaluation tool designed to gauge the effectiveness and appropriateness of the award categories.

Subsequently, a comprehensive Program Evaluation Tool to be developed by the School Monitoring and Evaluation will be administered after the 2023 ICON Awards Search for the Most Outstanding Teaching and Non-Teaching Personnel in December. This tool will provide an assessment of the overall implementation of the awarding system and the conduct of the ceremony.

The key performance indicators for evaluating the program's effectiveness will encompass the number of employees recognized to ensure adherence to the principle of equal opportunities and alignment with the specified search categories for the year.



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Attachment No. 2 to Division Memorandum No. 412, s. 2023

Search for the Most Outstanding Non-Teaching Personnel 2023 ICON Awards

CRITERIA FOR EVALUATION

A. Level 1 and 2 Nonteaching Personnel

1. *Outstanding Quality and Consistency of Performance:* Over the past two years, consistently high-performance ratings have been a notable hallmark, significantly contributing to the organization/institution's achievements (20 points)
 - 4.900 – 5.000 – 20 points
 - 4.800 – 4.899 – 18 points
 - 4.700 – 4.799 – 16 points
 - 4.600 – 4.699 – 14 points
 - 4.500 – 4.599 – 12 points

2. *Exceptional Responsiveness to the Public/Clientele:* Demonstrated a commitment to delivering timely, courteous, and comprehensive services to the public/clients (20 points)
 - Consistently delivers timely, courteous, and comprehensive service to the public/clients (20 points)
 - Frequently provides prompt, courteous, and adequate service to the public/clients (18 points)
 - Regularly extends timely, courteous, and adequate service to the public/clients (16 points)
 - Occasionally provides prompt, courteous, and adequate service to the public/clients (14 points)
 - Seldom extends prompt, courteous, and adequate service to the public/clients (12 points)

3. *Dedication and Diligence:* The level of enthusiasm, sincerity, and industriousness demonstrated in fulfilling tasks, duties, and responsibilities (20 points)



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- Exhibits an exceptionally high level of dedication and diligence in their work (20 points)
 - Demonstrates a commendable level of dedication and diligence in their work (18 points)
 - Displays an average level of dedication and diligence in their work (16 points)
 - Shows a limited level of dedication and diligence in their work (14 points)
 - Exhibits a very limited level of dedication and diligence in their work (12 points)
4. *Honesty, Trustworthiness, and Sincerity*: The extent of truthfulness, dependability, and transparency exhibited in one's ideas, words, and actions as an employee (20 points)
- Demonstrates an exceptionally high level of commendable honesty, truthfulness, and sincerity (20 points)
 - Displays a commendable high level of honesty, truthfulness, and sincerity (18 points)
 - Exhibits an average commendable depth of honesty, truthfulness, and sincerity (16 points)
 - Shows a less commendable depth of honesty, truthfulness, and sincerity (14 points)
 - Demonstrates the least commendable depth of honesty, truthfulness, and sincerity (12 points)
5. *Level of Challenge and Inherent Risk in the Work*: The extent of sacrifice, danger, and hazard significantly associated with the tasks at hand (20 points)
- Faces exceptionally high levels of difficulty and risk in their work (20 points)
 - Encounters high levels of difficulty and risk in their work (18 points)
 - Deals with average levels of difficulty and risk in their work (16 points)
 - Experiences relatively low levels of difficulty and risk in their work (14 points)
 - Encounters very low levels of difficulty and risk in their work (12 points)

On Summary of Accomplishments/Norms of Conduct Manifested, the following written information should be provided:

1. *Key Achievements and Exemplary Conduct Over the Past Three Years*: Present accomplishments or demonstrated norms in order of importance, accompanied by detailed descriptions and justifications, following these guidelines:



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- Utilizes precise terms like 'assisted,' 'contributed,' and 'facilitated.'
 - Clearly outlines exceptional accomplishments and their factual impact using bullet points.
 - Provides specific situations showcasing the nominee's outstanding behavior, the addressed issues, beneficiaries, and facilitated tasks or activities.
2. For exceptional achievements, please specify whether they fall within the scope of the nominee's regular responsibilities, or if they represent personal initiatives. If these accomplishments align with the nominee's regular duties or mandate, provide reasons why the demonstrated norms are deemed outstanding.
3. For commendable conduct and ethical behavior, provide reasoning for considering the displayed norms as exemplary. Additionally, present a concise summary of the demonstrated behavioral standards.

B. Teacher Category

The Division Search for Outstanding Teachers will align with the criteria and procedures set forth by the Metrobank Foundation Inc. for their Search for Outstanding Filipinos in the Teacher Category.

This search process consists of two distinct phases: Phase 1, focused on Milestone Accomplishment, and Phase 2, which includes a Validation Interview.

In Phase 1 (Milestone Accomplishment), the emphasis in the write-up and evaluation will be on teaching and learning, specifically in the areas of reading literacy in both English and Filipino for Key Stage 1 (Primary School).

A milestone accomplishment is what defines the nominee's career as a teacher. It may have any or all of the following characteristics:



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1. An innovation or discovery that addresses a felt need and helps overcome a major obstacle in the workplace or community;
2. It creates a significant positive impact on the target beneficiaries;
3. It is sustainable, i.e., the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time;
4. It benefits the community of learners and/or teachers within the school she/he belongs but there contributions are above and beyond the usual responsibilities of a teacher (contribution to service); and
5. Its scope is the bigger academic community outside of his/her own school, i.e., within his/her district, division, region, or the entire national educational system, as well as contributions to the community outside of the educational system (contribution to community).

The milestone accomplishments shall be evaluated based on the following areas:

A. Role	a. How well the nominee performed his/her specific roles and demonstrated his/her leadership skills, which contributed significantly to the success of the accomplishment. b. Some examples of roles performed would be that the nominee conceptualized, implemented, initiated, spearheaded, formulated, chaired, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.
B. Innovation	a. Innovative actions or discovery that addressed a felt need or helped overcome a major obstacle in their workplace or community. b. The innovation must be sustainable, i.e., the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time.
C. Impact	a. Were the objectives of the accomplishment met? b. How were the objectives met? c. What were the effects of the accomplishment on the intended beneficiaries or stakeholders?



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Each nominee is required to submit six milestone accomplishments focusing on contributions to service (3) and contributions to the community (3).

Contributions to Service refers to the nominee's impact in the teaching profession benefitting the community of teachers or learners within his/her academic institution but these contributions are above the usual responsibilities of a teacher. To avoid repetition, these contributions should be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning materials that has greatly raised the scores of the students in standardized tests;
2. A discovery, innovation, or creation such as teaching devices or apparatuses;
3. Technology-based learning tools (e.g. learning games, gamification);
4. Teaching approaches (e.g. Modified explicit instruction approach)

Contributions to Community refers to the nominee's contribution to the bigger academic community outside of his/her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in the division, regional or national level;
2. Technology-based teaching, learning tools adopted by other teachers outside of the teacher's own school;
3. Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/or academic research/action research) that has improved the learning processes within the school; and,

Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services.

Each nominee is required to submit a write-up detailing one (1) milestone accomplishment conducted at any time within the last three (3) school years



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(covering SY 2020 – 2021, SY 2021 – 2022, and SY 2022 – 2023) as their entry for Paper Screening.

As a technology-driven search, each nominee is required to create and submit a video documentary. This video should not exceed five minutes in length and should be in MPG format, showcasing their milestone accomplishment.

The milestone accomplishment shall include Contributions to Service and to Community. It will be evaluated based on the following specific criteria:

Role of the Nominee	-	35%
Innovation	-	35%
Impact	-	<u>30%</u>
Total	-	100%

To determine the winners, the 2023 ICON Awards committee shall evaluate the nominees based on the following criteria:

Milestone Accomplishment	-	60%
Validation Interview	-	<u>40%</u>
Total	-	100%

1. Every district can nominate one (1) teacher for each of the search categories.
2. Districts are highly encouraged to nominate their most outstanding and deserving teachers to this search. Districts can use their own strategy to choose their nominees.
3. The necessary nomination documents should be submitted electronically by the district nominee/finalist (rank 1 of the category) through the following link: <https://tinyurl.com/DISTRICTWINNERS>. Please note that only electronic submissions of documents are accepted.
4. Each nominee should submit only one file in PDF format and one video file in MPG format. The PDF file must contain all the necessary nomination documents as outlined below:
 - a. Endorsement by the Schools District Supervisor;
 - b. Certified True Copy of nominee's updated CS Form 212 or Personal Data Sheet with passport size photo;
 - c. Certification signed by the Administrative Officer V that the nominee has not been found guilty of any administrative or criminal offense;



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- d. Summary of Performance Ratings (at least VS) for the last three school-years signed by the School Head, SDS or any authorized SDO official (ASDS). Summary only not the individual IPCRF.
- e. Certified true copy of updated Service Record;
- f. Omnibus Certification of Authenticity and Veracity of Documents; and
- g. Milestone Accomplishment (write-up and evidences/MOVs) duly certified by immediate superior.

5. The PDF file and Video file shall use the following format:

District_(Name of School)_Category

Ex. District 1_Sumpung CS_KeyStage1(Primary School)

C. School Head Category

PPSSH Domain 1: Leading Strategically (15 points)		
Performance Indicators	Criteria and MOVs	Points
A. Embodied the DepEd vision, mission and core values to sustain shared understanding and alignment of school programs, projects and activities based on school planning and implementation.	a. Vision, Mission and Core Values * copy of approved ESIP, AIP with accomplishment report * PAPs anchored on core values of Maka-diyos, Makatao, Makakalikasan and Makabansa * With documents such as approved AIP, project proposal or action plan, Activity completion report, and impact evaluation report 9 PAPs – above - 5 7 – 8 - 4 5 – 6 - 3 3 – 4 - 2 1 – 2 - 1	5
B. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and	5. Presentation or sharing of the research to others (cluster, division, region, national) with letter of invitation and certificate of participation 4. Copy of completed manuscript with the received copy of proposal, Certificate of acceptance, Certificate of approval, Certificate of completion and impact evaluation report	10



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foster continuous improvement.	3. Manuscript with the received copy of proposal, Certificate of acceptance, Certificate of approval, Certificate of completion and impact evaluation report 2. Copy of approved conducted training on research 1. Copy of school research team And 5. Presentation or sharing of research to others (district, division, region, national) with letter of invitation and certificate of participation/recognition 4. Copy of completed manuscript with the received copy of proposal, Certificate of acceptance of approval, certificate of completion and and impact evaluation report 3. Manuscript with the received copy of proposal, Certificate of approval, certificate of completion and impact evaluation report 2. Copy of approved conducted training on innovation 1. Copy of School Innovation Team	
PPSSH Domain 2: Managing School Operations and Resources (15 points)		
Performance Indicators	Criteria and MOVs	Points
A. Exhibited good practice in managing school data and information using technology to ensure efficient and effective school operations	a. Records Management * Copy of EBIES and LIS (BOSY and EOSY uploading) * SBM Level of Practice with certification from the division, region highlighting scores from each of the four principles (leadership and governance, curriculum and instruction, accountability and continuous improvement, and management of resources) <hr/> On-time uploading of EBIES and LIS (BOSY) – 1 On-time uploading of EBIES and LIS (BOSY and EOSY) – 2 SBM Level 3 Accredited – 3 SBM Level 2 – 2	5



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	SBM Level 1-2 – 1	
B. Displayed efficient and effective practices in managing of finances consistently adhering to RA 9184	b. Financial Management *Copy of AIP, APP *Copy of MOOE Liquidation reports, MOOE utilization and disbursement reports *Copy of other sources of funds with accomplished projects (attach project proposal, activity completion report, and impact evaluation report) as certified by authorized personnel *Copy of certification from the COA <hr/> Zero late liquidation of 95-100% utilization of MOOE – 3 1-2 late liquidation of 90-100% utilization of MOOE – 2 3-4 late liquidation of 85-100% utilization of MOOE – 1 and 100% utilization of other sources of funds – 2	5
C. Institutionalized the effective management of school safety for disaster preparedness, mitigation and resiliency to sustain continuous delivery of instruction	c. School Safety for disaster preparedness, mitigation and resiliency *Copy of approved plan with completion report of the ff: School Disaster Risk Reduction Plan – 1 Contingency Plan – 1 School Child Protection Plan – 1 Eco-Friendly School – 1 Homeroom Guidance – 1	5
PPSSH Domain 3: Focusing on Teaching and Learning (30 points)		
Performance Indicators	Criteria and MOVs	Points
A. Shared exemplary practice in the contextualization and implementation of learning standards to assist teachers in	School-based Contextualization (list of approved contextualized instructional materials) *Copy of Monthly Instructional Supervision Plan and Accomplishment Report *Copy of list of approved contextualized instructional materials *Copy of list of lesson plans utilizing the contextualized instructional materials	5



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making the curriculum relevant to learners	*Copy of the certification of the use of the contextualized instructional materials <hr/> 50 and above – 5 42 – 4 32 – 3 16 – 2 8 contextualized IMs – 1	
B. Showed good practices in providing technical assistance to teachers on teaching standards and pedagogies	b. Technical Assistance provided on teaching standards and pedagogies *Copy of Monthly Instructional Supervision Plan and accomplishment report *Copy of Monthly Technical Assistance Plan and accomplishment report *Copy of Report providing technical assistance to others (beyond the school, i.e. to other schools, division, region, national) with a letter of invitation or proposal <hr/> 50 and above – 5 40 – 4 30 – 3 20 – 2 10 – 1 Or at least 5 Technical Assistance provided outside school – 5	5
C. Set achievable learning outcome to support learner achievement and other performance indicators	c. Learner achievement and other performance indicators *Copy of Learner Achievement Rate *Copy of Performance Indicators with analysis and intervention plan <hr/> ~Average increase in MPS 10 – above – 5 7 – 9 – 4 4 – 6 – 3 1 – 3 – 2 Below 1 – 1 ~Dropout rate/no longer in school 0% - 5 1-3% - 4 4-6% - 3	15



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	7-9% - 2 10%-above - 1 ~Completion rate 95-100% - 5 90-94% - 4 85-89 - 3 80-84 - 2 75-79 - 1	
D. Empowered the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment through management of school facilities	d. Learning Environment *Certified validated Child Friendly School score with documentation for indicators *Copy of National School Building Inventory Report (NSBI) *Copy of Site Development Plan *Copy of Brigada Eskwela Report *Amount of funding through Adopt-A-School Program <hr/> 1M and above - 5 700K - 999K - 4 400K - 699K - 3 100K - 399K - 2 Below 100K - 1	5
PPSSH Domain 4: Developing Self and Others (30%)		
Performance Indicators	Criteria and MOVs	Points
A. Modeled exemplary leadership practices within and beyond contexts and ensure personal and professional development for oneself and for others	a. Trainings Attended (Developing Self) *Copy of certificates with memo (only DepEd recognized trainings are to be considered) <hr/> At least 3 international level - 5 At least 4 national level - 4 At least 5 regional level - 3 At least 6 division level - 2 At least 7 district level - 1	5
	b. Speakership/Facilitation/Consultancy *Copy of certificate of recognition *Copy of memo or invitation *Copy of the session/topic facilitated <hr/> International level - 5	5



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	National level – 4 Regional level – 3 Division level – 2 District level – 1	
	c. Professional Networks *Copy of certificate of membership <hr/> International level – 5 National level – 4 Regional level – 3 Division level – 2 District level – 1	5
	d. Publication/Authorship *Copy of the book or published materials <hr/> Sole Publication – 5 2 or more publishers – 3 OR 3 articles – 5 2 articles – 3 1 article – 1	5
	e. Trainings Conducted as Chair or Co-Chair of the Training Management Team *Copy of the approved training proposal *Copy of the accomplishment report *Proof of DepEd Recognition of the training <hr/> International level – 5 National level – 4 Regional level – 3 Division level – 2 District level – 1	5
	f. Succession Planning (List of Promotions of School Personnel) *Copy of PSIPOP *Copy of Succession Plan *Copy of List of Promotions for teaching and non-teaching personnel *Copy of appointment/transmittal <hr/> 9-10 – 5 7-8 – 4 5-6 – 3	5



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	3-4 – 2 1-2 – 1	
PPSSH Domain 5: Building Connections (10%)		
Performance Indicators	Criteria and MOVs	Points
A. Created a culture of inclusivity in the school and the community through strengthened relationship with stakeholders to support enabling environment for learners	a. Inclusive Practice (PPAs) *Copy of approved plan and completion report for the following: GAD, Physical and Mental Health Awareness, Culture Responsiveness <hr/> 3 PPAs – 5 2 PPAs – 3 1 PPA – 1	5
	b. Community engagement *List of projects with the community stakeholders with MOA/MOU *List of Partners in Partnership and Collaboration *List of Initiated Outreach Programs/activities *Copy of Report on the conducted Stakeholders' Recognition Day *Adopt-a-school Program reports *Copy of PPAs that were shared or showcased to others (documented with a proposal and completion report) <hr/> 15 MOA/MOU – 5 10 MOA/MOU – 3 5 MOA/MOU – 1	5
		100

Attachment No. 3 to Division Memorandum No. _____, s. 2023



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TEMPLATE IN ACCOMPLISHING THE MILESTONE ACCOMPLISHMENT
2023 ICON Awards : TEACHER CATEGORY

Please use the following TEMPLATE for accomplishing the Milestone Accomplishment.

(Maximum of 4 pages for the Milestone Accomplishment, NOT including the 3 pages of evidences/supporting means of verification. EVIDENCE/MOVs must be placed AFTER the milestone accomplishment.)

Use long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing. Strictly use the **third person point-of-view** in accomplishing this *Template for Milestone Accomplishments*.

<i>Title of Accomplishment</i>	What is the title of the accomplishment? (Do not use ALL CAPS)
<i>Type of Milestone Accomplishment</i>	Is the accomplishment a new program, project or service (PPS)? Is it an improvement on the effectiveness of an existing program, project, or service (Innovation)? Classify the accomplishment using the categories below: 1) Program, Project, or Service 2) Innovation
<i>1. Your Specific Role in it</i>	Briefly describe the role of the nominee in the accomplishment/project. Was he/she the team leader or team member? How was his/her role critical to the success of the accomplishment/project?
<i>2. Brief Description of Accomplishment</i>	Briefly describe the nature of the accomplishment. Be concise.
<i>2.1. Rationale</i>	What need or problem did the accomplishment respond to? What made the nominee decide to get involved in it?
<i>2.2 Objectives</i>	What did the accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives



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2.3 Dates started and completed	When did the accomplishment take place? (start and end dates)
2.4 Coverage	Where did the accomplishment take place? (e.g. city, province) What was the scope of the accomplishment? (e.g. unit/school/district/division/regional/national/international)
2.5 Beneficiaries	Briefly describe the beneficiaries of the accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous peoples, urban poor, etc.)
2.6 Key Partner Implementing Organizations/Individuals	List down at least five (5) key persons who were involved in the implementation of the accomplishment. Include their positions, organizations and a brief description of their contributions to the milestone accomplishment. For example, this includes internal stakeholders from the school where the teacher is assigned who helped work on the accomplishment (e.g., fellow teachers). It also includes external stakeholders from outside the school who helped realize the accomplishment (e.g., donor agency/individual, LGU, local NGO partner). External stakeholders are also those who benefited from the accomplishment indirectly.
2.7 Source of Funding	What were the names of the donor agency or individuals who provided financial and/or in-kind assistance to help you realize the accomplishment? Include the kind of assistance given.
2.8 Responsiveness	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1.) Responded to the felt or articulated need of the target or intended beneficiaries2.) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach3.) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries4.) Aligned with the objectives of the milestone accomplishment



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2.9 Innovation	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1.) Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee2.) Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nominee that resulted in a new product, service, or intellectual property which was adopted in the nominee's school or unit of assignment
2.10 Outcomes/ Results/ Impact	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1.) Satisfied the objectives of the accomplishment2.) Provided a practical solution to the felt or articulated need of the target beneficiaries3.) Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment
2.11 Sustainability	This refers to any or all characteristics of the milestone accomplishment, as follows: <ol style="list-style-type: none">1.) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period2.) Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee3.) Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group
3. Evidences	These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages. Prioritize the most important ones.

Attachment No. 4 to Division Memorandum No. _____, s. 2023

Search for the Most Outstanding Teaching and Non-Teaching Personnel 2023 ICON Awards



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LIST OF OFFICIAL WINNERS

District: _____

Categories	Name of Winners	Schools	District	Contact Numbers

The District Screening and Selection Committee certifies that the information contained herein, and the accompanying supporting documents are true and correct.

Chair

Member

Member

Member

Approved by:

Public Schools District Supervisor

Attachment No. 5 to Division Memorandum No. _____, s. 2023

The following is the composition of the Division Search and Selection Committee on the Search for the Most Outstanding Teaching and Non-Teaching Personnel 2023 ICON Awards



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DIVISION SEARCH AND SELECTION COMMITTEE

EXECUTIVE COMMITTEE

Chairperson	Cherry Mae L. Limbaco-Reyes -SDS
Co-Chairperson	Aliena S. Dajay- ASDS
Members:	Ralph T. Quirog- Chief Education Supervisor, CID Lorenzo O. Capacio, EdD - Chief Education Supervisor, SGOD Sonny F. Rojas(PESPA President) Susan S. Olana PhD(DAPSHI President)

SEARCH COMMITTEE

Chairperson	Woodrow Wilson B. Merida, Human Resource Development Section
Co-Chair	Rex C. Dacanay, EPS-II-HRD Sharon Mae A. Bonggocan, EPS- CID Manuel D. Dinlayan II, DPA
Members:	Rosalio P. Arangco, EPS-SGOD Guia Ma. G. Villahermosa-AO IV- Personnel Ria K. Alcuizar- EPS II- HRD Marsfifth M. Mamawag, SEPS –Social Mobilization & Networking

DIVISION COMMITTEE EVALUATORS

CATEGORY	COMMITTEE COMPOSITION	
a. Key Stage 1 (Primary School)	Chairperson Co-Chairperson Member	Imelda S. Bentillo Marsfifth M. Mamawag Mary Gladys J. Dublas
b. Key Stage 2 (Middle School)	Chairperson Co-Chairperson Member	Vicente G. San Miguel, EdD Ria K. Alcuizar Lucilyn M. Cahucom
c. Key Stage 3 (Junior High School)	Chairperson Co-Chairperson Member	Ma. Concepcion S. Reyes Juvy G. Molina Novem M. Sescon
d. Key Stage 4 (Senior High School)	Chairperson Co-Chairperson Member	Dindo M. Gabales, PhD Noel Tan Nery Edelina M. Eborra
e. Madrasah Education Program	Chairperson Co-Chairperson Member	Virgilin Pizzaro Rio G. Arbutante Marsfifth M. Mamawag
f. Special Education Program	Chairperson Co-Chairperson Members	Liza G. Balintongog Rosie A. Salupado Evernold C. Berial, PhD
g. Indigenous Peoples Education Program	Chairperson	Rachel R. Valde Ferdinand V. Mortera



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	Co-Chairperson Member	Aba Q. Allaba, PhD
h. Alternative Learning System Program	Chairman Co-Chairperson Member	Ethyl Jane Binayao Manny S. Pimentel Jimdandy S. Lucine
Most Outstanding Master Teacher		
Elementary	Chairman Co-Chairperson Member	Sharon A. Bonggocan Perlita W. Borgonios Gladys J. Dublas
Secondary	Chairperson Co-Chairperson Member	Purissima J. Yap Analy Ocier Karl Louise C. Pagaran
Most Outstanding School Head		
Elementary	Chairperson Co-Chairperson Member	Lorenzo O. Capacio, EdD Rosalio P. Arangco Sonny F. Rojas
Secondary	Chairperson Co-Chairperson Member	Ralph T. Quirog Susan S. Olana, PhD Marsfith M. Mamawag
Most Outstanding Non-Teaching Personnel		
Level 1 (Salary Grade 1 to Salary Grade 10)	Chairperson Co-Chairperson Members	Manuel D. Dinlayan II, DPA Sibyl L. Maputi Florabelle Porras Rhysa Cycle C. Rosalejos, CPA
Level 2 (Salary Grade 11 to Salary Grade 24)	Chairperson Co-Chairperson Members	Aliena S. Dajay, PhD, CESE Lorenzo O. Capacio Ralph T. Quirog Guia Ma. G. Villahermosa



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