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

DM 2023-10-45  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 10/25/23 TIME: 1:20  
BY: [Signature]

**DIVISION MEMORANDUM**  
NO. 45 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: *for my 2*  
**CHERRY MAE L. REYES, PhD, CESO V**  
Schools Division Superintendent

Date: October 24, 2023

Subject: **DIVISION INITIATED REWARDS AND RECOGNITION FOR THE SCHOOLS, TEACHING AND NON-TEACHING PERSONNEL**

- In line with Division Memorandum No. s. 2023 re: **Search for Most Outstanding Teaching and Non-Teaching Personnel ( ICON Awards 2023 )** which is anchored on the Implementation Guidelines on the Program on Awards and Incentives for Service Excellence (PRAISE), this Office hereby informs the field on the conduct of the Division Initiated Rewards and Recognition for the School, Teaching and Teaching Related Personnel ( 2023 ICON Awards )
- The Division and District Selection Committees shall select one representative who can successfully comply with the criteria ( Enclosure 1 ) set by the Office and submit to the Division Office using the attached form.
- In the Star Classroom Awards, 15 classrooms shall be nominated by the district which is open for all classrooms. The school with the most number of nominees will be awarded as the Star School.
- The deadline for submission and the link where to submit the awards is stated below.



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Awards	Deadline	Submission Link
<b>ICON of Research</b>	November 9, 2023	<a href="https://tinyurl.com/ICONresearchinnov23">https://tinyurl.com/ICONresearchinnov23</a>
<b>ICON of Innovation</b>		
<b>DRRM ICON Category</b>		
<b>ICON of Partnership (This will be identified by the Social Mobilization Section)</b>	November 6, 2023	<a href="https://tinyurl.com/ICONPartner">https://tinyurl.com/ICONPartner</a>
<b>ICON for School Health Programs (This will be identified by the School Health Section)</b>		<a href="https://tinyurl.com/SCHOOLHEALTH2023">https://tinyurl.com/SCHOOLHEALTH2023</a>

5. Should there be queries contact **Woodrow Wilson B. Merida**, Senior Education Program Specialist, Human Resource Development at 09664752094.

Copy furnished: Records Unit  
HRD



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**Criteria for ICON of Research and ICON of Innovation**

Procedure:

1. The School Research Committee chaired by the School head will select the Icon of Research and Icon of Innovation in School to be nominated for Icon of Research and Icon of Innovation in the District following the enclosed Criteria. The school Head shall facilitate in the submission of the documents of the selected Icon of Research and Icon of Innovation to the Public Schools District Supervisor of the District.
2. The District Research Committee Chaired by the Public School District Supervisor will select the Icon of Research and Icon of Innovation in their respective District following the set criteria and submit the result in the designated google drive that can be accessed by the evaluation committee created by the Human Resource and Development.
3. The following are the forms to be used in the selection process.

A. Nominee Scores

ICON OF RESEARCH		
Name of Nominee:		
MOV's	Percentage	Score
Research approved by DREC	50%	
Research Presentation	20%	
Research Publication	10%	
Technical Assistance provided in Research	10%	
Chairmanship/ Coordinatorship in Research Activities	10%	

ICON OF INNOVATION		
Name of Nominee:		
MOV's	Percentage	Score
Innovation approved by DREC	50%	
Utilization of Innovation	50%	

B. Summary of Scores ( For Icon of Research and Icon of Innovation)

Nominee	Score	Rank

C. CRITERIA IN THE SELECTION OF ICON OF RESEARCH

**50% - 2020-2023 Research approved by DREC**

Each approved research will be given points as shown below with a maximum of 50 points.

School Level Research- 5pts



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District Level Research – 10 pts  
Division level Research- 15 pts  
Regional Level Research – 20 pts  
National and International Level Research- 25 pts

**20% - 2020-2023 Research Presentation**

Each research presentation certificate presented will be given points as shown below and each nominee could only attain a maximum of 20%.

Research presentation in the District Level = 1  
Research presentation in the Division Level = 2  
Research presentation in the Regional Level = 3  
Research presentation in the National Level and international Level = 4

**10% - Research Publication**

Each published research will be given 2 points each and each nominee will only gain a maximum of 10 pts

**10% – Technical Assistance provided in Research**

Each technical Assistance provided in research such as speakership on topics related to research, panel of reactor will be given points as shown below and each nominee will only earn a maximum of 10 points.

- School Level -1
- District Level – 2
- Division level – 3
- Regional Level – 4
- National and International- 5

**10%- Chairmanship/ Coordinatorship in Research Activities**

- Chairman and Co-chairman in the Division Level- 5 pts
- Vice chair in the Division Level– 4 pts.
- Chairman and Co-chairman in the District Level- 3 pts
- Vice chair in the District Level– 2pts.
- School Research Coordinator – 1 pt



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**D. CRITERIA IN THE SELECTION OF ICON OF INNOVATION**

**50% - 2020-2023 Innovation approved by DREC**

Each approved innovation will be given points will be given 10 points with a maximum of 50 points.

**50% - 2020-2023 Utilization of Innovation**

Each nominee will present a certification of utilization or accomplishment reports and the corresponding points are shown below. Each nominee will have a maximum of 50 points.

- School Level utilization (utilized within the school)- 5pts
- District Level utilization (utilized within 2 or more schools in the district) – 10 pts
- Division level utilization (utilized by at least 4 schools in at least 2 district) - 15 pts
- Regional Level utilization (utilized by 2 or more Divisions within the region) – 20 pts
- National Level (utilized by 2 or more region within the country) utilization- 25 pts

**Basis for ICON of PARTNERSHIP**

The Schools Division Superintendent shall serve as the committee chair with the SGOD Chief and SEPS for social mobilization and networking as co- chairs to determine who among the stakeholders shall receive due recognition.

Internal and external stakeholders including community and industry partners who displayed outstanding contributions in the attainment of the Brigada Eskwela initiative maybe considered recipients of recognition which include group/institutional or individual.



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<b>PROGRAM</b>	<b>CRITERIA</b>
Icon for Oplan Kalusugan sa DepEd Program	<ul style="list-style-type: none"><li>• Incorporation of OKD programs in School AIP/AOP</li><li>• Prompt submission of OKD reports</li><li>• Stakeholder Support and Community Involvement</li><li>• Active Implementation of 6 flagship programs under OKD</li></ul>
Icon for Medical-Dental and Nursing Services	<ul style="list-style-type: none"><li>• Availability of School Clinic/Clinic Area</li><li>• Availability of School Clinic Teacher</li><li>• Availability of First Aid Kit/Medicines</li><li>• Presence and completeness of Learner's Health Cards</li><li>• Prompt Submission of Nutritional Status Reports</li><li>• Documented Referral System</li><li>• Availability of Client Records</li></ul>
Icon for School-Based Feeding Program	<ul style="list-style-type: none"><li>• Compliance to SBFP guidelines</li><li>• Availability of Feeding Area/Center</li><li>• Presence and Completeness of Forms</li><li>• Prompt Submission of reports</li><li>• Conduct of School Level Orientation/Launching Activity</li><li>• Documentation of Best Practices/Innovations</li><li>• Involvement/Support of Parents &amp; Community</li><li>• Conduct of Advocacy and social/resource mobilization activities</li><li>• Coordination with the Barangay/partner for the safe distribution of food commodities</li></ul>
Icon for Water, Sanitation, and Hygiene in	<ul style="list-style-type: none"><li>• 3 Star Schools based on the results of</li></ul>



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Schools	<p>the Online Monitoring System (OMS) revalidation conducted last December 6-9, 2022</p> <ul style="list-style-type: none"><li>• Percentage of the total no. of participants enrolled and successfully completed the WinS Massive Open Online Course.</li></ul>
Icon for National Drug Education Program	<ul style="list-style-type: none"><li>• Functional BKD program on Drug abuse prevention</li><li>• Submission of monthly Accomplishment Report with documentation (activities related to NDEP Innovations/Stakeholders)</li></ul>
Icon for Adolescent Reproductive Health Program	<ul style="list-style-type: none"><li>• Teen Center or School Clinic</li><li>• Gender segregated CR</li><li>• Availability of sanitary Napkins</li><li>• Guidance counsellor or guidance designates</li><li>• Accomplishments on ARH program</li></ul>
Icon for School Mental Health Program	<ul style="list-style-type: none"><li>• Designated Room for Counselling Area</li><li>• Accomplishment Report with Documentations (Activities related to Mental Health Program/Innovations/Stakeholders)</li><li>• Updated Report on Mental Health Cases/Suicide Cases</li></ul>
Icon for Gulayan sa Paaralan Program	<ul style="list-style-type: none"><li>• Fully documented accomplishment report with dates on pictures per quarter</li></ul>
Icon for School Dental Health Care Program	<ul style="list-style-type: none"><li>• Fully functional clinic</li><li>• Clean and orderly</li><li>• Manned by either health personnel, volunteer partner, or designated school clinic teacher.</li></ul>
Icon for Dugong Guro, Dugong Bayani Program	<ul style="list-style-type: none"><li>• Highest number of Blood Donors</li></ul>



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**GUIDELINES ON THE Institutional Conferment**

**DRRM ICON Category**

**I. PURPOSE**

This award shall be given to school teachers or personnel who are currently designated as **School DRRM Coordinators** in recognition of their extra-ordinary effort and love to implement one of the mandates of the Department which is to ensure safe and motivating learning environment.

The DRRM ICON shall be the Outstanding School DRRM Coordinator in Secondary School and in Elementary School.

**II. SELECTION CRITERIA**

Outstanding School DRRM Coordinators shall be selected following the criteria and must be endorsed by their districts:

1. Length of service as School DRRM Coordinator
2. Submission of Quarterly NSED Reports
3. Trainings, Seminars, or Conferences on DRRM/CCA/EiE attended
4. DRRM/CCA/EiE Innovation
5. Localization/Adaption/Adoption of DRRM/CCA/EiE Policies in schools
6. DRRM/CCA/EiE – related capacity building activities conducted in schools
7. Speakership in a DRRM/CCA/EiE trainings or symposia
8. Basic Research or Action Research on DRRM/CCA/EiE



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9. Partnerships to support the school in times of emergencies
10. Child-centered disaster risk reduction efforts

### III. ELIGIBILITY

School DRRM Coordinator who aspire for the award must be:

1. Regular employee of this Division
2. Designated as School DRRM Coordinator
3. Has good moral character

### IV. SELECTION PROCESS

1. School DRRM Coordinators must be nominated or recommended by their districts based on the criteria enumerated in the rubrics below.
2. The nominees will be evaluated using the rubrics in the Division level.
3. **There can only be one Outstanding School DRRM Coordinator in Elementary and in Secondary Levels per district.**



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Criteria	Outstanding (4 pts)	Good (3 pts)	Satisfactory (2 pts)	Needs Improvement (1 pt)
<b>Technical knowledge and skills</b>	Has deep understanding of DRRM concepts and has the technical skills required for their role in a school setting. This may include knowledge of hazard assessment, risk analysis, preparedness planning, response and recovery operations, and monitoring and evaluation.	Has good understanding of DRRM concepts and has the technical skills required for their role in a school setting.	Understands basic DRRM concepts and has some of the technical skills required for their role in a school setting.	Needs to improve their understanding of DRRM concepts and develop the technical skills required for their role in a school setting.
<b>Experience</b>  *Extensive experience means that the coordinator has long years of experience, implemented several activities, has worked with several organizations already, and has worked on different levels of responsibilities like a member to a leader in implementing programs, projects, and activities relative to DRRM *Thematic Areas of DRRM are preparedness, prevention and mitigation,	Has extensive experience working in DRRM in school settings, with a variety of disaster types and in different thematic areas of DRRM	Has some experience working in DRRM in school settings, with a variety of disaster types and in different thematic areas of DRRM	Has limited experience working in DRRM in school settings, with a limited range of disaster types and in a limited number of thematic areas of DRRM	Needs to gain more experience working in DRRM in school settings.



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Criteria	Outstanding (4 pts)	Good (3 pts)	Satisfactory (2 pts)	Needs Improvement (1 pt)
response, and recover and rehabilitation.				
<b>Leadership and teamwork skills</b>	Is an effective leader and motivator and can collaborate effectively with a wide range of stakeholders which includes school administrators, teachers, students, and parents.	Is a good leader and motivator and can collaborate effectively with most school stakeholders.	Is a leader and motivator and can collaborate effectively with some school stakeholders.	Needs to improve their leadership and teamwork skills.
<b>Communication and interpersonal skills</b>	Can communicate effectively with a variety of audiences, including school administrators, teachers, students, and parents	Can communicate effectively with most audiences, including school administrators, teachers, students, and parents	Can communicate effectively with some audiences but may need improvement.	Needs to improve their communication and interpersonal skills.
<b>Problem-solving and decision-making skills</b>	Can identify and solve problems effectively, and is able to make timely and sound decisions under pressure, considering the safety and well-being of students and school personnel	Can identify and solve problems effectively, and is able to make timely and sound decisions under most circumstances, considering the safety and well-being of students and school personnel	Can identify and solve some problems effectively, and is able to make timely and sound decisions under some circumstances, considering the safety and well-being of students and school personnel	Needs to improve their problem-solving and decision-making skills, considering the safety and well-being of students and school personnel



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Criteria	Outstanding (4 pts)	Good (3 pts)	Satisfactory (2 pts)	Needs Improvement (1 pt)
<b>Commitment to DRRM in schools</b>	Is passionate about DRRM in schools and committed to making a difference in the lives of students and the school community.	Is interested in DRRM in schools and committed to making a difference in the lives of students and the school community.	Is aware of DRRM in schools and is willing to contribute to making a difference in the lives of students and the school community.	Needs to develop a stronger commitment to DRRM in schools.



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ICON of Research

District: \_\_\_\_\_

Name	Designation	School	Contact Number
1.			

ICON of Research

Name	Designation	School	Contact Number
1.			

Prepared by:

\_\_\_\_\_  
Chair, District Research Committee

Approved by: \_\_\_\_\_  
Public Schools District Supervisor

**Note:** *This form shall be submitted to the Office of the Schools Division Superintendent through Division Planning and Research Section on or before November 9, 2023*



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DRRM ICON Category

District: \_\_\_\_\_

Name	Designation	School	Contact Number
1.			

Approved by: \_\_\_\_\_  
Public Schools District Supervisor

**Note:** This form shall be submitted to the Office of the Schools Division Superintendent through the Division DRRM Coordinator on or before November 9, 2023



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