



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

October 7, 2022

DIVISION MEMORANDUM

No. 514 s, 2022

2022 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/SCHOOLS DIVISION OFFICES/SCHOOLS

To: Assistant Schools Division Superintendent
Chief's Of SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Section/Unit Heads
Elementary and Secondary School Teachers
Personnel

1. Attached is Regional Memorandum No. 1099, s. 2022 re: **2021 SEARCH FOR THE MOST OUTSTANDING DEPED REGION VIII OFFICIALS/EMPLOYEES/SCHOOLS DIVISION OFFICES/SCHOOLS**, this office through the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee and Human Resource Development (HRDD), hereby announces the 2022 Search for the Most Outstanding DepEd Region VIII Officials/Employees/Schools Division Office/Schools.

2. This activity aims to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, employees, and offices/schools, individually or in groups for their innovations, inventions, superior accomplishments, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, and/or other extraordinary acts or services in the interest of the public.

3. The awards to be given are as follows:

Types of Awards	
I. Best Employee Award	
1.1 Most Outstanding Teacher (Teacher I-III)	
a. Special Education (SPED)	
b. Senior High School	
1.2. Most Outstanding Teacher (Master Teacher)	
a. Special Education (SPED)	
b. Kindergarten	
c. Alternative Learning System (ALS)	
d. Madrasah	
1.3 Most Outstanding School Head	
a. Secondary School (JHS and SHS)	
b. Stand Alone Senior High School	


RELEASED
Date: 10/10/22
Time: 1:39
1

c. Integrated School (Elem and JHS/SHS)

SDO/RO Level

1.4 Most Outstanding Non – Teaching Personnel (Level 1)

- a. Administrative Aide
- b. Administrative Assistant or equivalent position

1.5 Most Outstanding Non- Teaching Personnel (Level 2)

- a. Administrative Officer V
- b. Human Resource Management Officer
- c. Supply Officer
- d. Cashier
- e. Records Officer
- f. Legal Officer
- g. Accountant
- h. Budget Officer
- i. School Librarian
- j. Division Librarian
- k. Registrar
- l. Planning Officer
- m. Information Technology Officer
- n. Engineer
- o. Project Development Officer
- p. Senior Education Program Specialist
 - p.1 Human Resource Development
 - p.2 School Management Monitoring and Evaluation
 - p.3 Planning and Research
 - p.4 Social Mobilization and Networking
- q. Education Program Specialist
- r. Nurse
- s. Medical Officer
- t. Dentist
- u. Assistant School Principal
- v. LR PDO II
- w. Implementing Unit Bookkeeper/ Accountant

2. Top Ten (10) in National Examinations

3. Best Office/ School/ Learning Center Award

3.1 Most Outstanding School

- a. Elementary (Monograde School- Central Category)
- b. Elementary (Monograde School – Non Central Category)
- c. Elementary (Multigrade School)
- d. Junior High School
 - d.1 Non- Implementing Unit
 - d.2 Implementing Unit
- e. Secondary Schools (JHS and SHS)
 - e.1 Non- Implementing Unit
 - e.2 Implementing Unit
- f. Stand Alone Senior High School
- g. Integrated School (Elem. And JHS/SHS)

3.2 Most Outstanding Schools Division Office

- a. Provincial Division
- b. City Division

4. Most Outstanding Coordinator/Adviser

4.1 School Level

- 4.1.1 Reading Coordinator
- 4.1.2 School Paper Adviser
- 4.1.3 Property Custodian
- 4.1.4 Youth Formator
- 4.1.5 Wins Coordinator
- 4.1.6 DRRM Coordinator

4.2 SDO Level

- 4.2.1 MEP Coordinator
- 4.2.2 IPED Coordinator
- 4.2.3 Youth Formator
- 4.2.4 DRRM Coordinator
- 4.2.5 GAD Coordinator
- 4.2.6 SBM Coordinator
- 4.2.7 TA Coordinator
- 4.2.8 SPED Coordinator
- 4.2.9 Sports Coordinator
- 4.2.10 Multigrade Coordinator

4. The Best Employee Awardees during the World Teachers Day 2022 celebration will update their pertinent documents to meet the required 70% regional assessment rating;

1. Best Employee Award

1.1 School Level

1.1.1 Most Outstanding Teacher (Teacher I-III)

- a. Kindergarten
- b. Elementary
- c. Junior High School (JHS)
- d. Alternative Learning System (ALS)
- e. Madrasah

1.1.2 Most Outstanding Master Teacher

- a. Elementary
- b. Junior High School
- c. Senior High School

1.1.3 Most Outstanding School Head

- a. Elementary (Monograde School Central Category)
- b. Elementary (Monograde School – Non Central Category)
- c. Junior High School

1.4 Most Outstanding Head Teacher

1.2 SDO Level

- 1.2.1 Education Program Supervisor
- 1.2.2 Public School District Supervisor

5. Validity of the outstanding /meritorious accomplishments and trainings shall be with the last 3 years form the cut-off date set by the Regional PRAISE Committee. The cut-off date for this year's search is September 30, 2022.

6. The schedule of the screening procedures and the deadline of submission of nominees will be followed on the timeline below;

DATE	ACTIVITY	REMARKS	EXPECTED OUTPUT
October 10-13, 2022	Deliberation of awardees in school level	School PRAISE Committee	Final list of awardees per award category in School Level
October 14, 2022	Endorsement of school qualified list of awardees to District PRAISE Committee	School PRAISE Committee	Prepared documents of School Level awardees
October 17-20, 2022	Deliberation of awardees in District level	District PRAISE Committee	Final list of awardees per award category in District Level
October 21, 2022	Endorsement of District qualified list of awardees to Division PRAISE Committee	District PRAISE Committee	Prepared documents of School Level awardees
October 24-27, 2022	Final assessment and validation of documents	Division PRAISE Committee	Qualified nominees evaluated/screened
October 28, 2022	Preparation of endorsement vis-à-vis with the documents	HRDD Secretariat & Division PRAISE Committee	Prepared documents of awardees for the submission to Regional Office
October 31, 2022	Submission of pertinent documents of qualified Division awardees to the Regional office	HRDD Secretariat & Division PRAISE Committee	Qualified nominees evaluated/screened

7. Criteria and some other attachments can be downloaded through the link: <https://drive.google.com/file/d/11A-TrZI72GhK9EikVco60-LwRVNvKkMb/view?usp=sharing>.

8. Expenses incurred in this activity shall be charged against HRTD Funds, subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of and compliance with this Memorandum are desired


MARIZA S. MAGAN EdD, CESO V
 Schools Division Superintendent

Reference RM No 641 & 680, s. 2021
 11/09/2021



Schools Division of Tacloban City
 Brgy 54, Real Street, Tacloban City
 Telephone Number: 053-832-9204
 Email address: sdotaclobancity@gmail.com