



Republika ng Pilipinas

Kagawaran ng Edukasyon

Rehiyon V (Bicol)

TANGGAPANG PANSANGAY NG CATANDUANES



UNNUMBERED MEMORANDUM

OSDS-OASDS-UM-11-6-2022/ AMA

TO : Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Section Chiefs
 All Teaching and Non-Teaching Personnel

FROM : 
SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent

SUBJECT : **ADDENDUM TO DIVISION
 MEMORANDUM NO. 449 s. 2023 re: ONDRA
 CATANDUNGAN AWARDS 2023**

DATE : 6 NOVEMBER 2023

- Pursuant to DM 449, s. 2023, the Outstanding Employees in different categories shall be awarded during the Education Week this December to strengthen and sustained the Rewards and Recognition policies of this division in adherent to the principles of PRIME-HRM of this Schools Division Office. Corollary to this, the mechanics for the ONDRA CATANDUNGAN AWARDS 2023 is formulated, as follows:

Category	Basic Qualification Requirements
Outstanding School Principal I-IV (Elementary and Secondary Level)	Has a regular appointment
	Has served for three (3) years as School Head (<i>regardless of the position</i>)
	Must not have been guilty of an administrative/ criminal case
	Must have obtained a rating of at least Very Satisfactory for the last rating period (SY 2022-2023)



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Category	Qualification Requirements
Outstanding Teacher I-III (Elementary & Secondary Level)	<ul style="list-style-type: none"> • Has a regular appointment • Has served for three (3) years in the present position as of October 31, 2023 • Must not have been guilty of an administrative/ criminal case • Must have obtained a rating of at least Very Satisfactory for the last rating period (SY 2022-2023/CY 2022)
Outstanding Multi-Grade Teacher	
Outstanding Health Personnel (School- Based and SDO)	
Outstanding Administrative Officer IV (IUs and SDO)	
Outstanding Registrar	
Outstanding Administrative Assistant III/ Senior Bookkeeper (Elementary, Secondary Level and SDO)	
Outstanding Administrative Assistant II/ Disbursing Officer (Elementary and Secondary Level)	
Outstanding Administrative Assistant II in Senior High School	
Outstanding Security Guard (Elementary and Secondary Level)	
Outstanding Administrative Aide I (Elementary and Secondary Level)	

2. Criteria for Judging

Category	Selection Criteria Rating	Indicative Rubrics	MOVs	Points Earned
Outstanding School Principal, Teacher I-III, Multi-grade Teacher	a. IPCRF (20%)	Rating x.20	IPCRF for SY 2022-2023	
	b. Education (10%)		1. Transcript of Records 2. Certification from the graduate school/s for CARMA/ CARDOC 3. Diploma (if graduated)	
	Graduate of	10 pts		
	Ed.D/Ph.D	8 pts		
	CAR in Ed.D/Ph.D	6 pts		
	Graduate of MA	4 pts		
	CAR in MA	2 pts		
	Bachelor's degree			



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Category	Selection Criteria Rating	Indicative Rubrics	MOVs	Points Earned
Outstanding School Principal, Teacher I-III, Multi-grade	c. Tangible and or Intangible Programs/Activities/Projects/Innovations (PAPIs) Initiated and Completed with the support of external stakeholders (30%)	<p>Division Level 30 pts- 3 or more PAPIs with support of external stakeholders 20 pts- 2 PAPIs with support of stakeholders 10 pts- 1PAPIs without support of external stakeholders</p> <p>District Level 15 pts- 3 or more PAPIs with support of Stakeholders 10 pts- 2 PAPIs with support of stakeholders 5 pts- 1PAPIs without support of external stakeholders</p> <p>School Level 10pts- 3 or more PAPIs with support of Stakeholders 7 pts- 2 PAPIs with support of stakeholders 3 pts- 1 PAPIs without support of external stakeholders</p>	<p>1. Approved PAPIs and budget Proposal duly signed by SDS implemented for the last 3 years highlighting the participation of the external stakeholders 2. Accomplishment Report highlighting the impact of the PAPIs to the learners and support of the external stakeholders with attestations of 5 beneficiaries who will be present during the onsite validation. 3. Photo documentation Others: Depending on the nature of the PAPIs</p> <ul style="list-style-type: none"> • Attendance sheet • Video (can be shown during validation (if any)) • Written testimonies • Actual output or project if tangible • Assessment results before and after the implementation 	



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			<p>of PAPIs (if literacy & numeracy projects)</p> <ul style="list-style-type: none"> • BMI of the beneficiaries before and after (if related to Health & nutrition) • Other MOVs that would prove the noble impacts & support of the stakeholders
	<p>d. Leadership and Management (20%)</p> <p>1. Human Resource Development- 15%</p>	<p>Conducted LAC and or INSET in school and or district levels.</p> <p>15 pts- conducted 3 or more LACs and or INSETs with complete documentation signed at least by the PSDS.</p> <p>13 pts- conducted 3 or more LACs and or INSETs incomplete documentation signed at least by the PSDS</p> <p>10 pts- conducted 2 LACs and or INSETs with complete documentation signed at least by the PSDS</p> <p>8 pts- conducted 2 LACs and or INSETs without proper documentation signed at least by the PSDS</p> <p>5 pts- conducted 1 LAC and or INSET with complete</p>	<p>Complete Documentation</p> <p>1. Proposal signed at least by the PSDS with:</p> <ul style="list-style-type: none"> • Budget & source of fund • Number of pax • Name of facilitators • training matrix <p>2 Accomplishment report duly signed at least by the PSDS and with attestations of 5 participants with enclosures:</p> <ul style="list-style-type: none"> • school/district memo • attendance • impact/results /highlights



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	<p>2. Application of Learning and Development - 5%</p>	<p>documentation signed at least by the PSDS 3pts-conducted 1 LAC and or INSETs incomplete documentation signed at least by the PSDS</p> <p>Applied the learning gained during the L&D for the last 3 years with complete documentation. 5 pts-applied the learnings gained during (one) L & D for the last 3 years with complete documentations. 3 pts- applied the learnings gained during (one) L & D for the last 3 years with incomplete documentations.</p>	<ul style="list-style-type: none"> • pictorials <p>Complete documentation 1. Certificate of Appearance /participation to the L & D attended for the last 3 years. 2. Re-entry Action Plan/ Action Plan duly signed at least by the PSDS 2. Program completion report duly signed at least by the PSDS with attestations of 5 beneficiaries 3. attendance & Photo documentation</p>	
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Category	Selection Criteria Rating	Indicative Rubrics	MOVs	Points Earned
Outstanding School Principal, Teacher I-III, Multi-grade	<p>e. Participation in contests as coach or school head of contestants or school head of the participating school (10%)</p> <p>a. Level of participation (with or without award received) (5%)</p>	<p>5 pts- participated in the International Level 4 pts - participated in the National Level</p>	<p>1. Bulletin/Memorandum 2. Certificate of Participation</p>	



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	<p>b. Quantity of participated competition (5%) (different contest areas)</p> <p>Ex. Attended in the SDO, Regional & National PRESCON shall be counted as one contest/event</p>	<p>3 pts – participated in the Regional Level 2 pts- participated in the Division Level 1 pt.- participated in the District Level</p> <p>5 pts -participated in 5 or more different competitions regardless of the level 4 pts -participated in 4 different competitions regardless of the level 3 pts - participated in 3 different contests regardless of the levels 2 pts - participated in 2 different contest/areas regardless of the level 1 pt. - participated in 1 contest regardless of the level</p>	<p>3. Certificate of Recognition</p>	
	<p>f. Other Meritorious Accomplishments not related to the KRA (10%)</p> <ul style="list-style-type: none"> • Trainer/Resource Speaker/Facilitator in outside of the school • Writer/Member of Committee such as Recruitment and Selection of Teacher Applicants, etc. (outside of the school) • Lupon/BADAC membership in the barangay 	<p>10 pts -5 meritorious accomplishments not related to the KRAs 8 pts -4 meritorious accomplishments not related to the KRA 6 pts -3 meritorious accomplishments not related to the KRAs 4 pts- 2 meritorious accomplishments not related to the KRAs</p>	<p>1. Certificate of Participation and or Certificate of Recognition 2. Memorandum with Training Matrix bearing the name of the contestant (if trainer/faci/resource speaker)</p>	



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	<ul style="list-style-type: none"> • Centro Catolico, Lay Minister, Choir trainer/member, etc. • Coach in sports (outside the school) • others 	2 pts -1 meritorious accomplishment not related to the KRAs	3. Letter of invitation (if any) 4. Photo documentation (if any)
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Category	Selection Criteria Rating	Indicative Rubrics	MOVs	Points Earned
Outstandi ng Health Personnel, AO, ADAS, Registrar, ADA and Security Guard	a. IPCRF (30%)	Rating x.30	1. SY 2022-2023 (School-based Personnel) 1. CY 2022 (SDO Personnel)	
	b. Length of dedicated service (10%)	1 point every year (maximum of 10 pts.)	Updated Service Record	
	c. Innovation (25%)	25 pts -has proposed at least 1 school innovation fully implemented for the last 3 years signed at least by the PSDS/section head with complete documentation. 23 pts - has proposed at least 1 school innovation fully implemented for the last 3 years signed at least by the PSDS /section head with incomplete documentation. 20 pts -served as chairman and or co-chairman of the committee/s during the implementation of the innovation/s for the last 3 years with complete documentation. 18 pts - served as chairman and or co-chairman of the committee/s and or TWGs during the implementation of the innovation/s for the last	Complete Documentation 1. Approved proposal specifying the target beneficiaries 2. Program of work with source of fund for infrastructures (signed by the SDO Engineer 3. Budget proposal with source of fund for intangible projects signed at least by the PSDS 4. Completion report with attestation of 5 beneficiaries 5. Photo documentation 6. Memorandum (if any)	



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		<p>3 years with incomplete documentation. 15 pts- served as member of the TWGs/committee/s during the implementation of the innovation/s during the last 3 years with complete documentation. 13 pts- served as member of the TWGs/committee/s during the implementation of the innovation/s during the last 3 years with incomplete documentation 10 pts- was not a member of any committee (not specified in the memos and proposals) but has proven to contribute to the success of the implementation of the innovation as consultant, liaison, disbursing /procuring employee labor, supervisor of PAPIs, watcher, quality control, encoder, videographer, photographer, record-keeper, documenter, PIO, remedial reading teacher in reading PAPIs, volunteer tutor in any literacy/numeracy PAPIs, etc. 5 pts- was not a member of any committee (not specified in the memos and proposals) but has proven to contribute to the success of the implementation of the innovation as consultant, liaison,</p>	<p>Documentation for non-proponent/non-member of the TWG or committee 1. certification of the school head/section head with attestations of 5 beneficiaries 2. photo documentation</p>	
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		disbursing /procuring employee labor, supervisor of PAPIs, watcher, quality control, encoder, videographer, photographer, record-keeper, documenter, PIO, remedial reading teacher in reading PAPIs, volunteer tutor in any literacy/numeracy PAPIs, etc. with certification submitted only duly signed by the school head/section head.	
d. Personal and Professional attributes (20%)	Interview and on-site validation	Presence in the on-site validation of: <ul style="list-style-type: none"> • PSDS (school-based) • Section Head (SDO) • School head • President of the Employees Asso. (School-Based) • at least 2 internal stakeholders (School-Based) • At least 2 colleagues 	
g. Other Meritorious Accomplishments not related to the KRAs (10%) <ul style="list-style-type: none"> • Trainer/Resource Speaker/Facilitator in outside of the school being led. 	10 pts -5 meritorious accomplishments not related to the KRAs 8 pts -4 meritorious accomplishments not related to the KRA	5. Certificate of Participation and or Certificate of Recognition 6. Memorandum with Training Matrix bearing the name of	



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	<ul style="list-style-type: none"> • Writer/Member of Committee such as Recruitment and Selection of Teacher Applicants, etc. (outside of the school) • Lupon/BADAC membership in the barangay • Centro Catolico, Lay Minister, Choir trainer/member, etc. • Coach in sports (outside the school) • others 	<p>6 pts -3 meritorious accomplishments not related to the KRAs</p> <p>4 pts- 2 meritorious accomplishments not related to the KRAs</p> <p>2 pts -1 meritorious accomplishment not related to the KRAs</p>	<p>the contestant (if trainer/faci/re source speaker)</p> <p>7. Letter of invitation (if any)</p> <p>8. Certification</p> <p>9. Photo documentation (if any)</p>
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3. Nomination, Submission and Evaluation Procedures:

1. All applicants must be nominated by any of the following: Public Schools District Supervisor, School Head, colleague, immediate supervisor, education-related organizations and stakeholders.
2. The nominator shall accomplish the prescribed form attached to the Memorandum and an essay about the nominees considering his/ her competencies and attitude towards work minimum of 250 words only.
3. The nominee is responsible for securing the needed consent of the people involved in the video/photo documentation (if required by the committee) which he/she will acknowledge in compliance with the Data Privacy Act form.
4. The nomination will be submitted to the **Records Section** on or before **November 24, 2023 from 8:00 AM-5:00 PM only. All documents received beyond 5 PM on the said deadline will be considered disqualified.** All photocopied documents should be authenticated by the said office.
5. Any adverse findings and complaints such as plagiarism and other similar acts that the search committee may receive and validate will be a ground for disqualification or revocation of award.
6. The candidate may be subjected to a deep selection process which may take the form of interview, background investigation, and another similar schemes. A judge will abstain from rating if:
 - a) he/she is the PSDS, school head/ section head of a candidate;
 - b) he/she belongs to the same district and the contestant;
 - c) he/she is related within the 3rd degree of affinity or consanguinity to the finalist.
7. The decision of the committee is final and unappealable. However, any aggrieved party may send a written inquiry to the Office of the Schools Division Superintendent, a day after the final information of the committee to the



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respective finalists. The Schools Division Superintendent shall have the final and irrevocable decision on complaints, if any.

- Submitted documents/ pertinent papers shall be at the disposal of the committee and shall not be made accessible to any candidate.

4. Required documents for submission:

- Service record (1 copy)
- Rated IPCRF for the SY 2022-2023/ CY 2022
- Data Privacy Act Consent Form
- Anti-plagiarism form
- Certification of Not Guilty of an Administrative Case to be secured from the Legal Unit (1 copy)
- Nomination form and essay of nominator

5. The **Municipal Selection is extended until November 17, 2023**. The judges and the members of the Technical Working Committee is enclosed in this memorandum.

6. For widest dissemination and guidance.



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Enclosure No. 1

PRAISE COMMITTEE

Chairperson: Ma. Luisa T. Dela Rosa
Assistant Schools Division Superintendent

Vice- Chairpersons: Romel G. Petajen, Chief, CID
Mary Jean S. Romero, Chief, SGOD

Members: Marichelle B. Llave- HRMO
Carol P. Gil- SEPS, HRD
Amelia Eusebio- Representative, Catanduanes Association of
Secondary School Heads
Ruben Jose V. Tria- Representative, PESPA
Elias V. Abundo- Representative, PESPA
Jesslyn Taway- EPS, LRMDS
Eva S. Tolentino- Administrative Officer V
Ma. Cielo S. Tubale- Representative, NEU
Angelo James O. Aguinalde- Accountant III
Ma. Gina M. Templonuevo- EPS, Filipino

Secretariat/ TWG: Marivic T. Camacho- EPS, EsP
Marife B. Brequillo- SEPS, SocMob
Immaculate Latorre- Education Program Specialist
Elizabeth S. Urbano- Education Program Specialist
Roma Angelee A. Soleybar- Administrative Officer II
Korina Carla H. Basco- Administrative Officer II
Nimfa R. Arcilla, Administrative Assistant III

Support Staff: Jennifer B. Metica- Division ITO
Jean Flor Q. Cestina- Administrative Assistant III
Jake M. Tablo- Administrative Assistant III
Alexa May B. Abundo- Administrative Aide VI
Jade T. Concepcion- Administrative Aide VI
Jenelyn T. Laid- Administrative Aide VI
Jackylen T. Camacho- Contract of Service



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Enclosure No. 2

NOMINATION FORM

For the Nominator:

Please accomplish the nomination form and attach a two-page (letter size) essay set in Tahoma font, size 11, 1.5 spacing, about the nominee with emphasis on his/ her character, accomplishments and impact to service delivery and contribution to the organization and/ or community.

Recent 2x3 picture of the
Nominee

The PRAISE Committee
SDO Catanduanes

After reviewing the mechanics and criteria for the Division ONDRA CATANDUNGAN AWARDS 2023, I hereby nominate:

Name of Nominee: _____

Category: _____

Current Position of Nominee: _____

School/ Office/ Section/ Unit: _____

I hereby certify that to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

Name of Nominator: _____

Signature: _____

Position: _____

Date Signed: _____