



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **616**, s. 2021

**SEARCH FOR 2021 DIVISION TEACHERS ALTOGETHER PRAISE OUTSTANDING
COLLEAGUES (TAPOC) AND DIVISION NOMINEES/ ENTRIES TO 2021 DEPED REGION
VII PASIDUNGOG AWARDEES**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to Regional Memorandum No. 0665, s. 2021, titled **Search for 2021 DepEd Region VII Pasidungog Awardees**, in adherence to DepEd Order No. 09, s. 2002 titled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE), and with Civil Service PRAISE Program, this Office announces the Search for **2021 Division Teachers Altogether PRAISE Outstanding Colleagues (TAPOC) 2021** and the same time the Division's entry to the DepEd Region VII Pasidungog.
2. This year's TAPOC shall give due recognition to outstanding teaching and non-teaching personnel and to give due credit to those who have in one way or the other have shown exemplary contribution to the delivery of quality education to their assigned schools, districts, offices or stations.
3. This program shall also give recognition to schools, districts and offices that puts exceptional effort in the delivery of quality basic education services.
4. The award categories for the 2021 Division Teacher's Altogether PRAISE Outstanding Colleagues (TAPOC) are the following:

Award Categories

- A. Individual Category
 1. Most Outstanding Teachers

120 AUG 2021



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-0667 / 422-7644
Email Address:negros.oriental@deped.gov.ph

- a. T1-MT3 (K-6 teachers)
- b. T1-MT3 (G7-G12 teachers)
- c. SPED K-12
- d. ALS
- 2. Most Outstanding School Head
 - a. Elementary
 - b. Secondary
- 3. Most Outstanding Teaching-Related Personnel
 - a. District
 - Public Schools District Supervisor
 - b. Division
 - Education Program Specialist II (EPS II)/ Senior Education Program Specialist (SEPS)
 - Education Program Supervisor (EPS)
 - Chief Education Program Supervisor (CES)
- 4. Most Outstanding Non-Teaching Personnel
 - a. Level 1 (School/ District & Division)
 - b. Level 2 (School/District & Division)

B. School Category

- 1. Most Outstanding Elementary School
 - a. Small
 - b. Medium
 - c. Large
 - d. Very Large
- 2. Most Outstanding Secondary School
 - a. Small
 - b. Medium
 - c. Large
 - d. Very Large

5. The documents of each nominee with labels/tabs shall be submitted to this office in a long white envelope following this order:
- a. R & R Form 1: Nomination Form (Must be fully accomplished)
 - b. R & R Form 2: Nomination Write-Up for all Categories (Executive Summary) to be written by the nominating party. Specify why the nominee deserves the award.
 - c. R & R Form 3: Omnibus Certification for Individual & Group Categories (All documents must be submitted as attachment).

FOR SOFT COPY of documents, submit the file to the link: bit.ly/2021tapocnegor not later than September 3, 2021.

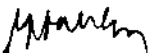
- a. Scanned documents in PDF file
- b. Five (5) minute video on the highlight features and accomplishments of the nominee/entry.

6. The Division PRAISE committee and the screening committee (please see attached list) shall conduct the screening and validation process following the set of criteria per category. The committee shall proclaim all Rank 1 per category per level as 2021 Division TAPOC awardee at the same time the Division entry/nominee to the 2021 DepEd RO VII Pasidungog.

7. Specified below are the schedule of activities and venues/platform relative to the said search.

ACTIVITIES	DATE	VENUE/PLATFORM	PARTICIPANTS
Orientation on Rewards & Recognition Manual	August 21, 2021	MS Teams	Division PRAISE Committee & ALL PSDSs/DICs and ALL School Heads
Submission of Documents to the Division Office	September 2-3, 2021	Division Office	
Perusal of Documents	September 6-8, 2021	Division Office- & Validators Evaluators	PRAISE Committee Validators & Evaluators
Validation & Evaluation	September 9-10 & 13, 2021	Division Office- & Validators Evaluators MS Teams for Nominees	PRAISE Committee Validators & Evaluators Nominees
Submission of Division Winners/ Nominees to DepEc RO VII	September 16-17, 2021	Regional Office	

8. Food/Meals of PRAISE Committee members, PRAISE Validators & Evaluators shall be charged to HRTD funds, while travelling & other incidental expenses during the conduct of the activities mentioned above shall be charged to school MOOE or other related funds, all subject to the usual accounting and auditing rules and regulations.
9. One (1) day service credits/one (1) day Compensatory Overtime Credit (COC) shall be granted to Teacher In-Charge/School Heads/Division Personnel/Non-Teaching personnel who will attend the Orientation on August 21, 2021 (Saturday) subject to the submission of duly accomplished DTR.
10. For inquiries and clarifications, you may contact the ASDS Office at 0955-280-5112 and look for Ms. Marielle or Ms. Sheena.
11. For the information, guidance, and strict compliance of all concerned.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



**PROGRAM ON AWARDS AND INCENTIVES FOR
SERVICE EXCELLENCE (PRAISE)**

Consultant: SDS Senen Priscillo P. Paulin, CESO V

Chair: Dr. Joelyza M. Arcilla
 Co-Chair: Dr. Nilita L. Ragay
 Vice Chair: Dr. Rachel B. Picardal
 Focal Person: Ms. Iryll Mae S. Macahig
 Members: Mr. Sonny V. Uy, PSDS
 Mrs. Lani B. Yurong, AO V
 Mrs. Lydia D. Cacas, Budget Officer III
 Mrs. Jennifer P. Piodos, Accountant
 Mrs. Jian A. Diaz- HRMO
 Dr. Edfel Cabag, President, NAPSSPHIL
 Mr. Aldrin Yaeso- President, PESPA
 Mrs. Rowena Trofeo- President- Teachers' League
 Secretariat: Ms. Marielle V. Timonan
 Ms. Sheena Lee B. Torres

CATEGORIES	VALIDATORS/EVALUATORS
Most Outstanding Teachers	Chairman: Dr. Joelyza M. Arcilla Members: Dr. Annalee A. Amores Dr. Donre Mira Iryll Mae S. Macahig Rowena Trofeo TWG: Remylin V. Gaogao & Marielle Timonan
Most Outstanding School Head	Chairman: Dr. Nilita L. Ragay Members: Dr. Dan P. Alar Dr. Edfel Cabag Ms. Katherine Sedillo Mr. Aldrin Yaeso TWG: Alfredo Ticon Jr. & Conchita J. Tuin

<p>Most Outstanding Teaching-Related Personnel</p>	<p>Chairman: Dr. Rachel B. Picardal Members: Mr. Sonny V. Uy Dr. Karl T. Credo Mr. Arnold Jungco Ms. Lani B. Yurong</p> <p>TWG: Ninonito Divino & Rina Duran</p>
<p>Most Outstanding Non-Teaching Personnel</p>	<p>Chairman: Mr. Renante A. Juanillo Members: Jenith C. Cabajon Mrs. Jennifer Piodos Jian A. Diaz Marichyle P. Lajato Dr. Karina Louise Dela Cruz</p> <p>TWG: Elmar Cabrera & Roy Cadinan</p>
<p>Most Outstanding Elementary School</p>	<p>Chairman: Dr. Carmelita A. Alcala Members: Ms. Rosela Abiera Allan A. Tabio Dennis Charl Andalajao</p> <p>TWG: Sheena Lee B. Torres, Ivonne & Icee</p>
<p>Most Outstanding Secondary School</p>	<p>Chairman: Dr. Antonio Baguio Members: Dr. Emma Mate Dr. Elisa L. Baguio Dae P. Habalo Lydia D. Cacas</p> <p>TWG: Kecylin Je Q. Omale & Marsha D. Ruiz</p>

ANNEX A

R&R Form 1 (Nomination Form)

RO 7 PASIDUNGOG SEARCH		Passport size Photo
Individual Category: _____		
Nominee (First Name, Middle Initial, Last Name):		Signature:
Position (per Service Record):	Gender:	Age:
Status of Appointment (per Service Record):		Date of Birth:
Telephone/Cellphone Nos (Active Contact Details):		Place of Birth:
Residence Address:		
Level of Position:		Group Category: _____
<input type="checkbox"/> 1 st Level <input type="checkbox"/> 2 nd Level. <input type="checkbox"/> 3 rd Level (SDS/ASDS)		
<input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-teaching <input type="checkbox"/> Teaching		Nominee (Name of School / Name of SDO):
Email address:		Size (smal, medium, large...):
SCHOOL HEAD		
Name:		Position:
Office/Office Address:		
Telephone/Cellphone Nos. (Active Contact Details):		Email Address:
DIVISION/AGENCY HEAD		
Name:		Position:
Office/Office Address:		
Telephone/Cellphone Nos. (Active Contact Details):		Email Address:
NOMINATOR		
Name:		Position:
Office:		Telephone/Cellphone Nos.:
Office Address:		Email Address:

Additional Information about the Nominee:

Were you a previous PASIDUNGOG Nominee? Yes No **What year:** _____
What Award Category: _____

Were you a previous PASIDUNGOG Semi-finalist? Yes No **What year:** _____
What Award Category: _____

Were you a previous PASIDUNGOG Awardee? Yes No **What year:** _____
What Award Category: _____

R & R Form 2 (Nomination Write-up for all Categories)

Nomination Write-up:

(Minimum of 250 words and Maximum of 500 words, A4 size bond paper, Arial # 12 font, including executive summary)

Name of Nominee (Individual Category) :	(Group Category):
Position:	Name of School/SDO:
Length of Service in the Position: in Government:	Head of Office:

<p>I. Executive Summary</p>
<p>II. Exemplary Behavior/Conduct Displayed within the last 3 years</p>
<p>III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)</p>
<p>IV. Other Information (Major Awards/Citations Received/Membership in the Organization)</p>

CERTIFICATION

We/I attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules and DepEd RO VII Rewards & Recognition Policy.

Printed Name and Signature:

		<p>PRAISE Committee/Highest HRMO</p>	<p>Division Office Head</p>
Nominee	Nominator		

ANNEX C

R & R Form 3 (Omnibus Certification for Individual & Group Categories)

**OMNIBUS CERTIFICATION OF AUTHENTICITY
AND VERACITY OF DOCUMENTS**

I, _____, Filipino, of legal age, with permanent address at _____, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ at

Name of Category *Name of School / Division* _____;
Address of School/ Division

2. I have submitted the following documents:

1. Fully accomplished Rewards and Recognition Forms
 - 1.1. Nomination Form (Form 1)
 - 1.2. Nominee's Write-ups on the Highlight of Accomplishments (Form 2)
2. Updated PDS with passport size (1 ½"x 2) photo with name tag taken within the last six (6) months prior to the nomination.
3. Endorsement letter from the Schools Division Superintendent/Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
4. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31, 2019. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
5. Certificate of no pending administrative/civil/criminal case;
6. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
7. Performance Rating for the last three (3) performance rating periods prior to the nomination.

3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.

4. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Division of _____, to verify the authenticity of the above mentioned documents.

Signature over printed name

Date

SUBSCRIBED AND SWORN to before me in City/Municipality _____ this ____ day of _____, 20____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public