



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 079, s. 2021

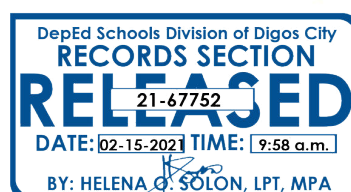
February 11, 2021

VIRTUAL CONFERENCE AND RE-ORIENTATION OF THE CRITERIA AND GUIDELINES OF THE SEARCH FOR THE 2021 ACHIEVEMENT GREAT INSTRUCTIONAL LEADERSHIP AWARD (AGILA) FOR PUBLIC SCHOOL TEACHERS, SCHOOL HEADS, PUBLIC SCHOOLS DISTRICT SUPERVISORS AND DIVISION EDUCATION PROGRAM SUPERVISORS AND EXEMPLARY ACHIEVEMENT FOR GREAT AND LAUDABLE EMPLOYEES(EAGLE) 2020 FOR NON-TEACHING EMPLOYEES

To: Assistant Schools Division Superintendent
CID Chief
SGOD Chief
Public Schools District Supervisors
Concerned Education Program Supervisors
SDO PRAISE Committee
HRD Specialists

1. This is in reference to the Annual Rewards and Recognition Program called for by the Regional Office re; Search for the Achievement Great Instructional Leadership Award (AGILA) for Public School Teachers, School Heads, Public Schools District Supervisors and Division Education Program Supervisors and Exemplary Achievement for Great and Laudable Employees (EAGLE) for Non-Teaching Employees.
2. You are hereby directed to attend the Virtual Conference on February 19, 2021 at 1:30-3:30PM and Virtual Re-orientation of the Criteria and Guidelines on February 26, 2021 at 9:00-11:00AM. The links shall be posted and disseminated later on.
3. Attached herein are the copies of the Timetable, Composition of the Selection Committee, Packaging Team, Categories, Nomination Form, Criteria and Guidelines of each category for reference.
4. For compliance, information and guidance.


CRISTY C. EPE
Schools Division Superintendent



Proposed Timetable (January –December 2021)

Activity	Committee	Schedule
Review of the guidelines and criteria	HRD Specialists	January 11-15, 2021
Reconstruction of the PRAISE Committee	HRD Specialists	January 18-20, 2021
Conference	Division Selection Committee Division Packaging Team	February 19,2021
Re-orientation of the Guidelines and Criteria	Division Selection Committee Division Packaging Team	February 26, 2021
Information Dissemination	HRD Specialists	March 2021
School-based selection	School Selection Committee	April 2021
Office-based selection	Division Selection Committee	April-May 2021
District-based selection	District Selection Committee	May-June 2021
Submission of documents to the Division Division-based selection	Division Selection Committee	July 2021
Declaration of Division Winners (AGILA/EAGLE)	Division Selection Committee	July 2021
Packaging of documents of the winners	Division Packaging Team	August-September 2021
Awarding of winners (World Teacher's Day)		October 5, 2021
Endorsement of Division Entries to the Regional Office	Division Selection Committee	December 2021
Regional Awarding Ceremony		December 2021

Composition of the Selection Committee

Categories (AGILA)	Chairperson	Vice Chairperson	Members	Terms of Reference
Overall	Cristy C. Epe	Basilio P. Mana-ay, Jr.		
-Public Schools District Supervisors -Education Program Supervisors -Principals(Elementary, Junior High School and Senior High School)	Sollie B. Oliver	Beverly S. Daugdaug	Francis Jude Alcomendras Noreliza Misal Ida I. Juezan Helen Casimiro	
-Elementary, Junior High School and Senior High School (Teacher I-III and Master Teacher)	Beverly S. Daugdaug	Myhrra Faye Bontia	Luzminda B. Jasmin Gervasio Salinas Patriotiso Peñas	
IPEd	Jessica Lucero	Joan Niones Gervasio Salinas Sollie B. Oliver	Jem Boy Cabrella Ronilyn Nieves	
ALIVE	Cherry Rossette Oliva	Joan Niones	Jem Boy Cabrella Ronilyn Nieves	
SPEd	Mary Glor Tabanao	Ferna Renira T. Alde	Jem Boy Cabrella Ronilyn Nieves	
Kindergarten	Mary Glor Tabanao	Gervasio salinas	Jem Boy Cabrella Ronilyn Nieves	
Multigrade	Ely Cataluña	Ferna Renira T. Alde	Elvie Timon	
ALS-DALC ALS Mobile Teacher	Tito M. Endrina	Ferna Renira T. Alde	Elvie Timon	

Categories (EAGLE)	Chairperson	Vice Chairperson	Members	Terms of Reference
Overall	Cristy C. Epe	Basilio P. Mana-ay, Jr.		
Accountant	Francis Jude Alcomendras	Sollie B. Oliver	Beverly S. Daugdaug Noreliza Misal Myhrra Faye Bontia Neptune L. Tambilawan Rosario Diamante Xavier S. Fuentes	
Administrative IV-V				
PDO II-IV				
EPS II				
EPS II ALS				
ITO				
Planning Officer				
Admin Assistant I-VI				
Admin Aide I-VI				
Driver				
Engineer				
Attorney				
Dentist				
Medical Officer				
Nurse II				
SEPS				

Secretariat: Ronald B. Dedace and Cecile C. Uy

Packaging Team

1. Tito M. Endrina
2. Ida I. Juezan
3. Xavier S. Fuentes
4. Myleen Robiños
5. Joan Niones
6. Gervasio Salinas
7. Ronald B. Dedace
8. Cecile C. Uy
9. Peter-Jason C. Senarillos
10. Stephen Pascual
11. Three (3) IT Teachers

AGILA Categories

Category
A. Teacher
A.1 Elementary Regular Teachers 1-111
A.1.1 Kindergarten
A.1.2 Multigrade Teacher
A.2 Secondary Regular Teachers1-111
A.2.1 Junior High School
A.2.2 Senior High School
A.3 Inclusive Education
A.3.1 ALIVE
A.3.2 SPED
A.3.3 ALS – DALSC
A.3.3.1 ALS-Mobile
A.3.4 IPED
A.4 Master Teacher
A.4.1 Master Teacher Elementary
A.4.2 Master Teacher Junior High School
A.4.3 Master Teacher Senior High School
B. Principal Category
B.1. Elementary School Principal
B.2. Secondary School Principal
B.2.2.1 Junior High School Principal
B.2.2.2 Senior High School Principal
C. Elementary Public Schools District Supervisors
D. Education Program Supervisor Category
Total Categories – 18*

EAGLE Categories

Category
1. Accountant I-III
2. Administrative Officer I-V
3. Project Development Officer II-IV
4. -Education Program Specialist II(EPSp II)
-Teaching Aid Specialist; and
-Teacher Credentials Evaluator II
5. EPSp II - ALS
6. Information Technology Officer 1
7. Planning Officer III
8. Admin Assistant I-VI
9. Admin Aide I-VI
10. Driver
11. Engineer
12. Attorney III-IV
13. Dentist II-III
14. Medical Officer III-IV
15. Nurse II
16. Nutrition and Dietician II
17. Senior Education Program Specialist (SEPS)



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Enclosure No. 1 to the Regional Memorandum No. 044 s. 2020

GUIDELINES ON THE SEARCH FOR THE 2020 EXEMPLARY AWARDS FOR GREAT AND LAUDABLE EMPLOYEE (EAGLE) BEFORE AND DURING THE NEW NORMAL

I. Coverage

The search is open to majority of non-teaching employees per category who are employed in the Department of Education, Region XI.

II. Categories of Awards/color code on the nominees' folder with documents to be submitted to ROXI.

Category	Color Code
1. Accountant I-III	Red
2. Administrative Officer I-V	Yellow
3. Project Development Officer II-IV	Navy Blue
4. -Education Program Specialist II(EPSp II) -Teaching Aide Specialist; and -Teacher Credentials Evaluator II	Black
5. EPSp II - ALS	Fuschia
6. Information Technology Officer 1	Mint Green
7. Planning Officer III	Violet
8. Admin Assistant I-VI	Sky blue
9. Admin Aide I-VI	Forest green
10. Driver	Pink
11. Engineer	White
12. Attorney III-IV	Orange
13. Dentist II-III	Gray
14. Medical Officer III-IV	Brown
15. Nurse II	Gold
16. Nutrition and DieticianII	Yellow green
17. Senior Education Program Specialist (SEPS)	Royal Blue

III. Qualifications

Nominees must meet the following criteria, to wit:

- Employed in the Department of Education with a designation/appointment which indicates any of the above mentioned categories for at least three (3) years (2017-2018,2018-2019,2019-2020) at the time of nomination;
- * Must not be a First Placer EAGLE awardee (as Most Outstanding Employee);
- * Have been rated at least Very Satisfactory or its equivalent for the last three (3) consecutive performance rating period prior to the nomination; and
- * Have not been found guilty of any administrative or criminal offense involving moral turpitude and no pending administrative or criminal case at the time of nomination.

IV. Nomination Documents

Nomination folder shall contain the following documents and must be submitted in one (1) certified photocopied, to wit;

- Properly accomplished nomination form.
- The summary of the accomplishments should be certified/ signed by the nominee and the nominator (Head of the Agency/ Department, SDS) and one (1) tape of 3 minute video presentation of significant achievements;
- CSC Form 212 or Personal Data Sheet of the nominee with passport size (1 ½" x 2") picture (hard and soft copy) with nametag taken within the last six (6) months;
- Certification and / or copy of the Minutes of Deliberation on the nomination by the DSC;



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- Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal case against him/her at the time of nomination;
- Photocopies of nominee's clippings, news items, pictures and other documents to support the nomination;
- * All nominations with corresponding support documents endorsed by the nominator must (*Cover page of the document shall indicate the title of the search and the category of its nominee*)

V. Evaluation Criteria

- * The nominees shall be evaluated based on the criteria in Enclosure No. 1. Evidences should be in the form of Signed Testimonies, Certification by the Chief of the Division/Schools Division Superintendent/Regional Officials/other Stakeholders, Certificate of Participation/ Recognition for the **last three years**, and educational attainment documents;
- * There shall be five (5) shortlisted regional nominees of which three top winners will be chosen based on document evaluation and virtual/onsite validation. In the event that nominee's score does not reach the cut off score of 85%, he is automatically disqualified for the top 5 shortlist;
- * If he is a lone nominee from among 11 divisions, he shall satisfy the cut off score of 85%, otherwise, he is not qualified;
- * A fifty (50) page rule shall be adhered to, if not, the Regional Selection committee reserves the right to return the documents/deduct 1 point for every page violation. Strictly no decoration allowed on the documents and cover page ;
- * There shall be a separate evaluation for each category;
- * Each nominee shall be evaluated through the certified photocopy hardcopy documents submitted in a folder and e-copy, shall be submitted to the Chair/Co-chair of each category, with a 3-minute video presentation for their significant accomplishments.
- * Division SC shall choose the Eleven (11) Division winners (1) Division winner for each category); and
- * Regional SC shall choose the top 1 winner for each category for the **Most Outstanding 2020 EAGLE** awardees; The 2nd and 3rd place winners can still compete for succeeding years' search.

VI. Evaluation Process

- The nominees shall submit their pertinent papers in one (1) hard copy folder and one (1) e-copy color coded with a 3-minute video presentation of their significant achievements to the Division Selection Committee (DSC) for the Division level 2020 AGILA/EAGLE Search on Sept 9-22,2020;
- The DSC shall then indorse the results with rating of the evaluation or judging together with the documents of the **Eleven (11) winners/nominees** per category and the video presentation to the Regional Office, attention: HRDD Chief, Lorna F. Mapinogos, EdD on September 23-24,2020
- The HRDD shall then indorse the documents to the Regional Selection Committee (RSC) (please see attached RSC by Category) headed by the Assistant Regional Director as the overall chairperson and they shall evaluate the documents to come up for the five (5) shortlisted nominees. Consequently, the conduct of the virtual/on-site validation will be on October 16-November 15, 2020 to come up with the top three (3) winners in the Regional level search for each category of the 2020 AGILA and EAGLE which will then be deliberated and declared on or before November 16 ,2020; and
- The Regional Office shall award the Eleven (11) winners/nominees of the 11 Schools Division Offices with a Plaque and Certificate of Recognition. Virtual platform will be announced later.

XII. Awards and Prizes

- Division winners/nominees shall receive a Plaque and Certificate of Recognition chargeable against Regional Office Funds subject to the usual accounting and auditing rules and regulations, to wit;

VIII. Timetable ()

Activity	Committee	Schedule
Division Evaluation and Selection Process	Division Selection Committee(DSC)	September 9-22,2020
Endorsement of Division Entries to the Regional Office	DSC	September 23-24,2020



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RSC Virtual Orientation	PRAISE Comm/RSC	September 25,2020
Regional Evaluation	Regional Selection Committee(RSC)	September 25-October 15,2020
Virtual/On – site Validation	RSC	October 16 - November 15 , 2019
Final Deliberation	RSC	November 16,2020
Submission of Winners to RD	RSC	November 16,2020
Preparation of Plaques and certificates	RSC	November 17-30,2020
3 day Capacity Building on the conduct of Rewards and Recognition and Awarding Ceremony	DepED ROXI	December 1- 3, 2019

IX. Composition of the Regional Selection Committee (RSC)

XIII. Composition of the Regional Selection Committee (RSC)	
Chairperson.....	Dr. Evelyn R. Fetalvero, CESO IV
Co-Chair.....	Dr. Ma. Ines C. Asuncion, CESO V
Vice Chairperson.....	Dr. Lorna F. Mapinogos,Chief, HRDD
Regional Selection Committee Members:	
1.Dr. Roy T. Enriquez 3. Dr. Mary Jeanne Aldeguer, FTAD Chief	
2. Dr. Marilyn Madrazo, PPRD Chief 4. Dr. Warlito Hua, Chief, ESSD	
XIV. Secretariat	Dr. Florence G. Victoria, EPS – HRDD
Secretariat/Documenters....	Dr. Florence G. Victoria,EPS,HRDD
	Dr. Cherry Into, EPS, PPRD
	Dr. Mary Jane M.Mejorada,EPS, CLMD
Tabulators ...	Kim Ravida,Tugbok NHS
	Jashua Wong
	Pocholo Fernandez
XV. Regional Selection Committee members (RSC):	
Team A-Category 1-6	
Chair: Loradel Baricaoa, Chief, Finance	
Category 1: Accountant 1-11	
Members:	
Dr. Hermenia Bantiding	
Dr. Cherry Into	
Category 2 :Administrative IV- V	
Members: Dr. Mara Medrano	
Engr. Alim Maguindanao	
Category 3 : PDO II-IV	
Members: Ms. Janice Gamalong,SAO	
Mr. Leonides Jimmy T. Jesuro III	



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Category 4 : Education Program Specialist II
Co-Chair: Dr. Lorna F. Mapinogos
Member: 6. Florence G. Victoria, EdD
Category 5: Education Program Specialist II-ALS
Members: Dr. Maricel Langahid Ms. Isidra B. Despi
Category 6 : Information Technology Officer I
Members: Dr. Mary Jane M. Mejorada Ms. Katherine Datoy
Team B- Chair -Dr. Roy T. Enriquez, ASD Chief
Category 7: Planning Officer III
Members: Dr. Danilo M. Canda Agnes Sagsagat
Category 8 Admin Assistant I-VI
Members : Dr. Jeoffrey Bernabe Dr. Ma. Christina Dionisio
Category 9:Admin Aide I-VI
Members : Dr. George S. Wong Dr. Manny Vallejo
Category 10: Driver
Members: Ms. Lydia Damondamon Mr. Edgar Castigon
Category 11: Engineer
Members : Mr. Leonides Jimmy T. Jesuro III Ms. Genamie Solitario
Category 12: Attorney III-IV
Members : Dr. Gemima V. Galang Ms. Nelly Fabia
Team C – Chair: Dr. Warlito E. Hua, Chief, ESSD
Category 13: Dentist II-III
Members: Dr. Danny Dohinog Dr. Christina Dionisio
Category 14:Medical Officer III-IV
Members: Dr. Jeselyn De la Cuesta Dr. Fedelina Huevos
Category 15: Nurse II
Members: Mr. Alex Paredes Ms. Mariane Bitacura
Category 16: Nutrition and Dietician II
Members: Ms. Shiela Balbas Ms. Allan R. Ebuna
Category 17: Senior Education Program Specialist
Co-Chair : Dr. Renato D. Pacpakin, EPS, CLMD
Member: Dr. Analiza Almazan, EPS, CLMD

XVI. Finance Ways and Means
Chair: Ms. Loradel Baricaoa (ROP funds)



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Members: Fritzie May Padua

Ms. Katherine C. Datoy

XVII. Resource Mobilization

Chair: Dr. Warlito Hua, Chief, ESSD

Members: Dr. Alim Maguindanao

Dr. Mara Medrano

XVIII. Plaques and Certificates

Chair: Dr. Florence G. Victoria – EPS, HRDD

Members: Agnes Sagsagat

Daryl Remollino

Kim P. Ravida

XIX. Tabulation/Validation

Chair : Herminia Bantiding, PhD

Co-Chair: Ms. Agnes A. Sagsagat, EPS II, HRDD

Member : Daryl Remollino

XX. Public Affairs and Press Release

Chair: Mr. Jeneilito S. Atillo, EPS, QAD

Co-Chair: Dr. Gemima V. Galang, AOV, PAU

XXI. Virtual Hosts

Dr. Manuel P. Vallejo

Maureen Ava Acuna

XXII. IT team

- Gaelbert Banluta
- Kim Antipuesto
- Michael Banghay
- Kim Ravida



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Enclosure No. _____ to the Regional Memorandum No. 044 s. 2020

CRITERIA FOR EVALUATION
2020 SEARCH FOR MOST OUTSTANDING
NON-TEACHING EMPLOYEE BEFORE AND DURING THE NEW NORMAL

Evaluation Criteria	Weight	Score
4. Occupational Competence	50 pts.	
1.1 Work Performance 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings –17 pts. ➤ Rated outstanding once –14 pts. ➤ Very satisfactory for the last three ratings –11 pts. ➤ Very satisfactory for the last two ratings – 8 pts ➤ Rated very satisfactory once – 5 pts  Documents to be submitted; Service Record, Performance Ratings		
1.2 Work Accomplishment 20 pts.		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of. Reports 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% - 5 points 90-99% - 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99%-1 point 1.2.2 Punctuality and Attendance 5 pts. ➤ 15 minutes before the time is always observed (5 pts.) ➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.)  Documents to be submitted Certification on punctuality of attendance and voluntary services signed by the HRMO, Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations 10 pts.		
Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted)  Documents to be submitted;		



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Certification from the Head of Office		
5. Outstanding Accomplishments	25 pts.	
2.1. Outstanding Employee Award 10 pts.		
Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ✚ Documents to be submitted: Photocopy of the awards, Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal ✚ Documents to be submitted Concept paper, Project proposal, Flow Chart		
2.3 Speakership/ Consultancy 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) ✚ Documents to be submitted Invitation letters, Memo and Certified true copy of Certifications from the authorities		
6. Professional Growth	10 pts.	
3.1 Education 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. ✚ Documents to be submitted; Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings /virtual trainings 5		
Seminars/workshops/training attended National 5pts. Regional 3pts. Division 2pts. ✚ Documents to be submitted; Certified true copies of certificates of participation and attendance in Seminars, workshops and other training		
7. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities 5 pts.		



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Served as chairperson in activities conducted (Division, Region or National) National Regional Division Documents to be submitted: Certificate of Recognition/ Appreciation Certification from the Head of Office (Division)	5pts. 3pts. 2pts.		
8. Personal Characteristics and Community Involvement		10 pts.	
5.1 Model of morality and integrity	5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted)  Documents to be submitted: Certification from the head of Office			
5.2 Community Involvement	5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted)  Documents to be submitted: Certification from the president of the organization			
TOTAL		100 pts.	

Evaluator (Member)

Evaluator (Chairperson)



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Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon

PICTURE OF
THE
NOMINEE

NOMINATION FORM

2020 SEARCH FOR MOST OUTSTANDING NON-TEACHING EMPLOYEE

I. PERSONAL DATA

Full Name: (Mr./Miss/Mrs./Dr.) _____
Surname Given Name Middle Name

Home Address: _____
Residence No. Street District/Town

City/Province: _____

Nickname: _____ Civil Status: _____

Date of Birth: _____ Age: _____

Place of Birth: _____ Sex: _____

Office of the Nominee: _____

Office Address: _____

Division: _____

Landline No.: _____ Mobile No. _____ Fax No. _____

Has the nominee been charged of any administrative case? No ☐ Yes ☐

If Yes, please give details and current status.

1. Occupational Competence

50 pts.

1.1 Work Performance (20 pts.)

1. Present Ratings Obtained for the last Three Years Preceding the Search

	SY 2017-2018	SY 2018-2019	SY 2019-2020
Rating			

1.2. Work Accomplishment (20 pts.)

1.2.1 Submission of Reports

1.2.2 Punctuality and attendance

School Year	Punctuality No. of Times Tardy	Attendance No. of Times Absent
2017-2018		



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2018-2019		
2019-2020		

1.2.3 Voluntary Service

1.2.4 Number of Years in the service

1.3 Human Relations (10 pts.)

2. Outstanding Accomplishments 25 pts.

2.1 Outstanding Employee Award (10 pts.)

School Year	District/ Municipality	Division/ Provincial Level	Region/ Mindanao wide
2017-2018			
2018-2019			
2019-2020			

2.2 Innovation / Creativity (10 pts.)

2.3 Speakership / Consultancy (5 pts.)

Year/ Month	Agency Sponsored	Activity	Level (District, Division, Region, etc.)

3. Professional Growth 10 pts.

3.1. Education (5 pts.)

Highest attainment (Course)	Level (Graduate, Undergraduate)	School Year

3.2. Trainings (5 pts.)

Year/ Month	Activity	Agency Sponsored	Level (Division, Region, National)



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4. Leadership Potentials **5 pts.**

Level (Division, Region, National)	Activity	Agency Sponsored

5. Personal Characteristics and Community Involvement **10 pts.**
5.1. Model of Morality and Integrity (8 pts.)

5.2 Community Involvement (2 pts.)
Membership in Professional Organizations

Professional Organization	Role/ Position	Years

I hereby certify that all information contained in this form is true and correct.

Full Name of Nominator : _____

Designation : _____

Signature of Nominator : _____

Date : _____



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