



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

DIVISION MEMORANDUM
No. 718, s. 2022

December 14, 2022

**2023 SEARCH ACHIEVEMENT OF GREAT INSTRUCTIONAL LEADERSHIP
AWARD (AGILA) FOR PUBLIC SCHOOL TEACHERS, SCHOOL HEADS, PUBLIC
DISTRICT SUPERVISORS AND DIVISION EDUCATION PROGRAM
SUPERVISORS AND EXEMPLARY ACHIEVEMENT FOR GREAT AND
LAUDABLE EMPLOYEES (EAGLE) 2023 FOR NON-TEACHING EMPLOYEES**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
Public School Teachers
School HRD Coordinators
PRAISE Committee
SDO Personnel

1. This is in reference to Regional Memorandum signed by Allan G. Farnazo, Director IV, re: Guidelines for the Search of 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) 2023 for Non-Teaching Employees.
2. Attached are the Guidelines and Criteria of the Search, Categories, Timetable, and Nomination Form for ready reference. These attachments can be accessed and downloaded thru the Official Division webpage and Group Chats.
3. For information, dissemination, and compliance.

CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: DEC 14 2022 TIME: 9:45pm

BY: [Signature]





Republic of the Philippines
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DAVAO REGION

Office of the Regional Director

**GUIDELINES ON THE SEARCH AND AWARDING CEREMONY ON THE 2022
ACHIEVEMENT OF GREAT INSTRUCTIONAL LEADERSHIP AWARD (AGILA)
AND 2022 EXEMPLARY ACHIEVEMENT FOR GREAT AND LAUDABLE
EMPLOYEES (EAGLE)**

I. Coverage

The search is open to all Kindergarten, Elementary, Junior and Senior High School Teachers, School Heads, Supervisors and to the non-teaching personnel who are employed in the Department of Education, Region XI through Civil Service Commission' great ideals of conducting Program on Awards and Incentives for Service Excellence (PRAISE).

II. Categories

AGILA and EAGLE Awards are considered as the most prestigious rewards and recognition program initiatives of Region XI. Its prime objective is to give **RESPECT** and **HONOR** to worthy individuals in public service in SDOs and schools as duly recognized notable recipients of great service.

The awards are categorized into two (2) as:

A. A.G.I.L.A. (Achievement of Great Instructional Leadership Award)

1. For Public School Teachers, School Heads, Public School District Supervisors and Division Education Program Supervisors

No.	Category
A. Teacher	
A.1 Elementary and Secondary	
1.1	Kindergarten
1.2	Grades 1-6
1.3	Multi-grade
1.4	Junior High School
1.5	Senior High School
A.2 Master teacher	
2.1	Master Teacher (ELEM)
2.2	Master Teacher (JHS)
2.3	Master Teacher (SHS)



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A.3 Inclusive Education 3.1 ALIVE 3.2 SPED 3.3 ALS – DALSC 3.4 ALS-Mobile Teacher 3.5 IPED
B. SCHOOL HEADS
B.1 Elementary B.2 Secondary B.3 Integrated School B.4 Stand-alone (SHS) Note: DCP nominees shall be at School Head's category, not in the PSDS.
C. Public Schools District Supervisor
C.1 PSDS
D. Division Education Program Supervisor
D.1 EPS
Total = 19

B. E.A.G.L.E. (Exemplary Achievement for Great and Laudable Employees)

1. For Non-teaching Employees

No.	Category
1	Accountant (1 and III)
2	Administrative Officer (1-V)
3	Attorney (1-III)
4	Project Development Officer (1-III)
5	Senior Education Program Specialist (SEPS)
6	Education Program Specialist II (EPSp II)
7	EPSp II - ALS
8	Information Technology Officer 1
9	Planning Officer
10	Administrative Assistant (1-VI)
11	Admin Aide (1-VI)



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12	Driver
13	Medical Officer
14	Dentist
15	Nurse
16	Engineer
17	PDO 1 (Youth Formation Coordinator)
18	PDO II (DRRM)
	Total =18

III. Qualifications:

The nominees must meet the following criteria:

1. Employed in the Department of Education with appointment /designation indicating recent status of the candidate for at least three (3) years in the public service.
2. Must not be a national and regional AGILA/EAGLE awardee as most outstanding/First Place winner in the previous/competition/search.
3. Have been rated with at least very satisfactory performance for the last three years based on the IPCRF rating.
4. 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.
5. Have rendered a minimum of five (5) years length of service with plantilla position or co-terminus as the case maybe. Moreover, the nominee must not be on leave for more than two (2) years prior to nomination.
6. Have been validated by the regional validation team, with an "Advanced" SBM level III of practice (for School Heads).



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IV. Criteria for Evaluation

A. Teaching Category (A.1)

Indicator						Points
1. Performance Rating (Duly signed IPCRF) for the last two (2) rating periods. a. Outstanding (15) b. Very Satisfactory (10)						15
2. Significant Accomplishment in Fostering Learning for the past two years (Said accomplishment is approved by duly constituted authorities and is implemented and utilized) • Submit appropriate MOVs						20
Indicator	5	4	3	2	1	5
Availability of Data Presented on the Identified PAPs	Clarity, Factual reliability and uniqueness of specific data presented in fostering learning	Clarity, factual of specific data presented in fostering learning	Clarity, factual data presented in fostering learning	Clarity, factual data presented	Not clearly presented	
Presentation of a data	Graph in a detailed presentation ; Results analyzed according to situation and interpretation of the results in fostering learning	Graph in a detailed presentation ; Results analyzed according to situation of the results in fostering learning	Graph in a detailed presentation of the results in fostering learning	Data Presented in fostering learning	No Data presented	5



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Applicability	<i>Relevance, suitability, appropriateness of the pertinence relative to fostering learning</i>	<i>Relevance and suitability of the pertinence relative to fostering learning</i>	<i>Relevance of the pertinence relative to fostering learning</i>	<i>Relevance of the pertinence presented</i>	<i>Somewhat related</i>	5
Replicability	<i>Replicated the Result to various levels of governance: School, District, SDO etc.</i>	<i>Replicated the Result to intended school and district levels of governance.</i>	<i>Replicated the Result only to school level of governance</i>	<i>Replicated the result</i>	<i>seemingly replicated</i>	5
3. Impact of Accomplishments in the Improvement of students Learning Outcomes 3.1 Percentage of the improvement on the students learning outcome <i>100-95%- =25 points; 94-90%=20 points; 89-85%=15 points; 84-80% =10 points; 79-75% =5 points</i>						25



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4. Innovations in Basic Literacy and Transformational Education				30
4.1 Crafted and approved innovation duly signed by the concerned authorities				
Indicator	Score/Points			
	15	10	5	
Crafted and approved innovation duly signed by the concerned authorities	<i>4 or more innovations</i>	<i>2-3 innovations</i>	<i>1 innovation</i>	15
Implemented/ utilized innovation	<i>Employed in SDO Level</i>	<i>Employed in School or District Level</i>	<i>Employed in the Classroom Level</i>	15
5. Awards				10
a. Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below: - CO/RO/SDO/Division/District/School/Unit. - Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd. <i>International=10; National=8; Regional=6; Division=4; District/ School =2</i>				
TOTAL				100%





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B. Teaching-Related Category (School Heads, Public School District Supervisors and Division Education Program Supervisors)

Indicator						Points
1. Performance Rating (Duly signed OPCRf) for the last two (2) rating periods. c. Outstanding (15) d. Very Satisfactory (10)						15
2. Significant Accomplishment in Fostering Learning for the past two years (Said accomplishment is approved by duly constituted authorities and is implemented and utilized) • Submit appropriate MOVs						20
Indicator	5	4	3	2	1	5
Availability of Data Presented on the Identified PAPs	Clarity, Factual reliability and uniqueness of specific data presented in fostering learning	Clarity, factual of specific data presented in fostering learning	Clarity, factual data presented in fostering learning	Clarity, factual data presented	Not clearly presented	
Presentation of a data	Graph in a detailed presentation; Results analyzed according to situation and interpretation of the results in fostering learning	Graph in a detailed presentation ; Results analyzed according to situation of the results in fostering learning	Graph in a detailed presentation of the results in fostering learning	Data Presented in fostering learning	No Data presented	5



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Applicability	<i>Relevance, suitability, appropriateness of the pertinence relative to fostering learning</i>	<i>Relevance and suitability of the pertinence relative to fostering learning</i>	<i>Relevance of the pertinence relative to fostering learning</i>	<i>Relevance of the pertinence presented</i>	<i>Somewhat related</i>	5
Replicability	<i>Replicated the Result to various levels of governance: School, District, SDO etc.</i>	<i>Replicated the Result to intended school and district levels of governance.</i>	<i>Replicated the Result only to school level of governance</i>	<i>Replicated the result</i>	<i>seemingly replicated</i>	5
3. Impact of Accomplishments in the Improvement of the Learning Outcomes 3.1 Percentage of the improvement on the students learning outcome <i>100-95%- =25 points; 94-90%=20 points; 89-85%=15 points; 84-80% =10 points; 79-75% =5 points</i>						25



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4. Innovations in Basic Literacy and Transformational Education				30
4.1 Crafted and approved innovation duly signed by the concerned authorities.				
Indicator	Score/Points			
	15	10	5	
Crafted and approved innovation duly signed by the concerned authorities	<i>4 or more innovations</i>	<i>2-3 innovations</i>	<i>1 innovation</i>	15
Implemented/ utilized innovation	<i>Employed in SDO Level</i>	<i>Employed in School or District Level</i>	<i>Employed in the Classroom Level</i>	15
5. Awards				10
Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below: • CO/RO/SDO/Division/District/School/Unit. • Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd.				
TOTAL				100%



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C. For Non- Teaching Employees

Indicator						Points
1. Performance Rating (Duly signed IPCRF) for the last two (2) rating periods. a. Outstanding (15) b. Very Satisfactory (10)						15
2. Significant Accomplishment in ensuring Organizational Effectiveness and Efficiency • Submit appropriate MOVs						20
Indicator	5	4	3	2	1	5
Participation on workforce engagement in the organization	<i>Exhibits several outputs of an employee productivity in a specific period; Create and support an inclusive culture for retention, and motivation in ensuring Organizational Effectiveness and Efficiency</i>	<i>Exhibits several outputs of an employee productivity in a specific period; Create and support an inclusive culture for retention in ensuring Organizational Effectiveness and Efficiency</i>	<i>Exhibits several outputs of an employee productivity in a specific period in ensuring Organizational Effectiveness and Efficiency</i>	<i>Exhibits few outputs of an employee productivity in a specific period in ensuring Organizational Effectiveness and Efficiency</i>	<i>Not clearly presented the innovation of the proposal</i>	



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Accountability	<i>Intensifies the charism of engaging daily performance task assigned, delegated and tracked in ensuring Organizational Effectiveness and Efficiency</i>	<i>Intensifies the charism of engaging daily performance task assigned and delegated in ensuring Organizational Effectiveness and Efficiency</i>	<i>Intensifies the charism of engaging daily performance task assigned in ensuring Organizational Effectiveness and Efficiency</i>	<i>Performing under mediocrity level of performance</i>	<i>More Likely</i>	5
Contribution and Performance satisfaction in an organization	<i>Contributes effectiveness and efficiency of the initiated program/ project on how this significantly affect the organization</i>	<i>Contributes effectiveness of the initiated program/ project on how this significantly affect the organization</i>	<i>Contributes efficiency of the of the initiated program/ project on how this significantly affect the organization</i>	<i>Shows lack of effectivity and efficiency of of the initiated program/ project to an organization meet its goal</i>	<i>More Likely</i>	5
Presented the initiated PPAs for the Employees Learning Experience	<i>Covers, presents, and implements PPAs' significant learning experience to address needs of workers to every aspect and interaction within organization</i>	<i>Presents and implements PPAs' significant learning experience to address needs of workers to every aspect and interaction within organization</i>	<i>Implements PPAs' significant learning experience to address needs of workers to every aspect and interaction within a company</i>	<i>Shows incomplete presentation of the implementation process</i>	<i>Submitted the program and activities as approved by the duly constituted high authorities</i>	5



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3. Impact of Accomplishment in Human Relations, Professional Growth, Community Involvement and Partnerships		30																	
a. Human Relations: good relationship		10																	
• Submit appropriate MOVs /Certification from direct superior and from legal unit/office																			
b. Professional Growth:		10																	
• seminars/training/																			
• Scholarship/																			
• Education																			
c. Community Involvement: engagement to any community activities. (Barangay Certificate, or Community Certification from the Office of the Barangay)		10																	
4. Innovations		25																	
a. Submitted Policy/Project/Activity proposals that will contribute to the effective performance of the office (must be stamp- received by duly constituted authorities).																			
<table><tr><th rowspan="2">Indicator</th><th colspan="5">Score/Points</th></tr><tr><th>25</th><th>20</th><th>15</th><th>10</th><th>5</th></tr><tr><td>Submitted Policy/ Proposal/s innovation as stamp received by duly constituted authorities</td><td>5 proposals</td><td>4 proposals</td><td>3 proposals</td><td>2 proposals</td><td>1 proposals</td></tr></table>		Indicator	Score/Points					25	20	15	10	5	Submitted Policy/ Proposal/s innovation as stamp received by duly constituted authorities	5 proposals	4 proposals	3 proposals	2 proposals	1 proposals	25
Indicator	Score/Points																		
	25	20	15	10	5														
Submitted Policy/ Proposal/s innovation as stamp received by duly constituted authorities	5 proposals	4 proposals	3 proposals	2 proposals	1 proposals														



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5. Awards	10
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TOTAL	100%

V. Required Nomination Documents

Each nomination requires the submission of three (3) original nomination folders containing the following fully accomplished documentary requirements:

1. Completely filled-out Nomination Form

A (Maximum of Ten (10) pages including Executive Summary and Nomination Write-up for the AGILA/EAGLE Forms such as *Nomination Form*, *Nomination Write-up*, *Certification (School, SDOs/Rewards and Recognition Committee)*, *Certification of SBM "Advanced" Level III of Practice (for School Heads)*, *Certification of no Pending Administrative or Criminal Case* at the time of nomination from the SDOs' Administrative Officer V/IV (Personnel)/ Atty. III.

2. Write-up of Accomplishments

2.1 The write -up of accomplishments must highlight the outstanding accomplishment of the School, SDO, RO, CO, and International Achievements of the nominees for the past two years. Presentation of accomplishments should be in order of significance complete with descriptions, justifications and should adhere to the past following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed", or "facilitated".
- State outstanding accomplishments and impact in brief, factual and in bullet form.



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- Present impact of accomplishments by indicating problems addressed people/office benefited and/or transactions facilitated.

2.2 The nomination write-up should only be for a maximum of ten pages (A4 sizes bond paper, Bookman Old Style, 11 font size) to include the summary of accomplishments, impact and other information.

VI. Procedure for Nomination

1. SDOs level of governance are expected to nominate their exemplars. Each SDOs shall have at least one nominee in every category for the search.

VII. Procedure for Screening and Evaluation

The Regional Office through PRAISE Committee shall create a pool of expert validators/ Screening Committee, thus:

Composition of the Regional Selection Committee (RSC) for the Search for Most Outstanding AGILA and EAGLE 2022

I. Over-All Chairperson	- Allan G. Farnazo, CESO III Regional Director
Co-Chairperson	- Maria Ines C. Asuncion, CESO IV Asst. Regional Director
Vice Co-Chairperson	- Nelma Lyn R. Barnija, EdD Chief, HRDD
Over-All Secretariat	- Isidra B. Despi EPS, HRDD



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Proposed Timetable (January –October 2023)

2023 AGILA and EAGLE Search

Activity	Committee	Schedule	Remarks
Information Dissemination	HRD Specialists	November 28, 2023	To be accomplished
School-based selection	School Selection Committee	January 3-31, 2023	To be accomplished
Office-based selection (EAGLE)	Division Selection Committee	January 3-31, 2023	To be accomplished
District-based selection	District Selection Committee	February 1-28, 2023	To be accomplished
Submission of documents to the Division Division-based selection	Division Selection Committee	March 1-31, 2023	To be accomplished
Evaluation of Documents	Division Selection Committee	April 3-28, 2023	To be accomplished
Declaration of Division Winners (AGILA/EAGLE)	Division Selection Committee	May 12, 2023	To be accomplished
Division Awarding Ceremony		June 23, 2023	To be accomplished
Packaging of documents of the winners	Division Packaging Team	June 24- July 30, 2023	To be accomplished
Final Touches of the Documents	Division Packaging Team	August 1-15, 2023	To be accomplished
Submission of Documents to RO and Endorsement of Division Entries to the Regional Office	HRD Specialists	August 20, 2023	To be accomplished
Regional Awarding Ceremony		October 2023	To be accomplished

Secretariat: Ronald B. Dedace
Julie Anne P. Ampa
Danica Acedilla

Packaging Team

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



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NOMINATION FORM

DATA PRIVATE NOTICE: The data and information in this form are intended for the purpose of conducting the 2022 Search and Awarding Ceremony on the Achievement of Great Instructional Leadership Award (AGILA) and 2022 Exemplary Achievement for Great and Laudable Employees (EAGLE) of DepEd Region XI. The data will be kept solely by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicates the purpose of confirmation and verification of the submitted documents and not to hold nor destroy information to any violation against Data Privacy Act of 2012. Data are subjects for voluntary contribution of personal knowledge provided by facts and information from the nominee.

Category:	
THE NOMINEE*	
Name:	
School/Office Address:	
District:	SDO
Telephone Number:	Sex:
Designation:	
Telephone/Mobile No.:	
NOMINATOR	
Name:	Position:
Office:	Telephone No.:
Office Address:	

*Schools need to fill up spaces. SDOs disregard spaces that do not apply to them.

** Please indicate the name of the head of the organizational unit nominated.



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NOMINATION WRITE UP

(Maximum of 10 pages, A4 size bond paper, Bookman Old Style, font size 11, including executive summary)

1. For Category A and B (Teaching and Non- Teaching Related)

I.	Executive Summary: (Description in not more than 150 words, as to why the school/SDO nominee deserves the award.)
II.	Significant Accomplishment/s in Fostering Learning for the past two years (Said accomplishment is approved by duly constituted authorities and is implemented and utilized) • Submit appropriate MOVs
III.	Impact of Accomplishments in the Improvement of the Learning Outcomes (<i>Percentage of the improvement on the students learning outcomes.</i>)
IV.	Innovations in Basic Literacy and Transformational Education (Crafted and approved innovation duly signed by the concerned authorities.)
V.	Awards Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below: CO/RO/SDO/Division/District/School/Unit. (Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd.)



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CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the **Schools Division Office (SDO) PRAISE Committee** will validate the accuracy of the conduct of a background investigation. Any misrepresentation made by the signatories shall be ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

School Principal/SDO Chief

Division Office PRAISE COMMITTEE CHAIR

Schools Division Superintendent (SDS)



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NOMINATION FORM

Category:	
THE NOMINEE*	
Name:	
School/Office Address:	
District:	SDO:
Telephone Number:	Sex:
Designation:	
Telephone/Mobile No.:	
NOMINATOR	
Name:	Position:
Office:	Telephone No.:
Office Address:	

**Schools need to fill up spaces. SDOs disregard spaces that do not apply to them.*

*** Please indicate the name of the head of the organizational unit nominated.*



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NOMINATION WRITE UP

(Maximum of 10 pages, A4 size bond paper, Bookman Old Style, font size 11, including executive summary)

For Category C Only (Non- Teaching Employees)

I. Executive Summary:	(Description in not more than 150 words, as to why the school/SDO nominee deserves the award.
II. Significant Accomplishment in ensuring Organizational Effectiveness and Efficiency	• Submit appropriate MOVs
III. Impact of Accomplishment in Human Relations, Professional Growth, Community Involvement and Partnerships	• Human Relations: good relationship (<i>Submit appropriate MOVs / Certification from direct superior and from legal unit/office</i>) • Professional Growth: seminars/training/Scholarship/Education • Community Involvement: engagement to any community activities (<i>Barangay Certificate, or Community Certification from the Office of the Barangay).</i>
IV. Innovations	(Submitted Policy/ Project/ Activity proposals that will contribute to the effective performance of the office (must be stamp- received by duly constituted authorities).
V. Awards	Major Awards/ Citations/ Recognition received from any of the Awarding Bodies listed below: • CO/RO/SDO/Division/District/School/Unit. Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd



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PRINTED NAME AND SIGNATURE

Chief ES SGOD

Division PRAISE Committee Chairperson

Schools Division Superintendent



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