



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

DIVISION MEMORANDUM
No. 099, s. 2023

September 5, 2023

**ADJUSTMENT OF SCHEDULE FOR THE AWARDING OF THE 2023 SEARCH
FOR THE AGILA AND THE EAGLE**

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

1. This is in reference to Regional Memorandum HRDD-2023-216 dated August 25, 2023 signed by Roy T. Enriquez, Chief Administrative Officer, Officer-In-Charge, re: Adjustment of Schedule for the Awarding of the 2023 Search for the AGILA and the EAGLE.
2. Attached are the Adjusted Schedule of Activities and the Guidelines and Criteria of the Search, Categories, and Nomination Form for ready reference.
3. Below is the schedule to be conducted in our level:

Date	Activity	Venue	Participants
September 7, 2023 8:00-12:00 1:00-5:00	Provision of technical assistance and finalization of documents	Don Mariano Marcos ES feeding Center	-Nominees -Packaging Team -Layout artists -PRAISE Committee
September 20, 2023 9:00-11:30am	Photoshoot	Don Mariano Marcos ES feeding Center	-Nominees -Layout artists

4. For information, dissemination, and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO

EOIC-Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
29-10-2023
DATE: SEP 11 2023 TIME: 10:14am



CATEGORIES	NOMINEES	ASSIGNED WRITER
KINDERGARTEN	ANNIE ESCOTON	Lorelie B. Gorgonio
GRADES 1-6	LORELAI CASONETE	Analyn Manapol
MASTER TEACHER-JHS	EDWIN GARCIA	Rosela Angelo
ALIVE	SITTI NOR MAMPAO	Larrah Mae Asor
SPED	NORMA BARON	Ma. Regina Robante
ALS- DALSC/MOBILE TEACHER	JEAN ELIZABETH C. REBATO	Mon Brian Rodriguez
EPS II	REYZEN O. MONSERATE	CHERRIE ANNE B. BOHOL
SEPS	PETER-JASON C. SENARILOS	CHERRIE ANNE B. BOHOL
PSDS	NEIL BONGCAYAO	Leilani T. Señires
EPS	JEM BOY CABRELLA	Leilani T. Señires
ACCOUNTANT	NORELIZA A. MISAL	Bernardino Magno, Jr.
PLANNING OFFICER	AIRON ALEJANDRO	Ma. Regina Robante
GUIDANCE COUNSELOR	CHONA LASIB	Rosemarie Migue
LIBRARIAN	JUVY COMAINGKING	Ronald B. Dedace
DENTIST	MYRACEL DALOPE	Glenda Precellas
DENTIST	FRANCES MILLICENT DURANO	Jeneve Pacquiao

LAYOUT ARTISTS

- 1. Demosthenes Cajes
- 2. Jessrael Bengil
- 3. Joje Costaños
- 4. Clifton Dinoy
- 5. Jayfer Sartorio

RECORDS

2016

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REGIONAL MEMORANDUM

HRDD-2023-216

To : Assistant Regional Director
Schools Division Superintendents
Chiefs of the Functional Division of RO XI

DepEd Schools Division of Digos
RECORDS SECTION
RECEIVED 107534
01 SEP 2023 TIME: 10:09
BY: *[Signature]*

Subject: ADJUSTMENT OF SCHEDULE FOR THE AWARDING OF
THE 2023 SEARCH FOR THE AGILA AND THE EAGLE

Date : August 25, 2023

Relative to the Regional Memorandum HRDD 2023-184 dated July 21, 2023, on the **Call for Nominations to the Search for the AGILA and the EAGLE of FY 2023**, the Human Resource Development Division (HRDD) announces its adjustment of schedule of the above-mentioned activity.

Anent to this, refer to the attached enclosure for the Adjustment of Schedule. A separate memorandum on the announcement of the shortlisted nominees will be released before the Awarding Ceremony.

Immediate dissemination of this Memorandum is earnestly desired.

ALLAN G. FARNAZO
Director IV *[Signature]*

Enclosed: As Stated.

ROH2/ibd

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: *[Signature]* 31, 2023
23016

By the Authority of the Regional Director:

[Signature]
ROY T. ENRIQUEZ
Chief Administrative Officer
Officer-In-Charge



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ENCLOSURE:

Adjusted Schedule of Activities on the 2023 Search for the AGILA and EAGLE:

Date	Activity	Expected Output
September 1, 2023	Virtual Meeting of Division SGOD and CID Chiefs and HRD-SEPS	Finalized Packaging of MOVs based on the Evaluation Criteria for the AGILA & EAGLE
September 7, 2023	Regional Selection Committee (RSC) Meeting	Meeting with the RSC on the Evaluation of the AGILA and EAGLE
September 11-13, 2023	SDOs Submission of Entries to the Regional Office	Consolidated list of Nominee/ Entries with the MOVs
September 14-21, 2023	Evaluation of the Documents of the Nominees per Category	RO Committee Chair and Members have evaluated and identified the Top five (5) Shortlisted in every category who shall undergo validation
September 20-22, 2023	Submission of Photo of the Nominees (4Rsize). Note: <i>Filipiana Attire for Female and Barong Tagalog for Male</i>	Photos of the Nominees in all categories are collected through the link for presentation layout: https://tinyurl.com/3x4etcs3
September 25-28, 2023	Ocular Validation of the Shortlisted Nominees	Shortlisted Nominees by Category, are validated onsite or hybrid modalities
October 3, 2023	Submission of Results to Secretariat	Final Results by Category are gathered and submitted to the PRAISE Committee
October 4- 31, 2023	Preparation and Finalization for the Conduct of the Awarding Ceremony by the responsible Committees/ Secretariat and TWG	• Program Mechanics and Flow for the Awards Ceremony 2023 are Finalized • AVPs are prepared • Draft of the Program for Proofreading • Layout



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October 16,2023	Dissemination of Memo to the SDOs are the Finalists for AGILA & EAGLE 2023	Identified the Finalists of the AGILA and EAGLE 2023
November 3,2023	Tech-Run for the Awards Ceremony	Finalized AVPs and Program Flow
November 07, 2023	(9:00 AM) Program Rehearsal of the 2023 AGILA and EAGLE Finalists (1:30 PM) Awarding of the 2023 Search for the AGILA and the EAGLE	• AGILA and EAGLE Finalists have their final rehearsal at the venue(TBA) • Recognized and Awarded the AGILA & EAGLE 2023 Awardees of Davao Region
November 28,2023	Post-Conference of the RSC and TWG	Conducted Post-Conference of the RSC & TWG, and gathered comments for Continuous Improvement.





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**GUIDELINES ON THE SEARCH AND AWARDING CEREMONY ON THE 2023
ACHIEVEMENT OF GREAT INSTRUCTIONAL LEADERSHIP AWARD (AGILA) AND
2023 EXEMPLARY ACHIEVEMENT FOR GREAT AND LAUDABLE EMPLOYEES (EAGLE)**

I. Coverage

The Human Resource Development Division (HRDD) spearheads the conduct of the Rewards and Recognition of the employees. This gives honor and prestige to deserving employees and recognizes the exemplary achievements and commendable contribution in the workplace in compliance with the CSC Program on Awards and Incentives for Service Excellence (PRAISE). The search is open to all public school teachers in Kindergarten, Elementary, Junior and Senior High School, School Heads, Education Program Supervisors, Public School District Supervisors and the Non-Teaching Personnel who are currently employed in the Department of Education, Region XI.

II. Categories

The **Regional Achievement of Great Instructional Leadership Award (AGILA)** and the **Exemplary Achievement of Great and Laudable Employees (EAGLE)** Awards are considered as the most esteemed and prestigious rewards and recognition program initiatives of DepEd Region XI. It aims to give **RESPECT** and **HONOR** to worthy individuals and employees with exemplary performance, value-laden commitment to excellence, extraordinary achievement, and transformational leadership contributions in the workplace, Schools Division Offices (SDOs), schools, and communities.

The awards are categorized into two (2) as:

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

1. For Teaching and Teaching Related

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



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A.2 Master Teacher

- 2.1 Master Teacher (Elementary)
- 2.2 Master Teacher (Junior High School)
- 2.3 Master Teacher (Senior High School)

A.3 Inclusive Education

- 3.1 ALIVE
- 3.2 IPED
- 3.3 SPED
- 3.4 ALS (DALSC/Mobile-Teacher)

B. Education Program Specialist II (EPSp II)

C. Senior Education Program Specialist (SEPS)

D. School Heads

- B.1 Elementary
- B.2 Secondary
- B.3 Integrated School
- B.4 Stand-Alone (Senior High School)

Note: DCP nominees shall be at the School Head's category, and not as PSDS.

E. Public Schools District Supervisor (PSDS)

F. Division Education Program Supervisor (EPS)

Total = 20

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

1. For the Non-Teaching Personnel

No.	Category
1	Accountant (I and III)
2	Administrative Officer (I-V)
3	Attorney (I-III)
4	Project Development Officer (I-III)
5	Planning Officer
6	Information Technology Officer I



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7.	Guidance Counselor (I-III)
8.	Librarian
9.	PDO (LRMDS)
10.	Administrative Assistant (I-VI)
11.	Administrative Aide (I-VI)
12.	Driver
13.	Medical Officer
14.	Dentist
15.	Nurse
16.	Engineer
17.	PDO I (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 an appointment/designation that indicates at least three (3) years length of service in the current position, reflective of the Categories for the Search for AGILA and the EAGLE such as the following:
 - A. Teaching Category
 - B. Teaching-Related Category
 - C. Non-Teaching Category
2. Have rendered a minimum of five (5) years length of service from the date of appointment to the entry position in the Department of Education, which is either with Plantilla position for Categories A-C, or Co-Terminus status of employment (Category C) as specified by law, whose continuity in the service is based on trust and confidence as the case maybe for the Non-Teaching Personnel.
3. The nominee must not be on leave for more than two (2) years prior to the SDOs' nomination for the **2023 Search for the AGILA and EAGLE**.
4. Must not be a First Place Awardee of any prestigious Search or Competition, and must not have been awarded as the Most Outstanding Regional AGILA/EAGLE in the previous Search or Competition.



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5. Have been rated at least Very Satisfactory Performance for the last two (2) rating periods, based on the OPCR/IPCRR rating.
6. Have not been found guilty of any administrative or criminal offenses involving moral turpitude and have no pending administrative or criminal case at the time of nomination.
7. **For School Heads:**
 The School/s where he/she served for the last two (2) years must have submitted to the Division Office the documents for the SBM Level III Assessment Results, pending the validation of the Regional Office due to the moratorium as per DM 075, s. 2022.

IV. Criteria for Evaluation

A. Teaching Category

Indicator						Points
1. Performance Rating (Duly signed IPCRR) for the last two (2) rating periods.						15
a. Outstanding (15)						
b. Very Satisfactory						
2. Significant Accomplishment in Fostering Learning for the past two years (The accomplishment report/narrative is approved by duly constituted authorities, and must have been implemented, adopted and utilized (i.e.)						20
a. Increase in the learning outcomes,						
b. Strategic Intervention Materials,						
c. Learning Materials,						
d. Assessment Materials						
• Submit appropriate MOVs						
Indicator	5	4	3	2	1	5
Program/ Project/ Activities with complete documen- tation and MOVs	• Introduction • Rationale • Data • Analysis • Results • Recommen- dation	• Introduction • Rationale • Data • Analysis • Results	• Introduction • Rationale • Data • Analysis	• Introduction • Rationale • Data	• Introduction • Rationale	



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Present-ation of data	- Graph in a detailed presentation. - Interpretation of results fosters learning outcome - Results analyzed depicts 90%-100% learning outcome.	- Graph in a detailed presentation. - Interpretation of results fosters learning outcome - Results analyzed depicts 80%-89% learning outcome.	- Graph in a detailed presentation. - Interpretation of results fosters learning outcome - Results analyzed depicts 70%-79% learning outcome.	- Graph in a detailed presentation. - Interpretation of results fosters learning outcome - Results analyzed depicts 60%-69% learning outcome.	- Graph in a detailed presentation. - Interpretation of results fosters learning outcome - Results analyzed depicts 50%-59% learning outcome.	5
Applicability	- Relevance, suitability, - Appropriateness and applicability of the accomplishments - Evident with at least 90%-100% relative to fostering learning.	- Relevance, suitability, - Appropriateness and applicability of the accomplishments - Evident with at least 80%-89% relative to fostering learning.	- Relevance, suitability, - Appropriateness and applicability of the accomplishments - Evident with at least 70%-79% relative to fostering learning.	- Relevance, suitability, - Appropriateness and applicability of the accomplishments - Evident with at least 60%-69% relative to fostering learning.	- Relevance, suitability, - Appropriateness and applicability of the accomplishments - Evident with at least 50%-59% relative to fostering learning.	5
Replicability	Replicated the result to various levels of governance: SDO, District/ Cluster, and School.	Replicated the result to various levels of governance: District/ Cluster, and School.	Replicated the result to various levels of governance: School.	Replicated the result to Grade Level.	Replicated the result to Classroom Level	5
3. Impact of Accomplishments in the Improvement of Students Learning Outcomes 3.1 Percentage of the Improvement on the students learning outcome 95-100% =25 points; 90-94%=20 points; 85-89%=15 points; 80-84% =10 points; 75-79% =5 points						25



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4. Innovations in Basic Literacy and Transformational Education				30
4.1 Crafted, and approved innovation/s signed by the concerned authorities				
Indicator	Score/Points			15
	15	10	5	
Crafted, and approved innovation/s duly signed by the concerned authorities	4 or more innovations	2-3 innovations	1 innovation	
Implemented/ utilized innovation	Employed in SDO Level	Employed in School or District/Cluster Level	Employed in the Classroom Level	15
5. Awards Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below: • CO/RO/SDO/Division/District/Cluster/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/Cluster/School=2</i> Note: For International and National Awards, the Committee shall validate the authenticity and legality of the same award				
TOTAL				100%



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B. 1. Teaching-Related Category (Senior Education Program Specialist and Education Program Specialist II)

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



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Applicability	Transparency, relevance, suitability, appropriateness and applicability of the accomplishments that fostered impact to the learning outcomes.	Relevance, suitability, and applicability of the accomplishments in fostering learning.	Only the relevance and applicability of the accomplishments are transparent in fostering learning.	Relevance and applicability of the accomplishments are not evident.	The applicability of the accomplishments are difficult to determine in fostering learning.	5
Replicability	Replicated the result to various levels of governance: School, District/Cluster, SDO etc.	Replicated the result to intended school and district/cluster levels of governance.	Replicated the result only to school level of governance.	Replicated the result to professional community of practice.	Replicated the result to limited group of individual s/employees	5
3. Impact of Accomplishment in Human Relations, Professional Growth, Community Involvement and Partnerships a. Human Relations: good relationship * Submit appropriate MOVs/Certification from direct superior and from legal unit/office b. Professional Growth *Seminars/training *Scholarship *Education c. Community Involvement and Partnerships: engagement to any community activities. (Barangay Certificate, or Community Certification from the Office of the Barangay, LGUs, Local Industries, GOs and NGOs, National and International Partners supporting Community Projects, Activities and Advocacies)						30



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4. Innovations Submitted Policy/Project/Activity proposals that contributed to the effective performance of the office/organization (must be stamp-received by duly constituted authorities).					25
Indicator	Score/Points				
	25	20	15	10	5
Submitted/Policy/ Proposal/s innovation as stamp-received by duly constituted authorities. *Terms of Reference Elements of a Proposal: Title, Table of Contents, Abstract, Project Description, Methodology, Budget Allocation, Timeline/scheduling, and M&E Framework)	5 Proposal/s with complete or 8 key elements.	4 Proposal/s with 6 key elements are present.	3 Proposal/s with 4 key elements are present.	2 Proposal/s with 2 key elements are present.	1 Proposal/s with 1 key element is present.
5. Awards Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below: • CO/RO/SDO/Division/District/Cluster/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/Cluster/School =2</i> Note: For International and National Awards, the Committee shall validate the authenticity and legality of the same awards					10
TOTAL					100%



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B. 2. 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. a. Outstanding (15) b. Very Satisfactory (10)						15
2. Significant Accomplishment in Fostering Learning for the past two years (The accomplishment report/narrative is approved by duly constituted authorities, and must have been implemented, adopted, 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 reliability of specific data presented in fostering learning.	Clarity, factual specific data presented in fostering learning.	Absence of clarity on the factual data presented.	Not clearly presented.	
Presentation of data	Graph in a detailed presentation; Results analyzed according to situation and interpreted in the context of fostering learning.	Graph in a detailed presentation; Results analyzed according to the context of fostering learning.	Graph in a detailed presentation of the results in fostering learning.	Data presented is limited to fostering learning only.	No data presented.	5



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Applicability	Transparenc y, relevance, suitability, appropriate ness and applicability of the accomplish -ments that fostered impact to the learning outcomes.	Relevance, suitability, and applicability of the accomplish- ments in fostering learning.	Only the relevance and applica bility of the accomplish- ments are transparen t in fostering learning.	Relevance and appli cability of the accom- plishments are not evident.	The applica bility of the accomplish- ments are difficult to determine in fostering learning.	5
Replicability	Replicated the result to various levels of governance: School, District/ Cluster, SDO etc.	Replicated the result to intended school and district/ cluster levels of governance.	Replicate d the result only to school level of governan ce	Replicated the result to profession al communit y of practice.	Replicate d the result to limited group of individual s/employee es	5
4. Impact of Accomplishments in the Improvement of Students' Learning Outcomes 4.1 Percentage of the improvement on the students' learning outcomes 100-95%- =25 points; 94-90%=20 points; 89-85%=15 points; 84-80% =10 points; 79-75% =5 points						25
5. Innovations in Basic Literacy and Transformational Education 5.1 Crafted, and approved innovation/s duly signed by the concerned authorities						30



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Indicator	Score/Points			
	15	10	5	
Crafted, and approved innovation/s duly signed by the concerned authorities	4 or more innovations	2-3 innovations	1 innovation	15
Implemented/ utilized innovation	Employed in SDO Level	Employed in School or District Level	Employed in the Classroom Level	15
5. 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. <i>International=10; National=8; Regional=6; Division=4; District/Cluster/School=2</i> Note: For International and National Awards the Committee shall validate the authenticity and legality of the same awards				10
TOTAL				100%



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C. Non-Teaching Employees

Indicator						Points
1. Performance Rating (Duly signed IPCRF) for the last two (2) rating periods						15
a. Outstanding (15)						
b. Very Satisfactory (10)						
2. Significant Accomplishment in ensuring Organizational Effectiveness and Efficiency						20
* Submit appropriate MOVs						
Indicator	5	4	3	2	1	
Participation on workforce engagement in the organization	Exhibited a pivotal role in affecting school work environment climate, possessed positive attitude towards people and work, modelled effective innovations as incubator of teaching and learning, or organizational change.	Demonstrated unique strategies, skills, traits and beliefs that most successful education leaders share.	Sustained reciprocal partnership and community networks that leverage inclusive, culturally responsive and liberating education.	Cultivated leadership skills with colleagues, teaching and non-teaching personnel and built trusting relationships in the workplace.	Created opportunities for support services, innovations, and which has an impact on teacher performance and learner's achievement.	5
Accountability	Intensified the charism of engaging daily performance task assigned, delegated, and tracked progress in ensuring organizational effectiveness and efficiency.	Intensified the charism of engaging daily performance task assigned and delegated in ensuring organizational effectiveness and efficiency.	Intensified the charism of engaging daily performance task assigned in ensuring organizational effectiveness and efficiency.	Performing the daily task under mediocrity level of performance.	Not exactly exhibited the performance task on time.	5



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Contribution to Organizational effectiveness and efficiency, and Performance Satisfaction	Contributed to the organizational effectiveness and efficiency of the initiated program/project on how this significantly affect the organization.	Contributed to the effectiveness of the initiated program/project on how this significantly affect the organization.	Contributed to the efficiency of the initiated program/project on how this significantly affect the organization.	Showed lack of effectiveness and efficiency of the initiated program/project to the organization in meeting its goal.	Did not exactly contribute to the performance satisfaction of the organization.	5
Demonstration of Diligence, and Presentation of the Initiated PPAs for the Employees' significant Learning Experience	Demonstrated diligence, hard work, presented, and implemented PPAs which were significant to address needs of employees to every aspect and interaction within the organization.	Presented and implemented PPAs which were significant to address needs of employees to every aspect and interaction within the organization.	Implemented PPAs which were significant to address needs of employees to every aspect and interaction within the organization.	Showed incomplete presentation of PPAs which resulted to poor learning experience of the implemented program/activity within the organization.	Submitted only the PPAs' without impact result of the program/activity.	5
5. Impact of Accomplishment in Human Relations, Professional Growth, Community Involvement and Partnerships d. Human Relations: good relationship *Submit appropriate MOVs/Certification from direct superior and from legal unit/office e. Professional Growth *Seminars/training *Scholarship *Education f. Community Involvement and Partnerships: engagement to any community activities. (Barangay Certificate, or Community Certification from the Office of the Barangay, LGUs, Local Industries, GOs and NGOs, National and International Partners supporting Community Projects, Activities and Advocacies).						30
6. Innovations Submitted Policy/Project/Activity proposals that contributed to the effective performance of the office/organization (must be stamp-received by duly constituted authorities).						25



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Indicator	Score/Points				
	25	20	15	10	5
Submitted/Policy/ Proposal/s innovation as stamp-received by duly constituted authorities. *Terms of Reference Elements of a Proposal: Title, Table of Contents, Abstract, Project Description, Methodology, Budget Allocation, Timeline/scheduling, and M&E Framework)	5	4	3	2	1
	Proposal/s with complete or 8 key elements.	Proposal/s with 6 key elements are present.	Proposal/s with 4 key elements are present.	Proposal/s with 2 key elements are present.	Proposal/s with 1 key element proposal is present.
7. Awards Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below: *CO/RO/SDO/Division/District/Cluster/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/Cluster/School =2</i> Note: For International and National Awards the Committee shall validate the authenticity and legality of the same awards					10
TOTAL					100%



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V. Required Nomination Documents

Each nomination requires the submission of three (3) original nomination folder containing the fully accomplished documentary requirements as indicated below:

1. Completely Filled-out Nomination Form

A maximum of 10 (ten) pages for the Nomination Write-up (II-V) for the AGILA/EAGLE) is required. The packaging of the nominees' accomplishments as Means of Verification shall also cover the Executive Summary, Nomination Form, Certification (School, SDOs/Rewards and Recognition Committee) Certification that the school have submitted the documents for SBM Level III assessment results to the Division Office, Certification of No Pending Administrative or Criminal Case at the time of nomination, which shall be issued by the SDOs' Administrative Officer V/IV (Personnel)/Atty. III. The same shall be included in the nomination folder but EXCLUDED in the count of the required 10 (ten) pages nomination write-up.

The Means of Verification/s (MOVs) of each indicator shall be separated from the nomination folder and shall be properly tagged.

2. Write-up of Accomplishments

2.1. The write-up of accomplishments must highlight the outstanding accomplishment of the School, RO, CO and International Achievements of the nominees for the past two (2) years. Presentation of accomplishments should be in order of significance with complete 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.
- 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 size bond paper, Bookman Old Style, 11 font size) to include the summary of accomplishments, impact and other information.



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VI. Procedure for Nomination

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

VII. Screening and Evaluation

The Regional Office through the PRAISE Committee shall create a pool of Expert Validators/Screening Committee who shall serve as Regional Selection Committee (RSC) per category for the 2023 Search for AGILA and EAGLE.



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NOMINATION FORM

DATA PRIVATE NOTICE. The data and information in this form are intended for the purpose of conducting the 2023 Search and Awarding Ceremony on the Achievement of Great Instructional Leadership Award (AGILA) and 2023 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 No./Mobile No.:	Sex:
Designation:	
NOMINATOR	
Name:	Position:
Office:	Telephone No.:
Office Address:	

**School/s 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

For Category B: Teaching Related (for Senior Education Program Specialist and Education Program Specialist II)

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 (The accomplishment report/narrative is approved by duly constituted authorities and must have been implemented, adopted, and utilized) • Submit appropriate MOVs
III. Impact of Accomplishment/s in Human Relations, Professional Growth, Community Involvement and Partnerships • Human Relations: good relationship (Submit appropriate MOVs/ Certification from direct superior and from legal unit/office) • Professional Growth: Seminars/ Trainings/ Scholarships/ Education • Community Involvement and Partnerships: engagement to any community activities (Barangay Certificate, or Community Certification from the Office of the Barangay, LGUs, Local Industries, GOs and NGOs, National and International Partners supporting Community Projects, Activities and Advocacies).
IV. Innovations (Submitted Policy/Project/Activity proposals that contributed to the effective performance of the office/organization; 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/Cluster/School Unit (Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd)



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NOMINATION WRITE UP

For Category A and B: Teaching and Teaching Related (for School Heads, PSDS and Division Education Program Supervisors)

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 (The accomplishment report/narrative is approved by duly constituted authorities, and must have been implemented, adopted, and utilized) • Submit appropriate MOVs
III. Impact of Accomplishment/s in the Improvement of the Learning Outcomes (Percentage of the Improvement on the students learning outcomes).
IV. Innovations in Basic Literacy and Transformational Education (Crafted, and approved innovation/s 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/Cluster/School Unit (Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd)



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NOMINATION WRITE UP

For Category C: 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/s in Fostering Learning for the past two years (The accomplishment report/narrative is approved by duly constituted authorities and must have been implemented, adopted, and utilized) • Submit appropriate MOVs
III. Impact of Accomplishment/s in Human Relations, Professional Growth, Community Involvement and Partnerships • Human Relations: good relationship (Submit appropriate MOVs/ Certification from direct superior and from legal unit/office) • Professional Growth: Seminars/Trainings/ Scholarships/Education • Community Involvement and Partnerships: engagement to any community activities (Barangay Certificate, or Community Certification from the Office of the Barangay, LGUs, Local Industries, GOs and NGOs, National and International Partners supporting Community Projects, Activities and Advocacies).
IV. Innovations (Submitted Policy/Project/Activity proposals that contributed to the effective performance of the office/organization; 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/Cluster/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)/RO 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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