



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-467

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

Subject : **CALL FOR NOMINATION TO THE 2024 AGILA AND EAGLE AWARDS**

Date : August 7, 2024

This is in reference to Regional Memorandum HRDD-2024-186 dated July 31, 2024 signed by Allan G. Farnazo, Director IV, re: **Call for Nomination to the 2024 AGILA and EAGLE Awards.**

Recognizing exemplar teachers, school leaders, and non-teaching employees along with its impact, influence, and aspiration lead towards becoming sustained exceptionally performing employee. In this view, the Human Resource Development Division, **Calls for Nominations to the 2024 Search for the Achievement of Great Instructional Leadership Award (AGILA) and the Exemplary Achievement for Great and Laudable Employees (EAGLE).** Compliant with the **CSC Program on Awards and Incentives for Service Excellence (PRAISE)**, Schools Division Offices are informed on the submission of qualified nominees on or before September 20, 2024.

The Regional Search shall utilize the FY 2024 Enhanced Evaluation Criteria in three categories namely: a. Teaching b. Teaching-Related, and c. Non-Teaching Personnel.

Relevant details, guidelines, and the indicative timeline, are found in the enclosures. For concerns refer to Isidra B. Despi-EPS, HRDD/Focal Person through 0915-674-1671 or hrddneapro11@gmail.com.

Immediate and wide dissemination on this Memorandum is desired.

For and in the absence of the
Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: AUG 08 2024 TIME: 7:07

BY: _____

Enclosed: As stated.
SGOD/jsa

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 063, s. 2024

To : Office of the Assistant Schools Division Superintendent
Division Chiefs (CID & SGOD)
Public School District Supervisor
All Concerned Employees

Subject : RECONSTITUTION OF THE DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICES EXCELLENCE (PRAISE) COMMITTEE

Date: : January 18, 2024

1. Pursuant to DepEd Order No. 78, s. 2007 dated November 26, 2007, entitled “Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education” the committee members are hereby reconstituted as follows:

Chairperson	Maria Genevieve T. Francisquete, CESO VI	Asst. School Division Superintendent
Members	Sollie B. Oliver	Chief Education Supervisor, SGOD
	Beverly S. Daugdaug, EdD	Chief Education Supervisor
	Clarence S. Pillerin, EdD	Public Schools District Supervisor
	Francis Jude D. Alcomendras	Admin Office V -
	Neptune Tambilawan	Admin Office V - Budget
	Noreliza A. Misal	Accountant III
	Myhrra Faye L. Balingit	Admin Officer IV – HRMO
	Rafael Rodrigo III Mediodia	MT – I / <i>President, Teachers' Association</i>
Secretariat	Ronald B. Dedace	Senior Education Specialist – HRD
	Eleaser B. Mateo	Public School District Supervisor
	April A. Alcala	Admin. Officer II

Packaging Team (Writers, Quality Assurance, IT (Layout Artists, Photo/Videographers)

Cherrie Anne B. Bohol	SDO
Ronald B. Dedace	SDO
Leilani T. Señires	SDO
Janice S. Alquizar	SDO
Stephen Pascual	SDO
Ruben Evarretta	SDO
Lorelie B. Gorgonio	Digos City CES
Analyn Manapol	Digos City CES
Larrah Mae Asor	Ramon Magsaysay CES
Ma. Regina Robante	Aplaya ES
Jeneve Pacquiao	DiCNHS
Lea Grace Baquero	DiCNHS
Rosela Angelo	DiCNHS
Rosemarie Migue	DiCNHS
Merilyn Galo	Don Mariano Marcos ES
Joe Ann Gonora	Don Mariano Marcos ES
Brynel Espina	Don Mariano Marcos ES
Bernardino Magno, Jr.	Digos City NHS
Mon Brian Rodriguez	Digos City NHS
Glenda Precellas	P. Basalan ES
Jay Mark Alocelja	Don Mariano Marcos ES
Lee Wilson Precellas	Don Mariano Marcos ES
Marlo Samontina	Kapatagan NHS
Jessrael Bengil	Ruparan ES
Ferdinand Magdadaro	Ramon Magsaysay CES
IT-JO	

Proposed Timetable (August-December 2024)

Activity	Committee	Schedule	Remarks
Review of the guidelines and criteria	HRD Specialists	August 7, 2024	Done
Information Dissemination	HRD Specialists	August 7, 2024	Done
Conference	Division Selection Committee Division Packaging Team	August 14, 2024	To be conducted
School-based selection	School Selection Committee	August 8-20, 2024	To be accomplished
District-based selection	District Selection Committee	August 22-30, 2024	To be accomplished
Office-based selection (Teaching-Related and EAGLE Categories)	Division Selection Committee	August 8- September 30, 2024	To be accomplished
Submission of documents to the Division Division-based selection	Division Selection Committee	September 2, 2024	To be accomplished
Evaluation of Documents	Division Selection Committee	September 2-6, 2024	To be accomplished
Declaration of Division Winners (AGILA/EAGLE)	Division Selection Committee	September 6, 2024	To be accomplished
Final Touches of the Documents	Division Packaging Team	September 9-13, 2024	To be accomplished
Submission of Documents to RO and Endorsement of Division Entries to the Regional Office	HRD Specialists	September 16-20, 2024	To be accomplished
Regional Awarding Ceremony		November 28, 2024	To be accomplished
Division BANGA Awarding Ceremony		December 11, 2024	To be accomplished

AGILA (ACHIEVEMENT FOR GREAT INSTRUCTIONAL LEADER AWARDS)	
A. Teaching Category	
A.1 Elementary	Division Winner
A.1.1. Kindergarten	1
A.1.2. Key Stage 1 (Grades 1-3)	1
A.1.3. Key Stage 2 (Grades 4-6)	1
A.1.4. Master Teacher (K-6)	1
A.2 Junior High School (JHS)	
A.2.1 Key Stage 3 (Grades 7-10)	1
A.2.2 Master Teacher	1
A.3 Senior High School (JHS)	
A.3.1 Key Stage 3 (Grades 11-12)	1
A.3.2 Master Teacher	1
A.4 Inclusive Education	
A.4.1 ALIVE	1
A.4.2 IPEd	1
A.4.3 SNED	1
A.4.4 ALS	1
A. Teaching-Related Category	
B.1. Schools Heads	
B.1.1 Elementary (Head Teacher, Principal	1
B.1.2 Secondary (JHS;JHS w/ SHS; stand alone (Head Teacher, Asst. Principal, Principal	1
B.1.3. Integrated School K to 10; K to 12 (Head Teacher, Asst. Principal, Principal)	1
B.1.4 TIC / SIC Elementary	1
B.1.5 TIC / SIC Secondary	1
B.2. Supervisors	
B.2.1 Public School District Supervisor (PSDS)	1
B.2.2 Division Education Program Supervisor (EPS)	1
B.3 Others (Teaching Related)	
B.3.1 Education Program Specialist II (SG 16)	1
B.3.2 Senior Education Program Specialist (SG 19)	1
EAGLE (EXEMPLARY ACHIEVEMENT FOR GREAT AND LAUDABLE EMPLOYEES)	
Level 1A (SG 1-4)	1
Level 1B (SG 5-10)	1
Level 2A (SG 11-15)	1
Level 2B (SG 16-21)	1
Contract of Service (COS)	1
Total	26



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: 06 AUG 2024
TIME: 8:24
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
HRDD-2024-186

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

Subject: CALL FOR NOMINATION TO THE 2024 AGILA AND EAGLE AWARDS

Date : July 31, 2024

Recognizing exemplar teachers, school leaders, and non-teaching employees along with its impact, influence, and inspiration lead towards becoming a sustained exceptionally performing employee. In this view, the Human Resource Development Division, **Calls for Nominations to the 2024 Search for the Achievement of Great Instructional Leadership Award (AGILA) and the Exemplary Achievement for Great and Laudable Employees (EAGLE)**. Compliant with the **CSC Program on Awards and Incentives for Service Excellence (PRAISE)**, Schools Division Offices are informed on the submission of qualified nominees on or before September 20, 2024.

The Regional Search shall utilize the FY 2024 Enhanced Evaluation Criteria in three categories namely: a. Teaching b. Teaching-Related, and c. Non-Teaching personnel.

Relevant details, guidelines, and the indicative timeline, are found in the enclosures. For concerns refer to Isidra B. Despi-EPS, HRDD/Focal Person through 0915-674-1671 or hrddneaprol1@gmail.com.

Immediate and wide dissemination on this Memorandum is desired.

ALLAN G. FARNAZO
Director

Enclosed: As Stated.

ROH1/nrb

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED
Date: 8.5.24 Time: 3:48:34



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Department of Education
DAVAO REGION

Office of the Regional Director

Enclosure 1

Schedule of Activities on the 2024 Search for the AGILA and EAGLE

Date	Activity	Person's Responsible	Expected Output
May 22, 2024	Meeting with the PRAISE Committee	Regional Office XI PRAISE Committee	Presentation of the 2024 AGILA and EAGLE Categories, Timeline and other related concerns
August 5, 2024	Preparation, Dissemination of Memo to SDOs for the Call for Nomination for the 2024 AGILA and EAGLE	HRDD R&R Focal Person	Release of the Memorandum to SDOs
August 7- September 10, 2024	Selection & Preparation of SDO Entries	SDO	Selection and preparation of Documents of the SDO Entries (AGILA & EAGLE)
August 9, 2024	Virtual Meeting of SDOs HRD ,R& R Focal Person	SGOD Chief, HRD SEPS/EPS II, R&R Focal Person	Dissemination of Enhanced Guidelines of 2024 AGILA &EAGLE
September 16- 20, 2024	Submission of Entries to Regional Office	SDO, Records, HRDD	Submission of Nominees/Entries to Regional Office received by the Records Section
September 25, 2024	Regional Selection Committee (RSC) Meeting	RO XI RSC	Meeting with the RSC on the Evaluation of the AGILA and EAGLE



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Date	Activity	Person's Responsible	Expected Output
September 26-October 11, 2024	Evaluation of the Nominees Documents	RO XI RSC	Evaluation of Documents by the RO Committee Chair and Members <i>Note: Top five (5) Finalists in every Category shall undergo validation</i>
October 14-18, 2024	Ocular validation of the Shortlisted Nominees	RSC SDO	On-site Validation of the Shortlisted Nominees by Category
October 22, 2024	Submission of results to Secretariat	RSC Secretariat	Submission of Final results by Category
October 25, 2024	Deliberation of the Final results to PRAISE	RO XI PRAISE Committee Secretariat	Meeting with the PRAISE for the deliberation of the Final Results
October 25-Nov. 27, 2024	Preparation of the Awarding	HRDD TWG	Preparation and Finalization for the Conduct of the Awarding Ceremony
Nov. 8, 2024	Dissemination of Memo to SDOs for the Finalists	HRDD TWG	Dissemination of Memo to SDOs
Nov. 21-22, 2024	Tech-Run for the Awarding of the 2024 AGILA &EAGLE	TWG, HRDD-NEAP	Finalization of the 2024 AGILA & EAGLE Awarding
November 28, 2024	Awarding of the 2024 AGILA and EAGLE	RO SDOs TWG	Awarding of the 2024 AGILA and EAGLE
Dec. 04, 2024	Post-Conference of the RSC and TWG	RSC TWG	Conduct Post-Conference of the RSC & TWG

ROH2/ibd



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

AGILA and EAGLE Awards

Description	Details
a. Definition and Legal Basis	Achievement of Great Instructional Leadership Award (AGILA) The search aims to give due recognition and incentive to public school teachers, senior education program specialists, education program specialists II, school heads, public schools district supervisors and division education program supervisors men and women who have concededly demonstrated an exemplary achievement in Region XI. Exemplary Awards for Great and Laudable Employees (EAGLE) The search aims to give due recognition and incentive to non-teaching men and women who have concededly demonstrated an exemplary achievement in DepEd. Region XI. The Search is open to all employee from the District level to the Regional Office.
b. Qualification (include period of reference)	The award is open to all employees across Region XI who are: - o Employed in the Department of Education with a designation/appointment which indicate the category participated for at least three (3) years at the time of nomination; Must not be a national awardee and must not also be a regional AGILA/EAGLE as awardee, Most Outstanding Employee / First Place before; - o Have been rated at least Very Satisfactory for the last two (2) consecutive performance rating period prior to the nomination; - o 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 AGILA Categories, or Co-Terminus status of employment (For Volunteer/ COS Category) as specified by law, whose continuity in the service is based on trust and confidence as the case maybe; - o The nominee must not be on leave for more than two (2) years prior to the SDOs' nomination for the 2024 Search for the AGILA and EAGLE; - o Have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending administrative or criminal case at the time of nomination; and



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Description	Details
	o 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.
c) Criteria for evaluation	AGILA (Achievement for Great Instructional Leader Awards) A. Teaching Category: A.1. Elementary A.1.1. Kindergarten A.1.2. Key Stage 1 (Gr. 1-3) A.1.3. Key Stage 2 (Gr. 4-6) A.1.4. Master Teacher (K-6) A.2. Junior High School (JHS) A.2.1. Key Stage 3 (Gr 7-10) A.2.2. Master Teacher A.3. Senior High School (SHS) A.3. 1. Key Stage 4 (Grades 11-12) A.3.2. Master Teacher A.4. Inclusive Education A.4.1. ALIVE A.4.2. IPed A.4.3. SNED A.4.4. ALS o Performance Rating (Duly signed IPCRF for the last two rating period 15%) o 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., a. Increase in the learning outcomes b. strategic intervention materials, c. learning materials d. assessment materials 20%) o Impact of Accomplishments on the Students Learning Outcome (25%) o Innovations in Basic Literacy and Transformational Education (30%)



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Description	Details
	o Awards (Major Award s/citations/recognition received from any of the Awarding Bodies 10%) B. Teaching-Related Category B.1. School Heads B.1.1. Elementary (Head Teacher, Principal) B.1.2. Secondary – (JHS; JHS w/ SHS; SHS stand-alone (Head Teacher, Asst. Principal, Principal) B.1.3. Integrated School- K to 10; K to 12 (Head Teacher, Asst. Principal, Principal) B.1.4 TIC/SIC Elementary B.1.5. TIC/SIC Secondary B.2. Supervisors B.2.1. Public Schools District Supervisor (PSDS) B.2.2. Division Education Program Supervisor (EPS) o Performance Rating (Duly signed IPCRF for the last two rating period 15%) o 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%) o Impact of Accomplishments on the Students Learning Outcome (25%) o Innovations in Basic Literacy and Transformational Education (30%) o Awards (Major Award s/ citations/ recognition received from any of the Awarding Bodies 10%) B.3. Others (Teaching Related) B.3.1. Education Program Specialist II (SG 16) B.3.2. Senior Education Program Specialist (SG 19) o Performance Rating (Duly signed IPCRF for the last two rating period 15%)



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Description	Details
	- o 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%) - o Impact of Accomplishments in Human Relations, Professional Growth, Community Involvement and Partnerships (30%) - o Innovations (25%) - o Awards (Major Award s/citations/recognition received from any of the Awarding Bodies 10%) EAGLE (Exemplary Achievement for Great and Laudable Employees) This covers the following personnel: Level 1A (SG 1-4) Level 1B (SG 5-10) Level 2A (SG 11-15) Level 2B (SG 16-21) Contract of Service (COS) - o Performance Rating (Duly signed IPCRF for the last two rating period 15%) - o Significant Accomplishment in ensuring Organizational Effectiveness and Efficiency (20%) - o Impact of Accomplishments in Human Relations, Professional Growth, Community Involvement and Partnerships (30%) - o Innovations (25%) - o Awards (Major Award s/citations/recognition received from any of the Awarding Bodies (10%) For Level 1A(SG1-4) and Contract of Service (COS) : - o Performance Rating (Duly signed IPCRF for the last two rating period 15%) - o Significant Accomplishment. The extent to which the involvement/accomplishment and other tasks has



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Description	Details
	effectively and efficiently addressed a pressing need/ improved service delivery. (20%) - o Fostered a healthy relationship with colleagues, empathetic, and have maintained high interest about working with others, by embracing teamwork, and a bond of respect, trust and social understanding (30%) - o Perform extra ordinary services and other related tasks through innovative solutions and creative approaches to leverage sustainability initiatives for the benefit of the organization.(25%) - o Awards (any awards/citations/recognition received from any of the Awarding Bodies (10%)
d) Documentary Requirements	The nomination folder requires the submission of three (3) original nomination folder containing the fully accomplished documentary requirements, to wit: - o Completely filled-out nomination form; - o A maximum of ten (10) pages (A4 size bond paper, Bookman Old Style, 11 font size) for the Nomination Write-Up for the AGIIA/EAGLE; to include the summary of accomplishments and must highlight the outstanding accomplishment of the School, RO, CO and International Achievements of the nominee for the past two (2) years, impact and other information; - o 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/clarity 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. - o The packaging of the nominees' accomplishments as Means of Verification (School, SDOs/R&R Committee) Certification



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Office of the Regional Director

Description	Details
	that the school have submitted the documents for SBM Level III assessment results to the Division Office o Certification of No Pending Administrative or Criminal Case at the time of nomination, which shall be issued by the SDOs' Administrative Officer V/VI (Personnel)/ Attorney III; o The same shall be included in the nomination folder but EXCLUDED in the count of the required 10 (ten) pages; o The MOVs of each indicator shall be separate from the nomination folder and shall be properly tagged. The HRDD shall then indorse the documents to the Regional Selection Committee (RSC) and they shall evaluate the documents to come up for the five (5) shortlisted nominees, only top three winners will be awarded. o The Regional Office PRAISE shall deliberate and declare the submitted list for the top 3 winners of each category; o The RO PRAISE shall submit to the Regional Director the top three winners of each category of the AGILA & EAGLE.
e) Awards/ Incentives	o The Regional Office shall award the top three winners per category with Plaque of Recognition with token and/or cash prize; o The cash awards shall be: First Place per Category - Php 10,000.00 Second Place per Category - Php 7,000.00 Third Place per Category - Php 5,000.00



Republic of the Philippines
Department of Education
DAVAO REGION

AGILA & EAGLE 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 Number:	Sex:
Designation:	
Telephone/Mobile No.:	
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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DAVAO REGION

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)



Address: F. Torres St., Davao City (8000)

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