



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools**  
**Division Superintendent**  
DIVISION MEMORANDUM  
No. 462, s. 2023

07 JUN 2023

**SEARCH FOR 2023 DIVISION TEACHERS ALL TOGETHER PRAISE OUTSTANDING COLLEAGUES (TAPOC) AND DIVISION NOMINEES/ENTRIES TO 2023 DEPED REGION VII PASIDUNGOG AWARDEES**

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

1. In adherence to DepEd Order no. 9, s. 2002 titled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE), and with Civil Service PRAISE Program, this Office announces the **Search for 2023 Division Teachers Altogether PRAISE Outstanding Colleagues (TAPOC) 2023** and the Division's entry to the DepEd Region VII Pasidungog.
2. For this year's TAPOC shall give due recognition to outstanding teaching and non-teaching personnel and give due credit to those who have in one way or the other have shown exemplary contribution to the delivery of quality education to their assigned schools, districts, offices, or stations.
3. The program shall also give recognition to schools, districts and offices that put exceptional effort in the delivery of quality basic education services.
4. **Equal Opportunity Principle (EOP)** shall be exercised to highlight Department's policy of no discrimination against any employee for rewards and recognition regardless of age, gender, civil status, disability, religion, ethnic group, and political beliefs.
5. The following are the award categories for the 2023 Division Teacher's Altogether PRAISE Outstanding Colleagues (TAPOC):

**Award Categories**

**A. Individual Category**

**1. Most Outstanding Teachers**

- a. T1-MT-3 (K-6 teachers)
- b. T1-MT3 (G7-G12 teachers)
- c. SPED K-12
- d. ALS

**2. Most Outstanding School Head**

- a. Elementary
- b. Secondary



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



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**Office of the Schools  
Division Superintendent**

**3. Most Outstanding Teaching-Related Personnel**

- a. District
  - Public Schools District Supervisor
- b. Division
  - Education Program Specialist II (EPS II)/ Senior Education Program Specialist (SEPS)
  - Education Program Supervisor (EPS)
  - Chief Education Program Supervisor (CES)

**4. Most Outstanding Non-Teaching Personnel**

- a. Level 1 (School/District & Division)
- b. Level 2 (School/District & Division)

**5. Most Outstanding 3<sup>rd</sup> Level Official**

- a. Most Outstanding Superintendent
- b. Most Outstanding Assistant Superintendent

**B. School Category**

**1. Most Outstanding Elementary School**

- a. Small
- b. Medium
- c. Large
- d. Very Large

**2. Most Outstanding Secondary School**

- a. Small
- b. Medium
- c. Large
- d. Very Large

**C. Schools Division Office Category**

**1. Most Outstanding Schools Division Office**

- a. Small
- b. Medium
- c. Large

6. Nominees must submit the following scanned documents (**clear copy**) in a PDF format and submit to this link: <https://bit.ly/2023TAPOCsearchnegor>

- a. R & R Form 1: Nomination Form (Must be fully accomplished)
- b. R & R Form 2: Nomination Write-Up for all Categories (Executive Summary) to be written by the nominating party. Specify why the nominee deserves the award.



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c. R & R Form 3: Omnibus Certification for individual & Group Categories  
(Note: Mandatory attachments like: “Certificate of No Pending Administrative/Civil/Criminal Case”, Certificate of No Unliquidated Cash Advances”, “Certificate of No Disallowances” and other required documents must be attached before notarizing the Form 3).

d. Audio/video presentation on the highlight features and accomplishments of the nominee entry. Please be guided on the criteria and mechanics/guidelines of the AVP:

**a. Criteria**

- \* Content- 60%
- \* Delivery- 20%
- \* Impact- 20%

**b. Mechanics and Guidelines-** prepare a 3–5-minute audio/video presentation showing the following:

1. Compliance to Program/Project Standards and Implementation accomplishments
2. Impact
3. Sustainability/Adaptability/ Replicability
4. Innovation
5. Stakeholder’s Support

7. Nominees/Applicants are advised to create their own folder labeled with their complete name under the appropriate category. Furthermore, it is recommended that in the folder are subfolders with MOVs labeled based on the criteria per entry.

8. Below are the schedule of activities:

<b>Activities</b>	<b>Date</b>	<b>Venue/Platform</b>	<b>Participants</b>
Meeting of PRAISE Committee	August 3, 2023	Division Office	PRAISE Committee
Virtual Orientation on TAPOC Search	August 4, 2023	MSTeams	School Heads, Teachers, Non-Teaching & Teaching Related
Submission of Forms 1-3, MOVs & 5 min. AVP	August 14-18, 2023		Nominees
PRAISE Orientation Review/ Perusal of Entries & Selection of Shortlist	August 29-31/September 1, 2023	Division Office	PRAISE Committee, Validators & Evaluators
On-site/Virtual Validation of the Shortlisted Nominees	September 4-6, 2023		PRAISE Committee,
Finalization of Results	September 7-8,	Division Office	Validators &



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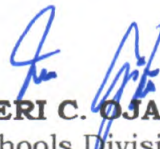
**Office of the Schools  
Division Superintendent**

	2023		Evaluators
Announcement of Rank 1/ Regional Nominees	September 8, 2023	Division Memorandum	
Submission of Entries to Region	September 11, 2023	Region 7	

8. Functional Division Chiefs, PSDSs, are encouraged to send qualified nominees for the search.

9. Attached are the criteria for rating of the abovementioned categories, R & R Forms 1-3 and sample guide in uploading MOVs.

10. Division Validation Schedule and List of Validators shall be issued in a separate memorandum.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
6/6/23

NCO/ MKP-JMA-NLR/OASDS-A/ JMA/llvt  
06/06/2023



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**Note: For Division Search**

**ANNEX A**

**R&R Form 1 (Nomination Form)**

<b>DIVISION PASIDUNGGOG SEARCH</b>		<b>Passport size Photo</b>
<b>Individual Category :</b> _____ (Teacher, School Head, Non-Teaching Level 1 and 2)		
<b>Nominee</b> (First Name, Middle Name, Last Name):		<b>Signature:</b>
<b>Position</b> ( per Service Records):	<b>Gender:</b>	<b>Age:</b>
<b>Status of Appointment</b> ( per Service Records):		<b>Date of Birth</b>
<b>Telephone/Cellphone Nos</b> (Active Contact Details):		<b>Place of Birth:</b>
<b>Residence Address:</b>		
<b>Level of Position:</b>		<b>Group Category:</b> _____
<input type="checkbox"/> 1 <sup>st</sup> Level <input type="checkbox"/> 2 <sup>nd</sup> Level <input type="checkbox"/> 3 <sup>rd</sup> Level (SDS/ASDS)		<b>Nominee</b> (Name of School/ Name of SDO):
<input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-Teaching <input type="checkbox"/> Teaching		
<b>Email Address:</b>		<b>Size</b> (small, medium, large):
<b>SCHOOL HEAD</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office/Office Address:</b>		
<b>Telephone/Cellphone Nos.</b> (Active Contact Details):		<b>Email Address:</b>
<b>DISTRICT</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office/Office Address:</b>		
<b>Telephone/Cellphone Nos.</b> (Active Contact Details):		<b>Email Address:</b>
<b>NOMINATOR</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office:</b>		<b>Telephone/Cellphone Nos.:</b>
<b>Office Address:</b>		<b>Email Address:</b>

JKK



**Note: For Regional Search**

**ANNEX A**

**R&R Form 1 (Nomination Form)**

<b>RO7 PASIDUNGOG SEARCH</b>		<b>Passport size Photo</b>
<b>Individual Category :</b> _____ (Teacher, School Head, Non-Teaching Level 1 and 2)		
<b>Nominee</b> (First Name, Middle Name, Last Name):		<b>Signature:</b>
<b>Position</b> ( per Service Records):	<b>Gender:</b>	<b>Age:</b>
<b>Status of Appointment</b> ( per Service Records):		<b>Date of Birth</b>
<b>Telephone/Cellphone Nos</b> (Active Contact Details):		<b>Place of Birth:</b>
<b>Residence Address:</b>		
<b>Level of Position:</b>		<b>Group Category:</b> _____
<input type="checkbox"/> 1 <sup>st</sup> Level <input type="checkbox"/> 2 <sup>nd</sup> Level <input type="checkbox"/> 3 <sup>rd</sup> Level (SDS/ASDS)		<b>Nominee</b> (Name of School/ Name of SDO):
<input type="checkbox"/> Teaching Related <input type="checkbox"/> Non-Teaching <input type="checkbox"/> Teaching		
<b>Email Address:</b>		<b>Size</b> (small, medium, large):
<b>SCHOOL HEAD</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office/Office Address:</b>		
<b>Telephone/Cellphone Nos.</b> (Active Contact Details):		<b>Email Address:</b>
<b>DISTRICT</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office/Office Address:</b>		
<b>Telephone/Cellphone Nos.</b> (Active Contact Details):		<b>Email Address:</b>
<b>NOMINATOR</b>		
<b>Name:</b>		<b>Position:</b>
<b>Office:</b>		<b>Telephone/Cellphone Nos.:</b>
<b>Office Address:</b>		<b>Email Address:</b>

JK

**Additional Information of Nominee:**

**Were you a previous PASIDUNGOG/TAPOC Nominee?**  Yes  No

**What year:** \_\_\_\_\_

**What Award Category?**

**Were you a previous PASIDUNGOG/ TAPOC Semi-finalist?**  Yes  No

**What year:** \_\_\_\_\_

**What Award Category?**

**Were you a previous PASIDUNGOG/ TAPOC Awardee?**  Yes  No

**What year:** \_\_\_\_\_

**What Award Category?**

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**ANNEX B**

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

*Nomination Write-up:*

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

<b>Name of Nominee:</b> <i>(including Category):</i>	<i>(Group Category):</i>
<b>Position:</b>	<b>Name of School/District</b>
<b>Length of Service in the Position:</b> <b>in Government:</b>	<b>Head of Office:</b>

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

**CERTIFICATION**

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

**Printed Name and Signature:**

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<b>Nominee</b>	<b>Nominator</b>	<b>PRAISE Committee/Highest HRMO</b>	<b>Division Office Head</b>
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**ANNEX C**

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

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

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

1. I am applying for \_\_\_\_\_ at \_\_\_\_\_,  
*Name of Category* *Name of School/Division*  
\_\_\_\_\_;  
*Address of School/Division*

2. I have submitted the following documents:
  1. Fully Accomplished Rewards and Recognition Forms
    - 1.1 Nomination Form (Form 1)
    - 1.2 Nominee's Write-ups on the Highlight of Accomplishments (Form 2)
  2. Updated PDS with passport size (1 ½" x 2) photo with name tag taken within the last six (6) months prior to the nomination.
  3. Endorsement letter from the Schools Division Superintendent/ Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
  4. Certification of No Unliquidated Cash Advances signed under oath by the agency's Financial Officer/ Accountant and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31, 20\_\_\_. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
  5. Certificate of no pending administrative/civil/criminal case;
  6. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).
  7. Performance Rating for the last three (3) performance rating periods prior to the nomination.
3. I am executing this Certification as to attest to the authenticity and veracity of all documents submitted.
4. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Division of \_\_\_\_\_, to verify the authenticity of the above mentioned documents.

\_\_\_\_\_  
*Signature Over Printed Name*

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
Notary Public

JOY

## TAPOC Criteria for Rating

### 1. Individual Category

#### 1.1. Most Outstanding Teacher

Criteria	Points for Each Criterion	Scoring
<b>Integrity</b>		
➤ Transparency	7%	25%
➤ Honesty	7%	
➤ Accountability	7%	
➤ Professionalism	4%	
<b>b. Innovation</b>		
➤ Adaptability	5%	15%
➤ Sustainability	5%	
➤ Impact	5%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	20%	30%
➤ Consistent Progress of Rating	10%	
<b>d. Noteworthiness in the Organization &amp; Community Development/Services</b>		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own schools/work assignment	7%	
<b>e. Team Support</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

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## 1.2. Most Outstanding School Head

Criteria	Points for Each Criterion	Scoring
<b>Integrity</b>		
➤ Transparency	7%	25%
➤ Honesty	5%	
➤ Accountability	8%	
➤ Professionalism	5%	
<b>b. Innovation</b>		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	15%	20%
➤ Consistent Progress of Rating	5%	
<b>d. Notworthiness in the Organization &amp; Community Development/Services</b>		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own schools/work assignment	7%	
<b>e. Team Support</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

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### 1.3. Most Outstanding Teaching- Related

Criteria	Points for Each Criterion	Scoring
<b>Integrity</b>		
➤ Transparency	7%	25%
➤ Honesty	7%	
➤ Accountability	7%	
➤ Professionalism	4%	
<b>b. Innovation</b>		
➤ Adaptability	5%	15%
➤ Sustainability	5%	
➤ Impact	5%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	20%	30%
➤ Consistent Progress of Rating	10%	
<b>d. Noteworthiness in the Organization &amp; Community Development/Services</b>		
➤ Unique contribution/s in the structure, systems, and procedures in the delivery of services	8%	15%
➤ Contribution to the bigger academic community outside of his/her own schools/work assignment	7%	
<b>e. Team Support</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		<b>100%</b>

*2014*



#### 1.4. Most Outstanding Non-Teaching (Level 1)

Criteria	Points for Each Criterion	Scoring
<b>a. Professionalism</b>		
➤ Trustworthiness	5%	25%
➤ Integrity	5%	
➤ Honesty	7%	
➤ Accountability	8%	
<b>b. Innovation</b>		
➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	20%	25%
➤ Consistent Progress of Rating	5%	
<b>d. Team Support</b>		
➤ Teamwork	10%	25%
➤ Cooperation	10%	
➤ Camaraderie and Cohesiveness	5%	
<b>TOTAL</b>		100%

#### 1.5. Most Outstanding Non-Teaching (Level 2)

Criteria	Points for Each Criterion	Scoring
<b>a. Professionalism</b>		
➤ Trustworthiness	5%	25%
➤ Integrity	5%	
➤ Honesty	7%	
➤ Accountability	8%	
<b>b. Innovation</b>		

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➤ Adaptability	5%	25%
➤ Sustainability	10%	
➤ Impact	10%	
<b>c. Consistency of Performance</b>		
➤ Performance Rating	25%	35%
➤ Consistent Progress of Rating	10%	
<b>d. Team Support</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
TOTAL		100%

## 2. School Category

### 2.1. Most Outstanding School (Elementary & Secondary) (Small, Medium, Large, Very Large)

Criteria	Points for Each Criterion	Scoring
<b>a. Performance Indicator</b>		
➤ Dropout Rate	20%	35%
➤ Cohort Survival Rate	15%	
<b>b. Innovation</b>		
➤ Adaptability	5%	35%
➤ Sustainability	15%	
➤ Impact	15%	
➤ Consistent Progress of Rating	10%	
<b>c. Partnership and External Linkages</b>	15%	15%
<b>d. Internal Linkages/Group Dynamics</b>		
➤ Teamwork	5%	15%
➤ Cooperation	5%	
➤ Camaraderie and Cohesiveness	5%	
TOTAL		100%