



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

August 22, 2024

**DIVISION MEMORANDUM**

NO. 431, s. 2024

**2024 Division Search for the Most Outstanding DepEd Employees,  
 Best Schools and PPAs Implementers**

TO: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Elementary and Secondary School Teachers  
 Unit/Section Heads  
 Non-teaching Personnel  
 All Others Concerned

1. This Office, through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) in coordination with the Division PRAISE Committee and Human Resource Management Office, announces the *2024 Division Search for Most Outstanding DepEd Employees, Best Schools and PPAs Implementers*.

2. This annual activity aims to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding the officials, employees, and schools, individually or in groups, for their meritorious accomplishments and other personal efforts that contribute to the efficiency, economy, or other improvement in government operations, and/or extraordinary acts or services in the interest of the public.

3. The following are the categories/awards and the list of validators for this year's search:

**For RO8-initiated Categories**

*(Note: Division winners shall be automatically nominated to 2024 RO Search)*

Category/Award	Validators
<b>A. Most Outstanding Teacher (T I-III and MT)</b> 1. Kindergarten 2. Elementary 3. Junior High School (JHS) 4. Senior High School (SHS) 5. Alternative Learning System (ALS) 6. Special Education (SPED) 7. MADRASAH 8. Multigrade	Chairperson: Dr. Joy B. Saldaña, EPS Members: . Anabelle O. Yangzon, PSDS Ester A. Siozon, PSDS Ma. Gina U. Moreno, PSDS



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<p><b>B. Most Outstanding School Head</b></p> <ol style="list-style-type: none"> <li>1. Elementary (Monograde School-Central)</li> <li>2. Elementary (Monograde School Non-Central)</li> <li>3. Elementary (Multigrade School)</li> <li>4. Junior High School (JHS)</li> <li>5. Secondary School (JHS &amp; SHS)</li> <li>6. Stand Alone Senior High School</li> <li>7. Integrated (Elem &amp; JH/SH)</li> </ol>	<p><b>Chairperson:</b> Dr. Noel E. Sagayap, EPS</p> <p><b>Members:</b></p> <p>Anabelle O. Yangzon, PSDS          Benedicto M. Merales, PSDS          Jose O. Abon, PSDS</p>
<p><b>C. Most Outstanding Non-Teaching/ Teaching-Related</b></p> <p><b>Level 1:</b></p> <ol style="list-style-type: none"> <li>1. Administrative Aide</li> <li>2. Administrative Assistant</li> </ol> <p><b>Level 2:</b></p> <ol style="list-style-type: none"> <li>1. Administrative Officer V*</li> <li>2. Human Resource Management Officer (HRMO)*</li> <li>3. Supply Officer*</li> <li>4. Cashier*</li> <li>5. Records Officer*</li> <li>6. Legal Officer*</li> <li>7. Accountant*</li> <li>8. Budget Officer*</li> <li>9. School Librarian</li> <li>10. Division Librarian*</li> <li>11. Registrar</li> <li>12. Planning Officer*</li> <li>13. Information Technology Officer*</li> <li>14. Engineer*</li> <li>15. Project Development Officer</li> <li>16. Senior Education Program Specialist             <ol style="list-style-type: none"> <li>16.a. Human Resource Development*</li> <li>16.b. School Management Monitoring &amp; Evaluation*</li> <li>16.c. Social Mobilization and Networking*</li> <li>16.d. Planning and Research*</li> </ol> </li> <li>17. Education Program Specialist</li> <li>18. Nurse</li> <li>19. Medical Officer*</li> <li>20. Dentist</li> <li>21. Public Schools District Supervisor</li> <li>22. Education Program Supervisor</li> <li>23. Assistant School Principal</li> <li>24. JHS Head Teacher/Department Head</li> <li>25. LR PDO II*</li> <li>26. Implementing Unit Bookkeeper</li> </ol>	<p><b>Chairperson:</b> Grace S. Pagunsan, AO V</p> <p><b>Members:</b></p> <p>Sunshine Marjorie E. Ventures, AO V          Suzette P. Candaza, AO IV          Angela B. Antonio, AO IV          Gennerson T. Nabual, Supply Ofcr-Designate          Jennifer C. Alvarez, HRMO-Designate</p>

<p><b>D. Most Outstanding Coordinator/ Adviser</b>  <b>School Level:</b>                  1. Elementary School Reading Coordinator                  2. School Paper Adviser                  3. Property Custodian                  4. Youth Formator                  5. WinS Coordinator                  6. DRRM Coordinator  <b>Division Level:</b>                  7. MEP Coordinator (Division Office)*                  8. IPED Coordinator (Division Office) *                  9. Youth Formator*                  10. DRRM Coordinator*                  11. GAD Coordinator*                  12. SBM Coordinator*                  13. TA Coordinator*                  14. SPED Coordinator*                  15. Sports Coordinator*                  16. Multigrade Coordinator*</p>	<p>Chairperson: Dr. Erwin L. Purcia, EPS                  Members:                  Alma R. Caber, PSDS                  Noemi S. Castante, PSDS                  Gennerson T. Nabual, Supply Ofcr-Designate                  Marian C. Advincula, PDO1                  Joanna Lou V. Portura, PDO I                  Dr. Arlene C. Catalan, Medical Officer                  Eric R. Doroja, PDO II</p>
<p><b>E. Most Outstanding School</b>                  1. Elementary (Monograde School-Central Category)                  2. Elementary (Monograde School Non-Central Category)                  3. Elementary (Multigrade) School                  4. Junior High School (JHS)                  5. Secondary School (JHS and SHS)                  6. Stand Alone Senior High School                  7. Integrated School (Elementary and JHS/SHS)</p>	<p>Chairperson: Dr. Lourdes L. Matan, EPS                  Members:                  Dr. Geraldine P. Sumbise, EPS                  Dr. Nelson R. Bello, EPS                  Reynaldo T. Bernales, PSDS</p>
<p><i>(Note: Categories/awards marked with asterisk ( * ) are lone positions in the Division Office and shall automatically be nominated to RO level search provided that the applicant has met the required number of points and basic qualifications.)</i></p>	

**For Division-initiated Categories**

Category/Award	Validators
<p><b>A. Most Outstanding Teacher (Grade Levels 1-4)</b>                  1. Grade 1                  2. Grade 2                  3. Grade 3                  4. Grade 4</p>	<p>Chairperson: Ricky S. Cano, EPS                  Members:                  Ma. Teresa S. Simon, PSDS                  Elbert G. Ongcal, PSDS</p>
<p><b>B. Most Outstanding Subject Teacher</b>                  1. Regular                      a. English (Elementary &amp; Secondary)                      b. Filipino (Elementary &amp; Secondary)                      c. Science (Elementary &amp; Secondary)</p>	<p>Chairperson: Arnold M. Jaraba, EPS                  Members:                  Dr. Erwin L. Purcia, EPS                  Dr. Lourdes L. Matan, EPS                  Dr. Joy B. Saldaña, EPS                  Joshua Sherwin T. Lim, JD, EPS                  Dr. Geraldine P. Sumbise, EPS,                  Reynaldo T. Bernales, PSDS</p>

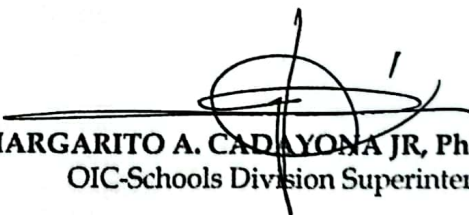
<p>d. Mathematics (Elementary &amp; Secondary)  e. Araling Panlipunan (Elementary &amp; Secondary)  f. EPP/TLE (Elementary &amp; Secondary)  g. MAPEH (Elementary &amp; Secondary)  h. Values Education (Elementary &amp; Secondary)  2. Special Programs  i. SPA  j. STE  k. SPFL  l. MADRASAH  3. Senior High  m. Research  n. STEM (Science and Technology, Engineering, and Mathematics)  o. ABM  p. HUMMS  q. GA  r. Arts &amp; Design  s. Tech. Voc.</p>	<p>Nora G. Capetillo, PSDS  Dr. Nelson R. Bello, PSDS  Galina V. Panela, PSDS  Elbert G. Ongcal, PSDS</p>
<p>C. Most Outstanding School Coordinator (Elementary and Secondary) Teacher  1. Reading Coordinator  2. Numeracy Coordinator  3. SBM Coordinator  4. School Partnership Focal Person  5. ICT Coordinator  6. Special Curricular Program (ADM, SPA, STE/SSES, SPFL, MADRASAH, SPED, OHSP, and MG)</p>	<p>Chairperson: Joshua Sherwin T. Lim, JD  Members:  Dr. Erwin L. Purcia, EPS  Dr. Lourdes L. Matan, EPS  Dr. Geraldine P. Sumbise, EPS-Designate  Oscar D. Billate, Jr., SEPS  Asther E. Bachar, EPS II  Carren Meryl A. Cabadsan, SEPS  Gary H. Ballon, ITO</p>
<p>D. Most Outstanding Coordinator (School Head)  1. Division Numeracy Coordinator  2. Division Literacy Coordinator  3. Division Program Coordinator (Generic)</p>	
<p>E. Most Outstanding/Best School PPAs Implementer  1. SBM WINS  2. School Academic Parks  3. School Canteen  4. School Clinic  5. MTB-MLE Program Implementer  6. Special Curricular Program Implementer (SPA, STE/SSES,</p>	<p>Chairperson: Dr. Nelson R. Bello, EPS  Members:  Dr. Arlene C. Catalan, Med Ofcr III  Engr. Jordan De Veyra, Engr. III  Dr. Joy B. Saldaña, EPS  Dr. Lourdes L. Matan, EPS  Dr. Erwin L. Purcia, EPS  Sharon D. Balza, EPS II  Eric R. Doroja, PDO II  Marian C. Advincula, PDO I</p>

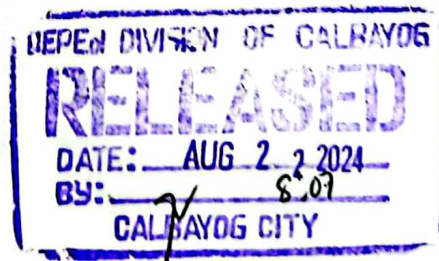
<p>SPFL, MADRASAH, SPED, OHSP, and MG)                  7. GAD Program Implementer                  8. Guidance Program Implementer                  9. Division Literacy Implementer                  10. Division Numeracy Implementer                  11. Gulayan sa Paaralan                  12. Child Protection Policy Implementer</p>	
<p>A. Most Outstanding School Head                  1. Principal                  2. Head Teacher                  3. Teacher-In-Charge</p>	<p>Chairperson: Dr. Noel E. Sagayap, EPS                  Members:                  Anabelle O. Yangzon, PSDS                  Benedicto M. Merales, PSDS                  Jose O. Abon, PSDS</p>
<p>F. Most Outstanding Non-teaching Personnel                  1. Administrative Officer II                  2. Unit/Section Head</p>	<p>Chairperson: Grace S. Pagunsan, AO V                  Members:                  Sunshine Marjorie E. Ventures, AO V                  Suzette P. Candaza, AO IV                  Angela B. Antonio, AO IV</p>
<p>G. Special Awards                  1. Hall of Fame - is given to employees who have received the same award for three (3) consecutive years.                  2. Salamat Award - is given to school heads and Division Office personnel who retired from service (as of January 1, 2024).                  3. Service Award - is given to school heads and Division Office personnel who have rendered 30, 35, 40 or 45 years in government service (as of January 2024).                  4. Special Recognition to Regional, National, and International Awardees</p>	<p>Gennerson T. Nabual, Supply Ofcr-Designate                  Jennifer C. Alvarez, HRMO-Designate</p>

4. Each District shall nominate only one (1) representative per award and that should be the first in rank who garnered at least 65 points in their district level screening. Likewise, the nominees' documents should be submitted to the Division Office with proper tabbing and should include the last 3 years outstanding/meritorious accomplishments and trainings from this year's cut-off date which is **August 31, 2024**.
5. The District nominees should be officially endorsed through a transmittal duly signed by the Public Schools District Supervisors (PSDS).
6. Deadline of submission of district nominees to the Division Office is not later than 12:00 noon on **September 9, 2024**. In addition, the timeline of activities are as follows:

Date	Activity	Person/s In-charge
August 22, 2024	Posting of Memo on the Call for Nomination	HRD/HRMO
Sept. 2, 2024	Submission of School Nominees to District Office	School Heads
Sept. 2-6, 2024	District Level Validation/Screening	PSDS/District PRAISE Committee
Sept. 9, 2024	Deadline of submission of District Nominees to the Division Office (thru the Records Section)	HRMO/Records Section
Sept. 10-13, 2024	Document Validation; Determination of Top 3 nominees	Division PRAISE Sub-Committee Validators
Sept. 16-27, 2024	Field Validation of Top 3 nominees	Division PRAISE Sub-Committee Validators
Sept. 30, 2024	Deliberation and Finalization of Results	HRMO/HRD/Division PRAISE Committee
October 1, 2024	Posting of Final Results and Winners	HRMO/HRD/Division PRAISE Committee
October 5, 2024 (Saturday)	2024 Division PASIDUNGOG	HRD
October 7, 2024	Post Evaluation of the 2024 Division Pasidungog	HRMO/HRD/Division PRAISE Committee

7. Expenses incurred in the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA JR, PhD, CESG VI**  
 OIC-Schools Division Superintendent



## DIVISION PRAISE COMPOSITION

### Executive Committee

Chairperson: Dr. Margarito A. Cadayona, Jr., CESO VI  
OIC-Schools Division Superintendent

Co-Chairperson: Atty. Ma. Catherine S. Barandino  
Legal Officer III

### PRAISE Committee

Chairperson: Dr. Jun-Nilou D. Dulfo  
OIC-Assistant Schools Division Superintendent

Co-Chairperson: Dr. Avelina P. Tupa  
OIC Chief-SGOD

Members:  
Dr. Renato S. Cagomoc, CID Chief  
Sheryll Ann Marie G. Lacaba, CPA, Accountant III  
Grace S. Pagunsan, AO V  
Sunshine Marjorie E. Ventures, AO IV-NEU President  
Romeo A. Castante, P4/CCPSTA President

### PRAISE Sub-Committee

Chairperson: Dr. Lourdes L. Matan, EPS

Co-Chairperson: Ma. Teresa S. Simon, PSDS

Members:  
All Education Program Supervisors  
All Public Schools District Supervisors  
All Unit/Section Heads

### PRAISE Secretariat

Chairperson: Marita P. Senolos, SEPS-HRD

Co-Chairperson: Jennifer C. Alvarez, HRMO-Designate

Members:  
Rosalia M. Rivera, EPS II-HRD  
Rina M. Aboganda, EPSA  
Marian C. Advincula, PDO I

PRAISE TWG: Drixel Idol R. Ortega, ADAS VI