



SCHOOLS DIVISION OF LAOAG CITY
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE
EXCELLENCE (PRAISE)

Raniag AWARDS

GUIDELINES
SCHOOLS DIVISION OFFICE OF LAOAG CITY
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
RANIAG AWARDS

I. GENERAL PROVISIONS

SECTION 1. STATEMENT OF PURPOSE

The Department of Education (DepED) acknowledges the importance of praise and recognition which contributes to the efficiency, economy, and improvement of office operations, ultimately resulting in increased organizational productivity.

The Policy Manual on Rewards and Recognition System of DepEd Region I aims to promote and recognize public office employees' excellent qualities and characteristics. These qualities include flexibility, innovation, collaboration, efficiency, ethics, high enthusiasm, self-mastery, self-motivation, creative and innovative ideas, significant accomplishments, heroic deeds, exemplary behavior and skills, extraordinary acts or services in the public interest, and other personal efforts.

Considering the salient provisions of the Rewards and Recognition System for the interest of its employees, the Schools Division of Laoag City (SDO Laoag City) has adapted it to fit the context of the division.

SDO Laoag's Rewards and Recognition System strongly supports the division's stance on fair treatment for all officials and employees based on equal opportunity principles (EOP). To ensure an efficient and productive workforce, the SDO Laoag's Rewards and Recognition System encourages officials and employees- regardless of individual characteristics such as age, sex, civil status, social status, race, ethnicity, religion, physical condition, or other personal qualities- to achieve their full potential and become a better version of themselves in serving others.

SECTION 2. REFERENCES

- CSC MC No. 03, s.2016 - Search for Outstanding Public Officials and Employees
- CSC MC No. 1, series 2001 – Program on Awards and Incentives for Service Excellence (PRAISE)
- DepEd Order No.9, s. 2002 - Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)
- DepEd Order No. 78, s. 2007 – Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education.
- Gawad Lam-ang Regional Search for Outstanding DepEd Personnel, 2023 Revised Guidelines

- Regional Office Memorandum No. 210, s. 2019 –Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year
- Regional Office Memorandum No. 1, s. 2018 – Revised Policies and Guidelines on Managing Awards and Incentives for Service Excellence
- The MetroBank Foundation Search for Outstanding Filipinos. <http://www.mbfoundation.org.ph/wp-content/uploads/2019/01/4.-Guidelines-in-Preparing-Supporting-Documents.pdf>
- The Hubert H. Humphrey Fellowship Program in the Philippines. <http://www.fullbright.org.ph>
- Bannuar Awards for the Ten Outstanding Teachers of Ilocos Norte

SECTION 3. DEFINITION OF TERMS

Award. This refers to monetary or otherwise recognition for outstanding performance, contributions to efficiency and productivity, exemplary behavior, heroic deeds, and public service. It includes awards from the Division Office and other national/regional entities (government agencies and NGOs).

Contribution. This refers to any input that can be an idea or performance.

Incentive. This refers to the monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment, or demonstration of exemplary behavior based on agreed performance standards and norms of behavior. For this purpose, the incentives refer to the monetary award and tokens which shall be given to the recognized employees.

Exemplary Deed. This refers to the adherence to one or more of the following behavioral norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism, and Patriotism, and Commitment to Democracy and Simple Living (Republic Act 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees).

Teaching Personnel nominee. This refers to permanent elementary, junior high school, and senior high school teachers with at least three (3) years of outstanding and continuous service with DepEd and who meet the criteria. The teaching personnel category includes:

- Teacher I-III
- Master Teacher I-III

Non-Teaching Personnel Category 1 nominee. This refers to permanent non-teaching personnel of the division who belong to Salary Grade 1-9 who perform clerical, trades and crafts, and custodial services which include sub-professional work in a non-supervisory or supervisory capacity with at least three (3) years of outstanding and continuous service with DepEd Laoag City and who meet the criteria.

Non-Teaching Personnel Category 2 nominee. This refers to permanent non-teaching personnel of the division who belong to Salary Grade 10-19 who perform professional, technical, and scientific work in a non-supervisory or supervisory capacity or its equivalent with at least

three years of outstanding and continuous service with DepEd Laoag City and who meet the criteria.

Casual/Contract of Service/Job Order status nominee. This pertains to an employee of the division who performs work on a lump sum, intermittent, or per-project basis with a short duration not exceeding six months. Payment is based on a daily rate and the employee must have rendered a total of three years of service in the office.

School Administrator nominee. This refers to Principals, Assistant School Principals, and Head Teachers who perform supervisory and managerial functions with at least three (3) years of outstanding and continuous service with SDOLC and who meet the criteria.

Instructional Supervisor nominee. This refers to permanent teaching-related personnel, (e.g. Education Program Supervisor,) who perform guidance and instructional supervision, as well as coaching and mentoring with at least three (3) years of outstanding and continuous service with SDOLC and who meet the criteria.

II. OPERATIONAL GUIDELINES

SECTION 4. RULES AND REGULATIONS

I. Scope

The Raniag Awards is open to all personnel of SDOLC regardless of employment status (permanent, contract of service, job order) sexual orientation, gender identity and expression, age, civil status, disability, religion, ethnicity, and political affiliations, and who have exemplified meritorious qualities or characteristics.

Raniag Awards (Division Search for Outstanding DepEd Personnel) aims to recognize the meritorious achievements and contributions of DepEd Personnel – teaching, non-teaching, teaching-related, school administrators, and supervisors – in the attainment of the DepEd vision, mission, goals, and objectives.

II. Qualification Requirements:

- a. Has a length of service of:
 - a.1. at **least three consecutive years** for a permanent employee;
 - a.2. **three years in aggregate service** for casual/contract of service/job order employee;
- b. Has an **“Outstanding”** rating in the last three (3) performance rating periods before nomination;
- c. Has a good reputation on school/office-related financial matters;
- d. Has reputable morality and integrity both in public and private life; and
- e. Has **no pending case** or **no case for fact-finding/preliminary investigation** or has not been found guilty of any administrative, criminal, or civil offense/case.

III. Grounds for Disqualification:

- a. Has been a winner of any **National Award given by duly recognized award-giving bodies (i.e. HAP Awards, MetroBank Outstanding Filipinos)**;
- b. Has a record of Absence Without Official Leave (AWOL) before nomination;
- c. Has submitted fabricated documents.

**Nominees are not allowed to submit additional papers after the deadline.*

IV. Limitation on Nomination

Awardees can still be nominated to the same category for the next two (2) consecutive years after the conferment of the first award, provided that the nomination is based on a completely new set of accomplishments/MOVs presented. Any employee awarded in the same category for three (3) consecutive years shall be proclaimed a Hall of Fame Awardee and shall no longer be eligible for nomination in the same category.

V. Categories of Awards

1. Outstanding Teaching Personnel

- a. Category 1 - Teacher I-III
- b. Category 2 - Master Teacher I-III

This award is conferred to teaching personnel nominees who have met **ALL** criteria under this category. However, the nominees shall meet the cut-off average grade of 70 points.

2. Outstanding Non-Teaching Personnel

- a. Category 1 (SG 1-9)
- b. Category 2 (SG 10-19)

This award is conferred to non-teaching personnel nominees who have met **ALL** criteria under this category. Provided, however, that the nominees shall meet the cut-off average grade of 70 points.

3. Outstanding School Administrators

This award is conferred to the school administrator nominees who have met **ALL** criteria under this category. Provided, however, that the nominees shall meet the cut-off average grade of 70 points.

4. Outstanding Supervisors

This award is granted to supervisor nominees who have met **ALL** criteria under this category. Provided, however, that the nominees shall meet the cut-off grade of 70 points.

5. Hall of Fame Awardee

This award is granted to an employee who has been conferred as an Outstanding DepEd employee (**Top 3 in their category**) for three consecutive years and, thus, shall no longer be eligible for nomination thereafter in the same category.

VI. CRITERIA FOR EVALUATION

A. Outstanding Teaching Personnel (Category 1 and 2)

Phases	Point Distribution	Percentage
Paper Evaluation	100	70%
Final Interview	100	30%
TOTAL		100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel Category (Category 1):

Paper Evaluation Criteria <i>Raniag Awards (Outstanding Teaching Personnel - Category 1)</i>		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Instructional Competence (45 points) Specific Indicators: 1. Mastery of Content and Subject Matter	15	➤ Signed Results of Classroom Observations (at least 2 COTs for each school year for the last three years)
	15	➤ Sample Approved Learning Plans at least 2 per school year showcasing the: a. application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills. b. positive use of ICT.

2. Curriculum and Planning 3. Assessment of Learning		c. use of differentiated developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests, and experiences. d. plan, manage, and implement developmentally sequenced teaching and learning processes.
	15	<ul style="list-style-type: none"> ➤ Sample teacher-crafted Assessment Tools ➤ Sample of Assessment Analysis Reports submitted to Head of Office ➤ Impact Evaluation Report of Interventions made from Assessment Results with proofs
Research Engagement <i>(15 points)</i>	15	<ul style="list-style-type: none"> ➤ List of Action/Basic Completed Research Outputs for the last three years with Certificate of Completion ➤ Report on the Dissemination/Implementation of Research Outputs
Professional Growth and Development <i>(15 points)</i>	15	<ul style="list-style-type: none"> ➤ Proof of degree earned from the Graduate School / Certificate of Graduate units earned. ➤ Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers ➤ Certificate of recognition as a learning facilitator
Innovation <i>(10 points)</i>	10	<ul style="list-style-type: none"> ➤ Certificate of Completed Innovation signed by Head of Office ➤ Certificate of Adoption/ Implementation ➤ Impact Evaluation of Innovation ➤ Proof of Impact Results Dissemination
Leadership <i>(10 points)</i>	10	<ul style="list-style-type: none"> ➤ Certificate of Recognition as a Chairperson/Officer of a Professional Organization (school level) ➤ Certificate of Recognition as a Chairperson/Coordinator of School Organization ➤ Certificate of Recognition as Winning Coach/Adviser ➤ Accomplishment Report of the Organization
Social and Community Engagement <i>(5 points)</i>	5	<ul style="list-style-type: none"> ➤ Certificate of commendation on contribution to the community with relevant documentation ➤ Proof of participation in a sustainable community program ➤ Narrative of the impact of community involvement
TOTAL	100	

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel Category (Category 2):

Paper Evaluation Criteria <i>Raniag Awards (Outstanding Teaching Personnel - Category 2)</i>		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Instructional Competence (30 points) Specific Indicators: 1. Mastery of Content and Subject Matter 2. Curriculum and Planning 3. Assessment of Learning	10	➤ Signed Results of Classroom Observations (at least 2 COTs for each school year for the last three years)
	10	➤ Sample Approved Learning Plans showcasing the: a. application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills. b. positive use of ICT. c. use of differentiated developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences. d. plan, manage and implement developmentally sequenced teaching and learning process
	10	➤ Sample teacher-crafted Assessment Tools ➤ Sample of Assessment Analysis Reports submitted to Head of Office ➤ Impact Evaluation Report of Interventions made from Assessment Results with proofs. ➤ Narrative Report on Technical Assistance/Coaching and Mentoring
Research Engagement (20 points)	20	➤ List of Basic Completed Research Outputs for the last three years with Certificate of Completion ➤ Report on the Dissemination/Implementation of Research Outputs
Professional Growth and Development (15 points)	15	➤ Proof of degree earned from the Graduate School / Certificate of Graduate units earned. ➤ Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers ➤ Certificate of recognition as a learning facilitator
Innovation (15 points)	15	➤ Certificate of Completed Innovation signed by Head of Office ➤ Certificate of Adoption/ Implementation ➤ Impact Evaluation of Innovation ➤ Proof of Impact Results Dissemination
Leadership (15 points)	15	➤ Certificate of Recognition as a Chairperson/Officer of a Professional Organization (school level) ➤ Certificate of Recognition as a Chairperson/Coordinator of School Organization ➤ Certificate of Recognition as Winning Coach/Adviser ➤ Accomplishment Report of the Organization
Social and Community Engagement (5 points)	5	➤ Certificate of commendation on contribution to the community with relevant documentations ➤ Proof of participation to a sustainable community program ➤ Narrative of the impact of community involvement
TOTAL	100	

B. Outstanding Non-Teaching Personnel (Category 1 and 2)

Phases	Point Distribution	Percentage
Paper Evaluation	100	70%
Final Interview	100	30%
TOTAL	100	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel Category (Category 1):

Paper Evaluation Criteria <i>Raniag Awards - (Outstanding Non-Teaching Personnel - Category 1)</i>

Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives <i>(35 points)</i> Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	<ul style="list-style-type: none"> ➤ Certificates of Professional Development Programs participated in. ➤ Certificates of completion to special trainings aligned to Key Result Area/ IPDP ➤ Proof of continuing professional education initiatives in the last three years (<i>certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.</i>)
	20	<ul style="list-style-type: none"> ➤ Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance <i>(25 points)</i>	25	<ul style="list-style-type: none"> ➤ Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas <i>(25 points)</i>	25	<ul style="list-style-type: none"> ➤ Proof of/Narratives on/Testimonials on: <ol style="list-style-type: none"> a. Impact of Work b. Work Effectiveness c. Work Efficiency d. Work Collaboration
Social and Community Engagement <i>(15 points)</i>	15	<ul style="list-style-type: none"> ➤ Certificate of commendation on contribution to the community with relevant documentations ➤ Proof of participation to a sustainable community program ➤ Narrative of the impact of community involvement

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel Category (Category 2):

Paper Evaluation Criteria <i>Raniag Awards (Outstanding Non-Teaching Personnel - Category 2)</i>		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives <i>(30 points)</i> Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	<ul style="list-style-type: none"> ➤ Certificates of Professional Development Programs participated in/implemented ➤ Certificates of completion to special trainings aligned to Key Result Area/ IPDP ➤ Proof of continuing professional education initiatives in the last three years (<i>certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.</i>)
	15	<ul style="list-style-type: none"> ➤ Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance <i>(20 points)</i>	20	<ul style="list-style-type: none"> ➤ Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO
Research and Innovations <i>(10 points)</i>	10	<ul style="list-style-type: none"> ➤ List of research conducted (solo or collaboration) ➤ Certificate of Research Implementation ➤ Certificate of Research Involvements ➤ Proof of innovative outputs ➤ Certificate of Implementation of the Innovative Outputs

Outstanding Work Contributions, Accomplishments, and Ideas (25 points)	25	<ul style="list-style-type: none"> ➤ Proof of/Narratives on/Testimonials on: <ul style="list-style-type: none"> a. Impact of Work b. Work Effectiveness c. Work Efficiency d. Work Collaboration
Social and Community Engagement (15 points)	15	<ul style="list-style-type: none"> ➤ Certificate of commendation on contribution to the community with relevant documentations ➤ Proof of participation to a sustainable community program ➤ Narrative of the impact of community involvement

C. Outstanding School Administrators

Phases	Point Distribution	Percentage
Paper Evaluation	100	70%
Final Interview	100	30%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding School Heads Category:

Paper Evaluation Criteria <i>Raniag Awards (Outstanding School Administrators)</i>		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Strategic Leadership (35 points) Specific Indicators: 1. Quality School Management Practices 2. Research and Development Initiatives 3. School Program Design and Implementation	15	<ul style="list-style-type: none"> ➤ Certificate of Commendation/Recognition for being the School Head of the host (benchmarked) school ➤ List of initiated innovative programs and activities ➤ Copy of approved School Improvement Plan ➤ Narrative Report on the Implementation of School Improvement Plan
	10	<ul style="list-style-type: none"> ➤ Copy of SDO-approved policy/policies ➤ Narrative reports/Results of policy implementation and policy review ➤ List of researches conducted (solo or collaboration)
	10	<ul style="list-style-type: none"> ➤ List of approved needs-based programs implemented in the school based on the Learning Needs Analysis Report ➤ Sample approved training designs and training matrixes ➤ Accomplishment Reports on the implemented needs-based programs implemented in the school. ➤ Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school
Managing School Operations and Resources (20 points) Specific Indicators: 1. Records Management 2. Financial Management 3. Management of Staff 4. School Safety	5	<ul style="list-style-type: none"> ➤ Evidence that school data and information are managed using technology, including ICT ➤ School Process on utilization and safekeeping of the school data and information
	5	<ul style="list-style-type: none"> ➤ Certificate of No-AOM from SDO COA or its equivalent ➤ Certification of Budget Utilization Performance Report from SDO ➤ Copy of approved Work and Financial Plan (GAD)/MOOE/Budget Execution Plan 1 ➤ Copy of approved Budget Performance Report vis-à-vis WFP (GAD)/MOOE/BED 1 ➤ Copy of Monthly Liquidation Reports
	5	<ul style="list-style-type: none"> ➤ Summary of Individual Professional Development Plan (IPDP) of Staff ➤ Copy of approved Faculty Development Plan based on IPDP of staff ➤ Monitoring/Progress report of the approved Faculty Development Plan
	5	<ul style="list-style-type: none"> ➤ Evidence of institutionalized management of school safety for disaster preparedness, mitigation,, and resiliency

Instructional Leadership (20 points)	20	<ul style="list-style-type: none"> ➤ Proof of provision of technical assistance/coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ Coaching and Mentoring Plan/ Technical Assistance Plan ➤ Technical Assistance Plan Implementation Report ➤ Copy of Completed Innovative/Contextualized Instructional/Learning Materials ➤ Certificates as Learning Resource Facilitator on instructional/pedagogical advancement of teachers ➤ Evidence of utilization of classroom observation notes for PDP development/conduct of LAC/INSET
Developing Self and Others (15 points)	15	<ul style="list-style-type: none"> ➤ Certificates as Learning Resource Facilitator to fellow school heads in upgrading personal and professional competencies aligned with the Philippine Professional Standards for School Heads/ School-based Management ➤ Copy of approved Training Programs/LAC ➤ Evidence of continuous professional development initiatives/activities ➤ Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school
Building Connections (10 points)	10	<ul style="list-style-type: none"> ➤ Evidence of partnerships and linkages to support school programs/activities/ MOA/ MOU ➤ List of school benefactors ➤ List of community activities participated by the school ➤ List of programs initiated and participated by the school for the community ➤ Accomplishment Reports on initiated community programs
TOTAL	100	

D. Outstanding Supervisors

Phases	Point Distribution	Percentage
Paper Evaluation	100	70%
Final Interview	100	30%
TOTAL		100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Supervisors Category:

Paper Evaluation Criteria <i>Raniag Award (Outstanding Supervisors)</i>		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)

Strengthening Shared Accountability <i>(30 points)</i> Specific Indicator: 1. Technical Assistance/ Coaching and Mentoring 2. Program Implementation	20	➤ Copy of approved Technical Assistance Plan ➤ Proof of provision of Technical Assistance/ Coaching and Mentoring conducted/ Technical Assistance Plan/Coaching and Mentoring Plan ➤ Technical Assistance Plan Implementation Report
	10	➤ Program Implementation Report/Accomplishment Report of Program under the Portfolio
Fostering Culture of Continuous Improvement <i>(35 points)</i> Specific Indicator: 1. Research and Innovation	35	➤ List of Researches conducted ➤ Certificate of Research Implementation ➤ Certificate of Research Involvements ➤ Proof of innovative outputs ➤ Certificate of Implementation of the Innovative Outputs
Developing Self and Others <i>(25 points)</i> Specific Indicators: 1. Learning and Development Initiatives 2. Personal and Professional Development Initiatives 3. Membership to Technical Working Groups/ Professional Organizations	10	➤ List of approved/certified/accredited learning and development initiatives for both the teaching and non-teaching personnel ➤ Sample training designs and matrixes ➤ Sample of submitted/approved Accomplishment Reports ➤ Accomplishment reports on the implemented needs-based programs implemented
	10	➤ Certificate/List of trainings conducted. ➤ Certificate of recognition as resource speaker/learning facilitator. ➤ Certificate of Attendance in professional development activities
	5	➤ Certificate of membership to DepEd-recognized technical working groups ➤ Certificate of membership to recognized professional organizations
Community Leadership and Social Responsibility <i>(10 points)</i>	10	➤ Certificate of Attendance/ Participation ➤ Proof of community engagement and engagement with stakeholders ➤ Recognition in various community involvement program/activity ➤ Testimonials from community partners ➤ Proof of participation to a collaborative work in and out of DepEd
TOTAL	100	

E. THE SUPERINTENDENT'S AWARD (SPECIAL CITATION AWARDS)

1. This award is granted to all the teaching, teaching-related, non-teaching staff, and administrators in the schools and the Schools Division Office who have demonstrated exceptional performance in improving learners' outcomes and overall school operations, including curriculum development and process management within their respective offices.
2. Nominee must have at least three (3) years of outstanding and continuous service with DepEd Laoag City.
3. The entry for this award is enclosed with a narrative essay.
4. Candidates should be nominated by his/her immediate supervisor, co-teachers, or co-workers/office mates.

5. One (1) nominee per school/division/section/unit.

F. PROJECT STAR

VI. Rewards:

1. Monetary Incentives:
 - Winners – Php 5,000.00
 - Hall of Famer – Php 7,000.00
2. Plaque of Recognition (Outstanding employees)
3. Certificate of Recognition (Division Winners and Finalists)
4. Gift Certificate

VII. Procedure for Nomination:

The PRAISE Committee shall strictly observe a specific timeline for the conduct of the Raniag Awards (*Please see Appendix C*).

1. Schools and Division Office Functional Divisions are required to submit nomination documents containing the required Means of Verifications (MOVs) addressed to the Division PRAISE Committee Chairperson. The Division Award Selection Sub-Committees shall evaluate submitted documents before the endorsement to the Division Award Committee.

**NOTE: For nominees who won the previous award year, FRESH/new nomination documents are required. Failure to comply with this results in outright disqualification.*

Each School is allowed to submit **ONE (1) NOMINEE** for **each** of the following categories:

- Teaching Personnel (TI-III)
- Teaching Personnel (MTI-III)
- Non-Teaching Personnel (SG 1-9)
- Non-Teaching Personnel (SG 10-19)
- School Administrators

Each Division Office/Section/Unit is allowed to submit **one (1) or more NOMINEE/S** for the following categories:

- Non-Teaching Personnel (SG 1-9)
- Non-Teaching Personnel (SG 10-19)
- Education Program Supervisor

2. The nominator shall use the Official Nomination Form and the Executive Nomination Write-up. The nominee shall accomplish the Certification of Authenticity Form. (*Please see Appendix A, and B*).
3. All nominations shall be sealed upon submission to the Division Office Records Unit on or before the specified date as indicated in the Division Memorandum.
4. The Division Awards Selection Sub-Committee members shall screen, validate, and deliberate on the nominations using the criteria for paper screening as basis for shortlisting the nominees per category.
5. The Division Awards Selection Sub-Committee members shall endorse the shortlisted nominees per category to the Division Awards Selection Committee.
6. The Division Awards Selection Committee interviews the shortlisted nominees per category and shall select the winners after final deliberation.
7. The Division Awards Selection Committee shall endorse the results to the Division PRAISE Committee.

8. In case of a tie, the Chairperson of the Division PRAISE Committee shall make the decision. The decision of the Division PRAISE Committee is final and unappealable.
9. The Chairperson of the Division PRAISE Committee shall forward the result to the Schools Division Superintendent for approval.
10. Once approved, the list of winners and finalists and other pertinent information relative to the conduct of the *Raniag Awards* shall be released through a Division Memorandum.

VIII. Procedure for Screening and Evaluation:

1. PHASE I: Paper Screening

The Division Award Selection Sub-Committees shall conduct the paper screening using the submitted means of verification (MOVs) on each specific criterion. Further, nominees must submit the following documents:

- Duly accomplished Nomination Form signed by the nominator
- Endorsement Letter from the School Head or, Division Unit/Section Head
- Executive Summary (not more than 3 pages)
- Updated Personal Data Sheet (PDS) signed by duly constituted authorities
- Attendance record as certified by the Administrative Officer V/Human Resource Management Officer (HRMO)/Administrative Officer IV-Personnel
- Updated Service Record duly certified by the Administrative Officer V/Human Resource Management Officer (HRMO)/Administrative Officer IV-Records
- Certification of the last three (3) performance rating periods prior to nomination signed by the Administrative Officer V/Human Resource Management Officer (HRMO)/Administrative Officer IV- Personnel. All ratings must be “Outstanding” for the last three years.
- Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer.
- Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office/Regional Office.
- Milestone Accomplishment (max. of 2 mins. Audio-visual). Nominees are expected to attach a copy of the QR Code or link where the audio-visual material can be accessed. Ensure that permission to access the material is open/granted.

Part I. General Requirements

- A. Duly accomplished nomination form signed by the nominator (see attachment)
- B. Endorsement Letter from the School Head, or Division Unit/Section Head.
- C. Executive Summary (not more than 3 pages; see attachment)
- D. Certification of Authenticity
- E. Attendance record as certified by the Administrative Officer V/Human Resource Management Officer (HRMO)/Administrative Officer IV- Personnel

- F. Updated Personal Data Sheet (PDS) signed by duly constituted authorities
- G. Updated Service Record duly certified by the Human Resource Management Officer (HRMO)/ Administrative Officer IV-Records
- H. Certification of the last three (3) performance rating periods before nomination signed by the Administrative Officer V/Human Resource Management Officer (HRMO)/Administrative Officer IV- Personnel).
- I. Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer
- J. Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office/Regional Office.
- K. Milestone Accomplishment (2-3 mins. Audio-visual) to be submitted via a generated QR Code or URL link.

Part II. Means of Verifications

- A. Criteria 1
 - a. MOVs
- B. Criteria 2
 - a. MOVs
- C. Criteria 3
 - a. MOVs
- D. Criteria 4
 - a. MOVs
- E. Criteria 5
 - a. MOVs ...

Notes:

A table of contents must be attached to the nominee's portfolio for the physical copy of the documents. Page separators in between criteria are **highly recommended.*

***A scanned copy of the portfolio shall be submitted electronically. Nominees are required to submit clear scanned copies of the documents in one file with proper page separators/labels.*

****Submit using a long folder with the following specifications/ color coding:*

- *Green folder for Teaching Personnel*
- *Yellow folder for School Administrators*
- *Blue folder for Non-Teaching Personnel*
- *Orange folder for Supervisor nominees*

*****Kindly put the Name, Position, and School or Unit/Section on the front cover. Also, secure tabs on folder for easy reference and follow the recommended paper organization below.*

******The General Requirement (Part I) and the MOVs (Part II) must be placed in separate, properly labeled folders.*

The Paper Evaluation Phase includes the **Validation and Shortlisting of Nominees**. In this phase, the Division Award Selection Sub-Committee members review and assess the documents submitted vis-à-vis the rubrics duly approved for each category.

In addition, **to validate/counter-check/ finalize the scores in the Paper Evaluation**, the Division Awards Selection Sub-Committees shall contact key informants for validation. **Only after the validation part** that the Paper Evaluation scores will be finalized.

To be considered a finalist in a category, the nominee shall have accumulated a total of at least 70 points from the Paper Evaluation Phase. The finalists in each Search category shall be announced through a Division Memorandum.

2. PHASE II: Interview

1. Only the identified finalists in each category shall be invited for a face-to-face panel interview on a date and venue to be identified by the PRAISE Committee Secretariat.

Each of the shortlisted nominees shall be interviewed and rated by the Division Award Selection Committee according to the following criteria:

- ✓ Responsiveness to DepEd Vision and Mission
- ✓ Adherence to CSC's Thrusts for *Lingkod Bayani*
- ✓ Nationalistic and Patriotic Attributes
- ✓ Ability to Communicate Effectively
- ✓ Competence and Integrity

2. The Division Award Selection Committee shall select the Division Winners per category after careful deliberation.
3. The result of the deliberation shall be final.
4. The Chairperson shall submit the results to the Schools Division Superintendent for approval.

Note: All Committee Members are sworn to secrecy until the list of winners has been approved by the Schools Division Superintendent.

IX. Award Selection Committee

A. Division Award Selection Committee

The Division Award Selection Committee shall consist of the Assistant Schools Division Superintendent and at least three (3) non-DepEd representatives.

A.1. Teaching Personnel, School Administrator, and Supervisor

Chairperson: Assistant Schools Division Superintendent
Vice-Chairperson: Senior Education Program Specialist-HRD

Members: CSC Director/Representative
NGO Representative
HEI Representative
DepEd NEU Officer/Representative
Secretariat: Division PRAISE Committee Secretariat

A.2. Non-Teaching Personnel

Chairperson: Assistant Schools Division Superintendent
Vice-Chairperson: Senior Education Program Specialist-HRD

Members: CSC Director/Representative

NGO Representative
 HEI Representative
 DepEd NEU Officer/Representative
 Division PRAISE Committee Secretariat

Secretariat:

B. Division Award Selection Sub-Committees

Award Category <i>(Sub-Committee)</i>	Chairperson	Members
Teaching Personnel <i>Teacher I-III (Category 1)</i>	AO V -Admin	EPS-Math, CID EPS II -ALS, CID AO V (BO III)
Teaching Personnel <i>Master Teacher I-III (Category 2)</i>	AO V -Admin	EPS- Science, CID EPS- English, CID Accountant III
Non-Teaching Personnel <i>SG 1-9 (Category 1)</i>	Chief, CID	EPS, SGOD EPS- AP, CID SEPS-SMME
Non-Teaching Personnel <i>SG 10-19(Category 2)</i>	Chief, CID	EPS, SGOD EPS-MAPEH, CID SEPS-SMME
School Administrator	Chief, SGOD	Chief, CID EPS-LR, CID PO III
Supervisor	Chief, SGOD	Chief, CID AO IV (Personnel) PO III

X. Funding

The funds to implement the RANIAG Awards shall be taken from the allotted fund of at least five percent (5%) of the Human Resource Development (HRD) Fund or subsidies by the Division Office MOOE. Such fund shall be incorporated in the DepEd’s annual Work and Financial Plan.

III. MISCELLANEOUS PROVISIONS

SECTION 5. SEPARABILITY CLAUSE

Any part or provision of this Division Memorandum which may be held invalid or unconstitutional shall not affect the validity and effectivity of other provisions.

SECTION 6. REPEALING CLAUSE

All prior Division Orders/Memoranda or other issuances, or provisions thereof, which are inconsistent with this Division Memorandum, are hereby repealed, revised, or modified accordingly.

SECTION 7. EFFECTIVITY

This Division Memorandum shall take effect immediately upon issuance.

SECTION 8. COMMITMENT

I hereby commit to implement and abide by the provisions of this AGENCY PRAISE which shall be the basis for the grant of awards and incentives.

The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth day of January to enable our employees to qualify for the CSC-sponsored national awards nomination

JOANN A. CORPUZ EdD, CESO V
Schools Division Superintendent

Date

CSC Action:

I have evaluated the herein agency PRAISE and found it to be in accordance with the provision of CSC MC _____, s. 2001 and may now be implemented.

CSC Regional Director
(Signature over Printed Name)

(Date)

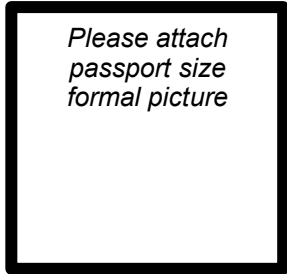
APPENDIX A



**NOMINATION FORM
DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL
(RANIAG AWARDS)**

INSTRUCTIONS:

1. Please write legibly
2. Ensure that all essential information is provided.



Search Category:

- | | | |
|--------------------------------------------------|-----------------------------------------|----------------------------------------|
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> EPS | <input type="checkbox"/> PSDS |
| <input type="checkbox"/> School Administrators | <input type="checkbox"/> Master Teacher | <input type="checkbox"/> Teacher I-III |
| <input type="checkbox"/> Teaching Personnel | | |
| <input type="checkbox"/> Non- Teaching Personnel | <input type="checkbox"/> Level I | <input type="checkbox"/> Level II |

Name of Nominee: _____ School/U
nit: _____

Current Position: _____ Salary Grade: _____

Division/ Unit Assigned: _____

Years in Service: _____

THE DIVISION PRAISE COMMITTEE:

It is with great pleasure and privilege to nominate _____ to the **DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL (RANIAG AWARDS)**.

To the best of my knowledge, _____ shows exemplary behavior, innovative ideas, superior accomplishments, heroic deeds, genuine public service, and meritorious personal advocacies that greatly contribute to quality and efficient public service, making him/her qualified to the Search.

_____	_____	_____
Signature over Printed Name of Nominator	Position	Date Signed

THE DIVISION PRAISE COMMITTEE:

I certify that all information contained in my nomination folders are true and correct, and of my knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

Furthermore, I hereby grant the Schools Division Office of Laoag City, through the Division PRAISE Committee, the right to collect and process my personal information as stated above, for purposes relevant to my nomination in the Division Search for Outstanding DepEd Personnel (Raniag Awards) and for purposes of compliance with the laws, rules, and regulations being implemented by the Republic of the Philippines

Name and Signature of Nominee

APPENDIX B



EXECUTIVE NOMINATION WRITE-UP

Name of Nominee: _____

Position: _____

School/Unit/Section: _____

Search Category: _____

The **three-page** write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the **last three years**. Presentation of accomplishments or norms manifested should be data-driven, in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated
- Use the criteria as sub-headings, if needed

Prepared by:

<<SIGNATURE OVER PRINTED NAME OF NOMINATOR>>>

<<Position>>

<<Date>>

PAPER EVALUATION RUBRICS: RANIAG AWARDS FOR OUTSTANDING TEACHING PERSONNEL

TEACHING PERSONNEL (Category 1)						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Instructional Competence (45 points)						
Mastery of Content and Subject Matter (15 points)	<i>Signed Results of Classroom Observations (at least 2 COTs for each school year for the last three years)</i>	The computed average of the submitted COT is 7.00 with a descriptive level of Integrating (15 points)	The computed average of the submitted COT is 6.00-6.99 with a descriptive level of Consolidating (12 points)	The computed average of the submitted COT is 5.00-5.99 with a descriptive level of Applying (10 points)	The computed average of the submitted COT is 4.00-4.99 with a descriptive level of Developing (8 points)	The computed average of the submitted COT is 3.99 and below. (0 point)
Curriculum and Planning (15 points)	<i>Sample Approved Learning Plans (at least 2 per school year) showcasing the:</i> a. application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills. b. positive use of ICT. c. use of differentiated developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences d. plan, manage, and implement developmentally sequenced teaching and learning process	All the 6 submitted Approved Learning Plans clearly indicate all the four identified indicators. (15 points)	At least 4-5 of the submitted Approved Learning Plans clearly indicate all the four identified indicators. (12 points)	At least 1-3 of the submitted Approved Learning Plans clearly indicate all the four identified indicators. (10 points)	Some of the submitted Approved Learning Plans showcased at least two of the four indicators. (8 points)	Some of the submitted Learning Plans only showcased at least one of the four indicators. (0 point)
Assessment of Learning (15 points)	<ul style="list-style-type: none"> ➤ <i>Sample teacher-crafted Assessment Tools</i> ➤ <i>Sample of Assessment Analysis Reports submitted to the Head of Office</i> ➤ <i>Impact Evaluation Report of Interventions made from Assessment Results with Proofs</i> 	Impact evaluation Report on the implemented interventions based on assessment results is conducted and disseminated. (7 points)	A proposed menu of interventions based on the assessment analysis results is submitted for the approval of the Head of Office. (6 points)	A finalized assessment analysis report based on the results of assessments is submitted. (5 points)	A draft assessment analysis report based on the results of assessments is submitted. (4 points)	The nominee crafts varied assessments of learning tools. (0 point)
		Provided an accomplishment report for remedial /	Provided a list of least mastered competencies (with	Disseminated the results of the assessment analysis	Collaborated with colleagues on the	

		enhancement activities (with intervention materials used) conducted based on the least mastered competencies. (8 points)	intervention materials used) based on the analysis of assessment results. (6 points)	report to proper authorities and concerned stakeholders. (5 points)	analysis of assessment results. (4 points)	
Research Engagement (15 points)						
	<ul style="list-style-type: none"> ➤ List of Action/Basic Completed Research Outputs for the last three years with Certificate of Completion ➤ Report on the Dissemination/ Implementation of Research Outputs 	Completed at least 2 action/basic researches for the last three school years (7 points)	Completed at least 1 action/basic research for the last three school years (6 points)	Conducted data analysis on the data gathered to complete the approved Action/ Basic Research (5 points)	Conducted data gathering for Action/ Basic Research (4 points)	<p>Has an approved Action/ Basic Research by the Division/ Regional Research Committee</p> <p>(0 point)</p>
		Disseminated/ presented the results of Action/Basic Research in a Division/ Regional Research Congress (8 points)	Disseminated/ presented the results of Action/Basic Research in a District Research Congress (6 points)	Disseminated/ presented the results of Action/Basic Research in a School Research Congress (5 points)	Disseminated/ presented the results of Action/Basic Research during a LAC session (4 points)	
Professional Growth and Development (15 points)						
	<ul style="list-style-type: none"> ➤ Proof of degree earned from the Graduate School / Certificate of Graduate units earned ➤ Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers ➤ Certificate of recognition as a learning facilitator 	Has completed higher level of education (5 points)	Has completed at least the Academic Requirements in the Graduate School (3 points)	Has completed at least 15 academic units in the Graduate School Program (2 points)	Has completed less than 15 academic units in the Graduate School (1 point)	Is currently enrolled in the Graduate School (0 point)
		Acted as a Learning Facilitator/ Resource Person/ Trainer (at least Division-level) (10 points)	Acted as a Learning Facilitator/ Resource Person/ Trainer (at least District-level) (9 points)	Attended at least three (3) three-day professional development activities endorsed by DepEd/NEAP or provided by DepEd-recognized training providers (8 points)	Attended/ less than three (3) three-day professional development activities endorsed by DepEd/NEAP or provided by DepEd-recognized training providers (7 points)	Acted as a Learning Facilitator/ Resource Person/ Trainer during School LAC sessions Participated in Professional Development activities but not from DepEd-recognized training providers (0 point)
Innovation (10 points)						
	➤ Certificate of Completed Innovation signed by Head of Office	Impact evaluation on the implemented innovation/ innovative	Impact evaluation on the implemented innovation/ innovative	The innovation/ innovative project was adopted by the	Completed an innovation/ innovative project.	An innovation/ innovative project is

	<ul style="list-style-type: none"> ➤ <i>Certificate of Adoption/ Implementation</i> ➤ <i>Impact Evaluation of Innovation</i> ➤ <i>Proof of Impact Results Dissemination</i> 	project was conducted and results were disseminated to concerned officials. (10 points)	project was conducted and results were disseminated to concerned officials. (8 points)	school/s for implementation. (6 points)	 (4 points)	proposed and approved. (0 point)
Leadership (10 points)						
	<ul style="list-style-type: none"> ➤ <i>Certificate of Recognition as a Chairperson/Officer of a Professional Organization (school level)</i> ➤ <i>Certificate of Recognition as a Chairperson/Coordinator of School Organization</i> ➤ <i>Certificate of Recognition as Winning Coach/Adviser</i> ➤ <i>Accomplishment Report of the Organization</i> 	Initiated and took the lead in the implementation of sustainable programs/projects/ activities in the school in his/her capacity as Chairperson/ Coordinator/ Officer as evidenced by signed Accomplishment Report. (5 points)	Initiated and took the lead in the implementation of sustainable programs/projects/ activities in the school in his/her capacity as Chairperson/ Coordinator/ Officer but NO Accomplishment Report was submitted. (3 points)	Acted as Chairperson/ Coordinator (school level) to any organization and collaborated with school personnel for the implementation of programs. (2 points)	Elected as officer to any organization (school level) and collaborated with school personnel for the implementation of programs. (1 point)	Is a member of any organization (school level) (0 point)
		Served as a winning coach of students at least in the Regional level contests as attested by the School Head. (5 points)	Served as a winning coach of students at least in the Division level contests as attested by the School Head. (3 points)	Served as a coach of students at least in the Regional level contests as attested by the School Head. (2 points)	Served as a winning coach of students at least in the Division level contests as attested by the School Head. (1 point)	Served as a coach of students at least in the Division level contests as attested by the School Head. (0 point)
Social and Community Engagement (5 points)						
	<ul style="list-style-type: none"> ➤ <i>Certificate of commendation on contribution to the community with relevant documentations</i> ➤ <i>Proof of participation to a sustainable community program</i> ➤ <i>Narrative of the impact of community involvement</i> 	Has received commendations for his/her significant contributions and active involvement in sustainable programs/projects/ activities in the local community in collaboration with local officials and other stakeholders which resulted to positive changes. (5 points)	Has been actively involved in sustainable programs/projects/ activities in the local community other than the school in collaboration with local officials as evidenced by narrative reports and other submitted documents (3 points)	Has been involved in sustainable programs/projects/ activities in the local community other than the school. (2 points)	Has been involved in various programs/projects/ activities in the local community other than the school. (1 point)	Has participated in community programs/projects/ activities sponsored by the school. (0 point)

PAPER EVALUATION RUBRICS: RANIAG AWARDS FOR OUTSTANDING TEACHING PERSONNEL

TEACHING PERSONNEL (Category 2)						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Instructional Competence (30 points)						
Mastery of Content and Subject Matter (10 points)	➤ <i>Signed Results of Classroom Observations (at least 2 COTs for each school year for the last three years)</i>	The computed average of the submitted COT is 8.00 with a descriptive level of Integrating (10 points)	The computed average of the submitted COT is 7.00-7.99 with a descriptive level of Consolidating (8 points)	The computed average of the submitted COT is 6.00-6.99 with a descriptive level of Applying (6 points)	The computed average of the submitted COT is 5.00-5.99 with a descriptive level of Developing (4 points)	The computed average of the submitted COT is 4.99 and below. (0 point)
Curriculum and Planning (10 points)	➤ <i>Sample Approved Learning Plans (at least 2 per school year) showcasing the:</i> a. <i>application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.</i> b. <i>positive use of ICT.</i> c. <i>use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences</i> d. <i>plan, manage and implement developmentally sequenced teaching and learning process</i> ➤ <i>Narrative Report on TA provision</i>	All the 6 submitted Approved Learning Plans clearly indicate all the four identified indicators. (5 points)	At least 4-5 of the submitted Approved Learning Plans clearly indicate all the four identified indicators. (3 points)	At least 1-3 of the submitted Approved Learning Plans clearly indicate all the four identified indicators. (2 points)	Some of the submitted Approved Learning Plans showcased at least two of the four indicators. (1 point)	Some of the submitted Learning Plans only showcased at least one of the four indicators. (0 point)
		Has provided Technical Assistance (TA)/Coaching and Mentoring to teachers on curriculum planning and implementation based on an approved TA Plan supported by appropriate narrative reports (5 points)	Has provided Technical Assistance (TA)/Coaching and Mentoring to teachers on curriculum planning and implementation but no approved TA Plan is in place (3 points)	Has provided Technical Assistance (TA)/Coaching and Mentoring to teachers but not on curriculum planning and implementation. Said TA is supported by appropriate narrative reports (2 points)	Has provided Technical Assistance (TA)/Coaching and Mentoring to teachers but not on curriculum planning and implementation. However, said TA is NOT supported by appropriate narrative reports. (1 point)	Has not provided Technical Assistance (TA)/Coaching and Mentoring to teachers. (0 point)
Assessment of Learning	➤ <i>Sample teacher-crafted Assessment Tools</i>	Impact evaluation Report on the implemented interventions based on (5 points)	Proposed menu of interventions based on the assessment analysis (3 points)	A finalized assessment analysis report based on (2 points)	A draft assessment analysis report based on the results of (1 point)	The nominee crafts varied assessment of learning tools. (0 point)

(10 points)	<ul style="list-style-type: none"> ➤ <i>Sample of Assessment Analysis Reports submitted to Head of Office</i> ➤ <i>Impact Evaluation Report of Interventions made from Assessment Results with Proofs</i> 	assessment results is conducted and disseminated. (5 points)	results is submitted for the approval of the Head of Office. (3 points)	the results of assessments is submitted. (2 points)	assessments is submitted. (1 point)	(0 point)
		Provided an accomplishment report for remedial / enhancement activities (with intervention materials used) conducted based on the least mastered competencies. (5 points)	Provided a list of least mastered competencies (with intervention materials used) based on the analysis of assessment results. (3 points)	Disseminated the results of the assessment analysis report to proper authorities and concerned stakeholders. (2 points)	Collaborated with colleagues on the analysis of assessment results. (1 point)	
Research Engagement (20 points)						
	<ul style="list-style-type: none"> ➤ <i>List of Completed Basic Research Outputs for the last three years with Certificate of Completion</i> ➤ <i>Report on the Dissemination/ Implementation of Research Outputs</i> 	Completed at least 1 basic researches for the last three school years (10 points)	Collaborated with colleagues in completing at least 1 basic research for the last three school years (8 points)	Conducted data analysis on the data gathered to complete the approved Basic Research (5 points)	Conducted data gathering for Basic Research (4 points)	Has an approved Basic Research by the Division/ Regional Research Committee (0 point)
		Disseminated/ presented the results of Basic Research in a Regional Research Congress (10 points)	Disseminated/ presented the results of Basic Research in a Division Research Congress (8 points)	Disseminated/ presented the results of Basic Research in a District Research Congress (5 points)	Disseminated/ presented the results of Basic Research School Research Congress (4 points)	

Professional Growth and Development (15 points)						
<ul style="list-style-type: none"> ➤ <i>Proof of degree earned from the Graduate School / Certificate of Graduate units earned</i> ➤ <i>Certificate of participation in at least three-day trainings/seminars/ workshops from any DepEd-recognized training providers</i> ➤ <i>Certificate of recognition as a learning facilitator</i> 	<p>Has completed higher level of education</p> <p style="text-align: center;">(5 points)</p>	<p>Has completed at least the Academic Requirements in the Graduate School</p> <p style="text-align: center;">(3 points)</p>	<p>Has completed at least 15 academic units in the Graduate School Program</p> <p style="text-align: center;">(2 points)</p>	<p>Has completed less than 15 academic units in the Graduate School</p> <p style="text-align: center;">(1 point)</p>	<p>Is enrolled in the Graduate School</p> <p style="text-align: center;">(0 point)</p>	
	<p>Acted as a Learning Facilitator/ Resource Person/ Trainer (at least Division-level)</p> <p style="text-align: center;">(10 points)</p>	<p>Acted as a Learning Facilitator/ Resource Person/ Trainer (at least District-level)</p> <p style="text-align: center;">(9 points)</p>	<p>Attended/ Participated at least three (3) three-day professional development activities endorsed by DepEd/NEAP or provided by DepEd-recognized training providers</p> <p style="text-align: center;">(8 points)</p>	<p>Attended/ Participated less than three (3) three-day professional development activities endorsed by DepEd/NEAP or provided by DepEd-recognized training providers</p> <p style="text-align: center;">(7 points)</p>	<p>Acted as a Learning Facilitator/ Resource Person/ Trainer during School LAC sessions</p> <p>Participated in PD activities but not from DepEd-recognized training providers</p> <p style="text-align: center;">(0 point)</p>	
Innovation (15 points)						
<ul style="list-style-type: none"> ➤ <i>Certificate of Completed Innovation signed by Head of Office</i> ➤ <i>Certificate of Adoption/ Implementation</i> ➤ <i>Impact Evaluation of Innovation</i> ➤ <i>Proof of Impact Results Dissemination</i> 	<p>Impact evaluation on the implemented innovation/ innovative project was conducted and results were disseminated to concerned officials.</p> <p style="text-align: center;">(15 points)</p>	<p>Impact evaluation on the implemented innovation/ innovative project was conducted and results were disseminated to concerned officials</p> <p style="text-align: center;">(12 points)</p>	<p>The innovation/ innovative project was adopted by the school/s for implementation.</p> <p style="text-align: center;">(10 points)</p>	<p>Completed an innovation/ innovative project.</p> <p style="text-align: center;">(8 points)</p>	<p>An innovation/ innovative project is proposed and approved.</p> <p style="text-align: center;">(0 point)</p>	
Leadership (15 points)						
<ul style="list-style-type: none"> ➤ <i>Certificate of Recognition as a Chairperson/Officer of a Professional Organization (school level)</i> ➤ <i>Certificate of Recognition as a Chairperson/Coordinator of School Organization</i> 	<p>Initiated and took the lead in the implementation of sustainable programs/ projects/ activities in the school in his/her capacity as Chairperson/ Coordinator/Officer as evidenced by signed Accomplishment Report.</p>	<p>Initiated and took the lead in the implementation of sustainable programs/ projects/ activities in the school in his/her capacity as Chairperson/ Coordinator/Officer but</p>	<p>Collaborated with school officials and other stakeholders in the implementation of sustainable programs/ projects/ activities in the school in his/her capacity as Chairperson/ Coordinator/Officer but</p>	<p>Acted as Chairperson/ Coordinator (school level) to any organization and collaborated with school personnel for the implementation of programs.</p>	<p>Is a member of any organization (school level)</p>	

	<ul style="list-style-type: none"> ➤ <i>Certificate of Recognition as Winning Coach/Adviser</i> ➤ <i>Accomplishment Report of the Organization</i> 	(10 points)	NO Accomplishment Report was submitted.	NO Accomplishment Report was submitted.	(2 points)	(0 point)
		(8 points)	Served as a winning coach of students at least in the Regional level contests as attested by the School Head. (5 points)	Served as a winning coach of students at least in the Division level contests as attested by the School Head. (4 points)	Served as a coach of students at least in the Regional level contests as attested by the School Head. (3 points)	
Social and Community Engagement (5 points)						
	<ul style="list-style-type: none"> ➤ <i>Certificate of commendation on contribution to the community with relevant documentations</i> ➤ <i>Proof of participation to a sustainable community program</i> ➤ <i>Narrative of the impact of community involvement</i> 	Has received commendations for his/her significant contributions and active involvement in sustainable programs/projects/ activities in his/her capacity as an officer/member outside of his/her base office and in the local community (schools, parishes, LGUs, NGOs, etc.) in collaboration with local officials and other stakeholders which resulted to positive changes as evidenced by narrative reports (5 points)	Has been actively involved in sustainable programs/projects/ activities as officer/adviser of community organizations including from the local government, schools, parishes, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents (3 points)	Has been actively involved in sustainable programs/projects/ activities as an active member of community organizations including from the local government, schools, parishes, NGOs, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents (2 points)	Has been involved in various programs/projects/ activities in the community including schools, parishes, NGOs, etc. in collaboration with local officials (1 points)	Has participated in community programs/projects/ activities sponsored by the school (0 point)

PAPER EVALUATION RUBRICS: RANIAG AWARDS FOR OUTSTANDING NON-TEACHING PERSONNEL

NON-TEACHING PERSONNEL (Category 1)						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Quality of Personal and Professional Development Initiatives (35 points)						
Professional and Personal Growth and Development (15 points)	<ul style="list-style-type: none"> ➤ <i>Certificates of Professional Development Programs participated</i> ➤ <i>Certificates of completion of trainings aligned to Key Result Area/ IPDP</i> 	Has participated in at least four (4) relevant learning and development programs aligned to his/her KRA/IPDP (10 points)	Has participated in at least three (3) relevant learning and development programs aligned to his/her KRA/IPDP (7 points)	Has participated in at least three (3) relevant learning and development programs aligned to his/her KRA/IPDP (5 points)	Has participated in at least two (2) relevant learning and development programs aligned to his/her KRA/IPDP (3 points)	Has participated in at least one learning and development program aligned to his/her KRA/IPDP (0 point)
	<ul style="list-style-type: none"> ➤ <i>Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.)</i> 	Has made initiatives to undergo continuous professional and personal development by completing advanced studies/certificate courses/ attending at least one specialized training/ attaining NC Certification in the last three years (5 points)	Has made initiatives to undergo continuous professional and personal development by earning at least 9 advanced studies units/completing at least one specialized training/ applying for NC Certification in the last three years (3 points)	Has made initiatives to undergo continuous professional and personal development by completing at least one specialized training/ applying for NC Certification in the last three years (2 points)	Has made initiatives to undergo continuous professional and personal development by participating to trainings and other forms of professional engagements (1 point)	None of the indicators was met (0 point)
Work Ethics and Behavior (20 points)	<ul style="list-style-type: none"> ➤ <i>Narrative/ testimonials of exemplary work ethics and behavior</i> 	Has always shown specific job characteristics such as flexibility, initiative, reliability, adaptability, creativity associated with discretionary decision-making, visibility, and being a team player to attain organizational purpose and goals (20 points)	Has oftentimes shown specific job characteristics such as flexibility, initiative, reliability, adaptability, and creativity to help attain organizational purpose and goals (16 points)	Has shown specific job characteristics such as flexibility, adaptability, and creativity to help attain organizational purpose and goals (14 points)	Has shown specific job characteristics such as creativity to help attain organizational purpose and goals (10 points)	Did not manifest the desired job characteristics (0 points)

Quality and Consistency of Behavioral Performance (25 points)

	➤ <i>Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO</i>	Obtained an average performance rating of 4.81-5.00 in the IPCRF in the last 3 years (25 points)	Obtained an average performance rating of 4.71-4.80 in the last 3 years (20 points)	Obtained an average performance rating of 4.61-4.70 in the last 3 years (15 points)	Obtained an average performance rating of 4.50-4.60 in the last 3 years (10 points)	Obtained an average rating of 4.49 and below in the last 3 years (0 point)
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)						
	<i>Proof of/ Narratives on/ Testimonials on:</i>					
	▪ <i>Impact of Work</i>	Has always served as a role model of personnel in helping the organization attain maximum benefits while minimizing the use of resources (10 points)	Has oftentimes served as a model for other personnel in helping the organization attain benefits while minimizing the use of resources (8 points)	Has oftentimes served as a model for other personnel in helping the organization attain benefits (6 points)	Has sometimes served as a model for other personnel in helping the organization attain benefits (4 points)	Has sometimes served as a model for other personnel in helping the organization attain benefits (0 point)
	▪ <i>Work Effectiveness</i>	Has always shown great enthusiasm in producing quality work results and takes appropriate action to feedbacks and comments for work improvement (5 points)	Has oftentimes shown enthusiasm in producing quality work results and takes action to feedbacks and comments for work improvement (3 points)	Has oftentimes shown enthusiasm in producing work results and considers feedbacks and comments for work improvement (2 points)	Has sometimes shown enthusiasm in producing work results (1 point)	Has produced expected job results (0 point)
	▪ <i>Work Efficiency</i>	Has been always recognized by colleagues and stakeholders for his ability to efficiently complete assigned tasks without delay and without supervision (5 points)	Has been oftentimes recognized by colleagues and stakeholders for his ability to efficiently complete assigned tasks and without supervision (3 points)	Has been occasionally recognized by colleagues and stakeholders for his ability to complete assigned tasks with minimal supervision (2 points)	Has been recognized by colleagues and stakeholders for his ability to complete assigned tasks with minimal supervision (1 point)	Has the ability to complete assigned tasks on a daily basis with supervision (0 point)
	▪ <i>Work Collaboration</i>	Has always endeavored to step in to help the office when needed and helped the team solve problems, manage conflicts, and stay focused and organized (5 points)	Has always helped the team solve problems, manage conflicts, and stay focused and organized (3 points)	Has often times helped the team solve problems, manage conflicts, and stay focused and organized (2 points)	Has oftentimes helped the team solve problems and manage conflicts (1 point)	Has the ability to help the team solve problems and manage conflicts (0 point)
Social and Community Engagement (15 points)						

	<ul style="list-style-type: none"> ➤ <i>Certificate of commendation on contribution to the community with relevant documentations</i> ➤ <i>Proof of participation to a sustainable community program</i> ➤ <i>Narrative of the impact of community involvement</i> 	<p>Has received commendations for his/her significant contributions and active involvement in sustainable programs/projects/ activities in his/her capacity as an officer/member outside of his/her base office and in the local community (schools, parishes, LGUs, NGOs, etc.) in collaboration with local officials and other stakeholders which resulted to positive changes as evidenced by narrative reports</p> <p style="text-align: center;">(15 points)</p>	<p>Has been actively involved in sustainable programs/ projects/ activities as officer/adviser of community organizations including from the local government, schools, parishes, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents</p> <p style="text-align: center;">(12 points)</p>	<p>Has been actively involved in sustainable programs/ projects/ activities as an active member of community organizations including from the local government, schools, parishes, NGOs, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents</p> <p style="text-align: center;">(10 points)</p>	<p>Has been involved in various programs/ projects/ activities in the community including schools, parishes, NGOs, etc. in collaboration with local officials</p> <p style="text-align: center;">(8 points)</p>	<p>Has participated in community programs/ projects/ activities sponsored by his/her base office/ unit.</p> <p style="text-align: center;">(0 point)</p>
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PAPER EVALUATION RUBRICS: RANIAG AWARDS FOR OUTSTANDING NON-TEACHING PERSONNEL

NON-TEACHING PERSONNEL (Category 2)						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Quality of Personal and Professional Development Initiatives (30 points)						
Professional and Personal Growth and Development (15 points)	<ul style="list-style-type: none"> ➤ <i>Certificates of Professional Development Programs participated/ implemented</i> ➤ <i>Certificates of completion of trainings aligned to Key Result Area/ IPDP</i> 	Has participated in at least four (4) relevant learning and development programs aligned to his/her KRA/IPDP (5 points)	Has participated in at least three (3) relevant learning and development programs aligned to his/her KRA/IPDP (3 points)	Has participated in at least three (3) relevant learning and development programs aligned to his/her KRA/IPDP (2 points)	Has participated in at least two (2) relevant learning and development programs aligned to his/her KRA/IPDP (1 point)	Has participated in at least one learning and development program aligned to his/her KRA/IPDP (0 point)
		Has taken the lead in designing and implementing needs-based PDPs addressing the challenges of his/her immediate unit and colleagues (5 points)	Facilitated the designing and implementation of needs-based PDPs addressing the challenges of his/her immediate unit and colleagues (3 points)	Has participated in the implementation of needs-based PDPs addressing the challenges of his/her immediate unit and colleagues (2 points)	Has taken the lead in designing needs-based PDPs addressing the challenges of his/her immediate unit and colleagues (1 point)	Has collaborated with colleagues in designing needs-based PDPs (0 point)
	<ul style="list-style-type: none"> ➤ <i>Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.)</i> 	Has made initiatives to undergo continuous professional and personal development by completing advanced studies/certificate courses/ attending at least one specialized training/ attaining NC Certification in the last three years (5 points)	Has made initiatives to undergo continuous professional and personal development by earning at least 9 advanced studies units/completing at least one specialized training/ applying for NC Certification in the last three years (3 points)	Has made initiatives to undergo continuous professional and personal development by completing at least one specialized training/ applying for NC Certification in the last three years (2 points)	Has made initiatives to undergo continuous professional and personal development by participating to trainings and other forms of professional engagements (1 point)	None of the indicators was met (0 point)
Work Ethics and Behavior (15 points)	<ul style="list-style-type: none"> ➤ <i>Narrative/ testimonials of exemplary work ethics and behavior</i> 	Has always shown specific job characteristics such as flexibility, initiative, reliability, adaptability, creativity associated with discretionary decision-making, visibility, and being a	Has oftentimes shown specific job characteristics such as flexibility, initiative, reliability, adaptability, and creativity to help attain organizational purpose and goals	Has shown specific job characteristics such as flexibility, adaptability and creativity to help attain organizational purpose and goals	Has shown specific job characteristics such as creativity to help attain organizational purpose and goals	Did not manifest the desired job characteristics

		team player to attain organizational purpose and goals (15 points)	(12 points)	(10 points)	(8 points)	(0 points)
Quality and Consistency of Behavioral Performance (20 points)						
	➤ <i>Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO</i>	Obtained an average performance rating of 4.85-5.00 in the IPCRF in the last 3 years (20 points)	Obtained an average performance rating of 4.70-4.84 in the last 3 years (16 points)	Obtained an average performance rating of 4.55-4.69 in the last 3 years (14 points)	Obtained an average performance rating of 4.50-4.54 in the last 3 years (10 points)	Obtained an average rating of 4.49 and below in the last 3 years (0 point)
Research and Innovations (10 points)						
	➤ <i>List of researches conducted (solo or collaboration)</i> ➤ <i>Certificate of Research Implementation</i> ➤ <i>Certificate of Research Involvements</i>	Has implemented the results/ product of a conducted solo BER-Funded research/es on areas in attainment of his/her major Key Result Area (5 points)	Has conducted solo BER-Funded research/es on areas in attainment of his/her major Key Result Area (3 points)	Has collaborated with colleagues in conducting BER-Funded research/es on areas in attainment of his/her major Key Result Area (2 points)	Has collaborated with colleagues in conducting research/es on areas in attainment of his/her major Key Result Area (1 point)	The submitted documents did not satisfy any of the criterion stated. (0 point)
	➤ <i>Proof of innovative outputs</i> ➤ <i>Certificate of Implementation of the Innovative Outputs</i>	Produced/designed an approved innovative output which was utilized/ implemented in support to his/her major Key Result Area (5 points)	Produced/designed an innovative output which was utilized/ implemented in support to his/her major Key Result Area (3 points)	Collaborated with colleagues in producing/designing innovative output which was utilized/ implemented in support to his/her major Key Result Area (2 points)	Collaborated with colleagues in producing/designing innovative output in support to his/her major Key Result Area (1 point)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Outstanding Work Contributions, Accomplishments, and Ideas (25 points)						
	➤ <i>Proof of Narratives on/Testimonials on:</i>					
	▪ <i>Impact of Work</i>	Has always served as a role model of personnel in helping the organization attain maximum benefits while minimizing the use of resources (10 points)	Has most of the times served as a model of other personnel in helping the organization attain benefits while minimizing the use of resources (8 points)	Has many times served as a model of other personnel in helping the organization attain benefits (5 points)	Has sometimes served as a model of other personnel in helping the organization attain benefits (4 points)	Has seldom served as a model of other personnel in helping the organization attain benefits (0 point)
	▪ <i>Work Effectiveness</i>	Has always shown great enthusiasm in producing quality work	Has most of the times shown enthusiasm in producing quality work	Has many times shown enthusiasm in producing work results	Has sometimes shown enthusiasm in producing work results	Has produced expected job results

		results and takes appropriate action to feedbacks and comments for work improvement (5 points)	results and takes action to feedbacks and comments for work improvement (3 points)	and considers feedbacks and comments for work improvement (2 points)	(1 point)	(0 point)
	▪ <i>Work Efficiency</i>	Has been always recognized by colleagues and stakeholders for his ability to efficiently complete assigned tasks without delay and without supervision (5 points)	Has been recognized most of the times by colleagues and stakeholders for his ability to efficiently complete assigned tasks and without supervision (3 points)	Has been recognize many times by colleagues and stakeholders for his ability to complete assigned tasks with minimal supervision (2 points)	Has been recognized sometimes by colleagues and stakeholders for his ability to complete assigned tasks with minimal supervision (1 point)	Has the ability to complete assigned tasks on a daily basis with supervision (0 point)
	▪ <i>Work Collaboration</i>	Has always endeavored to step in to help the office when needed and helped the team solve problems, manage conflicts, and stay focused and organized (5 points)	Has most of the times helped the team solve problems, manage conflicts, and stay focused and organized (3 points)	Has many times helped the team solve problems, manage conflicts, and stay focused and organized (2 points)	Has oftentimes helped the team solve problems and manage conflicts (1 point)	Has the ability to help the team solve problems and manage conflicts (0 point)
Social and Community Engagement (15 points)						
	<ul style="list-style-type: none"> ➤ <i>Certificate of commendation on contribution to the community with relevant documentations</i> ➤ <i>Proof of participation to a sustainable community program</i> ➤ <i>Narrative of the impact of community involvement</i> 	Has received commendations for his/her significant contributions and active involvement in sustainable programs/projects/ activities in his/her capacity as an officer/member outside of his/her base office and in the local community (schools, parishes, LGUs, NGOs, etc.) in collaboration with local officials and other stakeholders which resulted to positive changes as evidenced by narrative reports (15 points)	Has been actively involved in sustainable programs/projects/ activities as officer/adviser of community organizations including from the local government, schools, parishes, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents (12 points)	Has been actively involved in sustainable programs/projects/ activities as an active member of community organizations including from the local government, schools, parishes, NGOs, etc. in collaboration with local officials as evidenced by narrative reports and other submitted documents (10 points)	Has been involved in various programs/projects/ activities in the community including schools, parishes, NGOs, etc. in collaboration with local officials (8 points)	Has participated in community programs/projects/ activities sponsored by his/her base office/ unit. (0 point)

PAPER EVALUATION RUBRICS: RANIAG AWARDS FOR OUTSTANDING SCHOOL ADMINISTRATORS

SCHOOL HEADS						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Strategic Leadership (35 points)						
Quality School Management Practices (15 points)	<ul style="list-style-type: none"> ➤ <i>Certificate of Commendation/ Recognition for being the School Head of the host (benchmarked) school</i> ➤ <i>List of initiated innovative programs and activities</i> ➤ <i>Copy of approved School Improvement Plan</i> ➤ <i>Narrative Report on the Implementation of School Improvement Plan</i> 	Served as a host of benchmarking of other schools from other Divisions which focused on school management practices (5 points)	Served as a host of benchmarking of other schools from the same Divisions which focused on school management practices (3 points)	Served as a host of benchmarking of other schools from the same District which focused on school management practices (2 points)	Organized and facilitated a benchmarking activity of schools on other areas of concern (1 point)	Participated in a benchmarking activity to schools. (0 point)
		Collaborated with colleagues on the implementation of at least 5 innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (10 points)	Implemented at least 3 innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (8 points)	Lead the school personnel in implementing innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (6 points)	Participated in innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (4 point)	Monitored the implementation of innovative programs and activities based on approved School Improvement Plan leading within the last 3 years (0 point)
Research and Development Initiatives (10 points)	<ul style="list-style-type: none"> ➤ <i>Copy of SDO-approved policy/policies</i> ➤ <i>Narrative reports/Results of policy implementation and policy review</i> ➤ <i>List of researches conducted (solo or collaboration)</i> 	Completed and implemented at least 1 research and development and/or policy initiative in the last 3 years (10 points)	Completed at least 1 research and development and/or policy initiative in the last 3 years (8 points)	Collaborated with colleagues in implementing at least 1 research and development and/or policy initiative in the last 3 years (6 points)	Conducted at least 1 research and development and/or policy initiative in the last 3 years but no narrative reports submitted (4 point)	Monitored the implementation of research and development and/or policy initiative (0 point)
School Program Design and Implementation (10 points)	<ul style="list-style-type: none"> ➤ <i>List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report</i> ➤ <i>Sample approved training designs and training matrixes</i> ➤ <i>Accomplishment Reports on the</i> 	Conducted a Learning Needs Analysis of staff based on the consolidation of IPDP and COT reports and used these in designing, implementing, and monitoring needs-based PDPs aligned to professional standards	Identified the learning needs of staff based on the consolidation of IPDP and COT reports and used these in designing, implementing, and monitoring of needs-based PDPs aligned to professional standards	Collaborated with colleagues in designing, implementing, and monitoring of PDPs but these are not properly aligned with professional standards as seen in the accomplishment reports	Facilitated the implementation and monitoring of PDPs as seen in the accomplishment reports	Monitored the implementation of PDPs in the school

	<p><i>implemented needs-based programs implemented in the school</i></p> <p>➤ <i>Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school</i></p>	as seen in the accomplishment reports	as seen in the accomplishment reports			
		(10 points)	(8 points)	(6 points)	(4 points)	(0 point)
Managing School Operations and Resources (20 points)						
Records Management (5 points)	<p>➤ <i>Evidence that school data and information are managed using technology, including ICT</i></p> <p>➤ <i>School Process on utilization and safekeeping of the school data and information</i></p>	Has disseminated and implemented clear-cut school-based guidelines on utilization and safekeeping of the school data and information using ICT as evidenced by a process framework	Has in-place school-based guidelines on utilization and safekeeping of the school data and information using ICT as evidenced by a process framework	Uses ICT on the utilization and safekeeping of the school data and information based on generic guidelines	Observes generic guidelines on safekeeping of the school data and information but not using ICT	Has no in place guidelines in records management.
		(5 points)	(3 points)	(2 points)	(1 point)	(0 point)
Financial Management (5 points)	<p>➤ <i>Certificate of No-AOM from SDO COA or its equivalent</i></p> <p>➤ <i>Certification of Budget Utilization Performance Report from SDO</i></p> <p>➤ <i>Copy of approved Work and Financial Plan (GAD)/ MOOE/Budget Execution Plan 1</i></p> <p>➤ <i>Copy of approved Budget Performance Report vis-à-vis WFP (GAD)/MOOE/BED 1</i></p> <p>➤ <i>Copy of Monthly Liquidation Reports</i></p>	Has not received AOM in the last three years AND Has attained and average of 96.00-100% utilization of the approved budget for the last three school years	Has not received AOM in the last three years AND Has attained and average of 90.00-95.99% utilization of the approved budget for the last three school years	Has not received AOM in the last three years AND Has attained and average of 85.00-89.99% utilization of the approved budget for the last three school years	Has not received AOM in the last three years AND Has attained and average of less than 85.00 utilization of the approved budget for the last three school years	Has not fulfilled any of the indicators in the criterion
		(5 points)	(3 points)	(2 points)	(1 point)	(0 point)
Management of Staff (5 points)	<p>➤ <i>Summary of Individual Professional Development Plan (IPDP) of Staff</i></p> <p>➤ <i>Copy of approved Faculty Development Plan based on IPDP of staff</i></p>	Crafted, implemented, and monitored the Faculty/ Personnel Development Plan based from the consolidated individual professional development needs of	Crafted and implemented the Faculty/ Personnel Development Plan based from the consolidated individual professional development needs of	Crafted the Faculty/ Personnel Development Plan based from the consolidated individual development needs of both the teaching and non-teaching personnel	Crafted and implemented the learning and development activities for both teaching and non-teaching personnel but no Faculty Development Plan was	Crafted learning and development activities for both teaching and non-teaching personnel but no Faculty Development Plan was crafted

	➤ <i>Monitoring/Progress report of the approved Faculty Development Plan</i>	both the teaching and non-teaching personnel for each covered school year (5 points)	both the teaching and non-teaching personnel for each covered school year (3 points)	for each covered school year (2 points)	crafted for each covered school year (1 point)	(0 point)
School Safety (5 points)	➤ <i>Evidence of institutionalized management of school safety for disaster preparedness, mitigation and resiliency</i>	Crafted and implemented localized school policy/ies concerning school safety as evidenced by submitted means of verifications (5 points)	Implemented policy/ies concerning school safety as evidenced by submitted means of verifications (3 points)	Conducted activities to engage the stakeholders along the implementation of guidelines on school safety as evidenced by submitted means of verifications (2 points)	Produced relevant materials along the implementation of guidelines on school safety (1 point)	Oriented the stakeholders along the implementation of guidelines on school safety (0 point)
Instructional Leadership (20 points)						
	➤ <i>Proof of provision of technical assistance/coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ Coaching and Mentoring Plan/ Technical Assistance Plan</i> ➤ <i>Technical Assistance Plan Implementation Report</i> ➤ <i>Evidence of utilization of classroom observation notes for PDP development/ conduct of LAC/INSET</i>	Has implemented and monitored the implementation of the crafted and approved Technical Assistance Plan/ Coaching and Mentoring Plan and Professional Development Plan which is based on the conducted Learning Development Needs of teachers for each covered school year. (10 points)	Has implemented the approved and crafted Technical Assistance Plan/ Coaching and Mentoring Plan and Professional Development Plan which is based on the conducted Learning Development Needs of teachers for each covered school year (8 points)	Has crafted the approved Technical Assistance Plan/ Coaching and Mentoring Plan and Professional Development Plan which is based on the conducted Learning Development Needs of teachers for each covered school year (6 points)	Has drafted Technical Assistance Plan/ Coaching and Mentoring Plan and Professional Development Plan which is crafted based on the conducted Learning Development Needs of teachers for each covered school year (4 points)	Has Technical Assistance Plan/ Coaching and Mentoring Plan/Professional Development Plan but it is not crafted based on the conducted Learning Development Needs of teachers (0 point)
	➤ <i>Copy of Completed Innovative/ Contextualized Instructional/ Learning Materials</i>	Lead and initiated the development of Division-quality assured learning materials that contributed to facilitation of learning (5 points)	Mentored teachers in the development of Division-quality assured learning materials that contributed to facilitation of learning (3 points)	Collaborated with teachers in the development of various learning materials that contributed to facilitation of learning (2 points)	Mentored teachers in the development of various learning materials that contributed to facilitation of learning (1 point)	Monitored teachers in the development learning materials (0 point)
	➤ <i>Certificates as Learning Resource Facilitator on instructional/ pedagogical</i>	Has served as a Learning Resource Facilitator on instructional/ pedagogical	Has served as a Learning Resource Facilitator on instructional/ pedagogical	Has served as a Learning Resource Facilitator on instructional/ pedagogical	Has been invited to serve as a Learning Resource Facilitator on instructional/ pedagogical	Has served as a Learning Resource Facilitator but not along instructional/

	<i>advancement of teachers</i>	advancement of teachers in the Regional Level (5 points)	advancement of teachers in the Division Level (3 points)	advancement of teachers in the District Level (2 points)	advancement of teachers in another school (1 point)	pedagogical advancement of teachers (0 point)
Developing Self and Others (15 points)						
	<ul style="list-style-type: none"> ➤ <i>Certificates as Learning Resource Facilitator to fellow school heads in upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM</i> 	Has served as a Learning Resource Facilitator to share best practices on upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM in the Regional Level (5 points)	Has served as a Learning Resource Facilitator to share best practices on upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM in the Division Level (3 points)	Has served as a Learning Resource Facilitator to share best practices on upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM in the District Level (2 points)	Has been invited to serve as a Learning Resource Facilitator to share best practices on upgrading personal and professional competencies (best practices) aligned with the Philippine Professional Standards for School Heads/SBM in another school (1 point)	Has served as a Learning Resource Facilitator but not on the sharing of best practices on PPSSH/SBM (0 point)
	<ul style="list-style-type: none"> ➤ <i>Copy of approved Training Programs/LAC</i> ➤ <i>Evidence of continuous professional development initiatives/ activities</i> 	Has taken the lead in designing and implementing NEAP-accredited PDPs /needs-based LAC sessions addressing the learning needs of the teachers and non-teaching personnel (5 points)	Facilitated the designing and implementation of NEAP-accredited PDPs /needs-based LAC sessions addressing the learning needs of the teachers and non-teaching personnel (3 points)	Has taken the lead in designing and implementing needs-based PDPs /LAC sessions addressing the learning needs of the teachers and non-teaching personnel (2 points)	Facilitated the designing and implementation of needs-based PDPs /LAC sessions addressing the learning needs of the teachers and non-teaching personnel (1 point)	Take initiative in designing PDPs /LAC sessions addressing the learning needs of the teachers and non-teaching personnel (0 point)
	<ul style="list-style-type: none"> ➤ <i>Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school</i> 	Has institutionalized and consistently implemented school-based rewards and recognition policies and guidelines based on widely-accepted standards and observing equal opportunity principal (5 points)	Has consistently implemented school-based rewards and recognition policies and guidelines based on widely-accepted standards and observing equal opportunity principal (3 points)	Has frequently implemented school-based rewards and recognition policies based on widely-accepted standards (2 points)	Has implemented school-based rewards and recognition policies (1 point)	Has oriented the school personnel on the guidelines related to rewards and recognition (0 point)
Building Connections (10 points)						
	<ul style="list-style-type: none"> ➤ <i>Evidence of partnerships and linkages to support school</i> 	Has entered sustainable partnership with various agencies (private and government) to support	Has entered sustainable partnership with various agencies (private and government) to support	Has entered sustainable partnership with various agencies (private and government) to support	Has entered sustainable partnership with various agencies (private and government) to support	Has engaged partnership with various agencies (private and government) to

	<p><i>programs/activities/MOA/ MOU</i></p> <ul style="list-style-type: none"> ➤ <i>List of school benefactors</i> ➤ <i>List of community activities participated by the school</i> 	<p>at least five (5) school programs/ activities for the last three years</p> <p style="text-align: center;">(5 points)</p>	<p>at least four (4) school programs/ activities for the last three years</p> <p style="text-align: center;">(3 points)</p>	<p>at least three (3) school programs/ activities for the last three years</p> <p style="text-align: center;">(2 points)</p>	<p>at least two (2) school programs/ activities for the last three years</p> <p style="text-align: center;">(1 point)</p>	<p>support school programs/ activities for the last three years</p> <p style="text-align: center;">(0 point)</p>
	<ul style="list-style-type: none"> ➤ <i>List of programs initiated and participated by the school for the community</i> ➤ <i>Accomplishment Reports on initiated community programs</i> 	<p>Has initiated at least five (5) sustainable and high-impact school programs that benefit the immediate community where the school is located for the last three years</p> <p style="text-align: center;">(5 points)</p>	<p>Has initiated at least four (4) sustainable school programs that benefit the immediate community where the school is located for the last three years</p> <p style="text-align: center;">(3 points)</p>	<p>Has initiated at least three (3) sustainable school programs that benefit the immediate community where the school is located for the last three years</p> <p style="text-align: center;">(2 points)</p>	<p>Has initiated at least two (2) school programs that benefit the immediate community where the school is located for the last three years</p> <p style="text-align: center;">(1 point)</p>	<p>Has participated in a community-based activity.</p> <p style="text-align: center;">(0 point)</p>

PAPER EVALUATION RUBRICS: RANIAG AWARDS FOR OUTSTANDING SUPERVISORS

SUPERVISORS						
Criteria	MOV	Specific Indicators				
		4	3	2	1	0
Strengthening Shared Accountability (30 points)						
Technical Assistance/ Coaching and Mentoring (20 points)	<ul style="list-style-type: none"> ➤ Copy of approved Technical Assistance Plan ➤ Proof of provision of Technical Assistance/ Coaching and Mentoring conducted/ Technical Assistance Plan/Coaching and Mentoring Plan ➤ Technical Assistance Plan Implementation Report 	Has implemented technical assistance activities/ coaching and mentoring activities based on the approved technical assistance plan/ coaching and mentoring plan which is anchored on the learning and development needs analysis/ consolidated IPDP (20 points)	Has implemented technical assistance activities/ coaching and mentoring activities based on the approved technical assistance plan/ coaching and mentoring plan but the plan is NOT anchored on the learning and development needs analysis/ consolidated IPDP (16 points)	Has implemented technical assistance activities/ coaching and mentoring activities but there is NO technical assistance plan/ coaching and mentoring plan (14 points)	Has implemented technical assistance activities/ coaching and mentoring activities but is based on generic needs of the clientele (10 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Program Implementation Report (10 points)	<ul style="list-style-type: none"> ➤ Program Implementation Report/ Accomplishment Report of Programs (including, Stakeholder Feedback, Program Implementation Narratives, Analyzed QAME Results (if applicable), Budgetary Requirements, (if applicable) 	Has submitted to Top Management and/or concerned units/offices complete Program Implementation Report/ Accomplishment Report of Programs under their portfolio (10 points)	Has submitted to immediate supervisor Program Implementation Report/ Accomplishment Report of Programs under their portfolio (8 points)	Has conducted Program Implementation review and an accomplishment report of programs under their portfolio (6 points)	Has conducted Program Implementation review but accomplishment report of programs under their portfolio was not submitted (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Fostering Culture of Continuous Improvement (35 points)						
Research and Innovation (35 points)	<ul style="list-style-type: none"> ➤ List of Researches conducted ➤ Certificate of Research Implementation 	Has implemented the results/ product of a conducted solo BER-Funded research/es on areas in attainment of his/her major Key Result Area (15 points)	Has conducted solo BER-Funded research/es on areas in attainment of his/her major Key Result Area (12 points)	Has collaborated with colleagues in conducting BER-Funded research/es on areas in attainment of his/her major Key Result Area (10 points)	Has collaborated with colleagues in conducting research/es on areas in attainment of his/her major Key Result Area (8 point)	The submitted documents did not satisfy any of the criterion stated. (0 point)
	<ul style="list-style-type: none"> ➤ Certificate of Research Involvements 	Has served as an evaluator and a mentor of DepEd personnel in the research activities	Has served as an evaluator of research activities within the Department of Education	Has served as a mentor of research activities within the Department of Education	Has assisted personnel in the conduct of research activities within the Department of Education	The submitted documents did not satisfy any of the criterion stated.

		within the Department of Education (10 points)	(8 points)	(6 points)	(4 points)	(0 point)
	<ul style="list-style-type: none"> ➤ <i>Proof of innovative outputs</i> ➤ <i>Certificate of Implementation of the Innovative Outputs</i> 	Produced/designed an approved innovative output which was utilized/ implemented in support to his/her major Key Result Area (10 points)	Produced/designed an innovative output which was utilized/ implemented in support to his/her major Key Result Area (8 points)	Collaborated with colleagues in producing/designing innovative output which was utilized/ implemented in support to his/her major Key Result Area (6 points)	Collaborated with colleagues in producing/designing innovative output in support to his/her major Key Result Area (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Developing Self and Others (25 points)						
Learning and Development Initiatives (10 points)	<ul style="list-style-type: none"> ➤ <i>List of approved/certified/accr edited learning and development initiatives for both the teaching and non-teaching personnel</i> ➤ <i>Sample training designs and matrixes</i> ➤ <i>Sample of submitted/ approved Accomplishment Reports</i> ➤ <i>Accomplishment reports on the implemented needs-based programs implemented</i> 	Has implemented at least three (3) needs-based learning and development activities that underwent NEAP accreditation and PRC certification as evidenced by the submitted Accomplishment Report/s (10 points)	Has implemented at least two (2) needs-based learning and development activities that underwent NEAP accreditation and PRC certification as evidenced by the submitted Accomplishment Report/s (8 points)	Has implemented at least one (1) needs-based learning and development activity that underwent NEAP accreditation and PRC certification as evidenced by the submitted Accomplishment Report/s (6 points)	Has implemented at least one (1) needs-based learning and development activity that underwent NEAP accreditation or PRC certification as evidenced by the submitted Accomplishment Report/s (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Personal and Professional Development Initiatives (10 points)	<ul style="list-style-type: none"> ➤ <i>Certificate/List of trainings conducted.</i> ➤ <i>Certificate of recognition as resource speaker/learning facilitator.</i> 	Has served as a speaker/learning facilitator of at least three (3) NEAP-accredited and PRC-certified learning and development programs (10 points)	Has served as a speaker/learning facilitator of at least two (2) NEAP-accredited and PRC-certified learning and development programs (8 points)	Has served as a speaker/learning facilitator of at least one (1) NEAP-accredited and PRC-certified learning and development programs (6 points)	Has served as a speaker/learning facilitator of at least one (1) NEAP-accredited or PRC-certified learning and development programs (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)
Membership to Technical Working Groups/ Professional Organizations	<ul style="list-style-type: none"> ➤ <i>Certificate of membership to DepEd-recognized technical working groups</i> 	Has been an active member of a national technical working group recognized/ organized	Has been an active member of a regional technical working group recognized/ organized	Has been an active member of a division technical working group recognized/ organized	Has been an active member of a district technical working group recognized/ organized	The submitted documents did not satisfy any of the criterion stated.

(5 points)	<ul style="list-style-type: none"> ➤ Certificate of membership to recognized professional organizations 	by the Department of Education (5 points)	by the Department of Education (3 points)	by the Department of Education (2 points)	by the Department of Education (1 point)	(0 point)
Community Leadership and Social Responsibility (10 points)						
	<ul style="list-style-type: none"> ➤ Certificate of Attendance/ Participation ➤ Proof of community engagement and engagement with stakeholders ➤ Recognition in various community involvement program/activity ➤ Testimonials from community partners ➤ Proof of participation to a collaborative work in and out of DepEd 	Has been actively involved in national/ regional level partnership/ engagements with National Government Agencies/Regional Line Agencies/Local Government Units as an officer/technical working group committee member (10 points)	Has been actively involved in national/ regional level partnership/ engagements with National Government Agencies/Regional Line Agencies/Local Government Units as a member (8 points)	Has been actively engaged with Local Government Units (provincial and municipal/city level) for the implementation of programs and other relevant projects (6 points)	Has been engaged with Local Government Units (barangay level) for the implementation of programs and other relevant projects (4 points)	The submitted documents did not satisfy any of the criterion stated. (0 point)

FINAL INTERVIEW RUBRICS: RANIAG AWARDS FOR OUTSTANDING PERSONNEL

Name of Nominee: _____ **Category:** _____ **Score:** _____

CRITERIA	PERFORMANCE INDICATORS				
	5	4	3	2	1
<p>Responsiveness to DepEd Vision and Mission (30 points)</p> <p>The nominee has...</p>	<p>implemented, managed, monitored, and evaluated meaningful, EOP-based programs, projects, and activities of which results were utilized to facilitate the full realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p align="center">(30 points)</p>	<p>implemented, managed, and monitored, meaningful, EOP-based programs, projects, and activities to facilitate the realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p align="center">(27 points)</p>	<p>implemented and managed meaningful, EOP-based programs, projects, and activities to facilitate the realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p align="center">(23 points)</p>	<p>collaborated with colleagues in implementing meaningful, EOP-based programs, projects, and activities to facilitate the realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p align="center">(18 points)</p>	<p>made personal efforts in participating to meaningful, EOP-based programs, projects, and activities to facilitate the realization of the vision and mission of the Department and promoting child-friendly, gender-sensitive, safe, and motivating environment for all learners and stakeholders.</p> <p align="center">(12 points)</p>
<p>Adherence to CSC's Thrusts for <i>Lingkod Bayanis</i> (30 pts)</p> <p>The nominee has...</p>	<p>consistently implemented meaningful, EOP-based, and actionable plans/strategies that strengthen and advocate the practice of shared public service values in his/her workplace which contributes in building up organizational and personal resilience towards the delivery of public service excellence.</p> <p align="center">(30 points)</p>	<p>implemented EOP-based, and actionable plans/strategies that strengthen and advocate the practice of shared public service values in his/her workplace which contributes in building up organizational and personal resilience towards the delivery of public service excellence.</p> <p align="center">(27 points)</p>	<p>collaborated with colleagues in implementing EOP-based, and actionable plans/strategies that strengthen and advocate the practice of shared public service values in his/her workplace which contributes in building up organizational and personal resilience.</p> <p align="center">(23 points)</p>	<p>initiated actions towards the implementation of actionable plans/strategies that strengthen and advocate the practice of shared public service values in his/her workplace which contributes in building up organizational and personal resilience.</p> <p align="center">(18 points)</p>	<p>made personal efforts in participating to movements that strengthen and advocate the practice of public service values in his/her workplace which contributes in building up organizational and personal resilience.</p> <p align="center">(12 points)</p>
<p>Nationalistic and Patriotic Attributes (30 pts)</p> <p>The nominee has...</p>	<p>fully lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he has done truthfully and straightforwardly as manifested by the</p>	<p>fully lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he has done truthfully and straightforwardly as manifested by the</p>	<p>fully lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he has done truthfully and straightforwardly as manifested by his/her</p>	<p>oftentimes lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he has done truthfully and straightforwardly as manifested by his/her</p>	<p>sometimes lives up to the ideals of RA 6713, upholds ethical standards, moral uprightness and strong adherence to honesty and fairness, and holds accountable for what s/he has done truthfully and straightforwardly as manifested by his/her</p>

	recognitions from Superiors for his/her prompt, efficient, and honest service. (30 points)	commendations from his/her clientele for his/her prompt, efficient, and honest service. (27 points)	actions towards his/her clientele. (23 points)	actions towards his/her clientele. (18 points)	actions towards his/her clientele. (12 points)
Communication Skills (10 points) The nominee has...	expressed his/her answers directly and substantively/rich, and in a very confident manner (no or very few mannerisms were observed) (10 points)	expressed his/her answers directly and substantively/rich, and in a confident manner (some mannerisms were observed) (8 points)	expressed his/her answers but his/her answers need more elaborations (some mannerisms were observed) (6 points)	expressed his/her answers but his/her answers need more elaborations (many mannerisms were observed) (4 points)	did not confidently answer the questions and lack consistency in his/her responses (many mannerisms were observed) (2 points)

Name of Interviewer