



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

July 31, 2023

DIVISION MEMORANDUM  
No. **394** s. 2023

**2023 SDO PAMPANGA HAPPY GALING LINGKOD SEARCH FOR  
OUTSTANDING TEACHING AND TEACHING-RELATED PERSONNEL**

To : Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2002 titled "*Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)*" in the Department of Education and the Civil Service Commission (CSC) MC 01, s. 2021 or the Program on Awards and Incentives for Service Excellence (PRAISE), this Office, through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) and its PRAISE Committee announces the conduct of the **2023 SDO Pampanga Happy Galing Lingkod Search for Outstanding Teaching and Teaching-Related Personnel**.
2. The Search aims to give special recognition to SDO Personnel who manifest profound commitment, exemplary competence, and remarkable dedication to their work. All interested and qualified personnel, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to join.
3. There are four (4) group categories in this year's Division Search:

TEACHER CATEGORY

- a. Outstanding Elementary School Teachers
- b. Outstanding Secondary School Teachers
- c. Outstanding SPED Teachers (Elementary or Secondary)
- d. Outstanding ALS Teachers (Elementary or Secondary)
- e. Outstanding Kindergarten Teachers
- f. Outstanding Elementary Teachers (Last Mile Schools)
- g. Outstanding Secondary Teachers (Last Mile Schools)

DEPARTMENT HEAD CATEGORY

- a. Outstanding Secondary Head Teacher (Department Head)

SCHOOL HEAD CATEGORY

- a. Outstanding Elementary School Principals
- b. Outstanding Elementary Head Teachers (School OIC)
- c. Outstanding Secondary School Head (Principal or School OIC)



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SUPERVISOR CATEGORY

- a. Outstanding Education Program Supervisor (CID or SGOD)
- b. Outstanding Public Schools District Supervisor

4. There are two phases in this search: Phase 1 (Milestone Accomplishment) and Phase 2 (Validation Interview).
5. For Phase 1 (Milestone Accomplishment), the same Criteria for Evaluation for all categories shall be applied. However, the focus of the write-up and evaluation are the following: Teacher Category (teaching and learning); Department Head Category (department leadership and management); School Head Category (school leadership and management); and Supervisory Category (instructional supervision and technical assistance).
6. The nominee shall submit a write-up for one (1) milestone accomplishment conducted in any period within the last three (3) school-years (SY 2020-2021, SY 2021-2022, and 2022-2023) as his/her entry for Paper Screening.
7. Designed as a technology-driven search, each nominee is required to submit a video documentary (maximum of five minutes and in MPG format) about his/ her milestone accomplishment.
8. The milestone accomplishment shall include Contributions to Service and to Community. It will be evaluated based on the following specific criteria:

Role of the Nominee	-35 %
Innovation	- 35 %
Impact	<u>- 30 %</u>
Total	100%

9. To determine the winners at the Division Level, the Division Happy Galing Lingkod PRAISE Committee shall evaluate the nominees based on the following criteria:

Milestone Accomplishment	- 50 %
Validation Interview	<u>50 %</u>
Total	100 %

10. The following terms are operationally defined for this search:
  - a. Secondary - refers to both junior high school and senior high school, or standalone senior high school.
  - b. School head - refers to a school principal or a head teacher who is officer- in-charge (OIC) or teacher-in-charge (TIC) of a school.



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c. department heads - refers to a secondary head teacher who is not a school OIC (e.g. HT in English, HT Math, HT TLE etc),

11. Nominees from integrated schools should be entered either in the elementary or secondary since there is no separate category for integrated schools.

12. Below is the timeline to be followed in the entire process of the Search:

Activity	Date	Person/s In-Charge
School Level Search	August 11, 2023	School Screening and Selection Committee <b>Chairperson:</b> School Head <b>Members:</b> Faculty Club President, Head Teacher/TIC/Teacher in-charge of Human Resource Management (or its equivalent) School PTA President
District and Cluster Level	August 14, 2023	District Screening and Selection Committee <b>Chairperson:</b> Public Schools District Supervisor <b>Members:</b> District PESPA President (1) School Head District Faculty Club President District Federated PTA President
		Cluster Screening and Selection Committee <b>Chairperson:</b> PSDS In-Charge of the Cluster <b>Members:</b> Cluster Chairperson (1) School Head (2) Cluster Teachers' Club Presidents (or its equivalent) (2) School PTA Presidents
Sectorial and Secondary Schools Group Level Search	August 15, 2023	Sectorial Screening and Selection Committee <b>Chairperson:</b> Sectorial Manager <b>Members:</b> PSDSs PESPA President (2) Select District PESPA Presidents (2) Select District Teachers'



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		Club Presidents (2) Select District Federated PTA Presidents  Secondary Schools Group Screening and Selection Committee  <b>Chairperson:</b> APSSHP President <b>Members:</b> (2) Select School Heads PASSHT President (2) Select Teachers' Club in the Secondary (1) Select Federated PTA Presidents
Submission of Entries to Division Office (Duly signed ranklist with the complete set of supporting documents with duly accomplished Nomination Form)	August 18, 2023 (5:00PM)	Sectorial/Secondary Schools Group Screening and Selection Committee
Division Level Search	August 23, 2023	Division Screening and Selection Committee (Teaching)  <b>Chairperson:</b> ASDS <b>Members:</b> CID Chief (2) Select EPSs (2) Sectorial Managers Teachers' Association President Division Federated PTA President Secretariat: HRDS
		Division Screening and Selection Committee (Teaching-Related)  <b>Chairperson:</b> ASDS <b>Members:</b> SGOD Chief (2) Select EPSs PSDSs President (2) Sectorial Managers PESPA President



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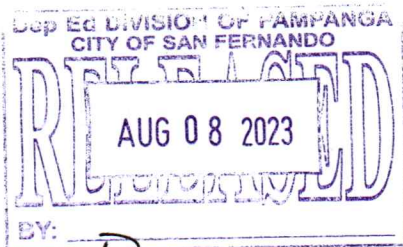


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		APSSHP President Secretariat: HRDS
Announcement of Outstanding Teaching, Teaching-Related and Non-Teaching Personnel	August 24, 2023	SGOD-HRDS
Awarding and Recognition of Outstanding Teaching, Teaching-Related and Non-Teaching Personnel	TBA	PRAISE Committee

13. Each sector (for elementary) and the Secondary Schools Group are entitled to one nominee for each of the abovementioned categories across group level. This Office reiterates that the submission and acceptance of nominees to Division Level Search will be on **August 18, 2023 until 5:00 PM only**. Entries submitted beyond the specified schedule will no longer be accepted.
14. Screening and Selection Process across levels shall use the Rules and Mechanics for the list of required attachments, adopting issuance by the Regional Office III through *Regional Memorandum 361, s. 2023 titled 2023 Gawad Patnugot Regional Search for Outstanding Teaching and Related-Teaching Personnel*. **Nomination Form, Rules and Mechanics of the Search can be accessed at: <https://bit.ly/2023opnom>.**
15. The Division Screening and Selection Committees (Teaching and Teaching-Related) shall select the outstanding personnel for each group category.
16. Division Awardees will be recognized during the 2023 SDO Pampanga Happy Galing Lingkod Gawad Parangal.
17. For more information, all concerned may contact the **School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS)** and **SDO Pampanga PRAISE Committee** DepEd Schools Division of Pampanga, High School Blvd., Barangay Lourdes, City of San Fernando, Pampanga or **Mr. Jayson M. Santos**, SEPS-HRDS at telephone number (045) 961 5262.
18. Immediate and wide dissemination of this Memorandum is earnestly desired.

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**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

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