



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

August 02, 2024

DIVISION MEMORANDUM
No. 492 s. 2024

**2024 SDO PAMPANGA HAPPY GALING LINGKOD SEARCH FOR OUTSTANDING
TEACHERS AND SCHOOL HEADS**

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 **2024 SDO Pampanga Happy Galing Lingkod Search for Outstanding Teachers and School Heads**.

2. The Search aims to give special recognition to teachers and school heads 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. The following are the categories for this year's Division Search:

TEACHER CATEGORY

- a. Outstanding Elementary School Teachers
- b. Outstanding Secondary School Teachers

SCHOOL HEAD CATEGORY

- a. Outstanding Elementary School Heads
- b. Outstanding Secondary School Heads

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.

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 2021-2022, SY 2022-2023, and 2023-2024) as his/her entry for Paper Screening.



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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	- 30 %
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	- 50 %
Total	100 %

10. The following terms are operationally defined for this search:

- a. Elementary Teacher – any public school teacher, regardless of rank and learning area, from Kindergarten to Grade 6 including those teaching SPED, ALS, etc., and those assigned in Last Mile Schools.
- b. Elementary Teacher – any public school teacher, regardless of rank and learning area, from Grade 7 to Grade 12 (Senior High School) including those teaching SPED, ALS, etc., and those assigned in Last Mile Schools.
- c. Elementary School Head – any school principal or head teacher (regardless of rank), teacher-in-charge (TIC), who is officer-in-charge (OIC) of a school, or designated as school head of an elementary.
- d. Secondary School Head – any school principal or head teacher (regardless of rank), teacher-in-charge (TIC), who is officer-in-charge (OIC) of a school, or designated as school head of a secondary.

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

12. The required nomination documents shall be submitted to this Office through the link below:

Category	Link
Outstanding Elementary School Teachers	https://tinyurl.com/2024sdopampot
Outstanding Secondary School Teachers	
Outstanding Elementary School Heads	https://tinyurl.com/2024sdopamposh



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Outstanding Secondary School
Heads

Note: Only electronic submission of documents is required.

13. There shall only be one file (PDF format) and one video file (MPG format) per nominee. The PDF File shall include all the required nomination documents enumerated in item D. "Required Nomination Documents" of the attached Search Guidelines and Mechanics. The PDF file and Video file shall use the following format:

Sector/Cluster_(Name of Sector/Cluster)_Category

Ex. West Sector_ElemTeacher

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

Activity	Date	Person/s In-Charge
School Level Search	August 5-16, 2024	School Screening and Selection Committee Chairperson: School Head Members: Faculty Club President, Head Teacher/TIC/Teacher in-charge of Human Resource Management (or its equivalent) School PTA President
District and Cluster Level	August 19, 2024	District Screening and Selection Committee Chairperson: Public Schools District Supervisor Members: District PESPA President (1) School Head District Faculty Club President District Federated PTA President
		Cluster Screening and Selection Committee Chairperson: PSDS In-Charge of the Cluster Members: 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 20, 2024	Sectorial Screening and Selection Committee Chairperson: Sectorial Manager Members:



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		PSDSs PESPA President (2) Select District PESPA Presidents (2) Select District Teachers' Club Presidents (2) Select District Federated PTA Presidents
		Secondary Schools Group Screening and Selection Committee Chairperson: APSSHP President Members: (2) Select School Heads PASSHT President (2) Select Teachers' Club in the Secondary (1) Select Federated PTA Presidents
Submission of Entries to Division Office (soft copies of duly signed ranklist with the complete set of supporting documents with duly accomplished Nomination Form)	August 22, 2024 (5:00PM)	Sectorial/Secondary Schools Group Screening and Selection Committee
Division Level Search	August 23, 2024	Division Screening and Selection Committee (Teachers) Chairperson: ASDS Members: CID Chief (2) Select EPSs (2) Sectorial Managers Teachers' Association President Division Federated PTA President Secretariat: HRDS
		Division Screening and Selection Committee (School Heads) Chairperson: ASDS Members: SGOD Chief (2) Select EPSs



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		PSDSs President (2) Sectorial Managers PESPA President APSSHP President Secretariat: HRDS
Announcement of Outstanding Teachers and School Heads	August 27, 2024	SGOD-HRDS
Awarding and Recognition of Outstanding Teachers and School Heads	TBA	PRAISE Committee

15. Each sector (for elementary) and the Secondary Schools Group are entitled to one nominee for each of the abovementioned categories. This Office reiterates that the submission and acceptance of nominees to Division Level Search will be on **August 23, 2024 until 5:00 PM only**. Entries submitted beyond the specified schedule will no longer be accepted.
16. 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 544, s. 2024 titled 2024 PRAISE Gawad Patnugot Ukit Marangal Regional Search for Outstanding Teachers and School Heads*. **Nomination Form, Rules and Mechanics of the Search can be accessed at: <https://tinyurl.com/2024HGL>.**
17. The Division Screening and Selection Committees (Teachers and School Heads) shall select the outstanding personnel for each group category.
18. Division Awardees will be recognized during the 2024 SDO Pampanga Happy Galing Lingkod Gawad Parangal.
19. 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.
20. Immediate and wide dissemination of this Memorandum is earnestly desired.


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

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 CITY OF SAN FERNANDO



SGOD-HRDS-DM-2024
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Enclosure No. __ to Division Memorandum No. __ s. 2024

**2024 SDO PAMPANGA HAPPY GALING LINGKOD SEARCH FOR OUTSTANDING
TEACHERS AND SCHOOL HEADS**

SEARCH GUIDELINES AND MECHANICS

A. Eligibility Requirements

- A model of morality and integrity both in public and private life;
- Has good human relations in the school and in the community;
- A permanent employee who meets the selection criteria;
- Has been employed in the DepEd at least for the last three years;
- Has been rated Outstanding in performance ratings for the last three school- years; and
- Has not been found guilty of any administrative or criminal case;

B. Grounds for Disqualification

1. Non-Compliance with the specifications of the Required Nomination Documents;
2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the nominee and the certifying authority pursuant to applicable CSC laws and rules; and
3. Nominees already recognized as top awardee (Rank 1) in a similar search in the division level, regional level, or national level organized/ sponsored by either the Department of Education or other government agencies or private organizations, for the last three (3) years.

C. Nomination Process — Nominations shall come from a fellow employee in the school/district/cluster/SDO or from any DepEd recognized organization.

The Nomination Form shall be accomplished by the nominator/s. No self-nomination shall be allowed.

D. Required Nomination Documents (Must be submitted in chronological order)

- a. Endorsement by the Level Search Committees;
- b. Completely filled out Nomination Form;
- c. Certified True Copy of nominee's updated CS Form 212 or Personal Data Sheet with passport size photo;
- d. Certification signed by the SDO Administrative Officer that the nominee has not been found guilty of any administrative or



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criminal offense;

- e) Summary of Performance Ratings (Outstanding) for the last three school-years signed by the Schools Division Superintendent or any authorized SDO official (SGOD Chief/ CID Chief/ASDS). Summary only and not the individual IPCRF/ OPCRf;
- f) Certified true copy of updated Service Record duly signed by the agency's Human Resource Management Officer (HRMO);
- g) Omnibus Certification of Authenticity and Veracity of Documents; and
- h) Milestone Accomplishment (write-up and evidences/ MOVs)) duly certified by immediate superior/ SDO official/s.

E. Phases of the Search

Phase 1: Paper Screening — This shall comprise the required nomination documents and milestone accomplishment. Only candidates with complete required nomination documents shall be screened.

Phase 2: Validation Interview (F2F/Online) — The Lower Levels Search Committees and the Division Happy Galing Lingkod PRAISE Committee at the Division Level Search, shall conduct the validation interview which aims to expound on the nominee's milestone accomplishments presented in the write-up and video documentary.



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CRITERIA FOR EVALUATION
(Phase 1: Milestone Accomplishments)

All Categories

For Phase I (Paper Screening), the criteria for evaluation shall focus on the MILESTONE ACCOMPLISHMENT of the nominee.

A milestone accomplishment is what defines the nominee's career as a teacher/department head/ school head/ supervisor. For the purpose of this search, the period covered by the milestone accomplishment shall be within the last three school-years (SY 2021-2022, SY 2022-2023, and SY 2023-2024). It may have any or all of the following characteristics:

1. An innovation or discovery that addresses a felt need and helps overcome a major obstacle in the workplace or community;
2. It creates a significant positive impact on the target beneficiaries;
3. It is sustainable, i.e. the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time;
4. It benefits the community of learners and/or teachers within the school he/ she belongs but these contributions are above and beyond the usual responsibilities of a teacher/department head/school head/supervisor (CONTRIBUTIONS TO SERVICE)
5. Its scope is the bigger academic community outside of his/ her own school i.e. within her/ his district, division, region, educational associations and related organizations, or the entire national educational system, as well as contributions to the community outside the educational system (CONTRIBUTIONS TO COMMUNITY).

The MILESTONE ACCOMPLISHMENT shall be evaluated based on the following areas:

A. ROLE OF THE NOMINEE

- a) How well the nominee performed his/ her specific roles and demonstrated his/ her leadership skills, which contributed significantly to the success of the accomplishment.



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- b) Some examples of roles performed would be that the nominee conceptualized, implemented, initiated, spearheaded, formulated, chaired, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.

B. INNOVATION

- a. Innovative actions or discovery that addressed a felt need or helped overcome major obstacle in their workplace or community.
- b. The innovation must be sustainable, i.e. the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time.

C. IMPACT

- a. Were the objectives of the accomplishment met?
- b. How were the objectives met?
- c. What were the effects of the accomplishment on the intended beneficiaries or stakeholders?

Each nominee is required to submit one milestone accomplishment which shall include Contributions to Service and Contributions to Community.

Contributions to Service refer to the nominee's impact in the teaching profession/ school leadership benefitting the community of teachers or learners within his/ her academic institution but these contributions are above and beyond the usual responsibilities of a teacher/ department head/ school head/ supervisor. To avoid repetition, these contributions may be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following:

- 1) Teaching materials/professional development materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning/ professional development materials that have greatly raised the scores of the students in standardized tests;
- 2) A discovery, innovation, or creation such as teaching devices or apparatuses.
- 3) Technology-based learning tools (e.g. learning games, gamification);
- 4) Teaching approaches (e.g. Modified explicit instruction approach);
- 5) Technology-aided instructional supervision, school leadership and management; and
- 6) Stakeholders involvement/ participation, forging partnerships, that contributed to school improvement/ performance.



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Contributions to Community refers to the nominee's contribution to the bigger academic community outside of his/ her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Some examples of accomplishments that are grouped thematically are the following:

- 1) Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in the regional or national level;
- 2) Technology-based teaching, learning tools adopted by other teachers outside of the teacher's own school;
- 3) Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/ or academic research/action research) that has improved the learning processes within the school);
- 4) Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services; and
- 5) Involvement in professional organizations/associations that contribute in community development.



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TEMPLATE IN ACCOMPLISHING THE MILESTONE ACCOMPLISHMENT

Please use the following TEMPLATE for accomplishing the Milestone Accomplishment.

(Maximum of 4 pages for the Milestone Accomplishment, NOT including the 3 pages of evidences/supporting means of verification. EVIDENCES/MOVs must be placed AFTER the milestone accomplishment.)

Use long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing. Strictly use the third person point-of-view in accomplishing this Template for Milestone Accomplishments.

Title of Accomplishment	<i>What is the title of the accomplishment? (Do not use ALL CAPS)</i>
Type of Milestone Accomplishment	<i>Is the accomplishment a new program, project or service (PPS)? or is it an improvement on the e/ effectiveness of an existing program, project, or service (Innovation)? Classify the accomplishment using the categories below:</i> 1) Program, Project, or Service 2) Innovation
1. Your Specific Role in It	<i>Briefly describe the role of the nominee in the accomplishment/project. Was he/she the team leader or team member? How was he/she critical to the success of the accomplishment/project?</i>
2. Brief Description of Accomplishment	<i>Briefly describe the nature of the accomplishment. Be concise.</i>
2.1. Rationale	<i>What need or problem did the accomplishment respond to? What made the nominee decide to get involved in it?</i>
2.2. Objectives	<i>What did the accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives</i>
2.3. Dates started and completed	<i>When did the accomplishment take place? (start and end dates)</i>
2.4. Coverage	<i>Where did the accomplishment take place? (e.g. city, province) What was the scope of the accomplishment? (e.g. unit/ school/ division/ regional/ national/ international)</i>
2.5. Beneficiaries	<i>Briefly describe the beneficiaries of the accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous peoples, urban poor, etc.)</i>
2.6. Key Partner Implementing Organizations/ Individuals	<i>List down at least five (5) key persons who were involved in the implementation of the accomplishment. Include their positions, organizations and a brief description of their contributions to the milestone accomplishment.</i> <i>For example, this includes internal stakeholders from the school where the teacher is assigned who helped work on the accomplishment (e.g., fellow teachers).</i>



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	<p><i>It also includes external stakeholders from outside the school who helped realize the accomplishment (e.g., donor agency/individual, LGU, local NGO partner). External stakeholders are also those who benefited from the accomplishment indirectly).</i></p>
2.7. Source of Funding	<p><i>What were the names of the donor agency or individuals who provided financial and/or in-kind assistance to help you realize the accomplishment? Include the kind of assistance given.</i></p>
2.8 Responsiveness	<p><i>This refers to any or all characteristics of the milestone accomplishment as follows:</i></p> <ol style="list-style-type: none"> <i>1) Responded to the/elf or articulated need of the target or intended beneficiaries.</i> <i>2) Integrated the requirements, contexts, and perspectives of target beneficiaries in its design and approach</i> <i>3) Implemented at the right time to address the felt or articulated need of the target or intended beneficiaries</i> <i>4) Aligned with the objectives of the milestone accomplishment</i>
2.9 Innovation	<p><i>This refers to any or all characteristics of the milestone accomplishment, as</i></p> <ol style="list-style-type: none"> <i>1) Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee.</i> <i>2) Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nominee that resulted in a new product, service, or intellectual property which was adopted in the nominee's school or unit of assignment</i>
2.10 Outcomes/ Results/Impact	<p><i>This refers to any or all characteristics of the milestone accomplishment, as follows:</i></p> <ol style="list-style-type: none"> <i>1) Satisfied the objectives of the accomplishment</i> <i>2) Provided a practical solution to the felt or articulated need of the target beneficiaries.</i> <i>3) Cited quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment</i>
2.11 Sustainability	<p><i>This refers to any or any characteristics of the milestone accomplishment, as follows:</i></p> <ol style="list-style-type: none"> <i>1) Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period</i> <i>2) Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or follow-through from the nominee.</i> <i>3) Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group</i>



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	<p>4) <i>Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group</i></p>
3. Evidences	<p><i>These may be reports, pictures, news clippings, or case reports. Please limit evidences to a maximum of 3 pages. Prioritize the most important ones.</i></p>



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