



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

November 15, 2024

DIVISION MEMORANDUM

No. **11-293**s, 2024

**CALL FOR NOMINATIONS FOR PASIDUNGOG AWARDS 2024 AND UPDATING
OF THE PENDING APPLICATION DOCUMENTS OF THE 2024 NOMINEES**

To: Assistant Schools Division Superintendent

Chiefs of Divisions

Curriculum Implementation Division (CID) Personnel

School Governance and Operations Division (SGOD) Personnel

Office of the Schools Division Superintendent (OSDS) Personnel

Public Elementary and Secondary Schools Personnel

All concerned

This Division

1. The Schools Division Office of Siargao, through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee, announces the call for nominations for the Search for Pasidungog Awards 2024.
2. The Pasidungog Awards recognizes the significant contributions and exemplary achievements of the teachers, nonteaching and teaching-related personnel, program implementers, and schools in the division.
3. The search covers the following awards categories:

a. Individual Category

- i. Outstanding Teacher (Elementary and Secondary)
- ii. Outstanding Master Teacher (Elementary and Secondary)
- iii. Outstanding SpEd Teacher
- iv. Outstanding Multigrade Teacher
- v. Outstanding ALS Teacher
- vi. Outstanding Researcher
- vii. Outstanding Principal (Elementary and Secondary)
- viii. Outstanding PSDS
- ix. Outstanding EPS
- x. Outstanding Non-Teaching Personnel (Level 1& Level 2)

b. School Category

- i. Outstanding School (Elementary and Secondary)

4. All interested personnel and schools, as well as nominees with pending application documents for the Pasidugog Awards 2024, shall observe the following timetable for the search:



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SCHOOLS DIVISION OF SIARGAO

Activity	Timeline/Deadline	Responsible Person(s)
A. Preparation of Nominee's Pertinent Documents within the last three (3) years	November 18, 2024	Nominee
B. Submission/Acceptance of Application with complete attachments	November 19-25, 2024	Division Chiefs District Supervisor Division Records Office
C. Screening of Nominees' Pertinent Documents	November 25-26, 2024	PRAISE Committee PRIASE Secretariat
D. Notification to qualified top three (3) nominees for Interview and Written Examination	November 27, 2024	PRAISE Committee
E. Schedule for Interview and Written Examination for the qualified top three (3) nominees	November 28, 2024	PRAISE Committee
F. Release of List of Finalists for each category	December 2, 2024	Office of the SDS Records Office
G. Pasidungog Awarding Ceremonies through issuance of division memorandum	December 9, 2024	Office of the SDS R&R Committee Records Office
H. Announcement of Winners for each Category through a division memorandum	December 9, 2024	Office of the SDS R&R Committee Records Office

5. Identified winners and nominee-applicants in all awards categories shall submit one (1) copy of ring bound portfolio of all required and supporting documents duly endorsed by the School Head/Division Chief/District Supervisor. The portfolio of documents should:

- a. use A4 size of paper
- b. use black ring
- c. use clear acetate/PVC binding cover (front and back)
- d. use photopaper for cover and back page (in portrait orientation)
- e. have table of contents
- f. have overlapped tabbing per document and criterion

6. The nomination documents shall contain as follows:

Category	Documentary Requirements
Individual Category	A. Endorsement Letter duly signed by the school head/division chief/PSDS, as the case may be B. Duly signed Nomination Form (Annex A)



Republic of the Philippines
Department of Education
CARAGA REGION

SCHOOLS DIVISION OF SIARGAO	
	<ul style="list-style-type: none">C. Writeup (Maximum of 2 pages; Use school logo, in font 11, Bookman Old Style)D. Omnibus Certification of Authenticity and Veracity of Documents (duly notarized) (Annex B)E. Updated Service RecordF. Personal Data Sheet (CSC Form 212 Revised 2017)G. Certificate of No Pending Case signed by the Administrative Officer/Legal OfficerH. Certificate of No Disallowance/Unliquidated Cash Advances duly signed by the COA Resident AuditorI. Approved IPCRF/OPCRF in the last three (3) rating periodsJ. Certificates and other supporting documents in the last three years (MOVs required in the nominated category) arranged and labelled per criterion
School Category	<ul style="list-style-type: none">A. Endorsement Letter duly signed by the school head/division chief/PSDS, as the case may beB. Duly signed Nomination Form (Annex A)C. Writeup (Maximum of 2 pages; Use school logo, in font 11, Bookman Old Style)D. Omnibus Certification of Authenticity and Veracity of Documents (duly notarized) (Annex B)E. Certificates and other supporting documents in the last three years (MOVs required in the nominated category) arranged and labelled per criterion

7. Noncompliance with the required documentary requirements, standards, and deadlines shall render the nominee ineligible for the search.
8. Compliance with and immediate dissemination of this memorandum is directed.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects
AWARDS RECOGNITION REWARDS PRIME HRM
SGOD/rso
11/15/24



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ANNEX A. NOMINATION FORM

Division Memorandum No. ____s., 2024

NOMINATION FORM
Pasidungog Awards 2024

THE PRAISE COMMITTEE

DepEd Siargao
KM 3, Dapa, Surigao del Norte

After undergoing a thorough evaluation at the district level based on the guidelines and criteria of the Pasidungog Awards for DepEd Siargao Officials and Employees, I hereby nominate:

CATEGORY	
NAME OF THE NOMINEE	
CURRENT POSITION	
LEARNING AREA/LEVEL TAUGHT	
CONTACT NUMBER	
DEPED EMAIL	
SCHOOL/OFFICE/UNIT	
SCHOOL/OFFICE ADDRESS	
DISTRICT	

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct. The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator (immediate head)

Signature

Position
School Head, PSDS, Division Chief, Unit Head

Date Signed

(Note: Please enclose, 1-2 pages write-up about the significant accomplishments of the nominee should be duly noted by the immediate head)



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

ANNEX B. OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

Division Memorandum No. ____s., 2024

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I _____ Filipino, of legal age, with permanent address _____ at under oath, hereby depose and state that:

That each of the document submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct.

That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted.

That I am aware that any violation will automatically disqualify me from the selection process, without prejudice of being subjected to disciplinary action.

That I am making these statements as part of the requirement for Pasidungog Awards 2024 of the Department of Education Siargao.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education Siargao to verify the authenticity of documents I have submitted.

Nominee

Witness

SUBSCRIBE AND SWORN to before me this _____ day of _____, 20____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Public Notary

Until _____
PTR No _____
Date _____
Place _____
TIN _____

Doc No _____
Page No _____
Doc No _____