



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



Division Memorandum

No. 09-275, 2025

TO: Assistant Schools Division Superintendent
CID Chief, SGOD Chief & Section Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

CALL FOR NOMINATIONS: DIVISION PASIDUNGOG AWARD 2025

1. In line with the Division's commitment to recognize exemplary performance and outstanding contributions to education, the Schools Division of Siargao announces the Call for Nominations for the Pasidungog Award for the year 2025.
2. The Pasidungog Award aims to honor individuals and groups who have demonstrated excellence, innovation, and dedication in the delivery of quality education and in support of the Department of Education's mission and vision.
3. The categories for nomination are:
 - a. Outstanding Education Program Supervisor
 - b. Outstanding Public Schools District Supervisor
 - c. Outstanding School Principal (Elementary and Secondary)
 - d. Outstanding Head Teacher (Elementary and Secondary)
 - e. Outstanding Master Teacher
 - f. Outstanding Teacher
 - i. Kindergarten
 - ii. MG
 - iii. SPED
 - iv. ALIVE
 - v. Subject Area Teacher (English, Math, Science, Filipino, EsP, TLE/EPP/TVL, MAPEH, Aral. Pan, Social Science)
 - g. Outstanding SLAC Implementer (Elementary and Secondary)
 - h. Outstanding DAP- ELLN Implementer
 - i. Outstanding YES- O Implementer
 - j. Outstanding YES- O Adviser
 - k. Outstanding Reading Intervention Program Implementer
 - l. Outstanding Reading Teacher
 - m. Outstanding Medical/Dental Employee
 - n. Outstanding Non-Teaching Personnel
 - o. Outstanding SELG/SSLG



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SCHOOLS DIVISION OF SIARGAO

4. Guidelines:
- Each district may nominate one candidate per category.
 - Nominees must have rendered at least three (3) years of continuous service in the applied category.
 - Nominations must be supported by relevant documents such as performance ratings, accomplishment reports, and testimonials.
 - The PRAISE screening committee will evaluate nominations based on merit, impact, and alignment with DepEd core values.
5. Nominees must submit 1 folder (hard copy) containing all required and supporting documents and soft copy in pdf format with this filename: *Surname_Category*, properly indorsed in A4 size bond paper.

Category	Documentary Requirements
Individual Category	- Indorsement from School Heads/PSDS - Nomination Form and Write Up (<i>in Bookman Old Style font size 11</i>) Download the editable Nomination Form and rating Sheet for the Professional and Personal Characteristics at https://tinyurl.com/PasidungogAttach2025 - Omnibus Certification of Authenticity and Veracity of Documents (Notarized) - Updated Service Records - Personnel Data Sheet (CSC Form 212) - Certificate of No Pending Case (signed by the Administrative Office/Legal Officer) - IPCRF/OPCRF for the last 3 rating periods (SY 2021-2022, 2022-2023 and 2023-2024) - Rating Sheet for Professionalism and Personal Characteristics - Certificates and other supporting documents (MOVs required in the nominated category) arranged and labeled per criterion
School Category Organization School and Program Implementer	- Indorsement from School Heads/PSDS - Nomination Form and Write Up (<i>in Bookman Old Style font size 11</i>) - Omnibus Certification of Authenticity and Veracity of Documents (Notarized) - Certificates and MOVs arranged and labelled per criterion

6. Submission Details:



Republic of the Philippines
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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

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- Deadline for submission of nominations: **September 30, 2025**
 - Where to submit: Office of the Schools Division Superintendent, Attention: PRAISE Committee
 - Format: Hard copy and soft copy (PDF format) via official email: siargao@deped.gov.ph

7. For more information and inquiries, please contact Roel T. Diamante, PhD, CESE – Division PRAISE Chairperson and Harem L. Taruc, PhD. – Division R & R Chairperson.

8. Immediate and wide dissemination of this memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent

Encls.: Guidelines and Criteria
Reference: Policy on Rewards & Recognition

To be indicated in the Perpetual Index under the following subjects:

AWARDS PASIDUNGOG PRAISE REWARDS & RECOGNITION

CID/lserf
September 15, 2025

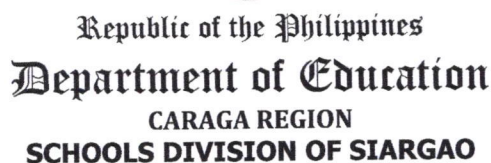


Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Enclosure No. _____ to Division Memorandum No. _____ s. 2025

Criteria per Category

Category	Criteria	Weight (Percentage)
a. Outstanding Education Program Supervisor	• Program Leadership & Implementation Quality and impact of programs supervised (e.g., curriculum, learning delivery, assessment).	25%
	• Technical Assistance & Capacity Building Trainings, coaching, and mentoring provided to schools and teachers).	20%
	• Monitoring & Evaluation Practices	15%
	Use of data to improve programs outcomes.	
	• Innovation & Best Practices Introduction of new strategies or tools.	15%
	• Stakeholder Engagement Collaboration with schools, LGUs, and other partners.	15%
	• Documentation & MOVs	10%
Total		100%
b. Outstanding Public Schools Supervisor	• Instructional Supervision & Support	25%
	• Quality of school visits, feedback, and technical assistance.	20%
	• Division/District-Wide Program Implementation	15%
	• Initiatives that improved learning outcomes or school operations.	15%



 siargao@deped.gov.ph





Republic of the Philippines
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 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

e. Outstanding Master Teacher	• Instructional Supervision Support to teachers in lesson planning, delivery, and assessment.	25%
	• Program Implementation Execution of school-based programs and initiatives.	20%
	• Mentoring & Coaching Support to new or struggling teachers.	15%
	• Leadership in Grade-Level/Department Activities	15%
	• Coordination of academic and co-curricular activities.	15%
	Stakeholder Engagement Collaboration with parents and community.	
	• Documentation & MOVs	10%
Total		100%
f. Outstanding Teacher	• Instructional Competence Effective teaching strategies, learner-centered approaches, and classroom management.	25%
	• Learner Performance & Growth Improvement in academic achievement and holistic development.	25%
	Innovation & Creativity	
	• Use of innovative teaching tools, materials, and practices.	15%
	• Professional Development & Leadership Participation in trainings, mentoring, and leadership roles.	15%
	• Community Involvement & Stakeholder Engagement Collaboration with parents, LGUs, and other stakeholders.	10%
	• Documentation & MOVs	10%



Republic of the Philippines
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 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

		Submission of complete and validated supporting documents.	
Total			100%
g. Outstanding Implementer	SLAC	• SLAC Planning & Execution • Relevance & Responsiveness of Topics • Teacher Participation & Feedback • Impact on Teaching Practices • Innovation in SLAC Delivery • Documentation & MOVs	25% 20% 20% 15% 10% 10%
Total			100%
h. Outstanding Implementer	DAP-ELLN	• DAP-ELLN Program Implementation • Teacher Capacity Building • Improvement in Early Grade Literacy • Monitoring & Evaluation Practices • Stakeholder Involvement • Documentation & MOVs	25% 20% 20% 15% 10% 10%
Total			100%
i. Outstanding Implementer	YES-O	• Environmental Program Implementation • Learner Engagement & Leadership • Community Partnerships • Innovation & Sustainability • Impact on School Environment • Documentation & MOVs	25% 20% 15% 15% 15% 10%
Total			100%
j. Outstanding Adviser	YES-O	• Leadership & Guidance to YES-O Officers • Project Implementation & Monitoring • Environmental Advocacy & Campaigns • Collaboration with LGUs/NGOs • Recognition/Awards Received • Documentation & MOVs	25% 20% 20% 15% 10% 10%



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

Total			100%
k. Outstanding Intervention Implementer	Reading Program	• Program Design & Innovation • Implementation of Fidelity • Learner Impact (Reading Proficiency Gains) • Stakeholder Engagement • Sustainability & Scalability • Documentation & MOVs	20% 20% 25% 15% 10% 10%
Total			100%
l. Outstanding Teacher	Reading	• Instructional Strategies & Differentiation • Learner Reading Growth (Assessment Data) • Use of Reading Materials & Technology • Professional Development Participation • Parent/Community Involvement • Documentation & MOVs	25% 25% 15% 10% 15% 10%
Total			100%
m. Outstanding Medical/Dental Employee		• Service Delivery (Medical/Dental Services) • Health Promotion & Preventive Programs • Responsiveness to Emergencies • Stakeholder Feedback & Satisfaction • Professional Development & Ethics • Documentation & MOVs	30% 20% 15% 15% 10% 10%
Total			100%
n. Outstanding Non-Teaching Personnel		• Efficiency & Quality of Work Timeliness, accuracy, and reliability of outputs. • Support to School Operations Contribution to administrative, financial, or logistical functions. • Professionalism & Ethics	30% 20% 15%



Republic of the Philippines
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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

	Integrity, punctuality, and teamwork.	
	• Innovation & Initiative Process improvements or creative solutions.	15%
	• Customer Service & Stakeholder Feedback Responsiveness and satisfaction from internal/external clients.	10%
	• Documentation & MOVs	10%
Total		100%
o. Outstanding Implementer of LFD and LRP	• Program Implementation • Impact on Learners • Innovation and Creativity • Stakeholders' Engagement • Sustainability & Replicability • Documentation & MOVs	25% 25% 15% 15% 10% 10%
Total		100%