



June 13, 2018


DIVISION MEMORANDUM
No. 31 s. 2018

SEARCH FOR 2018 CALABARZON GAWAD PATNUGOT

TO :

- OIC-Assistant Schools Division Superintendent
- OIC-Chief, Curriculum Implementation Division
- OIC-Chief, School Governance and Operations Division
- Education Program Supervisors
- Public School District Supervisors
- Division Unit Heads
- Elementary and Secondary School Heads, OIC-Antipolo City SHS
- Teaching and Non-Teaching Personnel
- All Others Concerned

1. Relative to the Regional Memorandum No. 263 s. 2018 *re: Announcing the 2018 CALABARZON GAWAD PATNUGOT*, this Office encourages all School Heads, Education Program Supervisors, Public School District Supervisors, Teaching and Non-Teaching Personnel to participate in the Search for 2018 CALABARZON GAWAD PATNUGOT.
2. The program aims to recognize and reward the exemplary contribution of teachers, instructional leaders and non-teaching personnel who have brought honor to their workplace resulting to work efficiency, organizational productivity and positive results. This program shall also give recognition to schools and SDOs that put premium on delivering quality basic education services through effective and transparent implementation of School-Based and SDO's programs and projects.
3. All schools are requested to submit entries to their district for elimination. It is expected that district elimination/search was conducted prior to submission of entries. Public School District Supervisors are requested to facilitate the conduct of this elimination/search.
4. The Division Selection and Evaluation Committee, Guidelines, Criteria and Forms relevant to the search are enclosed here with.
5. All entries must be submitted to the Supervisors/Personnel In-charge of the Awards Category on or before June 22, 2018.
6. Expenses relative to the conduct of the said activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.


Dr. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Enclosure 1 to Division Memorandum No. 39 s. 2018

DIVISION SELECTION AND EVALUATION COMMITTEE

Dr. Rommel C. Bautista Schools Division Superintendent - **Chairperson**
Dr. Gloria C. Roque OIC-Asst. Schools Division Superintendent- **Vice-Chairperson**

Members:

- | | |
|--------------------------------------|--------------------------------------|
| 1. Mr. Anselmo C. Celeste Jr. | 13. Mr. Albeno L. Del Monte Jr. |
| 2. Mr. Lito A. Palomar | 14. Mrs. Flordeliza O. Mendiola |
| 3. Dr. Jonathan P. Domingo | 15. Mrs. Myra B. Villareal |
| 4. All Education Program Supervisors | 16. Mr. Alfonso L. Abogado |
| 5. All District Supervisors | 17. Mr. Rizalvy S. Pineda |
| 6. Mr. Frederick B. Vallinas | 18. Mr. Noel C. Meriño |
| 7. Mrs. Christine T. Coronado | 19. Mrs. Maria Florabel M. Tolentino |
| 8. Raquel F. Esguerra | 20. Mrs. Myrna E. Bautista |
| 9. Mr. Ragaam V. Dela Cruz | 21. Mr. Ranito S. Gallego |
| 10. Mrs. Arlene L. Tayona | 22. Mrs. Phanny S. Ramos |
| 11. Dr. Isabel M. Gonzales | 23. Mr. Ross Paras |
| 12. Ms. Gayle J. Malibiran | 24. Ms. Christine Joy Cabiles |

| Committee | Chairpersons | Members |
|------------------------------------|--|---|
| Overall Review and Evaluation | Mr. Anselmo C. Celeste Jr. Mr. Lito A. Palomar Dr. Jonathan P. Domingo | Mrs. Arlene L. Tayona Dr. Isabel M. Gonzales Mr. Alfonso L. Abogado Mrs. Myra B. Villareal Mr. Albeno L. Del Monte Jr. Mr. Rizalvy S. Pineda Mr. Noel C. Meriño Mrs. Phanny S. Ramos |
| Documenter and Technical Committee | Ms. Gayle J. Malibiran Mrs. Maria Florabel M. Tolentino | Mr. Ross Paras Ms. Christine Joy Cabiles |
| Monitoring and Evaluation | Mrs. Flordeliza O. Mendiola Mrs. Bernadette Patag | |

SEARCH TIMELINE (Division & Region)

| Activity | Date | Remarks |
|--|------------------|--|
| Deadline of submission to the Supervisor/Personnel In-Charge (Division Office) | June 22, 2018 | Late documents will not be accepted |
| Evaluation of Documents by the Assigned Supervisors/Personnel | June 25-26, 2018 | Documents not properly endorsed and evaluated in the school level will not be accepted |
| Overall Review and Evaluation | June 27-28, 2018 | Only documents evaluated by the assigned |



CITY SCHOOLS DIVISION OF ANTIPOLO

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| | | supervisors/personnel will be reviewed |
| Deadline for submission of the nomination folder to the Regional Office | June 29, 2018 | Late documents will not be accepted |
| Stage 1 – <ul style="list-style-type: none">• Evaluation of the Nomination Write-Up including required documents• Shortlisting of nominees based on the set criteria for Stage 1 | July 2-13, 2018 | Documents that reach the 70% cut off score will proceed to Stage 2 Qualified nominees shall be notified through email |
| Stage 2 A <ul style="list-style-type: none">• Onsite Validation of Qualified Nominees from Stage 1 | July 16, 2018 | Only nominees that have reached the 80% cut off score based on the criteria will proceed to Stage 3 |
| Stage 2 B (For Outstanding Teachers only) Nominees who reach the 80% cut off score shall undergo the demo-teaching | August 15, 2018 | The stage is only for the Outstanding Teacher Category Only nominees who reach the 80% cut off score are qualified for the demo-teaching |
| Stage 3 <ul style="list-style-type: none">• Final Panel Interview of Qualified Nominees from Stage 2 | August 17-31, 2018 | No more than 3 finalists in every category. They have met the cut off score and shall be notified through a Memorandum for the Final Panel Interview |
| Preparation, Finalization and PRAISE Meetings | Sept.3 - onwards | |
| Awarding Ceremony | October 10, 2018 | Venue: To Be Determined |



Enclosure 2 to Division Memorandum No. 39 s. 2018

TERMS OF REFERENCE

| COMMITTEE | SPECIFIC TASK |
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| Overall Review and Evaluation | <ul style="list-style-type: none">• Conducts the final review and evaluation of the documents of the nominees in each award category• Reviews and prepares the nomination folder of the official or employee being nominated for the approval of the head of office• Reviews and prepares the nomination folder of the schools/division being nominated for the approval of the head of office• Prepares the endorsement letter to be issued to the Regional PRAISE Committee |
| Documenter and Technical Committee | <ul style="list-style-type: none">• Receives the List of Nominees from the District Supervisor/Personnel assigned in each award category• Prepares a Summary of the List of Nominees per Award Category and provides copy to the Overall Review and Evaluation Committee• Documents the conduct of the final review and evaluation of documents |
| Monitoring and Evaluation | <ul style="list-style-type: none">• Monitors and evaluates the conduct of the process of selection, evaluation and overall review |
| SELECTION AND EVALUATION : District Supervisor/Personnel In-Charge | <ul style="list-style-type: none">• Receives documents submitted based on the specific award category assigned to them• Checks the completeness of the documents received• Prepares a List of Nominees on the specific Award Category assigned to them and submit to the Documenter and Technical Committee• Endorses documents received to the evaluator assigned and provide copy of the List of Nominees of the specific award category |
| Supervisor/Personnel In-Charge of Evaluation | <ul style="list-style-type: none">• Prepares a score sheet of the award category assigned to them• Evaluates the documents submitted based on the given criteria• Ensures strict adherence to the criteria set for in each award category• Submits document papers and score sheet to the Overall Review and Evaluation Committee |



Enclosure 3 to Division Memorandum No. 39 s. 2018

DIVISION SELECTION AND EVALUATION COMMITTEE PER AWARDS CATEGORY

| AWARDS CATEGORY | DISTRICT SUPERVISOR/PERSONNEL IN-CHARGE | SUPERVISOR/PERSONNEL IN-CHARGE OF EVALUATION |
|---|--|---|
| <i>Chairperson: Mr. Anselmo C. Celeste Jr.</i> | | |
| INDIVIDUAL CATEGORY | | |
| a. Outstanding Teacher Elementary and High School | Ms. Marilou M. Lico | Mr. Reynaldo M. Andrade Jr. Mrs. Priscilla V. Salo |
| b. Outstanding Principal Elementary and High School | Mrs. Vivienne C. Martinez | Mrs. Dolores J. Agong Mrs. Melanie F. Burgonia |
| c. Outstanding Education Program Supervisor | Mr. Anselmo C. Celeste Jr. | Mr. Nimrod A. Tupas Ms. Marilyn D. Zapanta |
| d. Outstanding Public Schools District Supervisor | Mrs. Bernadette I. Berber | Dr. Arnel T. Buena Mrs. Merlita O. Sayago |
| <i>Chairperson: Mr. Frederick B. Vallinas</i> | | |
| e. Outstanding Non-Teaching Personnel Level 1 and Level 2 | Mrs. Christine T. Coronado | Mrs. Raquel F. Esguerra Mr. Ragaam V. Dela Cruz |
| f. Outstanding Researcher Elementary and High School | Dr. Arnel T. Buena | Mr. Lito A. Palomar Mr. Alfonso L. Abogado |
| <i>Chairperson: Mrs. Cristina C. Salazar</i> | | |
| SCHOOL CATEGORY | | |
| g. Most Effective School Reading Program Implementer Elementary and High School | Ms. Luz C. Cayanong | Mr. Reynaldo M. Andrade Jr. |
| h. Most Effective School ELLN Implementer | Dr. Gloria A. Benedicto | Mrs. Merlita O. Sayago |
| i. Outstanding Campus Journalism Program Implementer | Dr. Emily M. Concio | Mrs. Cristina C. Salazar |



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



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| Elementary and High School | | |
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| <i>Chairperson: Dr. Jonathan P. Domingo</i> | | |
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| j. Best School-Based Management Implementer Elementary and High School | Mrs. Jocelyn A. Perez | Dr. Jonathan P. Domingo Mr. Michael T. Tayona |
| k. Outstanding Brigada Eskwela Implementer Elementary and High School | Mrs. Jennie G. Casauay | Mr. Albeno L. Del Monte Jr. Mr. Rizalvy S. Pineda |
| l. Best Performing Public Elementary School | District Supervisors | Dr. Gloria C. Roque Anselmo C. Celeste Jr. Lito A. Palomar Dr. Jonathan P. Domingo |
| m. Best Performing Public High School | | |
| DIVISION CATEGORY n. Outstanding Division Sports Program Implementer | Mr. Anselmo C. Celeste Jr. | Dr. Jonathan P. Domingo Mr. Lito A. Palomar Mrs. Cristina C. Salazar Dr. Isabel M. Gonzales |
| o. Outstanding Division GAD Program Implementer | Mrs. Arlene L. Tayona | |
| p. Outstanding Division DRRM Program Implementer | Mr. Noel C. Meriño | |
| q. Best Performing SDO | Dr. Gloria C. Roque | |
| SPECIAL CATEGORY r. Barangay with Zero Out-of-School Youth (OSY) | Mrs. Myrna E. Bautista | Mr. Ranito S. Gallego |