



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



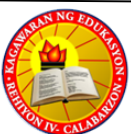
19 October 2021

**Regional Memorandum**

**2021 CALABARZON GAWAD PATNUGOT**

**To Regional PRAISE Committee  
Schools Division Superintendents**

1. Anchored on the Civil Service Commission **Program on Awards and Incentives for Service Excellence (PRAISE)** and DepEd Order No. 9, s. 2002 re: Establishing PRAISE in the DepEd, the Department of Education Region IV-CALABARZON announces the **2021 CALABARZON Gawad Patnugot**.
2. The **2021 CALABARZON Gawad Patnugot** aims to recognize outstanding and exemplary accomplishments and performance of CALABARZON teaching, teaching-related and non-teaching employees, schools, and schools division offices that contributed to the improvement of the delivery of basic education services amidst the pandemic.
3. Specifically, the CALABARZON **Gawad Patnugot** aims to
  - a. recognize and reward the exemplary contribution of the Region's human resources-- teaching, teaching-related, and non-teaching personnel who went beyond their call of duty to provide relevant, accessible, liberating, and continuous education amidst the pandemic; and
  - b. give recognition to schools and SDOs that put premium on delivering quality basic education services amidst the challenges and threat posed by COVID-19 through their effective and innovative implementation of BE-LCP.
4. As an advocate of Equal Opportunity Principle (EOP), the Regional PRAISE Committee welcomes all the SDOs official nominees to join the regional search irrespective of their religion or belief, physical condition, ethnicity, political affiliation, age, sex, gender, civil status, and social status.



**"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

**Trunkline:** 02-8682-5773

**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)

**Document Inquiry :** <https://r4a-teadoc.com/inquire>

**Facebook:** DepEd R-4A Calabarzon

5. The award categories for this year are:

No.	Individual Award Category	Level
1	Outstanding Elementary School Teacher	K- Grade 6
2	Outstanding High School Teacher	Grade 7-12
3	Outstanding Elem. School Master Teacher	K- Grade 6
4	Outstanding High School Master Teacher	Grade 7-12
5	Outstanding SPED Teacher	K- Grade 12
6	Outstanding Multigrade Teacher	K-Grade 6
7	Outstanding ALS Teacher	K- Grade 12
8	Outstanding School Head	Elementary School
9	Outstanding School Head	High School
10	Outstanding Education Program Supervisor	SDO
11	Outstanding Public Schools District Supervisor	SDO
12	Outstanding Non-Teaching Personnel Level 1	SG 1-9
13	Outstanding Non-Teaching Personnel Level 2	SG 10-22 (except EPS & PSDS)
14	Outstanding Researcher	Elementary
15	Outstanding Researcher	High School
16	Outstanding Researcher	Non-Teaching Personnel

No.	School Award Category	Level
1	Best Performing Public Elementary School*	Elementary School
2	Best Performing Public High School*	High School

No.	Division Category
1	Best Performing Schools Division Office

**\*Note:** At the time of the nomination, school nominees are already at least SBM Level 2 Implementer.

6. All Schools Division Offices are highly encouraged to participate in all categories and send **one official nominee** in each award category. Likewise, Head Teachers who wish to join the Search can participate in the Outstanding Teacher Award category depending on their level of assignment. The **SDO PRAISE Committee** is **advised to screen** and **evaluate** the **documents** of their official nominees before submission to the Regional Office.

7. Please be guided by the following schedule of activities and the specified dates relative to the said Search.

#### Search Timeline

Activity	Date	Remarks
Deadline for submission of the electronic nomination folder to the Regional Office via @ <a href="https://bit.ly/2021GAWADPATNUGOT">https://bit.ly/2021GAWADPATNUGOT</a>	December 2, 2021	Late submission of documents will not be accepted

Screening and Shortlisting Period Stage 1- <ul style="list-style-type: none"> <li>Evaluation of the Nomination Write-Up including required documents</li> <li>Shortlisting of nominees based on the set criteria for Stage 1</li> </ul>	December 3-17, 2021	Documents that reach the 70 % cut off score will proceed to Stage 2.  Qualified nominees shall be notified through email and memorandum.
Stage 2 A <ul style="list-style-type: none"> <li>Onsite/Offsite Validation of Qualified Nominees from Stage 1</li> </ul>	December 20, 2021 - January 21, 2022	Only nominees that have reached the 80% cut off score based on the criteria will proceed to Stage 3
STAGE 2B* <ul style="list-style-type: none"> <li>Nominees who reach the 80% cut off score shall undergo the virtual/limited face to face demo-teaching</li> </ul>		This 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"> <li>Virtual Final Panel Interview of Qualified Nominees from Stage 2</li> </ul>	January 25-26, 2022	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	Feb 2-11, 2022	
Awarding Ceremony	March 8, 2022	Venue: To Be Determined

\*for Outstanding Teachers only

**Note: The flexibility of the schedule depends on the community quarantine implementation status.**

8. Travel expenses of the onsite validators, honorarium of the external validators and meals during the conduct of the 2 stages of the search and expenses to be incurred during the conduct of the awarding ceremony such as trophies, certificates, cash prizes, stage decoration and token of the invited keynote speaker shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
9. For further information and relevant queries regarding the conduct of the Search, please contact HRDD @ 02-8682-5773/ 8684-4914/8647-7487 local 460 and 462 or email @ [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) attention PRAISE Secretariat Nadina Gatón @ mobile no. 0917-888-5864; Jisela Ulpina @ mobile no. 0917-888-5844; and Glenda Dela Torre @ mobile no. 0968-525-6722.
10. Attached are the Search Guidelines and Checklist of Required Documents while the Nomination Forms that can be downloaded through this link <https://bit.ly/2021GawadPatnugotNominationForms> .
11. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**FRANCIS CESAR B. BRINGAS**  
 Regional Director

## **Guidelines on the 2021 CALABARZON Gawad Patnugot**

### **I. Scope of the Program**

The CALABARZON Gawad Patnugot, a regional program on rewards and recognition is aligned with the Civil Service Commission's **Program on Awards and Incentives for Service Excellence (PRAISE)** and the DepEd Order No. 9, s. 2002 re: Establishing PRAISE in the DepEd.

This year, **CALABARZON Gawad Patnugot** Search shall focus on the outstanding and exemplary contributions or innovations of individuals who have gone beyond their call of duty, created breakthroughs, and become trailblazers in their path amidst a pandemic. In the same manner to schools and schools' division offices in the delivery of their functions in providing relevant, accessible, liberating and continuous education amidst a pandemic through their effective and innovative implementation of BE-LCP.

As an Equal Opportunity Principle (EOP) advocate, the Regional PRAISE Committee welcomes all DepEd CALABARZON nominees irrespective of their age, race, sex, gender, religion, ethnic origin, or any other individual or group. These nominees include the teaching, teaching-related and non-teaching personnel holding permanent positions that brought recognition to the region.

However, nominees whose nature of employment fall either under job order or contract of services, as defined in *Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions*, and those employed under extension of service are excluded from the coverage of the program.

### **II. Categories of Award**

A. The awards for the individual category are the following:

1. Outstanding Elementary School Teacher
2. Outstanding High School Teacher
3. Outstanding Elementary School Master Teacher
4. Outstanding High School Master Teacher
5. Outstanding SPED Teacher
6. Outstanding Multigrade Teacher
7. Outstanding ALS Teacher
8. Outstanding School Head - (Elementary School)
9. Outstanding School Head - High School
10. Outstanding Education Program Supervisor
11. Outstanding Public Schools District Supervisor
12. Outstanding Non-Teaching Personnel (Level 1)
13. Outstanding Non-Teaching Personnel (Level 2)
14. Outstanding Researcher (Elementary School)
15. Outstanding Researcher (High School)
16. Outstanding Researcher (Non-Teaching Personnel)

B. The awards for the school category are the following:

1. Best Performing Public Elementary School

2. Best Performing Public High School

C. Below is the sole award for the division category:

1. Best Performing Schools Division Office

### III. Eligibility Requirements of Nominees

Nominated teaching, teaching-related, non-teaching personnel, schools and schools' division offices **shall be evaluated based on their outstanding contributions or innovations in the delivery of their functions.** They must meet the following qualifications:

#### Individual Category

1. Filipino Citizen, active in the service and have rendered for not less than three (3) years of continuous service in DepEd as of deadline of submission of the nomination documents. Nominee's accomplishments which he/she is being recognized should also be made within SY 2020-2021 for teachers, school heads and school personnel and FY 2020 for supervisors and non-teaching personnel in the SDOs.
2. Outstanding accomplishments of the nominees for Outstanding School Head shall be based on the school where they are assigned within SY 2020-2021 prior to the nomination. In the event that the nominees are transferred to another school during the Search, they shall be validated in the school where they implement their PPAs.
3. Must not be on leave at the time of the Search.
4. Certification signed by the Administrative Officer V/IV (Personnel of SDO) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for SY 2020-2021/FY 2020.
5. Has not been subjected to any form of disciplinary actions
6. No Notice of Disallowance from COA (for school heads, supervisors, and non-teaching personnel level 2)

#### School Category

1. Certification signed by the SDS that school nominee is at least SBM Level 2 implementer by the time of the Search.
2. Certification signed by the Administrative Officer V/IV (Personnel of SDO) that the School nominee has obtained at least Very Satisfactory (VS) OPCR for SY 2020-2021
3. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor **NOT** the agency's Financial Officer/Accountant. In the event that COA

certification is not feasible, the SDO Accountant may certify and be noted by the SDS.

4. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

### **Division Category**

1. OPCRFR Rating of at least Very Satisfactory for SY 2020-2021
2. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor **NOT** the agency's Financial Officer/Accountant. In the event that COA certification is not feasible, the SDO Accountant may certify and be noted by the SDS.
3. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

### **IV. Disqualification**

1. Awardee of a National Search
2. Lone contender in the specific award category

### **V. Criteria for Stage 1 Evaluation**

#### **A. Individual Category:**

Nominees under this category shall be subjected to the Stage 1 Criteria. The criteria are:

1. **Performance Rating (IPCRF/OPCRF) – 30 points**  
Duly signed IPCRF/OPCRF on the specified year
2. **Significant Accomplishment/s within the year (SY 2020-2021/FY 2020) - 60 points**  
Description of the Contribution/s or Innovation/s done that have significantly impacted the performance of the learner/ school / school community/district/schools division or region with relevance to the current situation. Indicate problems addressed, people/office benefited, and transactions facilitated. Indicate that the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. Justify why the accomplishments are considered exemplary or extraordinary.
  - **Scope of Outstanding Contribution or Innovation- 15 points**  
Discuss the coverage of the contribution or innovation. Scope and magnitude of how unique and original the contribution or innovation

that has brought significant impact to education. (Certification from the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation

- Beneficiaries - 15 points  
Discuss how many have benefited from the contribution or innovation
- Impact of Contribution/Innovation - 20 points  
Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation
- Reliability of Contribution/Innovation - 10 points  
Descriptions, explanations on the reliability of contribution or innovation. This criterion includes the following indicators:
  - a. replicability of the innovation or contribution;
  - b. support contributed by internal and external stakeholders to the innovation or contribution;
  - c. knowledge and competence in the implementation of the innovation or contribution within the KRA;
  - d. clear and concise purpose of innovation;
  - e. responsive to the needs of the stakeholders/beneficiaries

### 3. Awards and Membership -10 points

List or mention major awards/citations received relevant to the category and active membership in a reputable professional organization. MOVs shall be checked during the Stage 2 validation

## B. School and Division Categories:

Nominees under these categories shall be subjected to the Stage 1 Criteria. The criteria are:

1. **Performance Rating (OPCRF) – 30 points**  
(Duly signed OPCRf on the specified year)
2. **Significant Accomplishment/s within the year (FY 2020) - 60 points**  
Description of the Contribution/s or Innovation/s done that have significantly impacted the performance of the learner/ school / school community/district/schools division or region with relevance to the current situation. Indicate problems addressed, people/office benefited, and transactions facilitated. Indicate that the accomplishments are part of the nominee's regular functions/mandated or the product of the initiative. Justify why the accomplishments are considered exemplary or extraordinary.
  - Scope of Outstanding Contribution or Innovation- 15 points  
(Discuss the coverage of the contribution or innovation. Scope and magnitude of how unique and original the contribution or innovation that has brought significant impact to education. (Certification from

the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation)

- Beneficiaries - 15 points  
Discuss how many have benefited from the contribution or innovation
- Impact of Contribution or Innovation - 20 points  
Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation
- Reliability of Contribution/Innovation - 10 points  
Descriptions, explanations on the reliability of contribution or innovation. This criterion includes the following indicators:
  - a. replicability of the innovation or contribution
  - b. support contributed by internal and external stakeholders to the innovation or contribution;
  - c. knowledge and competence in the implementation of the innovation or contribution within the KRA;
  - d. clear and concise purpose of innovation; and
  - e. responsive to the needs of the stakeholders/beneficiaries

### 3. Awards -10 points

Major awards/citations received in connection to the awards

## V. Required Nomination Documents

Each nomination requires the submission of **a certified true copy** of the following:

- A. Completely Filled-out Gawad Patnugot Nomination Form *(Maximum of 10 pages including Executive Summary and Nomination Write-Up)*
  - Gawad Patnugot (GP) Nomination Form 1- Nomination for the individual category
  - Gawad Patnugot (GP) Nomination Form 2- Nomination Form for the school category
  - Gawad Patnugot (GP) Nomination Form 3- Nomination Form for the SDO category
- B. Nominee's updated Form 212 or Personal Data Sheet with passport size photo with name tag taken during the last six months prior to the nomination *(For Individual Category only)*.
- C. Certification from the Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- D. Letter from the head of office endorsing the nomination to the Regional PRAISE Committee



- E. Certificate of No Pending Case (for Teaching and Related-Teaching c/o RO Legal Unit and for Non-Teaching Personnel c/o SDO Legal Officer) *(For Individual Category only)*.
- F. Self-certification of No Pending Administrative, Civil and Criminal Case *(For Individual Category only)*
- G. Certified True Copy of IPCRF/OPCRF (SY 2020-2021 /FY 2020). Copy of the rating forms should be attached to the nomination folder.
- H. Updated Service Record *(For Individual Category only)*
- I. Copy of the recent CSC appointment *(For Individual Category only)*
- J. Updated PRC License *(For Individual Category only)*
- K. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant. *In the event that COA certification is not feasible, the SDO Accountant may certify and be noted by the SDS. (For Principal, Supervisors, Non-Teaching Personnel Level 2, School and SDO Categories)*.
- L. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.
- M. Notarized certification that all information and documents submitted are true and correct (Please refer to the attached template)

Each completely filled up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Century Gothic font #11.

Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition **should not be included** in the e-nomination folder. Only the required documents must be submitted through this link @ <https://bit.ly/2021GAWADPATNUGOT>.

## **VI. Write-up of Accomplishments**

A. The write-up must highlight outstanding accomplishments or exemplary contributions, or innovations manifested within specified School Year or Fiscal Year. Presentation of accomplishments or contributions or innovations manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "innovated";
- State outstanding accomplishments or contributions or innovations of exemplary performance displayed and impact in brief, factual and in bullet form;
- Present impact of the significant accomplishments by responding to the indicators presented in criterion 2.

B. The following information must be adequately provided:

- For outstanding contributions or innovations, state that the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. Cite justifications on why the contributions or innovations are considered exceptional or extraordinary.

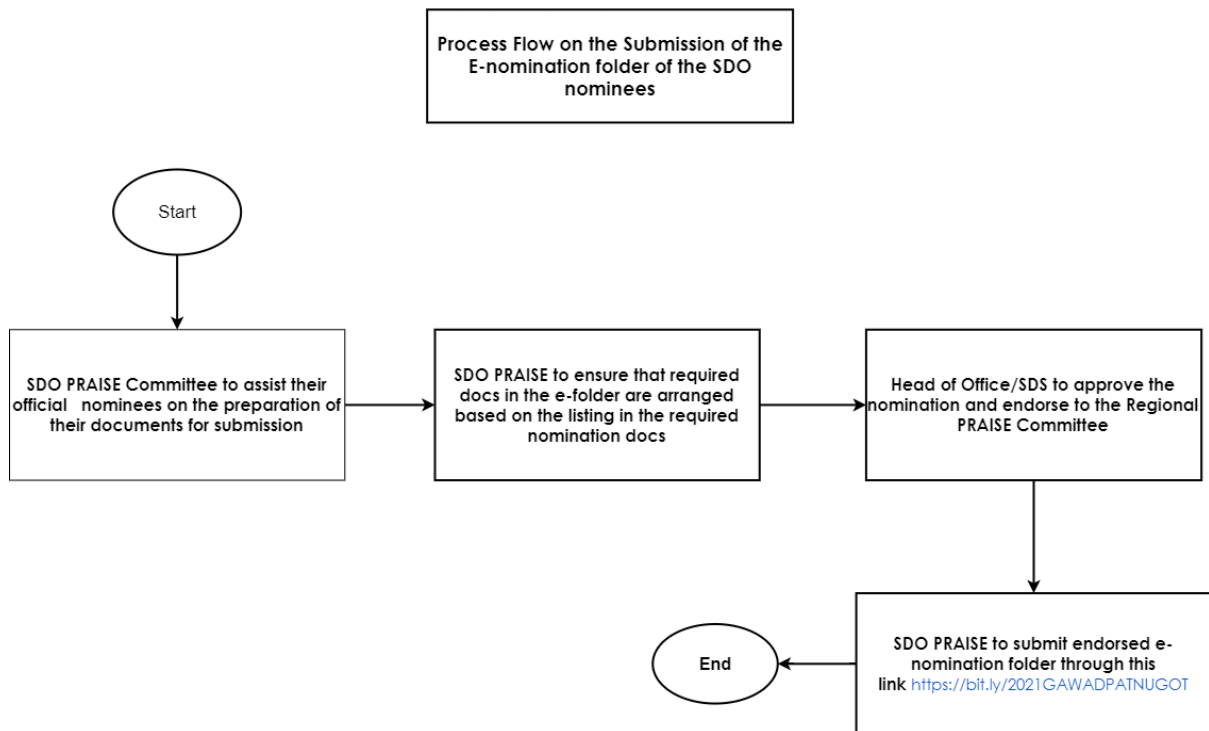
Limitation on Nomination

- The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Century Gothic #11font) to include the summary of accomplishments, impact, and other information.
- While there are 19 awards under the Search, a nominee should be nominated to only **one** award category.

## VII. Procedure for Nomination

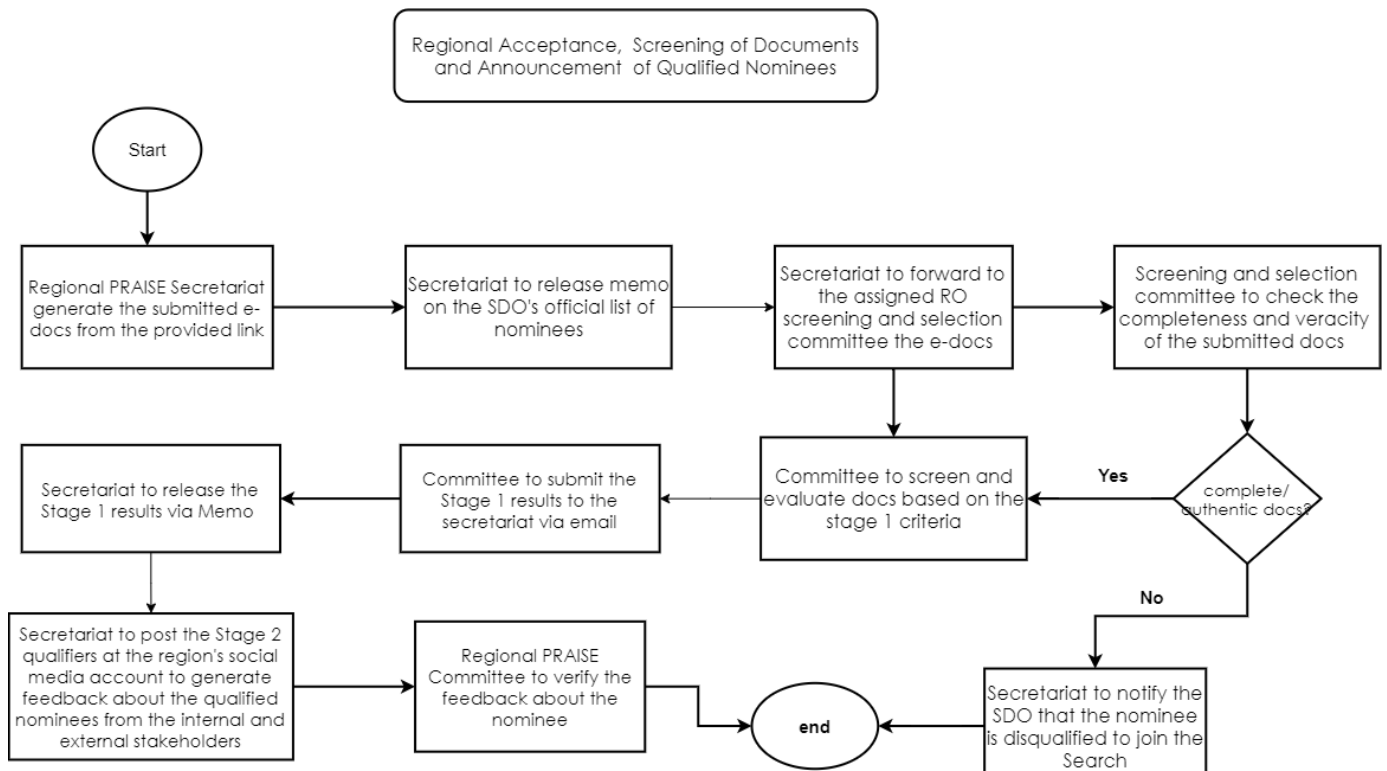
This year's conduct of the Gawad Patnugot Search is open to all qualified nominees. Previous Gawad Patnugot awardees can join and be nominated to the different awards. There shall be a hall of famer for those who maintain their standing for three consecutive years.

Nomination to the Search may be done by officials, schools or schools division offices within the DepEd CALABARZON. Below is the flow chart on the submission of the e-nomination folder of the SDO nominees:



### VIII. Procedure for Acceptance, Screening and Evaluation of Documents and Announcement of Qualified Nominees

DepEd CALABARZON through the Regional PRAISE Committee shall spearhead in the acceptance, screening and evaluation of the submitted electronic nomination documents of the schools' division offices. **Only those who pass the Stage 1 evaluation shall be subjected to onsite/offsite validation.** List of Stage 2 qualifiers shall be posted at the Regional website [depedcalabarzon.ph](http://depedcalabarzon.ph) and the official regional Facebook page **DepEd R4A CALABARZON** to gather feedback about the qualified nominees from the internal and external stakeholders. Please refer to the process flow chart.



## IX. Definition of Terms

**Beneficiaries.** These are learners, teachers, learning leaders, parents, schools, community stakeholders that receive help or benefits from innovations or contributions of nominee/s.

**Innovation.** This refers to something new or to a change made to an existing product, idea, or field. (reference: <https://www.merriam-webster.com/dictionary/innovation>)

**Contribution-**This refers to the giving or supplying of something that plays a significant part in making something happen. (reference: <https://www.merriam-webster.com/dictionary/contribution>)

**Teaching Personnel.** These include Teacher I for pre-elementary, elementary and secondary education, alternative learning system, Madrasah, technical-vocational education and Special Education Teacher I for special education classes. (source: DepEd Order No. 77, s. 2010)

**Teaching-Related Personnel.** These refer to Education Program Supervisor, Principal I, Head Teacher I and Guidance Counselor (source: DepEd Order No. 77, s. 2010)

**Non-Teaching Personnel.** These include Librarian I, Senior Bookkeeper and Disbursing Officer II. (Source: DepEd Order No. 77, s. 2010)

**National Awardee.** This refers to a DepEd personnel in DepEd CALABARZON who is an awardee of a reputable award giving body recognized by the Department of

Education. The said awardee has undergone nomination and screening process in the SDO or in the Region through the PRAISE Committee.

## **X. Grounds for Disqualification of Nominations**

A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances, and other required documents). Nominations with **incomplete** documents shall **no longer** be processed.

B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CSC laws and rules.

### **XI.A Grounds for Stripping of Award**

The Regional PRAISE Committee has the right to revoke the award of a Gawad Patnugot awardee of the current year if found to display an unbecoming behavior as a public servant and proven based on evidence. He/She is disqualified to join the search within 3 years upon revocation of the title.

## **XII. Submission of Nomination**

Nominations to the 2021 CALABARZON GAWAD PATNUGOT must be submitted in electronic copy following this format SDO\_name\_award (e.g. laguna\_jcruz\_multigrade) through this link <https://bit.ly/2021GAWADPATNUGOT> **not later than December 2, 2021.**