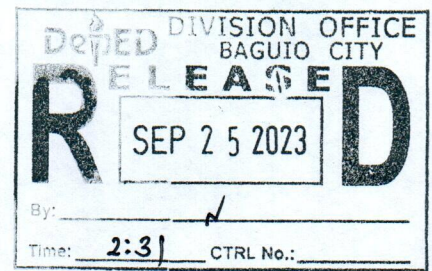




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



September 25, 2023

DIVISION MEMORANDUM

No. 377-2023

**2023 REGIONAL MOST LEARNING FOCUSED PUBLIC ELEMENTARY AND
SECONDARY SCHOOL**

To: CID Chief Education Supervisor
All Public Schools District Supervisors
Public and Private Secondary and Elementary School Heads
Division PRAISE Committee
Others Concerned

1. Relative to Regional Memorandum No. 511 titled 2023 Regional Most Learning Focused Public Elementary and Secondary Schools corresponding with the Secretary's Award for Excellence in Curriculum and Instruction, DepEd –Baguio through the Curriculum Implementation Division (CID) in collaboration with the Division PRAISE Committee announces the conduct of the 2023 Search of Most Learning Focused Public Elementary and Secondary Schools.
2. The activity is anchored on the CSC's PRAISE and DepEd Order No. 9, s. 2002 on Establishing PRAISE in DepEd and DepEd order No. 83, s. 2012 on the Revised School –Based Management System (SBM) Framework, Assessment Process and Tool (APAT).
3. The activity aims to recognize and reward exemplary contribution of the schools in the division to make authentic learning happen in the lives of the public school learners. Moreover, it recognizes the initiatives and innovations exerted by the schools in managing the delivery and instruction in the new normal.
4. SDO –Baguio shall submit one official nominee with Level 2 and Level 3 School-Based Management (SBM) Level of Practice corresponding to each category until **October 2, 2023**.
5. The PSDSs, being the District PRAISE Chairperson are tasked to provide technical assistance and spearhead the conduct of this activity and shall be responsible in submitting the nominees to the Division Office through the CID Office.
6. Please refer to the attached search guidelines for reference.

7. The Division Assessment Team are as follows:

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity



"DepEd SDO Baguio City:
*We Serve,
We Care.*"



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

7. The Division Assessment Team are as follows:

Name	Position/Designation	Category
Soraya T. Faculo, PhD, CESO VI	SDS	Consultant
Christopher C. Benigno, PhD, EdD, CESO VI	ASDS	Co-consultant
Juliet C. Sannad, EdD	CES-CID	Over –all Chairperson
Marina Tabangcura Lolita Manzano	EPS EPS	Most Learning Focused Elementary Schools Large and Very Large
Mary Jane Malihod Francisco Copsiyan	EPS EPS	Most Learning Focused Elementary Schools Medium
Nora Dalapnas Armi Victoria Fiangaan	EPS EPS	Most Learning Focused Elementary Schools Small
Marilyn Apiit Mark Malidom	EPS T-III	Most Learning Focused Elementary Schools Large and Very Large
Loida Mangangey Lily Mabalot	EPS Librarian	Most Learning Focused Secondary Schools Medium
Jerry Ymson Christopher Oliva	EPS PDO	Most Learning Focused Secondary Schools Small

7. Members of the award categories are directed to submit the list of winners with their documents per category to the PRAISE Secretariat, Ma. Louella Moncada and Samuel Bab-anga on or before **October 5, 2023** for the preparation of endorsement to the Regional Office.

4. For guidance and strict compliance.


SORAYA T. FACULO PhD, CESO VI
OIC- Schools Division Superintendent



Enclosure 1 to RM No. 511.2023

Search Guidelines

I. Categories

1. Most Learning Focused Public Elementary School
 - 1.1 Small School
 - 1.2 Medium School
 - 1.3 Large School
 - 1.4 Very Large School

2. Most Learning Focused Public Junior and Senior High School
 - 2.1 Small School
 - 2.2 Medium School
 - 2.3 Large School
 - 2.4 Very Large School

The school typology is indicated in DO No. 19, s. 2016 as follows:

Type of Public School	Number of Learners
Small	Less than 440
Medium	441 – 840
Large	841 – 1, 240
Very Large	1, 241 and above

II. Criteria for Evaluation

Indicator	Learning Focus	Points
1. Performance Rating (OPCRF) of the School		15
2. Significant Accomplishment/s in Fostering Learning	Accomplishments to be submitted shall focus on Reading Literacy, Science Literacy, Mathematical Literacy, intensification of values formation	20
2.1 Project/Work Accomplishment		5
2.2 Number of strategies/activities done that have significantly influenced/provided greater impact in the performance of the school	in Curriculum and Teaching, embed the culture of peace in the curriculum and strengthening the implementation of inclusive education programs shall be considered	15
3. Impact of Accomplishments in making learning happen		25
3.1 Scope		5
3.2 Replicability of the program/project/activity		10
3.3 Number of people, office benefited, and transactions facilitated		5
3.4 Level of Attainment per identified Performance Indicator		5
4. Innovations in enhancing Learner's Achievement		30
4.1 Originality		5
		10

4.2 Creative programs, projects, activities made in the last three years in connection to the award category and the extent to which it/they/is/are being used and the results, number of persons who benefited.		5
4.3 Scope/replicability of the innovation		
4.4 Level of attainment per identified Performance Indicator		10
5. Awards Major Awards/citations received by the school. The major award refers to the highest award or recognition received by the school that has a greater impact on the organization.		10
TOTAL		100%

III. Required Nomination Form

Each Nomination requires the submission of three original nomination folders containing the following fully accomplished requirements:

1. Completely fill out the SAFE CI Form (Maximum of ten pages including Executive Summary and Nomination Write-Up.)
 - 1.1 Nomination Form
 - 1.2 Nomination Write-Up
 - 1.3 Certification from the SDS
2. Certification from the Chairperson of the Regional PRAISE Committee or its equivalent that the nomination had undergone deliberation by the Committee.
3. Certification from the Chairperson of the SDO PRAISE Committee or its equivalent that the nominee is "Level 2 or Level 3" in SBM level of practice.
4. Letter from the head of the office endorsing the nomination to the Regional Office PRAISE Committee.
5. Certification signed by the Administrative Officer IV/V (Personnel) that the head of school has obtained at least a Very Satisfactory (VS) performance rating (OPCRF) for the last two years.
6. Certification of **No Unliquidated Cash Advances and Disallowances** for previous accountabilities as of December 31, 2022, to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Should be signed by the agency's COA Resident Auditor and not by the agency's Financial Officer/Accountant.
7. In case of an existing unliquidated cash advance and allowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-Up Form. The maximum allowable number of pages is ten (10) in an A4 size bond paper, using Bookman Old Style, and 11 font size. The templates for requirements 1 – 5 are enclosed in this memorandum.

The nomination form and documentary requirements should be placed in a **legal size folder (ordinary white color)**. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations, and recognition **should not be included** in the

nomination folder. Only required documents must be submitted. For easy reference, please use labels for every required document. However, all MOVs must be ready for onsite validation.

IV. Write-Up Accomplishment

1. The write-up must highlight the outstanding accomplishments of the school nominee for the past two years. Presentation of accomplishments should be in order of significance complete with descriptions, justifications and should adhere to the following pointers:

- a. Use specific terms. Define/Clarify terms such as “assisted”, “contributed”, or “facilitated”.
- b. State outstanding accomplishments and impact in brief, factual, and bullet form.
- c. Present impact of accomplishments by indicating problems addressed people/office benefited and/or transactions facilitated.

2. The nomination write-up should only be for a maximum of ten pages, A4 size bond paper, Bookman Old Style, 11 font size, to include the summary of accomplishments, impact, and other information.

V. Procedure of Nomination

1. SDOs are expected to nominate their exemplary schools. Each SDO shall have one nominee in every awards category.

2. The SDOs may adapt their own strategies for determining their nominees.

VI. Procedure for Screening and Evaluation

The Regional Office will utilize the PRAISE Committee and CLMD Personnel to screen all nominations with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall be shortlisted qualified nominees based on Enclosures 2 and 3 of the Guidelines. Only those who pass the Stage 1 Evaluation shall be subjected to onsite validation.

The Panel Interview of the Finalists shall be conducted by the PRAISE Committee and CLMD Personnel.

VII. Grounds for Disqualification of Nominations

1. Non-compliance with the submission of complete documentary requirements and policies, including those pertaining to the deadline, size and number of folders, accuracy and completeness of information required in the nomination for a maximum number of pages for the accomplishment write-up, clearances, and other required documents, shall render the nominee ineligible for the Search. Nominations with incomplete documents shall no longer be processed.

2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and disciplinary action, pursuant to applicable CSC laws and rules.

VIII. Submission of Nomination

Nominations for the 2022 – 2023 Most Learning Focused must be submitted to the Regional Office through the Records Section on or before October 10, 2023 at 5 o'clock in the afternoon.

Enclosure 2 to RM No. 511.2023

NOMINATION FORM

DATA PRIVACY NOTICE: The data and information in this form are intended for the purpose of conducting the 2022-2023 Most Learning Focused. The data will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicated here for purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.

Category	
THE NOMINEE	
School:	
School/Office Address:	
District:	SDO:
Telephone Number:	DepEd Email Address:
SCHOOL HEAD	
Name:	Sex:
Designation:	
Telephone/Mobile No:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone No.:
Office Address:	

*Do not leave any spaces blank.

**Please indicate the name of the head of the organizational unit nominated.

Enclosure 3 to RM No. 511.2023

NOMINATION WRITE-UP

(Maximum of 10 pages, A4 size bond paper, Bookman Old Style, font size 11, including executive summary)

<p>I. Executive Summary: (Description in not more than 150 words, as to why the school deserves the award.)</p>
<p>II. Significant Accomplishment/s in Fostering Learning within the last three years (2021 - 2023): Description of the Project/Work Accomplished. Strategies done that have significantly influenced the performance of the school/SDO/RO.)</p>
<p>III. Impact of the Accomplishments in Making Learning Happens: (Indicate National Achievement Test Results (Regional Achievement Test) problems addressed, people/office benefited, and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)</p>
<p>IV. Innovation in enhancing Learners' Achievement: (If any, original, creative programs, projects, or activities made in the last three (3) years in connection to the award category.)</p>
<p>V. Other Information: (List or mention Major Awards/Citations Received by the school including student/teacher national winners in co-curricular competition; SBM Level of Practice. No need to attach photocopies of certificates.</p>

Enclosure 4 to RM No. 511.2023

CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Regional Office PRAISE Committee will validate the accuracy of the conduct of a background investigation. Any misrepresentation made by the signatories shall be ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

School Principal

SDO PRAISE COMMITTEE CHAIR

SDO HRMO

SDS