



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 13, 2026

DIVISION MEMORANDUM

No. 522-2026

**2026 DIVISION SEARCH FOR THE MOST LEARNING - FOCUSED PUBLIC
ELEMENTARY, SECONDARY SCHOOLS AND ALTERNATIVE LEARNING
SYSTEM (ALS)-COMMUNITY LEARNING CENTERS YEAR 2026-2027**

To Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public School Heads
SDO Proper Personnel
All Others Concerned

1. In reference to the regional memorandum No.592 s.2026, Search for the Most Learning- Focused Public Elementary, Secondary Schools and Alternative Learning System (ALS)- Community Learning Centers, Schools Division of Baguio through the Curriculum Implementation Division (CID), shall conduct the 2026 Division level search and nominate schools and LAS Community Learning Centers that demonstrate exemplary practices or innovative initiatives. Each District shall submit one (1) Official nominee for each award category on or before September 4,2026.
2. This activity aims to recognize and honor schools for their exemplary contributions to enhancing the learning experiences of public-school learners. It highlights innovative initiatives, best practices, and effective approaches to instructional delivery that exemplify excellence, creativity, and responsiveness to the evolving needs and challenges of education. The recognition covers outstanding accomplishments during SY 2024-2025 and SY 2025-2026.
3. See attached enclosure 1 to 7 for reference.
4. Should there be any queries or clarifications, please feel free to contact the CID Chief, Juliet C. Sannad, through landline Number 6193491
5. Immediate dissemination of this Memorandum is earnestly desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
 DepEd Tayo Baguio City  <https://depedpines.com>



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 1 to DM No. **522-2026**

LIST OF SDO-BAGUIO PERSONNEL ASSIGNED TO MONITOR, EVALUATE PER CATEGORY

Name	Position / Designation	Category
SORAYA T. FACULO, PhD, CESO V	Schools Division Superintendent	Consultant
SAMUEL T. EGSAEN JR, PhD, CESO VI	Assistant Schools Division Superintendent	Co-Consultant
JULIET C. SANNAD, EdD	Chief Curriculum Implementation Division	Overall Chairperson for all the categories
LOLITA MANZANO ASUNCION SAGUID	EPSVr / Focal Person SMME	Most Learning Focused Public Elementary School: Very Large
MARINA TABANGCURA JIMMY SANTOS	EPSVr SEPS	Most Learning Focused Public Elementary School: Large
ARMY VICTORIA FIANGAAN JUIET PIOK	EPSVr SOCMOB	Most Learning Focused Public Elementary School: Medium
FRANCISCO COPSIYAN CLIFSTONE BANGSE-IL	EPSVr PDO-II DRRM	Most Learning Focused Public Elementary School: Small
MARY JANE MALIHOD JOVELYN PETRA BALANTIN	EPSVr SEPS	Most Learning Focused Public Secondary School: Very Large
SYDNEY SHAN CARINO NIEVES EBANIO	EPSVr AO V-HRD	Most Learning Focused Public Secondary School: Large
VIRGINIA ALINDAYO SAMUEL BAB-ANGA	EPSVr EPS II-DRRM	Most Learning Focused Public Secondary School: Medium
MARILYN API-IT JERRY YMSON	EPSVr EPSVr	Most Learning Focused Public Secondary School: Small
MARY JANE MALIHOD AUGIE PEARL SIMANGEN	EPSVr	ALS-Learning Centers
LILY MABALOT PHOEBE JANE NAVARETTE	Librarian 1 Librarian II	MLF TWG
LOIDA MANGANGEY	EPSVr	QUALITY ASSURE ON THE PACKAGING AND COMPLETENESS OF THE ENTRY



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
 DepEd Tayo Baguio City <https://depedpines.com>



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 2 to DM No. **522-2026**

TIME LINE SDO- BAGUIO CITY

Date	Activities	Remarks
September 4,2026	Deadline for submission of the nomination folder to SDO-CID Secretariate	Late and incomplete documents will not be accepted
September 7-14 ,2026	Stage 1: - Evaluation of the nomination write-up including required document - Validation of the completeness of the submitted entries	Top 5 nominees shall be notified through their PSDS
September 15-18 ,2026	Stage 2: - Onsite validation (document review) of the qualified nominees - The members of the screening committee	Monitoring of top 5 qualified nominees
September 21-22 ,2026	Preparation, Finalization, and conduct of meetings	TWG
September 23,2026	Submission at the SDO-CID	Checking on the completeness and packaging
September 24,2026	Submission at the Regional Office	



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 3 to RM No.592. 2026

TIME LINE AT REGIONAL OFFICE

TIMELINE OF ACTIVITIES

Date	Activities	Remarks
September 25, 2026	Deadline for submission of the nomination folder to RO	Late and incomplete documents will not be accepted.
September 28-30, 2026 to October 2-3, 2026	Stage 1 - Evaluation of the nomination write-up including required documents - Validation of completeness of the submitted entries	Top 5 qualified nominees shall be notified through their SDSs.
October 5-23, 2026	Stage 2 Onsite validation (document review) and interview of qualified nominees. The members of the screening committee are the CLMD Personnel.	Monitoring of top 5 qualified nominees
October 26-30, 2026 to November 3-6, 2026	Preparation, Finalization, and Conduct of meetings	CLMD Personnel and Secretariat
December 2026	Awarding Ceremony	Onsite (during the Celebrating Gains Activity)



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 4 522-2026

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
 3. Alternative Learning System (ALS)- Community Learning Centers (CLCs)
- 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. Required Nomination Form write-up original

Each nomination must be submitted with one nomination folder containing the following fully accomplished requirements:

1. Most Learning-Focused Forms to be accomplished – **Maximum of ten (10)** pages, including the Executive Summary and Nomination Write-Up:
 - 1.1 Nomination Form
 - 1.2 Nomination Write-Up
 - 1.3 Certification from the SDS

III. Write-Up Accomplishment

The write-up must highlight the school nominee's **outstanding accomplishments for the past two school years (SY 2024-2025 and 2025 – 2026)**. Present accomplishments in order of significance, complete with descriptions and justifications, and follow these pointers:

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



Address: 82 Militar
Telephone No.: (09) 522-2026
Email Address: baguio@deped.gov.ph
f DepEd Tayo Baguio



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

The nomination write-up must **not exceed ten (10) pages, A4 size** bond paper, using Bookman Old Style font, size 11. It should include a summary of accomplishments, impact, and other relevant information.

IV. Procedure of Nomination

1. SDOs are expected to nominate their exemplary schools. Each SDO shall have one nominee for every award category.
2. The SDOs may adopt their own strategies in selecting their nominees.

V. Procedure for Screening and Evaluation

1. The Regional Office, through the CLMD personnel, shall screen all nominations with complete documentary requirements and verify the correctness of the category based on the accomplishments presented.
2. All schools that submit their entries shall be subjected to onsite monitoring.

VI. Grounds for Disqualification of Nominations

1. Incomplete or late submissions, or non-compliance with nomination requirements and policies shall render the nominee ineligible.
2. Any false information in submitted documents is grounds for disqualification and disciplinary action under CSC laws and rules.

VII. Submission of Nomination

Submit one (1) set of complete nomination documents, including all required attachments, for the 2026 Regional Search for the Most Learning-Focused, to the Regional Office through the Records Section on or before **September 25, 2026, at 5:00 pm.**



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 5 to DM No. **522-2026**

NOMINATION FORM

DATA PRIVACY NOTICE: The data and information in this form are intended for the purpose of conducting the 2026 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.



Address: 82 Militar
Telephone No.: (0)
Email Address: ba
 DepEd Tayo Baguio



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 6 to DM No. 522-2026

NOMINATION WRITE -UP

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

- 1. Executive Summary:** (Description in not more than 150 words, as to why the school deserves the award.)
- 2. Implementation and Alignment to CLMD PAPs.** (Indicate improvements in learner achievement, such as the Regional Achievement Test (RAT) results and the Alternative Learning System (ALS) Accreditation and Equivalency (A&E) Test Percentage Passing Rate, as applicable. Describe the issues addressed, beneficiaries, improved processes or services, and their impact on learning outcomes. Justify why these accomplishments are considered exemplary or extraordinary.)
- 3. Significant Accomplishment/s in Fostering Learning within the last two years (2024 -2026):** Description of the Project/Work Accomplished. Strategies done that have significantly influenced the performance of the school/SDO.
- 4. Learning Resource Management.** (Indicate the learning resources developed and utilized by the school/SDO to support the program/project. Explain how these resources align with the curriculum and contribute to the successful implementation of the project.)
- 5. Innovation in Enhancing Learners' Achievement:** (If any, original, creative programs, projects, or activities made in the last two (2) years in addressing the gaps relative to the attainment of identified performance indicators.)
- 6. Research in Enhancing Learner's Achievement.** (Indicate how the research was used to improve learning outcomes.)
- 7. Other Information:** (List or mention Major Awards/Citations Received by the school in co-curricular competition)



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 7 to DM No. 522-2026

CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Division Most Learning Focused (MLF) Committee will validate the accuracy of information provided during the conduct of an onsite validation. 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

MLF Committee Chair

CID Chief

SDS



Address: 82 Military Road
Telephone No.: (09) 291-1000
Email Address: baguio@deped.gov.ph
 DepEd Tayo Baguio



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 8 to DM No. 522-2026

CRITERIA FOR JUDGING

The accomplishments to be submitted shall focus on the implementation of Curriculum Programs, Activities, and Projects (PAPs) that contribute to improved learning outcomes. These may include initiatives on reading, science, and mathematical literacy; the intensification of values formation in Curriculum and Teaching (CT); the integration of the culture of peace in the curriculum; and the strengthening of inclusive education programs such as the Alternative Learning System (ALS), Special Needs Education (SNED), Indigenous Peoples Education (IPED), Madrasah Education, Multigrade Education, and the Alternative Delivery Mode (ADM).

Indicators	Points	Breakdown of Points	Description	MOVs	Rating
1. Performance Rating (OPCRF) of the school	15	15	Outstanding	OPCRF (SY 2024-2025 2025-2026)	
		10	Very Satisfactory		
		5	Satisfactory		
2. Implementation and Alignment to CLMD PAPs (Project ROSE, Inclusive Education Programs, ADM, Special Curricular Programs, Literacy and Numeracy, etc.)	10	10	90 -100 Mean Percentage Score (Highly Proficient)	Result of the current RAT; ALS A& E Percentage of Passing	
		8	75 – 89 Mean Percentage Score (Proficient)		
		6	50 – 74 Mean Percentage Score (Nearly Proficient)		
		4	25 – 49 Mean Percentage Score (Low Proficient)		
		2	0 – 24 Mean Percentage Score (Not Proficient)		
3.Significant Accomplishment and Impact in Fostering Learning					
3.1 Project/Innovation	25	25	All indicators are met	Indicators and/or MOVs	
		20	9-11 indicators are met		



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Accomplishment and Impact to Improve Learner's Performance and in Making Learning Happen		15	6-8 indicators are met	1. Approved Proposal with clearly defined goals, objectives, and interventions in addressing the learner's performance 2. Attendance 3. List of Beneficiaries 4. Action /Implementation Plan 5. Budgetary Requirements 6. Insights of the people involved 7. Locally developed learning resources to support the project 8. Approved accomplishment report 9. Analysis and result of the project implemented 10. Summary of academic performance of	
		10	3-5 indicators are met		
		5	1-2 indicators is/are met		



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

				learners for the last 2 years (SY 2024-2025 and SY 2025-2026) 11. Data on the number of learners attending the ARAL Program and result 12. Recommendations	
3.2 Sustainability of the project/innovation	5	5	Five or more PAPs fully implemented	1. Indicated in the SIP and AIP 2. With budget and resources. 3. Undergo regular monitoring and evaluation and with improvements based on findings. 4. Have active stakeholder participation (parents, community, LGUs, NGOs, Indigenous communities, etc.).	
		4	Four PAPs fully implemented		
		3	Three PAPs fully implemented		
		2	Two PAPs fully implemented		
		1	One PAP fully implemented		



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

				5. Provide documented positive outcomes for learners and school performance. 6. Are institutionalized, meaning they continue beyond a single project cycle	
3.3 Number of programs/innovations implemented that have significantly influenced/provided greater impact in the performance of the school	15	15	Varied programs/innovations were implemented and had significantly provided impact in addressing the learning gaps to all types of learners 5 or more programs/innovations	1. Approved Accomplishment Report highlighting the impact of the project/innovation 2. Alignment of the project/innovation to Curriculum PAPs 3. Summary of programs/innovations implemented by the school	
		10	3-4 programs/innovations		
		5	1-2 programs/innovations		
3.4 Number of learners benefited from all the programs	5	5	41 & above no. of learners, stakeholders / 1 office benefitted, and transactions facilitated	1. Accomplishment report or summary of	



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

		4	31-40 no. of learners, stakeholders / 1 office benefitted, and transactions facilitated	transactions facilitated 2. List of learner-beneficiaries 3. Attendance sheets or participation records	
		3	21-30 no. of learners, stakeholders benefitted/ 1 office benefitted, and transactions facilitated		
		2	11-20 no. of learners. stakeholders / 1 office benefitted, and transactions facilitated		
		1	1-10 no. of learners, stakeholders / 1 office benefitted, and transactions facilitated		
4. Learning Resource Management (These pertains to all types of LRs (print and non-print) developed, quality assured, and utilized.	10	10	Utilized the locally developed and delivered LRs (manipulative materials, LTE-SME, TVL, equipment (tablets), modules, SGLS, etc.) to support the project 9-10 LRs	1. Logbook on the utilization of the LRs 2. Accomplishment Report of the Project 3. Inventory of LRs developed and quality assured	
		8	7-8 LRs		
		6	5-6 LRs		
		4	3-4 LRs		
		2	1-2 LRs		



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

5. Level of Attainment per identified Performance Indicator (School Level) (Drop Out Rate, Promotion Rate, Academic Performance, RAT/ NAT)	5	5	90% & above Graduation/Retention/Promotion Rate/Academic Performance; not higher than 2% Drop Out Rate	School report on the following: 1. Drop Out Rate 2. Promotion Rate 3. Graduation Rate 4. Academic Performance (NAT result and other assessment i.e CAR E-metrics)	
		4	80-89 Graduation/Retention/Promotion Rate; 2.1-2.5% Drop Out Rate		
		3	70-79% Graduation/Retention/Promotion Rate; 2.6-3% Drop Out Rate		
		2	60-69 % Graduation/Retention/Promotion Rate; 3.1-3.5% Drop Out Rate		
		1	59 & below Graduation/Retention/Promotion Rate; 3.6% and above Drop Out Rate		
6. Research in enhancing learner's achievement (Action or Basic Research) The research shall focus on the Curriculum and Instruction/Teaching	5	5	All Indicators are met	1. Approved Research Proposal 2. Approved completed research or final report of research 3. Attendance of personnel and/or	
		3	3-4 indicators are met		
		1	1-2 indicators are met		
			1. Approved Research Proposal		



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

with clear goals and objectives.			2. Approved completed research or final report of research 3. Attendance of personnel and/or learners during the research implementation 4. Documents from the RO/SDO in-charge of research: a. Certification of Completion and Acceptance b. MOU/MOA c. Other pertinent documents 5. Memorandum	learners during the research implementation 4. Documents from the RO/SDO in-charge of research: a. Certification of Completion and Acceptance b. MOU/MOA c. Other pertinent documents 5. Memorandum	
7. Other Information (Awards in CURRICULUM) 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. (Most Learning-Focused, Project Rose, Gawad Teodora, etc.)	5	5 4 3 2 1	National Level Regional Level Division Level District Level School Level	1. Certificate of Awards 2. Citations 3. Recognition 4. Memo	
TOTAL					