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Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
No. 088, s. 2023

July 5, 2023

**2023 SEARCH ACHIEVEMENT OF GREAT INSTRUCTIONAL LEADERSHIP AWARD (AGILA) FOR PUBLIC SCHOOL TEACHERS, SCHOOL HEADS, PUBLIC DISTRICT SUPERVISORS AND DIVISION EDUCATION PROGRAM SUPERVISORS AND EXEMPLARY ACHIEVEMENT FOR GREAT AND LAUDABLE EMPLOYEES (EAGLE) 2023 FOR NON-TEACHING EMPLOYEES**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public School Heads  
Public School Teachers  
School HRD Coordinators  
PRAISE Committee  
SDO Personnel

1. This is in reference to Regional Memorandum signed by Allan G. Farnazo, Director IV, re: Guidelines for the Search of Great Instructional Leadership Award (AGILA) for Public School Teachers, School Heads, Public Schools District Supervisors and Division Education Program Supervisors and Exemplary Achievement for Great and Laudable Employees (EAGLE) 2023 for Non-Teaching Employees.
2. Attached are the Guidelines and Criteria of the Search, Categories, Timetable, and Nomination Form for ready reference. These attachments can be accessed and downloaded thru the Official Division webpage and Group Chats.
3. For information, dissemination, and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**

OIC-Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-104694  
DATE: JUL 07 2023 TIME: 4:57 PM  
BY: *[Signature]*



**Proposed Timetable (January –October 2023)**

**2023 AGILA and EAGLE Search**

<b>Activity</b>	<b>Committee</b>	<b>Schedule</b>	<b>Remarks</b>
Information Dissemination	HRD Specialists	July 5, 2023	Done
School-based selection	School Selection Committee	July 6-21, 2023	To be accomplished
Office-based selection (EAGLE)	Division Selection Committee	July 6-21, 2023	To be accomplished
District-based selection	District Selection Committee	July 24- August 9, 2023	To be accomplished
Submission of documents to the Division Division-based selection	Division Selection Committee	August 10, 2023	To be accomplished
Evaluation of Documents	Division Selection Committee	August 11-18, 2023	To be accomplished
Logistical Arrangements/Meetings	Working Committee	August 21-29, 2023	To be accomplished
Technical Run	Working Committee	August 30, 2023	To be accomplished
Division Awarding Ceremony	Working Committee	August 31, 2023	To be accomplished
Packaging of documents of the winners	Division Packaging Team	September, 2023	To be accomplished
Final Touches of the Documents	Division Packaging Team	September, 2023	To be accomplished
Submission of Documents to RO and Endorsement of Division Entries to the Regional Office	HRD Specialists	September, 2023	To be accomplished
Regional Awarding Ceremony		October 2023	To be accomplished

**Packaging Team**

1. Tito M. Endrina
2. Ida I. Juezan
3. Leilani Señires
4. Gervasio Salinas
5. Peter-Jason C. Senarillos
6. Stephen Pascual
7. Eleser Mateo
8. Marjun Rebosquillo
9. Cherrie Anne Bohol
10. Five (5) IT Teachers

**Evaluators**

Chairperson	<b>Basilio P. Mana-ay Jr.</b>	Asst. School Division Superintendent
Members	<b>Sollie B. Oliver</b> <b>Beverly S. Daugdaug, EdD</b> <b>Clarence S. Pillerin, EdD</b> <b>Francis Jude D. Alcomendras</b> <b>Neptune Tambilawan</b> <b>Myhrra Faye L. Bontia</b> <b>Noreliza A. Misal</b> <b>Rafael Rodrigo III Mediodia</b>	Chief Education Supervisor, SGOD Chief Education Supervisor Public Schools District Supervisor Admin Office V Admin Office V – Budget Admin Office IV – HRMO Accountant III/ <i>NEU President</i> <i>MT – I / President, Teachers' Association</i>
Secretariat	<b>Ronald B. Dedace</b> <b>Eleser B. Mateo</b> <b>Dannical L. Acedilla</b>	SEPS – HRD SEPS – SMME Admin Office II



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**NOMINATION FORM**

**DATA PRIVATE NOTICE:** The data and information in this form are intended for the purpose of conducting the 2022 Search and Awarding Ceremony on the Achievement of Great Instructional Leadership Award (AGILA) and 2022 Exemplary Achievement for Great and Laudable Employees (EAGLE) of DepEd Region XI. The data will be kept solely by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicates the purpose of confirmation and verification of the submitted documents and not to hold nor destroy information to any violation against Data Privacy Act of 2012. Data are subjects for voluntary contribution of personal knowledge provided by facts and information from the nominee.

<b>Category:</b>	
<b>THE NOMINEE*</b>	
<b>Name:</b>	
<b>School/Office Address:</b>	
<b>District:</b>	<b>SDO</b>
<b>Telephone Number:</b>	<b>Sex:</b>
<b>Designation:</b>	
<b>Telephone/Mobile No.:</b>	
<b>NOMINATOR</b>	
<b>Name:</b>	<b>Position:</b>
<b>Office:</b>	<b>Telephone No.:</b>
<b>Office Address:</b>	

*\*Schools need to fill up spaces. SDOs disregard spaces that do not apply to them.*

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



- Certified

Address: F. Torres St., Davao City (8000)

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DAVAO REGION

**NOMINATION WRITE UP**

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

**1. For Category A and B (Teaching and Non- Teaching Related)**

<b>I. Executive Summary:</b> (Description in not more than 150 words, as to why the school/SDO nominee deserves the award.)
<b>II. Significant Accomplishment/s in Fostering Learning for the past two years</b> (Said accomplishment is approved by duly constituted authorities and is implemented and utilized) • <b>Submit appropriate MOVs</b>
<b>III. Impact of Accomplishments in the Improvement of the Learning Outcomes</b> ( <i>Percentage of the improvement on the students learning outcomes.</i> )
<b>IV. Innovations in Basic Literacy and Transformational Education</b> (Crafted and approved innovation duly signed by the concerned authorities.)
<b>V. Awards</b> Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below: CO/RO/SDO/Division/District/School/Unit. (Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd.)



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**CERTIFICATION**

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the **Schools Division Office (SDO) 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 Chief

\_\_\_\_\_  
Division Office PRAISE COMMITTEE CHAIR

\_\_\_\_\_  
Schools Division Superintendent (SDS)

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**NOMINATION FORM**

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<b>Category:</b>	
<b>THE NOMINEE*</b>	
<b>Name:</b>	
<b>School/Office Address:</b>	
<b>District:</b>	<b>SDO:</b>
<b>Telephone Number:</b>	<b>Sex:</b>
<b>Designation:</b>	
<b>Telephone/Mobile No.:</b>	
<b>NOMINATOR</b>	
<b>Name:</b>	<b>Position:</b>
<b>Office:</b>	<b>Telephone No.:</b>
<b>Office Address:</b>	

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



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**NOMINATION WRITE UP**

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

**For Category C Only (Non- Teaching Employees)**

<b>I.</b>	<b>Executive Summary:</b> (Description in not more than 150 words, as to why the school/SDO nominee deserves the award.
<b>II.</b>	<b>Significant Accomplishment in ensuring Organizational Effectiveness and Efficiency</b>
	<ul style="list-style-type: none"> <li>• <b>Submit appropriate MOVs</b></li> </ul>
<b>III.</b>	<b>Impact of Accomplishment in Human Relations, Professional Growth, Community Involvement and Partnerships</b>
	<ul style="list-style-type: none"> <li>• <b>Human Relations: good relationship</b> (<i>Submit appropriate MOVs / Certification from direct superior and from legal unit/office</i>)</li> <li>• <b>Professional Growth: seminars/training/Scholarship/Education</b></li> <li>• <b>Community Involvement: engagement to any community activities</b> (<i>Barangay Certificate, or Community Certification from the Office of the Barangay).</i></li> </ul>
<b>IV.</b>	<b>Innovations</b> <i>(Submitted Policy/ Project/ Activity proposals that will contribute to the effective performance of the office (must be stamp- received by duly constituted authorities).</i>
<b>V.</b>	<b>Awards</b> <i>Major Awards/ Citations/ Recognition received from any of the Awarding Bodies listed below:</i>
	<ul style="list-style-type: none"> <li>• CO/RO/SDO/Division/District/School/Unit. Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd</li> </ul>



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PRINTED NAME AND SIGNATURE

\_\_\_\_\_  
Chief ES SGOD

\_\_\_\_\_  
Division PRAISE Committee Chairperson

\_\_\_\_\_  
Schools Division Superintendent



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