



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

DIVISION MEMORANDUM
SGOD-2024- 497

August 14, 2024

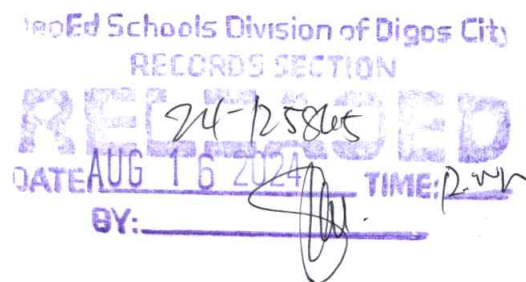
**EVALUATION COMMITTEE AND PACKAGING TEAM FOR THE 2024 AGILA
AND EAGLE SEARCH**

To: Assistant Schools Division Superintendent
Division Chiefs
Public School District Supervisors
Education Program Supervisors
Public School Heads
Concerned Public School Teachers
Concerned SDO Personnel

1. This is in reference to Division Memorandum SGOD-2024-467 dated August 7, 2024 signed by Maria Genevieve T. Francisquete, CESO VI, Assistant Schools Division Superintendent, Officer-In-Charge, re: Call for Nomination to the 2024 AGILA and EAGLE Awards.
2. Attached are the list Division Evaluators, Writers, and Timetable for ready references.
3. For information and guidance.


MELANIE P. ESTACIO

OIC-Schools Division Superintendent





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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-467

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

Subject : **CALL FOR NOMINATION TO THE 2024 AGILA AND EAGLE AWARDS**

Date : August 7, 2024

This is in reference to Regional Memorandum HRDD-2024-186 dated July 31, 2024 signed by Allan G. Farnazo, Director IV, re: **Call for Nomination to the 2024 AGILA and EAGLE Awards.**

Recognizing exemplar teachers, school leaders, and non-teaching employees along with its impact, influence, and aspiration lead towards becoming sustained exceptionally performing employee. In this view, the Human Resource Development Division, **Calls for Nominations to the 2024 Search for the Achievement of Great Instructional Leadership Award (AGILA) and the Exemplary Achievement for Great and Laudable Employees (EAGLE).** Compliant with the **CSC Program on Awards and Incentives for Service Excellence (PRAISE)**, Schools Division Offices are informed on the submission of qualified nominees on or before September 20, 2024.

The Regional Search shall utilize the FY 2024 Enhanced Evaluation Criteria in three categories namely: a. Teaching b. Teaching-Related, and c. Non-Teaching Personnel.

Relevant details, guidelines, and the indicative timeline, are found in the enclosures. For concerns refer to Isidra B. Despi-EPS, HRDD/Focal Person through 0915-674-1671 or hrddneaprol1@gmail.com.

Immediate and wide dissemination on this Memorandum is desired.

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: AUG 08 2024 TIME: 2:41

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

BY: _____
Enclosed: As stated.
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170

AGILA (ACHIEVEMENT FOR GREAT INSTRUCTIONAL LEADER AWARDS)

A.1 TEACHING CATEGORY			
Categories	No. of Division Winner	Division Evaluators	Packaging (Writers)
A.1 ELEMENTARY			
A.1.1. Kindergarten	1	Zandria Sy Joan Niones Angel Bisaga, Jr. Rodel Pagayon	Brynel Espina Merilyn Galo
A.1.2. Key Stage 1 (Grades 1-3)	1	Zandria Sy Joan Niones Angel Bisaga, Jr. Rodel Pagayon	Glenda Precellas Lorelei Gorgonio
A.1.3. Key Stage 2 (Grades 4-6)	1	Zandria Sy Joan Niones Angel Bisaga, Jr. Rodel Pagayon	Analyn Manapol Larrah Mae Asor
A.1.4. Master Teacher (K-6)	1	Zandria Sy Joan Niones Angel Bisaga, Jr. Rodel Pagayon	Ma. Regina Robante Joe Ann Gonora
A.2 JUNIOR HIGH SCHOOL (JHS)			
A.2.1. Key Stage 3 (Grades 7-10)	1	Jem Boy Cabrella Gemma Salanga Leilani Señires	Jeneve Pacyaw Lea Grace Baquero
A.2.2. Master Teacher	1	Jem Boy Cabrella Gemma Salanga Leilani Señires	Rosela Angelo Rosemarie Migue
A.3. SENIOR HIGH SCHOOL (SHS)			
A.3.1. Key Stage 3 (Grades 11-12)	1	Jem Boy Cabrella Gemma Salanga Leilani Señires	Rosela Angelo Rosemarie Migue
A.3.2. Master Teacher	1	Jem Boy Cabrella Gemma Salanga Leilani Señires	Jeneve Pacyaw Lea Grace Baquero
A.4. INCLUSIVE EDUCATION			
A.4.1. ALIVE	1	Cherrie Rossette Oliva	Brynel Espina Merilyn Galo
A.4.2. IPed	1	Rodel Pagayon	Glenda Precellas Lorelei Gorgonio
A.4.3. SNED	1	Zandria Sy	Analyn Manapol Larrah Mae Asor
A.4.4. ALS	1	Gervasio Salinas, Jr. Elvie Timon Cherry Lyne Gonzaga	Ma. Regina Robante Joe Ann Gonora
B.1 TEACHING-RELATED CATEGORY			
B.1 School Heads			
B.1.1. Elementary (Head Teacher, Principal)	1	Beverly S. Daugdaug Sollie B. Oliver Clarence S. Pillerin Ferna Renira T. Alde	Donna Marie Adona Cherrie Mae Yangke
B.1.2. Secondary (JHS;JHS with SHS; stand alone (Head Teacher, Asst. Principal, Principal)	1	Beverly S. Daugdaug Sollie B. Oliver Neil D. Bongcayao Mary Joy B. Fortun Ida I. Juezan	Gelyn Hisula Aris Porquiado
B.1.3. Integrated School K-10; K to 12 (Head Teacher, Asst. principal, Principal)	1	Beverly S. Daugdaug Sollie B. Oliver	Gelyn Hisula Aris Porquiado
B.1.4. TIC/SIC Elementary	1	Beverly S. Daugdaug Sollie B. Oliver Cherrie Rossette Oliva Gervasio Salinas, Jr.	Donna Marie Adona Cherrie Mae Yangke
B.1.5. TIC/SIC Secondary	1	Beverly S. Daugdaug Sollie B. Oliver Jessica Lucero Eleser D. Mateo	Gelyn Hisula Aris Porquiado

B.2 SUPERVISORS			
B.2.1. Public Schools District Supervisors	1	Beverly S. Daugdaug Sollie B. Oliver	Bernardino Magno, Jr.
B.2.2. Education Program Supervisors	1	Beverly S. Daugdaug Sollie B. Oliver	Mon Brian Rodriguez
B.3 OTHERS (TEACHING-RELATED)			
B.3.1. Education Program Specialist II	1	Sollie B. Oliver	Cherrie Anne Bohol
B.3.2. Senior Education Program Specialist	1	Sollie B. Oliver	Cherrie Anne B. Bohol
EAGLE (EXEMPLARY ACHIEVEMENT FOR GREAT AND LAUDABLE EMPLOYEES)			
Level 1A (SG 1-4)	1	Maria Genevieve T. Francisquete Francis Jude D. Alcomendras Noreliza A. Misal Myhrra Faye L. Balingit Neptune L. Tambilawan	Ronald B. Dedace Janice S. Alquizar
Level 1B (SG 5-10)	1	Maria Genevieve T. Francisquete Francis Jude D. Alcomendras Noreliza A. Misal Myhrra Faye L. Balingit Neptune L. Tambilawan	Ronald B. Dedace Janice S. Alquizar
Level 2A (SG 11-15)	1	Maria Genevieve T. Francisquete Francis Jude D. Alcomendras Noreliza A. Misal Myhrra Faye L. Balingit Neptune L. Tambilawan	Ronald B. Dedace Janice S. Alquizar
Level 2B (SG 16-21)	1	Maria Genevieve T. Francisquete Francis Jude D. Alcomendras Noreliza A. Misal Myhrra Faye L. Balingit Neptune L. Tambilawan	Ronald B. Dedace Janice S. Alquizar
Contract of Service (COS)	1	Maria Genevieve T. Francisquete Francis Jude D. Alcomendras Noreliza A. Misal Myhrra Faye L. Balingit Neptune L. Tambilawan	Ronald B. Dedace Janice S. Alquizar

Proposed Timetable (August-December 2024)

Activity	Committee	Schedule	Remarks
Review of the guidelines and criteria	HRD Specialists	August 7, 2024	Done
Information Dissemination Conference	HRD Specialists	August 7, 2024	Done
	Division Selection Committee Division Packaging Team	August 14, 2024	To be conducted
School-based selection	School Selection Committee	August 8-20, 2024	To be accomplished
District-based selection	District Selection Committee	August 22-30, 2024	To be accomplished
Office-based selection (Teaching-Related and EAGLE Categories)	Division Selection Committee	August 8- September 30, 2024	To be accomplished
Submission of documents to the Division Division-based selection	Division Selection Committee	September 2, 2024	To be accomplished
Evaluation of Documents	Division Selection Committee	September 2-6, 2024	To be accomplished
Declaration of Division Winners (AGILA/EAGLE)	Division Selection Committee	September 6, 2024	To be accomplished
Final Touches of the Documents	Division Packaging Team	September 9-13, 2024	To be accomplished
Submission of Documents to RO and Endorsement of Division Entries to the Regional Office	HRD Specialists	September 16-20, 2024	To be accomplished
Regional Awarding Ceremony		November 28, 2024	To be accomplished
Division BANGA Awarding Ceremony		December 11, 2024	To be accomplished



Republic of the Philippines
Department of Education
 DAVAO REGION

AGILA & EAGLE SCORE SHEET

Name of Nominee: _____ **Category:** _____
Division: _____

A. Teaching Category

Indicator	Points	Score																		
1. Performance Rating (Duly signed IPCRF) for the last two (2) rating periods. a. Outstanding (15) b. Very Satisfactory	15																			
2. Significant Accomplishment in Fostering Learning for the past two years (Said accomplishment is approved by duly constituted authorities and is implemented and utilized (i.e.) a. Increase in learning outcome, b. Strategic Intervention Materials, c. Learning Materials, d. Assessment Materials • Submit appropriate MOVs	20																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Indicator</th> <th style="width: 15%;">5</th> <th style="width: 15%;">4</th> <th style="width: 15%;">3</th> <th style="width: 15%;">2</th> <th style="width: 15%;">1</th> </tr> </thead> <tbody> <tr> <td>Program/Project/Activities With complete documentation and MOVs</td> <td> <ul style="list-style-type: none"> ● Introduction ● Rationale ● Data ● Analysis ● Results ● Recommendation </td> <td> <ul style="list-style-type: none"> ● Introduction ● Rationale ● Data ● Analysis ● Results </td> <td> <ul style="list-style-type: none"> ● Introduction ● Rationale ● Data ● Analysis </td> <td> <ul style="list-style-type: none"> ● Introduction ● Rationale ● Data </td> <td> <ul style="list-style-type: none"> ● Introduction ● Rationale </td> </tr> <tr> <td>Presentation of a data</td> <td> <ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 90%-100% learning outcome.</i> </td> <td> <ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 80%-89% learning outcome</i> </td> <td> <ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 70%-79% learning outcome</i> </td> <td> <ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 60%-69% learning outcome</i> </td> <td> <ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 50%-59% learning outcome</i> </td> </tr> </tbody> </table>	Indicator	5	4	3	2	1	Program/Project/Activities With complete documentation and MOVs	<ul style="list-style-type: none"> ● Introduction ● Rationale ● Data ● Analysis ● Results ● Recommendation 	<ul style="list-style-type: none"> ● Introduction ● Rationale ● Data ● Analysis ● Results 	<ul style="list-style-type: none"> ● Introduction ● Rationale ● Data ● Analysis 	<ul style="list-style-type: none"> ● Introduction ● Rationale ● Data 	<ul style="list-style-type: none"> ● Introduction ● Rationale 	Presentation of a data	<ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 90%-100% learning outcome.</i> 	<ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 80%-89% learning outcome</i> 	<ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 70%-79% learning outcome</i> 	<ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 60%-69% learning outcome</i> 	<ul style="list-style-type: none"> ● <i>Graph in a detailed presentation.</i> ● <i>Interpretation of results fosters learning outcome</i> ● <i>Results analyzed depicts 50%-59% learning outcome</i> 	5	5
Indicator	5	4	3	2	1															
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Republic of the Philippines
Department of Education
 DAVAO REGION

Indicator	5	4	3	2	1		
Applicability	<ul style="list-style-type: none"> Relevance, suitability, Appropriateness of the applicability of the accomplishments, Evident with at least 90%-100% relative to fostering learning. 	<ul style="list-style-type: none"> Relevance, suitability, Appropriateness of the applicability of the accomplishments, Evident with at least 80%-89% relative to fostering learning. 	<ul style="list-style-type: none"> Relevance, suitability, Appropriateness of the applicability of the accomplishments, Evident with at least 70%-79% relative to fostering learning. 	<ul style="list-style-type: none"> Relevance, suitability, Appropriateness of the applicability of the accomplishments, Evident with at least 60%-69% relative to fostering learning. 	<ul style="list-style-type: none"> Relevance, suitability, Appropriateness of the applicability of the accomplishments, Evident with at least 50%-59% relative to fostering learning. 	5	
Replicability	Replicated the Result to various levels of governance: SDO, District, and School.	Replicated the Result to various levels of governance: District, and School.	Replicated the Result to various levels of governance: School.	Replicated the Result to Grade Level	Replicated the Result to Classroom Level	5	
3. Impact of Accomplishments in the Improvement of students Learning Outcomes 3.1 Percentage of the improvement on the students learning outcome 95-100%- =25 points; 90-94%=20 points; 85-89%=15 points; 80-84% =10 points; 75-79% =5 points						25	



Republic of the Philippines
Department of Education
 DAVAO REGION

4. Innovations in Basic Literacy and Transformational Education			30	
4.1 Crafted and approved innovation duly signed by the concerned authorities				
Indicator	Score/Points			
	15	10	5	
Crafted and approved innovation duly signed by the concerned authorities	<i>4 or more innovations</i>	<i>2-3 innovations</i>	<i>1 innovation</i>	15
Implemented/ utilized innovation	<i>Employed in SDO Level</i>	<i>Employed in School or District Level</i>	<i>Employed in the Classroom Level</i>	15
5. Awards			10	
Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below:				
<ul style="list-style-type: none"> • CO/RO/SDO/Division/District/School/Unit. • Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd. 				
<i>International=10; National=8; Regional=6; Division=4; District/ School =2</i>				
TOTAL			100 %	

Printed name and Signature
Evaluator



Republic of the Philippines
Department of Education
 DAVAO REGION

AGILA & EAGLE SCORE SHEET

Name of Nominee: _____ **Category:** _____
Division: _____

B. Teaching-Related Category
 (Senior Program Specialist and Education Program Specialist II)

Indicator	Points	Score																		
1. Performance Rating (Duly signed OPCRF) for the last two (2) rating periods. a. Outstanding (15) b. Very Satisfactory (10)	15																			
2. Significant Accomplishment in Fostering Learning for the past two years (Said accomplishment is approved by duly constituted authorities and is implemented and utilized) • Submit appropriate MOVs <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Indicator</th> <th style="width: 15%;">5</th> <th style="width: 15%;">4</th> <th style="width: 15%;">3</th> <th style="width: 15%;">2</th> <th style="width: 15%;">1</th> </tr> </thead> <tbody> <tr> <td>Availability of Data Presented on the Identified PAPs</td> <td><i>Clarity, Factual reliability and uniqueness of specific data presented in fostering learning.</i></td> <td><i>Clarity, factual reliability of specific data presented in fostering learning.</i></td> <td><i>Clarity, factual specific data presented in fostering learning.</i></td> <td><i>Absence of clarity on the factual data presented.</i></td> <td><i>Not clearly presented.</i></td> </tr> <tr> <td>Presentation of a data</td> <td><i>Graph in a detailed presentation; Results analyzed according to the situation and interpreted in the context of fostering learning.</i></td> <td><i>Graph in a detailed presentation ; Results analyzed according to the context of fostering learning.</i></td> <td><i>Graph in a detailed presentation of the results in fostering learning.</i></td> <td><i>Data Presented is limited to fostering learning only.</i></td> <td><i>No Data presented.</i></td> </tr> </tbody> </table>	Indicator	5	4	3	2	1	Availability of Data Presented on the Identified PAPs	<i>Clarity, Factual reliability and uniqueness of specific data presented in fostering learning.</i>	<i>Clarity, factual reliability of specific data presented in fostering learning.</i>	<i>Clarity, factual specific data presented in fostering learning.</i>	<i>Absence of clarity on the factual data presented.</i>	<i>Not clearly presented.</i>	Presentation of a data	<i>Graph in a detailed presentation; Results analyzed according to the situation and interpreted in the context of fostering learning.</i>	<i>Graph in a detailed presentation ; Results analyzed according to the context of fostering learning.</i>	<i>Graph in a detailed presentation of the results in fostering learning.</i>	<i>Data Presented is limited to fostering learning only.</i>	<i>No Data presented.</i>	20	
Indicator	5	4	3	2	1															
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Presentation of a data	<i>Graph in a detailed presentation; Results analyzed according to the situation and interpreted in the context of fostering learning.</i>	<i>Graph in a detailed presentation ; Results analyzed according to the context of fostering learning.</i>	<i>Graph in a detailed presentation of the results in fostering learning.</i>	<i>Data Presented is limited to fostering learning only.</i>	<i>No Data presented.</i>															



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Applicability	<i>Transparency, relevance, suitability, appropriateness and applicability of the accomplishments that fostered impact to the learning outcomes.</i>	<i>Relevance, suitability, and applicability of the accomplishments in fostering learning.</i>	<i>Only the relevance and applicability of the accomplishments are transparent in fostering learning.</i>	<i>Relevance and applicability of the accomplishments are not evident..</i>	<i>The applicability of the accomplishments are difficult to determine in fostering learning</i>	5
Replicability	<i>Replicated the result to various levels of governance: School, District/ Cluster, SDO etc..</i>	<i>Replicated the result to intended school and district/ cluster levels of governance.</i>	<i>Replicated the result only to school level of governance</i>	<i>Replicated the result to professional community of practice..</i>	<i>Replicated the result to limited group of individual s/employees</i>	5
3. Impact of Accomplishment in Human Relations, Professional Growth, Community Involvement and Partnerships a. Human Relations: good relationship * Submit appropriate MOVs/Certification from direct superior and from legal unit/office b. Professional Growth *seminars/training *Scholarship *Education c. Community Involvement: engagement to any community activities. (Barangay Certificate, or Community Certification from the Office of the Barangay)						30
4. Innovations Submitted Policy/Project/Activity proposals that will contribute to the effective performance of the office (must be stamp- received by duly constituted authorities).						25



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Indicator	Score/Points				
	25	20	15	10	5
Submitted/Policy/ Proposal/s innovation as stamp received by duly constituted authorities. *Terms of Reference Elements of a Proposal: Title, Table of Contents, abstract, Project Description, Methodology, Budget Allocation, Timeline/scheduling, and M&E Framework	5 <i>Proposals With complete</i> 8 key elements of a proposal.	4 <i>Proposals</i> 6 key elements of a proposal are present.	3 <i>Proposals</i> 4 key elements of a proposal are present.	2 <i>Proposals</i> 2 key elements of a proposal are present.	1 <i>Proposals</i> 1 key element of a proposal is present.
5. Awards Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below: <ul style="list-style-type: none"> • CO/RO/SDO/Division/District/School/Unit. • Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd. <p style="text-align: center;"> <i>International=10; National=8; Regional=6; Division=4; District/School =2</i> </p>					10
TOTAL					100 %

Printed name and Signature
Evaluator



Republic of the Philippines
Department of Education
 DAVAO REGION

AGILA & EAGLE SCORE SHEET

Name of Nominee: _____ **Category:** _____
Division: _____

C. Non-Teaching Employees: For Level 1A (SG 1-4) and Contract of Service (COS)

Indicator	Points	Score
1. Performance Rating (Duly signed OPCRf) for the last two (2) rating periods. a. Outstanding (15) b. Very Satisfactory (10)	15	

2. Significant Accomplishment. The extent to which the involvement/accomplishment and other task has effectively and efficiently addressed a pressing need/improved service delivery
 • Submit appropriate MOVs

Indicator	5	4	3	2	1	
Participation on workforce engagement in the organization	<i>Exhibited a Pivotal Role in affecting Work environment climate, possessed positive attitude towards people and work, modelled effective innovations in the organization.</i>	<i>Demonstrated unique strategies, skills, traits and beliefs that contributes to the improvement of the workplace</i>	<i>Exhibited collaboration among workmates and other external partners.</i>	<i>Learned to build trusting relationships in the workplace.</i>	<i>Seek opportunities for support services, which has an impact on goals and</i>	5
Accountability	<i>Intensified the charism of engaging daily performance task assigned,</i>	<i>Intensifies the charism of engaging daily performance task assigned</i>	<i>Intensifies the charism of engaging daily performance task assigned in</i>	<i>Performing the daily task under mediocrity level of performance</i>	<i>Not exactly exhibited the performance task on time.</i>	



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	<i>delegated and tracked in ensuring Organizational Effectiveness and Efficiency</i>	<i>and delegated in ensuring Organizational Effectiveness and Efficiency</i>	<i>ensuring Organizational Effectiveness and Efficiency</i>			5
Contribution to Organizational effectiveness and efficiency, and Performance satisfaction	<i>Contributed to the effectiveness and efficiency of the tasks and perform extra or do multi-task on how this significantly affect the organization</i>	<i>Contributed to the effectiveness of the tasks on how this significantly affect the organization</i>	<i>Contributed to the efficiency of the tasks on how this significantly affect the organization</i>	<i>Showed lack of effectiveness and efficiency of the tasks to the organization in meeting its goal.</i>	<i>Did not exactly contribute to the performance satisfaction of an organization.</i>	5
Demonstration of Diligence and Compliance of the assigned tasks given	<i>Demonstrated diligence, hardwork, and completed the tasks given before the set target</i>	<i>Demonstrated diligence, hardwork and completed the tasks given on the set target</i>	<i>Demonstrated and completed the tasks given on the set target</i>	<i>Showed incomplete tasks given</i>	<i>Showed incomplete tasks given beyond the set target</i>	5
<p>3. Fostered a healthy relationship with colleagues, empathetic, and have maintained high interest about working with others, by embracing teamwork, and a bond of respect, trust and social understanding</p> <p>a. Human Relations: good relationship * Submit appropriate MOVs/Certification from direct superior and from legal unit/office</p> <p>b. Professional Growth *seminars/training *Scholarship *Education</p>						30



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c. Community Involvement: engagement to any community activities. (Barangay Certificate, or Community Certification from the Office of the Barangay)					
4. Innovations Perform extra ordinary services and other related tasks through innovative solutions and creative approaches to leverage sustainability initiatives for the benefit of the organization.					25
Indicator	Score/Points				
	5	4	3	2	1
Idea Generation	Consistently generates original, high-impact ideas that lead to significant improvements.	Regularly produces creative ideas that positively influence projects.	Occasionally provides useful ideas that contribute to team goals.	Rarely suggests new ideas; ideas are often basic or uninspired.	Does not contribute any new ideas; relies entirely on others for innovation.
Problem-Solving Approach	Innovatively solves complex problems with minimal guidance; solutions are highly effective.	Effectively solves most problems with innovative solutions; seeks help when needed.	Solves problems with standard methods; occasionally shows innovation.	Struggles to solve problems without significant help; solutions lack creativity.	Unable to solve problems effectively; does not demonstrate innovation approach.
Implementation of Innovative Ideas	Successfully implements innovative ideas with a clear plan; results are impactful and efficient.	Implements innovative ideas effectively; results are generally positive.	Implements some ideas with moderate success; results are inconsistent.	Struggles to implement innovative ideas; results are often ineffective.	Does not attempt to implement new ideas; relies on traditional methods.
					5
					5
					5



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Collaboration in Innovation	Actively collaborates with others to enhance innovative ideas; takes initiative in leading innovation.	Frequently collaborates with team to refine and enhance ideas; participates actively.	Participates in team innovation efforts; contributes occasionally.	Rarely engages in collaborative innovation; tends to work independently with minimal input.	Does collaborate on innovation; shows interest in team-driven ideas.	5	
Adaptability to Change	Quickly adapts to new challenges and changes, using innovative approaches to thrive.	Adapts well to change, often bringing innovative solutions to new challenges.	Adjusts to change with some difficulty; relies on familiar methods more than innovation.	Struggles with adapting to change; shows resistance to innovation.	Resists change in innovation; continues using outdated methods.	5	
5. Awards Awards/Citations/Recognition received from any of the Awarding Bodies listed below: <ul style="list-style-type: none"> • CO/RO/SDO/Division/District/School/Unit. <i>International=10;</i> <i>National =8;</i> <i>Regional =6;</i> <i>Division =4;</i> <i>District/ Cluster/ School =2</i> <p>Note : For International and National awards the Committee shall validate the authenticity and legality of the same awards.</p>						10	
TOTAL						100%	

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C. Non-Teaching Employees - For Level 1B (SG 5-10), Level 2A (SG 11-15) and Level 2B (SG 16-21)

Indicator	Points	Score												
1. Performance Rating (Duly signed OPCRf) for the last two (2) rating periods. c. Outstanding (15) d. Very Satisfactory (10)	15													
2. Significant Accomplishment in ensuring Organizational Effectiveness and Efficiency • Submit appropriate MOVs	20													
<table border="1"> <thead> <tr> <th>Indicator</th> <th>5</th> <th>4</th> <th>3</th> <th>2</th> <th>1</th> </tr> </thead> <tbody> <tr> <td>Participation on workforce engagement in the organization</td> <td><i>Exhibited a Pivotal Role in affecting School Work environment climate, possessed positive attitude towards people and work, modelled effective innovations as incubator of teaching and learning, or organizational change</i></td> <td><i>Demonstrated unique strategies, skills, traits and beliefs that most successful education leaders share.</i></td> <td><i>Sustained reciprocal partnership and community networks that leverage inclusive, culturally responsive and liberating education</i></td> <td><i>Cultivated leadership skills with colleagues, teaching and non-teaching personnel and built trusting relationships in the workplace.</i></td> <td><i>Created opportunities for support services, innovation and which has an impact on teacher performance and learner's achievement.</i></td> </tr> </tbody> </table>	Indicator	5	4	3	2	1	Participation on workforce engagement in the organization	<i>Exhibited a Pivotal Role in affecting School Work environment climate, possessed positive attitude towards people and work, modelled effective innovations as incubator of teaching and learning, or organizational change</i>	<i>Demonstrated unique strategies, skills, traits and beliefs that most successful education leaders share.</i>	<i>Sustained reciprocal partnership and community networks that leverage inclusive, culturally responsive and liberating education</i>	<i>Cultivated leadership skills with colleagues, teaching and non-teaching personnel and built trusting relationships in the workplace.</i>	<i>Created opportunities for support services, innovation and which has an impact on teacher performance and learner's achievement.</i>	5	
Indicator	5	4	3	2	1									
Participation on workforce engagement in the organization	<i>Exhibited a Pivotal Role in affecting School Work environment climate, possessed positive attitude towards people and work, modelled effective innovations as incubator of teaching and learning, or organizational change</i>	<i>Demonstrated unique strategies, skills, traits and beliefs that most successful education leaders share.</i>	<i>Sustained reciprocal partnership and community networks that leverage inclusive, culturally responsive and liberating education</i>	<i>Cultivated leadership skills with colleagues, teaching and non-teaching personnel and built trusting relationships in the workplace.</i>	<i>Created opportunities for support services, innovation and which has an impact on teacher performance and learner's achievement.</i>									



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Accountability	<i>Intensified the charism of engaging daily performance task assigned, delegated and tracked in ensuring Organizational Effectiveness and Efficiency</i>	<i>Intensifies the charism of engaging daily performance task assigned and delegated in ensuring Organizational Effectiveness and Efficiency</i>	<i>Intensifies the charism of engaging daily performance task assigned in ensuring Organizational Effectiveness and Efficiency</i>	<i>Performing the daily task under mediocrity level of performance</i>	<i>Not exactly exhibited the performance task on time.</i>	5
Contribution to Organizational effectiveness and efficiency, and Performance satisfaction	<i>Contributed to the effectiveness and efficiency of the initiated program/project on how this significantly affect the organization</i>	<i>Contributed to the effectiveness of the initiated program/project on how this significantly affect the organization</i>	<i>Contributed to the efficiency of the initiated program/project on how this significantly affect the organization</i>	<i>Showed lack of effectiveness and efficiency of the initiated program/project to the organization in meeting its goal.</i>	<i>Did not exactly contribute to the performance satisfaction of an organization.</i>	5
Demonstration of Diligence and Presentation of the initiated PPAs for the Employees' Learning Experience	<i>Demonstrated diligence, hardwork, presented, and implemented PPAs which were significant to the address needs of employees to every aspect and interaction within the organization</i>	<i>Presented and implemented PPAs which were significant to address needs of employees to every aspect and interaction within the organization</i>	<i>Implemented PPAs which were significant to address needs of employees to every aspect and interaction within the organization.</i>	<i>Showed incomplete presentation of PPAs which resulted to poor learning experience of the implemented program/activity within the organization.</i>	<i>Submitted only the PPAs' without impact result of the program/activity.</i>	5



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<p>3. Impact of Accomplishment in Human Relations, Professional Growth, Community Involvement and Partnerships</p> <p>d. Human Relations: good relationship * Submit appropriate MOVs/Certification from direct superior and from legal unit/office</p> <p>e. Professional Growth *seminars/training *Scholarship *Education</p> <p>f. Community Involvement: engagement to any community activities. (Barangay Certificate, or Community Certification from the Office of the Barangay)</p>	30																		
<p>4. Innovations</p> <p>Submitted Policy/Project/Activity proposals that will contribute to the effective performance of the office (must be stamp- received by duly constituted authorities).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Indicator</th> <th colspan="5">Score/Points</th> </tr> <tr> <th style="width: 10%;">25</th> <th style="width: 10%;">20</th> <th style="width: 10%;">15</th> <th style="width: 10%;">10</th> <th style="width: 10%;">5</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;"> Submitted/Policy/ Proposal/s innovation as stamp received by duly constituted authorities. *Terms of Reference <i>Elements of a Proposal:</i> Title, Table of Contents, abstract, Project Description, Methodology, Budget Allocation, Timeline/scheduling, and M&E Framework </td> <td style="font-size: small;"> <i>Proposal/s With complete 8 key elements</i> </td> <td style="font-size: small;"> <i>Proposal/s With 6 key elements are present.</i> </td> <td style="font-size: small;"> <i>Proposal/s With 4 key elements are present.</i> </td> <td style="font-size: small;"> <i>Proposal/s With 2 key elements are present.</i> </td> <td style="font-size: small;"> <i>Proposal/s 1 key element of a proposal is present.</i> </td> </tr> </tbody> </table>	Indicator	Score/Points					25	20	15	10	5	Submitted/Policy/ Proposal/s innovation as stamp received by duly constituted authorities. *Terms of Reference <i>Elements of a Proposal:</i> Title, Table of Contents, abstract, Project Description, Methodology, Budget Allocation, Timeline/scheduling, and M&E Framework	<i>Proposal/s With complete 8 key elements</i>	<i>Proposal/s With 6 key elements are present.</i>	<i>Proposal/s With 4 key elements are present.</i>	<i>Proposal/s With 2 key elements are present.</i>	<i>Proposal/s 1 key element of a proposal is present.</i>	25	
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<p>5. Awards</p> <p>Major Awards/Citations/Recognition received from any of the Awarding Bodies listed below:</p> <ul style="list-style-type: none"> • CO/RO/SDO/Division/District/School/Unit. • Major Award refers to the highest award or recognition received by the nominee recognized/endorsed by DepEd. <p><i>International=10; National =8; Regional =6; Division =4; District/Cluster/School =2</i></p> <p>Note : For International and National awards the Committee shall validate the authenticity and legality of the same awards.</p>	10	
TOTAL	100%	

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