



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024 - 713

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

Subject : **SUBMISSION OF ENTRIES FOR INNOVATIONS IN EDUCATION (INNOVE) AWARD**

Date : November 12, 2024

This is in reference to Regional Memorandum HRDD-2024-277 dated November 5, 2024, signed by Allan G. Farnazo, Director IV, re: **Submission of Entries for Innovations in Education (INNOVE) Award**.

In line with the objectives of the **Program on Awards and Incentives for Service Excellence (PRAISE)**, DepEd XI recognizes and awards employees for innovative ideas, discoveries and extraordinary acts which lead to organizational productivity. Subsequently, in adherence to Republic Act No. 11293, also known as the *Philippine Innovation Act*, the regional initiated InnovE Award that honors individuals and teams who drive sustainable innovations and inventions in classrooms, schools, and offices, promoting efficiency and enhancing effectiveness. Qualified personnel are invited to submit their entries showcasing their impactful contributions to educational advancements.

Relative to Regional Memorandum HRDD-2024-186, this Office reiterates its call for submissions for the **Innovations in Education Award**. Along this vein, Schools Division Offices (SDOs) are encouraged to submit top 2 entries at bit.ly/3CrjvT on or before **November 19, 2024**. Refer to the enclosures for information regarding the qualification or period of reference, criteria for evaluation, forms/templates for documentary requirements.

The Regional Screening and Selection Committee is composed of the following:

Chair: Cristy C. Epe
Lead: Rebonfamil R. Baguio
Members: Roy T. Enriquez
Aris B. Juanillo
Marilyn B. Madrazo
Mary Jeanne B. Aldeguer
Secretariat: Janice T. Gamalong
Aida P. Placencia

For inquiries, contact Cristy C. Epe, CESO VI, Schools Division Superintendent / Program Chair for InnovE 2024 thru cristy.epe@deped.gov.ph

For immediate dissemination and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: NOV 13 2024 TIME: 9:55 am

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

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
| (082)553-8375

RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION

11-2406
70402-
4:07
RECEIVED
DATE: 08 NOV 2024

November 5, 2024

REGIONAL MEMORANDUM
HRDD-2024-277

SUBMISSION OF ENTRIES FOR INNOVATIONS IN EDUCATION
(INNOVE) AWARD

To: Assistant Regional Director
Schools Division Superintendents

1. In line with the objectives of the **Program on Awards and Incentives for Service Excellence (PRAISE)**, DepEd XI recognizes and rewards employees for innovative ideas, discoveries and extraordinary acts which lead to organizational productivity. Subsequently, in adherence to Republic Act No. 11293, also known as the *Philippine Innovation Act*, the regional initiated InnovE Award honors individuals and teams who drive sustainable innovations and inventions in classrooms, schools, and offices, promoting efficiency and enhancing effectiveness. Qualified personnel are invited to submit their entries showcasing their impactful contributions to educational advancements.

2. Relative to Regional Memorandum HRDD-2024-186, this Office reiterates its call for submissions for the **Innovations in Education Award**. Along this vein, Schools Division Offices (SDOs) are encouraged to submit top 2 entries at bit.ly/3Cr3jvT on or before **November 19, 2024**. Refer to the enclosures for information regarding the qualification or period of reference, criteria for evaluation, forms/templates for documentary requirements.

3. The Regional Screening and Selection Committee is composed of the following:

- Chair: Cristy C. Epe
- Lead: Rebonfamil R. Baguio
- Members: Roy T. Enriquez
Aris B. Juanillo
Marilyn B. Madrazo
Mary Jeanne B. Aldeguer
- Secretariat: Janice T. Gamalong
Aida P. Placencia

4. For inquiries, contact Cristy C. Epe, CESO V, Schools Division Superintendent/Program Chair for InnovE 2024 thru cristy.epe@deped.gov.ph.

5. For immediate dissemination and appropriate action.

RECEIVED
RECORDS SECTION
RELEASED

ALLAN G. FARRAZO
Director IV

Encl.: As stated
ROH 1/nrb

Date: 11/08/2024

By: [Signature]
Time: 2:44 PM
41806



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph



**DepEd RO XI Program on Awards and Incentives for
Service Excellence (PRAISE) FY 2024**

Enclosure 1: Screening and Selection Process and Timeline

SCREENING AND SELECTION PROCESS AND TIMELINE

Activity	Timeline	In-Charged/ Personnel Involved
1) Submission of Nominees to PRAISE Secretariat with Complete Documented Information by the FD Chief	1st week of November 2024	Nominator; PRAISE Secretariat
2) Document Assessment and Validation	1 st - 2nd week of November 2024	Regional Selection Committee (RSC)
3) PRAISE Committee Deliberation of Results from RSC	3rd week of November 2024	PRAISE Committee and Secretariat
4) Awarding Ceremony	2nd week of December 2024	PRAISE Committee and Secretariat

Enclosure 2: List of Nomination Documents

LIST OF NOMINATION DOCUMENTS

The nomination folder requires the submission of three (3) original nomination folder containing the fully accomplished documentary requirements:

1. Completely filled-out Nomination Form;
2. A maximum of 5 pages (A4 size bond paper, Bookman Old Style, 11 font size) for the Nomination Write Up; to include the summary accomplishments and must highlight the outstanding accomplishments of the nominee;
3. Service Records;
4. Certificate of Employment;
5. Performance Rating (2 rating periods);
6. Certification of No Pending Administrative Case/ Criminal Case at the time of nomination, which shall be issued by the Regional Legal Officer;
7. Certificate of No Leave without Pay, Tardiness and Undertime, which shall be issued by the HRMO; and
8. The MOVs of each indicator shall be separate from the nomination folder and shall be properly tagged.

3.1 Nomination Form

NOMINATION FORM
Regional Office Award FY 2024

DATA PRIVACY NOTICE: The data and information in this form are intended for the purpose of conducting 2024 DepEd Regional Office XI PRAISE. The data will be kept 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 voluntarily contribution of personal knowledge provided by facts and information from the nominee.

The PRAISE Committee
DepEd Regional Office XI
F. Torres St., Davao City

After undergoing a thorough evaluation, the functional division level based on the guidelines and criteria of the DepEd Regional Office XI PRAISE Manual, I hereby nominate:

Category:	
THE NOMINEE	
Name:	
Office/Division:	
Sex:	
Designation:	
Contact Number:	
NOMINATOR	
Name:	
Position:	
Office/Division:	
Address:	
Contact Number:	

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Signature of the Nominator: _____

3.2 Nomination Write Up Form

NOMINATION WRITE UP

Executive Summary and Significant Accomplishments:

A large, empty rectangular box with a black border, intended for the user to write the Executive Summary and Significant Accomplishments.

3.3 Rating Form/Score sheet (Per Award)

Award: _____

Evaluation Criteria	Max. Points	Actual Points		
		Nominee 1	Nominee 2	Nominee 3
Total	100			

Prepared by:

Name and signature of Evaluator 1
Member

Name and signature of Evaluator 2
Member

Name and signature of Evaluator 3
Member

Name and signature of Evaluator 4
Member

Name and signature of Team Leader

Date: _____

3.4 Tally Sheet (Per Award)

Award: _____

Name of Nominee	Position/ Designation	Office/ Division/ Unit	Rating				Team Leader	Total	Rank
			Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4			

Prepared by:

Name and signature of Evaluator 1
Member

Name and signature of Evaluator 2
Member

Name and signature of Evaluator 3
Member

Name and signature of Evaluator 4
Member

Date: _____

Name and signature of Team Leader

Enclosure 4: Regional Office Awards (Regional Office Proper) - EAGLE FY 2024

REGIONAL OFFICE AWARDS (REGIONAL OFFICE PROPER) - EAGLE FY 2024

Award	Definition and Legal Basis	Qualification (include period of reference)	Criteria for evaluation	Documentary Requirements	Awards/ Incentives
InnovE (Innovations in Education) Award	<p>An award given to any personnel (individual/team) who has presented sustainable innovations/inventions in classrooms, schools and offices that promote efficiency and effectiveness. The timeframe of the implementation, if applicable, is at least a year.</p> <p>The innovation could be any or combination of the following categories:</p> <ul style="list-style-type: none"> • Organizational • Innovation refers to the development and/or introduction of new or significantly improved methods in practices, workplace or external relations. • Policy Innovation refers to the development and/or introduction of new or significantly different solutions to policy problems. 	<p>Any permanent, Contract of Service (CoS), provisional employee in schools and offices within the Region.</p>	<p>Outcome/Impact: 90% Relevance: 10%</p>	<p>Approved Innovation Proposal (SDS or RD) as the case may be Approved End of Innovation Report (SDS or RD)</p>	<ul style="list-style-type: none"> • Plaque of Recognition • Entry to the Roll of Innovators • Cash <ul style="list-style-type: none"> ○ Individual: Php 5,000.00 ○ Team: Php 10,000.00

Award	Definition and Legal Basis	Qualification (Include period of reference)	Criteria for evaluation	Documentary Requirements	Awards/ Incentives
	<ul style="list-style-type: none"> ● Process Innovation refers to the development and/or introduction of a new or significantly improved production or delivery method. ● Product Innovation refers to the introduction of a good or service that is new or significantly improved with respect to its features, applications, characteristics or intended uses. ● Social Innovation refers to the process of identifying and delivering new services that improve the quality of life of individuals and communities through employment, consumption and/or participation. <p>RA 11293 (Philippine Innovation Act)</p>				