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

Office of the Schools Division Superintendent

August 8, 2024

DIVISION MEMORANDUM

No. 0144

**CALL FOR NOMINATION TO THE SEARCH FOR
DEPED PANABO CITY DIVISION INTERNAL & AGILA/EAGLE
AWARDS FOR THE 2024 GAWAD PARANGAL**

To: **BASILIO P. MANA-AY JR., CESO VI,**
Assistant Schools Division Superintendent
AILENE B. AÑONUEVO PhD, Chief Education Supervisor,
Schools Governance and Operations Division (SGOD)
JANWARIO E. YAMOTA, Chief Education Supervisor,
Curriculum Implementation Division (CID)
All Public Schools District Supervisors
All Education Program Supervisors
All Section Heads
All Public Elementary and Secondary School Heads and Principals
All Teaching and Non-Teaching Personnel
All Concerned

1. The Schools Division Office through the Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall commence the Division Search for the **DepEd Panabo City Division Internal & AGILA/EAGLES Awards for the 2024 GAWAD PARANGAL**.
2. Further, there shall be no discrimination in the selection of candidates and conferment of awards/incentives on account of gender, civil status, disability, religion, ethnicity, or political affiliation.
3. The DepEd Panabo City Internal Awards are as follows:
 - 3.a. DepEd Panabo Very Innovative Person (VIP) Award
 - 3a.1. VIP Teaching Category
 - 3a.2. VIP Non-Teaching Category
 - 3a.3. VIP Administration Category
 - 3.b. Integration par Excellence Award
 - 3.c. Synergistic Idea Award
 - 3.d. Extra Mile Award
 - 3.e. Superintendent's Award of Excellence



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph



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4. The DepEd Panabo City AGILA/EAGLE Awards are as follows:
(Please see the enclosures for the relevant details)

4.a. Teaching Category - AGILA (Achievement for Great Instructional Leader)

4a.1. Elementary

4a.1.1. Kindergarten

4a.1.2. Key Stage 1 (Gr. 1-3)

4a.1.3. Key Stage 2 (Gr. 4-6)

4a.1.4. Master Teacher (K-6)

4a.2. Junior High School (JHS)

4a.2.1. Key Stage 3 (Gr. 7-10)

4a.2.2. Master Teacher

4a.3. Senior High School (SHS)

4a.3.1. Key Stage 4 (Gr. 11-12)

4a.3.2. Master Teacher

4a.4. Inclusive Education

4a.4.1. ALIVE

4a.4.2. IPED

4a.4.3. SNED

4a.4.4. ALS

4.b. Teaching-Related Category

4b.1. School Heads

4b.1.1. Elementary – (Head Teacher, Principal)

4b.1.2. Secondary – (JHS; JHS w/ SHS; SHS stand-alone (Head Teachers, Asst. Principal, Principal)

4b.1.3. Integrated School – K to 10; K to 12 (Head Teacher, Asst. Principal, Principal)

4b.1.4. TIC/SIC Elementary

4b.1.5. TIC/SIC Secondary

4b.2. Supervisors

4b.2.1. Public Schools District Supervisor

4b.2.2. Education Program Supervisor

4.3. Others (Teaching Related)

4c.3.1. Education Program Specialist II

4c.3.2. Senior Education Program Specialist





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4.b. EAGLE (Exemplary Achievement for Great and Laudable Employees)

- 4b.1. Level 1A (SG 1-4)
- 4b.2. Level 1B (SG 5-10)
- 4b.3. Level 2A (SG 11-15)
- 4b.4. Level 2B (SG 16-21)
- Contract of Service (COS)

5. A screening shall be conducted by the District/Division Screening Committees which are composed of the following:

District Screening Committee	
Chair	Public Schools District Supervisor
Co-Chair	Public Schools District Supervisor
Members	District President PESPA President PASSHA President Teacher's League Association President

Division Screening Committee	SGOD	CID	OSDS
Chair	SGOD Chief	CID Chief	Admin Officer V
Members	3 personnel from SGOD	3 personnel from CID	HRMO Accountant Records Officer

6. Each district and division shall submit their nominations to the PRAISE Committee **on or before August 21, 2024**, via Google Drive. Link is <https://tinyurl.com/2024INTERNALEGALEAGILA>.

No	Award	Category	No. of nomination
1	DepEd Panabo Very Innovative Person (VIP) Award	Teaching Personnel	1 per district
		Non-Teaching Personnel	1 per division (SGOD/CID/OSDS)
		School Administrator	1 per district
2	Integration par Excellence Award	Teaching, School-Based Non-teaching Personnel or School Administrator	1 per district
		Non-Teaching Personnel	1 per division (SGOD/CID/OSDS)
3	Synergistic Idea Award	Teaching, School-Based Non-teaching Personnel or School Administrator	1 per district





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		Non-Teaching Personnel	1 per division (SGOD/CID/OSDS)
4	Extra Mile Award	Teaching, School-Based Non-teaching Personnel or School Administrator	1 per district
		Non-Teaching Personnel	1 per division (SGOD/CID/OSDS)
5	Superintendent's Award of Excellence	Teaching, School-Based Non-teaching Personnel or School Administrator	1 per district
		Non-Teaching Personnel	1 per division (SGOD/CID/OSDS)

7. Further, please be informed on the timelines of the submission to wit:

Activity	Date
Conference for the Search	August 8, 2024
Call for Nomination	August 8, 2024
Deadline of the Submission of Entries to the Division	August 21, 2024
Screening and Deliberation	August 23, 2024
Awarding	September 5, 2024

8. Furthermore, Guidelines and forms of nomination are attached for your reference.

9. For your information and guidance.


JINKY B. FIRMAN PhD, CESO VI
Assistant Schools Division Superintendent
Office In-Charge
Schools Division Superintendent

RELEASED

AUG 06 2024

Encl.: As stated
Sgod/abe/lis/ksd

RECORDS SECTION SDO PANABO CITY
BY 



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City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
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Enclosure to DM No. _____, s. 2024

DepEd Panabo City Division Internal Awards 2024

Award Categories

A. DEPED PANABO VERY INNOVATIVE PERSON (VIP) AWARD

An award given to teaching and non-teaching personnel who initiated and implemented new and unconventional idea/s, program/s and process/es that creates a dynamic, highly productive and values-based working environments which co-employees re-imagined things to challenge the status quo, improved operational processes or methods, sustained active and vibrant networks of people and aided in achieving organizational efficiency and stability.

• *Category of nominees*

VIP AWARD – Teaching Personnel
VIP AWARD – Non-teaching Personnel
VIP AWARD – School Head

• *Qualification*

Open to all Non-teaching personnel, teaching personnel and School Administrators in the Division and School Level of governance who have at least a very satisfactory performance rating for the last three years, have not been found guilty of any administrative or criminal offense involving moral turpitude, and have no pending administrative or criminal case at the time of the nomination.

• *Limitation*

Qualified employees may be nominated more than once and there is no limit to the number of times they may receive the VIP AWARD. However, there is a three year of ineligibility after receiving the award before being considered again to be nominated for the DepEd VIP award.

• *Nomination period*

The award shall be made yearly. In the event that none of the nominees merit the recognition, the PRAISE Committee may decide through a resolution that no winners shall be declared in that given year.

• *Nomination procedure*

Nominations are open every year where nominators (teaching personnel, non-teaching personnel, school administrators) from the Division and School Level of governance can submit nominations duly endorsed by the Screening Committee to the Division PRAISE Committee.





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• *Criteria for evaluation*

Novelty and Creativity (20%)- uniqueness of the concept and accomplishments attained. Unconventional ideas introduced which significantly improved services and processes with a high degree of reliability

Relevance (20%)- innovation and accomplishment is logical, systematic, useful, doable and simple for the desired outcome

Impact (30%)- cost-effectiveness and significance or major effect of the program/s, process/es and services to the organization

Integrity (10%)- adherence to ethical and moral principles

Replicability (20%) – the innovation can be utilized by the other offices

B. INTEGRATION Par EXCELLENCE AWARD

This Award is conferred to any teaching, related teaching (School Heads) and non-teaching personnel of the Division who have shown outstanding accomplishments in the integration of any of the following goals/programs/projects/advocacies, namely: 5S, 21st century skills, ICT, Values, Special Education, Alternative Learning System, Indigenous People Education, ALIVE, We Advocate Time Consciousness and Honesty (WATCH), Energy/Resource Conservation, Disaster Preparedness, Health and Sanitation Safety Measures, Mental Health, and etc., in the performance of his/her mandated functions.

• *Qualifications*

This award is open to all teaching, related teaching (School Heads) and non-teaching personnel of the Division who have satisfactorily met the following qualifications.

Nominated officials and employees must meet the following qualifications:

- a. Have rendered at least three (3) years of continuous government service as of the deadline of nominations' submission. Accomplishments for which the nominee is being nominated for should also be made within the last three years immediately prior to the nomination, and have been continuously carried out by the nominee during the period;
- b. Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination. For those who availed of any scholarship/study grant, their performance for the previous three (3) rating periods are considered. For nominees who has availed of a scholarship for the rating period required, their ratings





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considered shall be the recent rating periods available as cited in DepEd Order No. 2, s. 2015;

- c. Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.
- d. The integration must have been implemented for at least two (2) consecutive years with necessary supporting documents.

• *Limitation*

Qualified employees may be nominated more than once and there is no limit to the number of times they may receive the Integration par Excellence Award. However, there is a three year of ineligibility after receiving the award before being considered again to be nominated for the Integration par Excellence Award.

• *Nomination period*

The award shall be made yearly. In the event that none of the nominees merit the recognition, the PRAISE Committee may decide through a resolution that no winners shall be declared in that given year.

• *Nomination procedure*

Nominations are open every year where nominators (teaching personnel, non-teaching personnel, school administrators) from the Division and School Level of governance can submit nominations duly endorsed by the Screening Committee to the Division PRAISE Committee.

• *Criteria for Evaluation*

Integration of any of the following in the performance of his function as teacher, school head, and/or non-teaching personnel, namely (21st century skills, ICT, Values , Special Education, Alternative Learning System, Indigenous People Education, ALIVE , We Advocate Time Consciousness and Honesty , Energy/Resources Conservation, Disaster Preparedness , Health and Sanitation Safety Measures, Mental Health, etc.) , with supporting documents such as certificates, concept paper, approved project proposal, narrative reports, documentation, etc. **(30%)**

Impact of the Implemented Integration/Effectiveness with supporting documents such as research paper, evaluation results, monitoring reports, awards, certificates, etc. **(30%)**

Creativity and Originality in the Implementation of the Integration **(15%)**





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Performance Rating (IPCRF) (15%)

Interpersonal Relationships & Personal Attributes. The nominee shall have exemplified ethical and moral standards as expected of a government employee in terms of DepEd Core Values, such as Makatao, Makakalikaan, at Makabansa, at MakaDiyos like patriotism, integrity, morality, timeliness, emotional stability, openness to suggestions/ ideas of others, flexibility, courtesy, proper grooming, dedication and commitment, extra-mile services and other desirable values. (10%)

C. SYNERGISTIC IDEA AWARD

This Award is conferred to an individual for his/her outstanding collaborative efforts in establishing partnerships to various stakeholders thereby linking the needs of both the industrial and education system.

• ***Qualifications***

This award is open to all teaching and non-teaching personnel of the Division except those who are employed and assigned under the Social Mobilization and Networking Section and those employees whose duties and nature and work are necessary related to the same.

Nominated officials and employees must meet the following qualifications:

- a. Have rendered at least three (3) years of continuous government service as of the deadline of nominations' submission. Accomplishments for which the nominee is being nominated for should also be made within the last three years immediately prior to the nomination, and have been continuously carried out by the nominee during the period;
- b. Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination. For those who availed of any scholarship/study grant, their performance for the previous three (3) rating periods are considered. For nominees who has availed of a scholarship for the rating period required, their ratings considered shall be the recent rating periods available as cited in DepEd Order No. 2, s. 2015;
- c. Have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.
- d. The project or partnership established has already been existing for at least one year.





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• *Criteria for Evaluation*

Noteworthiness of Partnership Established (20%)– The degree of partnerships and linkages established.

Resources Generated (5%) The resources generated may be in the form of cash or in kind.

Impact of the Partnership and Linkage Established (30%) – The extent to which the partnership and collaboration is being used and its results; the positive outcome; fostering positive relationship with external stakeholders; the number of teachers or non-teaching personnel/learners that benefited and transactions facilitated.

Sustainability of Collaboration (25%) – The mechanism employed to make the project or partnership sustainable; the number of partnerships established and projects implemented supported by its corresponding agreements, deed and memoranda.

Relevancy (10%)– The extent to which the objectives of the project or partnership are consistent to and relevant to the Department of Education and to the community

Effectiveness (10%) – The extent to which the objectives of the project or partnership were achieved or implemented.

• *Selection Procedure*

The PRAISE Committee may invite individuals from other agencies/entities representing clients of the Division and various stakeholders both internal and external and having full knowledge about the Panabo City Division and its schools/learning centers and its operations, to assist the PRAISE Committee in the evaluation of nominees to this particular award. The nominees shall be screened based on the criteria, standards and process provided as may be determined and set by the PRAISE Committee. The PRAISE Committee shall conduct background investigation to each nominee.

• *Period of Reference*

The period covered shall be from January to December of the preceding year.





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D. EXTRAMILE AWARD

This Award is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of the eight norms provided under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees:

- a) **Commitment to public interest** - upholds the public interest over and above personal interest;
- b) **Professionalism** - performs and discharges his/her duties with the highest degree of excellence, professionalism, intelligence and skill;
- c) **Justness and sincerity** - remains true to the people at all times;
- d) **Political neutrality** - provides service to everyone without unfair discrimination and regardless of party affiliation or preference;
- e) **Responsiveness to the public** - extends prompt, courteous, and adequate service to the public;
- f) **Nationalism and patriotism** - at all times loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people;
- g) **Commitment to Democracy** - commit themselves to the democratic way of life and values, maintain the principle of public accountability and manifest by deeds the supremacy of civilian authority over the military, and
- h) **Simple living** - Public officials and employees and their families shall lead modest lives appropriate to their positions and income.

Further, he/she manifests the following attributes of Professionalism:

- a) **Specialized Knowledge** - acquired through deep personal commitment to develop and improve one's skills;
- b) **Competency** - the ability to deliver what is expected and required to be delivered;
- c) **Honesty and Integrity** - always on the side of truth; never compromising values and will always do the right thing in every circumstance;
- d) **Accountability** - hold themselves accountable for their thoughts, words and actions, especially when they've made a mistake;
- e) **Self-regulation** - staying professional even under pressure; and
- f) **Looking the part** - don't show up to work sloppily dressed, with unkempt hair. Be polished, and dress appropriately for the situation.

Nominated officials and employees must meet the following qualifications:

- a. Has rendered at least three (3) years of continuous government service, accomplishments for which nominee is being recognized for should be made within the last three (3) years immediately prior to nomination. Said accomplishments should have been consistent and continuously carried





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out by the nominee during the said period;

- b. Has a performance rating of at least *Very Satisfactory* for two (2) annual rating periods prior to the nomination; and
- c. Has not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

- *Nomination Procedure*

Nominations are open every year where nominators (teaching personnel, non-teaching personnel, school administrators) from the Division and School Level of governance can submit nominations duly endorsed by the Screening Committee to the Division PRAISE Committee.

- *Criteria*

Quality and Consistency of Behavioral Performance (30%) - The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.

Impact of Behavioral Performance (20%) - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.

Risk or Temptation Inherent in the Work (20%) - The degree of risk and temptation substantially present in the work.

Obscurity of the Position (15%) - The lowness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.

Years of Service (10%) - the cumulative years of service that the nominee has rendered in the government *vis-a-vis* his/her accomplishments.

Other similar circumstances or considerations in favor of the nominee, as may be determined by the members of the Committee (5%).

- *Selection Procedure*

The PRAISE Committee may invite individuals from other agencies/entities representing clients of the Division and various stakeholders both internal and external and having full knowledge about the Panabo City Division and its schools/learning centers and its operations, to assist the PRAISE Committee in the evaluation of nominees to this award.





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The nominees shall be screened based on the criteria, standards and process provided under this Manual and/or other rules as may be determined and set by the PRAISE Committee. The PRAISE Committee shall conduct background investigation to each nominee.

E. SUPERINTENDENT'S AWARD OF EXCELLENCE

The highest award given to teaching and/or non-teaching personnel in recognition of an "extra-ordinary achievement" i.e. successfully implemented an initiative to improve learning outcomes that contributed to the marked improvement of the performance of the learners in school's or department's initiated examinations and to efficiency and economy of individual, department or division's productivity, or improvement in operations or in the welfare of co-employees.

• *Qualifications:*

This award is open to all teaching and non-teaching personnel of the Division.

• *Nomination Procedure*

Nominations are open every year where nominators (teaching personnel, non-teaching personnel, school administrators) from the Division and School Level of governance can submit nominations duly endorsed by the Screening Committee to the Division PRAISE Committee.

• *Criteria:*

Significance to the Schools Division of Panabo City's Mantra – addresses and recognizes the outstanding accomplishments and performance in relation to the four internal awards of the Schools Division of Panabo City.

Innovation (25%) - This refers to the creation, development and implementation of a program, projects, activities or service, with the aim of improving efficiency, effectiveness or competitive advantage.

Integration (25%) - This refers to exceptional learners being taught in a mainstream classroom. The activities are adapted so the student can "fit in" with their mainstream peers while learning skills that may be better practiced in a room with more age-appropriate peers.

Industry-based (25%) - It embraces collaboration between education and industry; integrating a "real" industry environment with the education concept. This is to establish a connection with direct involvement of all stakeholders that is carried out through a number of collaborative actions linking needs of both the industrial and education systems. Further, it also considers the job opportunities available in the locality which would hire the product of the educational system.





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Inspiration (25%) – This refers to someone or something that gives you ideas for doing something; or someone that people admire and want to be like (Cambridge Dictionary). Each person is key team player and a model of honesty, integrity, discipline, camaraderie and compassion that motivates others to perform with excellence in public service.

• *Selection Procedure*

The PRAISE Committee may invite individuals from other agencies/entities representing clients of the Division and various stakeholders both internal and external and having full knowledge about Panabo City Division and its schools/

learning centers and its operations, to assist the PRAISE Committee in the evaluation of nominees to this particular award. Top Management will deliberate the nominations and can also nominate for the said award.

• *Period of Reference*

The period covered shall be from January to December of the preceding year.

Documents required (applicable to all nominations)

Each nomination requires the submission of **soft or scanned copy (pdf)** of the following:

1. Fully-accomplished nomination form
2. Maximum of 10 pages write-up including the executive summary
(Note: use A4 size of bond paper, Arial #12 font, single space)

The write up must highlight outstanding accomplishments and impact to learning/service and contribution to the community within the implementation of the project or partnership. Presentation of accomplishments should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- State outstanding accomplishments displayed, the impact to learning/service and contribution to the community in brief, factual and in bullet form;
- Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transaction facilitated; the number of communities tapped;

3. Means of Verification such as activity/program/system design, pictures
4. Updated Personal Data Sheet with passport size photo with name tag taken within the last six months prior to the nomination;





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5. Certificate of the latest approved performance rating for the last 3 rating periods;
6. Self-Certification of: a) never having been found guilty and convicted of any administrative or criminal offense involving moral turpitude, and b) no pending administrative or criminal case against him/her at the time of nomination.
7. Certificate of No Unliquidated Cash Advances (for regular employee);
8. Latest SALN (for regular employee);
9. Updated Service Record or Certification;
10. a 2-minute video presentation regarding the accomplishment.





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CERTIFICATE OF NOMINATION

FOR THE

DEPED PANABO CITY DIVISION INTERNAL AWARDS 2024

Be it known that _____ was nominated for the DepEd Panabo City Division Internal Awards 2024 - for the outstanding achievement in _____ (specific award) - _____ Category.

This judgment is being rendered with reference to Division Memorandum No._____ s. 2024. Mr./Miss/Mrs./Dr. _____ met the criteria set where he/she exhibited exemplary contribution to the Department of Education.

Given this _____ day of _____, 2024 at _____, Philippines.

Nominator

Position/Designation

Date: _____





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2024-186

To : Assistant Regional Director
Schools Division Superintendents
Chiefs of the Functional Divisions

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

Date : July 31, 2024

Recognizing exemplary teachers, school leaders, and non-teaching employees along with its impact, influence, and inspiration lead towards becoming a 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 hrddneapro11@gmail.com.

Immediate and wide dissemination on this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION ROXI

RECEIVED SECTION

RELEASED

8-5-24 34834

Enclosed: As Stated.

ROH1/nrb



Republic of the Philippines
Department of Education
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Office of the Regional Director

Enclosure 1

Schedule of Activities on the 2024 Search for the AGILA and EAGLE

Date	Activity	Person's Responsible	Expected Output
May 22, 2024	Meeting with the PRAISE Committee	Regional Office XI PRAISE Committee	Presentation of the 2024 AGILA and EAGLE Categories, Timeline and other related concerns
August 5, 2024	Preparation, Dissemination of Memo to SDOs for the Call for Nomination for the 2024 AGILA and EAGLE	HRDD R&R Focal Person	Release of the Memorandum to SDOs
August 7- September 10, 2024	Selection & Preparation of SDO Entries	SDO	Selection and preparation of Documents of the SDO Entries (AGILA & EAGLE)
August 9, 2024	Virtual Meeting of SDOs HRD ,R& R Focal Person	SGOD Chief, HRD SEPS/EPS II, R&R Focal Person	Dissemination of Enhanced Guidelines of 2024 AGILA &EAGLE
September 16- 20, 2024	Submission of Entries to Regional Office	SDO, Records, HRDD	Submission of Nominees/Entries to Regional Office received by the Records Section
September 25, 2024	Regional Selection Committee (RSC) Meeting	RO XI RSC	Meeting with the RSC on the Evaluation of the AGILA and EAGLE



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Date	Activity	Person's Responsible	Expected Output
September 26-October 11, 2024	Evaluation of the Nominees Documents	RO XI RSC	Evaluation of Documents by the RO Committee Chair and Members <i>Note: Top five (5) Finalists in every Category shall undergo validation</i>
October 14-18, 2024	Ocular validation of the Shortlisted Nominees	RSC SDO	On-site Validation of the Shortlisted Nominees by Category
October 22, 2024	Submission of results to Secretariat	RSC Secretariat	Submission of Final results by Category
October 25, 2024	Deliberation of the Final results to PRAISE	RO XI PRAISE Committee Secretariat	Meeting with the PRAISE for the deliberation of the Final Results
October 25– Nov. 27, 2024	Preparation of the Awarding	HRDD TWG	Preparation and Finalization for the Conduct of the Awarding Ceremony
Nov. 8, 2024	Dissemination of Memo to SDOs for the Finalists	HRDD TWG	Dissemination of Memo to SDOs
Nov. 21-22, 2024	Tech-Run for the Awarding of the 2024 AGILA & EAGLE	TWG, HRDD-NEAP	Finalization of the 2024 AGILA & EAGLE Awarding
November 28, 2024	Awarding of the 2024 AGILA and EAGLE	RO SDOs TWG	Awarding of the 2024 AGILA and EAGLE
Dec. 04, 2024	Post-Conference of the RSC and TWG	RSC TWG	Conduct Post-Conference of the RSC & TWG

ROH2/ibd



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Office of the Regional Director

AGILA and EAGLE Awards

Description	Details
a. Definition and Legal Basis	<p>Achievement of Great Instructional Leadership Award (AGILA) The search aims to give due recognition and incentive to public school teachers, senior education program specialists, education program specialists II, school heads, public schools district supervisors and division education program supervisors men and women who have concededly demonstrated an exemplary achievement in Region XI.</p> <p>Exemplary Awards for Great and Laudable Employees (EAGLE) The search aims to give due recognition and incentive to non-teaching men and women who have concededly demonstrated an exemplary achievement in DepEd. Region XI. The Search is open to all employee from the District level to the Regional Office.</p>
b. Qualification (Include period of reference)	<p>The award is open to all employees across Region XI who are:</p> <ul style="list-style-type: none"> o Employed in the Department of Education with a designation/appointment which indicate the category participated for at least three (3) years at the time of nomination; Must not be a national awardee and must not also be a regional AGILA/EAGLE as awardee, Most Outstanding Employee / First Place before; o Have been rated at least Very Satisfactory for the last two (2) consecutive performance rating period prior to the nomination; o Have rendered a minimum of five (5) years length of service from the date of appointment to the entry position in the Department of Education, which is either with Plantilla position for AGILA Categories, or Co-Terminus status of employment (For Volunteer/ COS Category) as specified by law, whose continuity in the service is based on trust and confidence as the case maybe; o The nominee must not be on leave for more than two (2) years prior to the SDOs' nomination for the 2024 Search for the AGILA and EAGLE; o Have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending administrative or criminal case at the time of nomination; and



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	<ul style="list-style-type: none"> o For School Heads: The School/s where he/she served for the last two (2) years must have submitted to the Division Office the documents for the SBM Level III Assessment Results, pending the validation of the Regional Office due to the moratorium as per DM 075, s. 2022.
c) Criteria for evaluation	<p>AGILA (Achievement for Great Instructional Leader Awards)</p> <p>A. Teaching Category:</p> <p>A.1. Elementary</p> <ul style="list-style-type: none"> A.1.1. Kindergarten A.1.2. Key Stage 1 (Gr. 1-3) A.1.3. Key Stage 2 (Gr. 4-6) A.1.4. Master Teacher (K-6) <p>A.2. Junior High School (JHS)</p> <ul style="list-style-type: none"> A.2.1. Key Stage 3 (Gr 7-10) A.2.2. Master Teacher <p>A.3. Senior High School (SHS)</p> <ul style="list-style-type: none"> A.3.1. Key Stage 4 (Grades 11-12) A.3.2. Master Teacher <p>A.4. Inclusive Education</p> <ul style="list-style-type: none"> A.4.1. ALIVE A.4.2. IPEd A.4.3. SNED A.4.4. ALS <ul style="list-style-type: none"> o Performance Rating (Duly signed IPCRF for the last two rating period 15%) o Significant Accomplishment in Fostering learning for the Past Two Years (The accomplishment report/narrative is approved by duly constituted authorities, and must have been implemented, adopted and utilized i.e., a. Increase in the learning outcomes b. strategic intervention materials, c. learning materials d. assessment materials 20%) o Impact of Accomplishments on the Students Learning Outcome (25%) o Innovations in Basic Literacy and Transformational Education (30%)



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	<ul style="list-style-type: none"> o Awards (Major Award s/ citations/ recognition received from any of the Awarding Bodies 10%) <p>B. Teaching-Related Category</p> <p>B.1. School Heads</p> <ul style="list-style-type: none"> B.1.1. Elementary (Head Teacher, Principal) B.1.2. Secondary - (JHS; JHS w/ SHS; SHS stand-alone (Head Teacher, Asst. Principal, Principal) B.1.3. Integrated School- K to 10; K to 12 (Head Teacher, Asst. Principal, Principal) B.1.4 TIC/SIC Elementary B.1.5. TIC/SIC Secondary <p>B.2. Supervisors</p> <ul style="list-style-type: none"> B.2.1. Public Schools District Supervisor (PSDS) B.2.2. Division Education Program Supervisor (EPS) <ul style="list-style-type: none"> o Performance Rating (Duly signed IPCRF for the last two rating period 15%) o Significant Accomplishment in Fostering learning for the Past Two Years (The accomplishment report/narrative is approved by duly constituted authorities, and must have been implemented, adopted and, utilized 20%) o Impact of Accomplishments on the Students Learning Outcome (25%) o Innovations in Basic Literacy and Transformational Education (30%) o Awards (Major Award s/ citations/ recognition received from any of the Awarding Bodies 10%) <p>B.3. Others (Teaching Related)</p> <ul style="list-style-type: none"> B.3.1. Education Program Specialist II (SG 16) B.3.2. Senior Education Program Specialist (SG 19) <ul style="list-style-type: none"> o Performance Rating (Duly signed IPCRF for the last two rating period 15%)



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	<ul style="list-style-type: none"> o Significant Accomplishment in Fostering Learning for the Past Two Years (The accomplishment report/narrative is approved by duly constituted authorities, and must have been implemented, adopted and utilized 20%) o Impact of Accomplishments in Human Relations, Professional Growth, Community Involvement and Partnerships (30%) o Innovations (25%) o Awards (Major Award s/citations/recognition received from any of the Awarding Bodies 10%) <p>EAGLE (Exemplary Achievement for Great and Laudable Employees)</p> <p>This covers the following personnel:</p> <p style="text-align: center;">Level 1A (SG 1-4) Level 1B (SG 5-10) Level 2A (SG 11-15) Level 2B (SG 16-21) Contract of Service (COS)</p> <ul style="list-style-type: none"> o Performance Rating (Duly signed IPCRF for the last two rating period 15%) o Significant Accomplishment in ensuring Organizational Effectiveness and Efficiency (20%) o Impact of Accomplishments in Human Relations, Professional Growth, Community Involvement and Partnerships (30%) o Innovations (25%) o Awards (Major Award s/citations/recognition received from any of the Awarding Bodies (10%) <p>For Level 1A(SG1-4) and Contract of Service (COS) :</p> <ul style="list-style-type: none"> o Performance Rating (Duly signed IPCRF for the last two rating period 15%) o Significant Accomplishment. The extent to which the involvement/accomplishment and other tasks has



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	<p>effectively and efficiently addressed a pressing need/ improved service delivery. (20%)</p> <ul style="list-style-type: none"> o 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 (30%) o 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%) o Awards (any awards/citations/recognition received from any of the Awarding Bodies (10%)
d) Documentary Requirements	<p>The nomination folder requires the submission of three (3) original nomination folder containing the fully accomplished documentary requirements, to wit:</p> <ul style="list-style-type: none"> o Completely filled-out nomination form; o A maximum of ten (10) pages (A4 size bond paper, Bookman Old Style, 11 font size) for the Nomination Write-Up for the AGIIA/EAGLE; to include the summary of accomplishments and must highlight the outstanding accomplishment of the School, RO, CO and International Achievements of the nominee for the past two (2) years, impact and other information; o Presentation of accomplishments should be in order of significance with complete descriptions, justifications and should adhere to the past following pointers: <ul style="list-style-type: none"> - Use specific terms. Define/clarity terms such as "assisted", "contributed", or "facilitated"; - State outstanding accomplishments and impact in brief, factual and in bullet form; - Present impact of accomplishments by indicating problems addressed, people/office benefited, and/or transactions facilitated. o The packaging of the nominees' accomplishments as Means of Verification (School, SDOs/R&R Committee) Certification



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	<p>that the school have submitted the documents for SBM Level III assessment results to the Division Office</p> <ul style="list-style-type: none"> o Certification of No Pending Administrative or Criminal Case at the time of nomination, which shall be issued by the SDOs' Administrative Officer V/VI (Personnel) / Attorney III; o The same shall be included in the nomination folder but EXCLUDED in the count of the required 10 (ten) pages; o The MOVs of each indicator shall be separate from the nomination folder and shall be properly tagged. The HRDD shall then indorse the documents to the Regional Selection Committee (RSC) and they shall evaluate the documents to come up for the five (5) shortlisted nominees, only top three winners will be awarded. o The Regional Office PRAISE shall deliberate and declare the submitted list for the top 3 winners of each category; o The RO PRAISE shall submit to the Regional Director the top three winners of each category of the AGILA & EAGLE.
e) Awards/ Incentives	<ul style="list-style-type: none"> o The Regional Office shall award the top three winners per category with Plaque of Recognition with token and/or cash prize; o The cash awards shall be: <p style="margin-left: 20px;">First Place per Category - Php 10,000.00 Second Place per Category - Php 7,000.00 Third Place per Category - Php 5,000.00</p>



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AGILA & EAGLE NOMINATION FORM

DATA PRIVATE NOTICE: The data and information in this form are intended for the purpose of conducting the 2023 Search and Awarding Ceremony on the Achievement of Great Instructional Leadership Award (AGILA) and 2023 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.

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

*School/s 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.



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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)/RO 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)