



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

**Office of the Schools Division Superintendent**

August 11, 2025

DIVISION MEMORANDUM

No. 0178

**CALL FOR NOMINATION TO THE SEARCH FOR  
DEPED PANABO CITY DIVISION INTERNAL AWARDS 2025**

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 Awards 2025**.
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:
  - A. DepEd Panabo Very Innovative Person (VIP) Award
    - A-1. VIP Teaching Category
    - A-2. VIP Non-Teaching Category
    - A-3. VIP Administration Category
  - B. Integration par Excellence Award
  - C. Synergistic Idea Award
  - D. Extra Mile Award
  - E. Superintendent's Award of Excellence



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

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

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

5. Each district and division shall submit their nominations to the PRAISE Committee **on or before August 26, 2025**, through this link:  
<https://tinyurl.com/INTERNALAWARDS2025ENTRIES>

<b>No</b>	<b>Award</b>	<b>Category</b>	<b>No. of nomination</b>
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
		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)



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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)

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

Activity	Date
Conference for the Search	August 7, 2025
Call for Nomination	August 11, 2025
Deadline of the Submission of Entries to the Division	August 26, 2025
Screening and Deliberation	August 29, 2025
Awarding	October 3, 2025

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

8. For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**AUG 13 2025**

RECORDS SECTION SDO PANABO CITY  
BY 

Encl.: As stated  
Sgod/hrds/lls/ksd



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Enclosure to DM No. \_\_\_\_\_, s. 2025

**DepEd Panabo City Division Internal Awards 2025**

**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, 21<sup>st</sup> 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



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- c. 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;
  - d. 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.
  - e. 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%)**



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

**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:

- 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;
- 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;
- 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.





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- d. The project or partnership established has already been existing for at least one year.

- *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,



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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 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 lowliness 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



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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.

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.



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**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.

**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;



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- 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;
  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 2025**

Be it known that \_\_\_\_\_ was nominated for the DepEd Panabo City Division Internal Awards 2025 - for the outstanding achievement in \_\_\_\_\_ (specific award) - \_\_\_\_\_ Category.

This judgment is being rendered with reference to Division Memorandum No. \_\_\_\_\_ s. 2025. Mr./Miss/Mrs./Dr. \_\_\_\_\_ met the criteria set where he/she exhibited exemplary contribution to the Department of Education.

Given this \_\_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Nominator

\_\_\_\_\_  
Position/Designation

Date: \_\_\_\_\_



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