



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

26 July 2024

DIVISION MEMORANDUM

No. 175, s. 2024

**CALL FOR NOMINATIONS FOR THE 2024 MOST OUSTANDING PERSONNEL
THROUGH THE MAPYA PALIALITAN AWARDS SEARCH**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads and Staff
Elementary and Secondary School Heads
This Schools Division

1. In support to the Rewards and Recognition (R & R) Program of the Schools Division through the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this Office announces this year's activity for most outstanding personnel through the 2024 Mapya Palialitan Awards Search.
2. Guidelines slating the search categories, eligibility standards, criteria, procedures and timelines of the search are enclosed.
3. This search shall adhere to the general policy guidelines and equal opportunity policy on R & R program per Division Memorandum No. 99 s. 2022 as well as the Regional Memorandum No. 247, s. 2024 on Guidelines on STARS.
4. All Schools Heads and Schools Division Office Division/Section/Unit Heads are enjoined to submit their respective nominees **on or before August 30, 2024 (Friday)** via email (See Enclosure 1 Section D). Entries received beyond the deadline will no longer be accepted.
5. Soft editable nomination forms and write-up template can be downloaded at bit.ly/2024MPTemplates or by scanning the QR-code below:



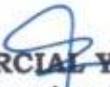
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6. All expenses relative to this search may be charged against local funds or any out-sourced funds subject to the usual accounting and auditing rules and regulations.
7. For immediate information, guidance, and strict compliance of all concerned.

ALFREDO B. GUMARU, JR. EdD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


MARCIAL Y. NOGUERA
Chief Education Supervisor, SGOD
Officer-in-Charge

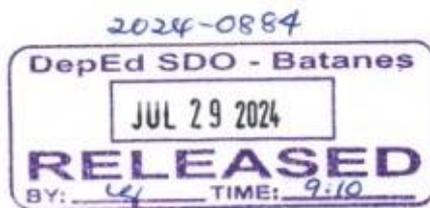
Encl: As stated

References: *Division Memorandum No. 99, s. 2022*
Regional Memorandum No. 247, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

AWARDS RECOGNITION
SEARCH

SGOD/myn/keh/m/2024MapyaPaliatitan
July 26, 2024



GUIDELINES ON THE 2024 MAPYA PALIALITAN AWARDS SEARCH

I. Rationale

Division Memorandum No. 99, s. 2022 outlines the policy guidelines in support of the continual improvement efforts of the Schools Division to sustain and strengthen its quality management system under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission. Pursuant to this, the Schools Division of Batanes has been consistently implementing innovative projects under its rewards and recognition (R & R) program, one of which is the Mapya Palialitan Project. This Rewards & Recognition initiative has been the streamlined project of the division which ensures continual efforts and appreciation to the significant accomplishments, worth-emulating character and other personal efforts of its personnel that contribute to the efficiency, economy or other improvements in government operations, or for other extra ordinary acts and services for public interest.

For several years already, annual search has been conducted under the said project highlights and sustains the festive mood of the annual celebration of the National Teachers' Month and World Teachers' Day. Moreover, the search also intends to select potential nominees for higher search particularly the annual STARS (Service-oriented, Talented, Affective, Resilient and Spiritually driven) Awards search conducted by DepEd Regional Office No. 02.

II. Scope

The 2024 Mapya Palialitan Awards Search comprises of the search for most outstanding teaching and non-teaching personnel and best performing elementary and secondary schools.

III. Mapya Palialitan Awards Guidelines

A. Search Categories

- 1) Most Outstanding Level 1 Non-Teaching Personnel (SG 1 – 9)
- 2) Most Outstanding Level 2 Non-Teaching and Related-Teaching Personnel (SG 10 – 19)
- 3) Most Outstanding ALS Teacher
- 4) Most Outstanding SNEd Teacher
- 5) Most Outstanding Teacher (Elementary)
- 6) Most Outstanding (Secondary – JHS/SHS)
- 7) Most Outstanding Master Teacher (Elementary)
- 8) Most Outstanding Master Teacher (Secondary)
- 9) Most Outstanding School Head (Elementary)
- 10) Most Outstanding School Head (Secondary)
- 11) Most Outstanding Supervisor
- 12) Most Outstanding Chief Education Supervisor
- 13) Best Performing Elementary School (Public)
- 14) Best Performing Elementary School (Private)
- 15) Best Performing Secondary School (Public)
- 16) Best Performing Secondary School (Private)
- 17) Innovation Award Most Learning-Focused on ALS-CLC

B. General Eligibility of Awardees

1. All teachers/officials and employees holding a permanent status of employment and winners in the division search prior to the time of nomination are qualified to join the search.

Nominated employees must meet the following qualifications:

- a. Have rendered **at least three (3) years of continuous service in the award category** as of the deadline of nomination's submission. Accomplishments for which the nominee is being recognized should also be made within the last three years immediately prior to the nomination and have been consistently and continuously carried out by the nominee during the aforementioned period.
- b. Have a performance rating of at least **Very Satisfactory** or its equivalent for six (6) semesters or three (3) annual rating periods prior to the nomination; and,
- c. Have not been found guilty of any administrative or criminal offense involving moral turpitude or do not have any pending case against them at the time of nomination.

C. CRITERIA FOR EVALUATION

I. TEACHER CATEGORY

1. Service: As a Professional Teacher (40%) – The extent of application of knowledge in the teaching profession; establishing safe and secure learning environments to enhance learning; maintaining supportive learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning; utilizing assessment data to inform modification of teaching and learning practices and programs; setting achievable and appropriate learning outcomes that are aligned with learning competencies; participating in professional networks to share knowledge and to enhance practice; developing a personal improvement plan based on reflection of one's practice and ongoing professional learning; and performing various related works/ activities that contribute to the teaching and learning.

2. Values: As a Responsible Citizen (20%) - The degree of manifestation of the norms of conduct that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.

3. Impact on Community: As an Agent of Positive Change and Influence (40%)– The extent of **building relationships** with stakeholders (parents/guardians and the wider community) to facilitate involvement in the educative process; demonstration to the **values of honesty, integrity, and professionalism** in both his/her personal and professional life; and the **nominee's attitude towards his/her profession.**

II. MASTER TEACHER CATEGORY

- 1. Service: As a Professional Master Teacher (40%)** – The extent of modeling effective application of knowledge in the teaching profession; exhibiting effective strategies that ensure safe and secure learning environments to enhance learning; working with colleagues to share successful strategies that sustain supportive learning environments; working collaboratively with colleagues to analyze and utilize assessment data to modify practices and programs; modeling to colleagues the setting of achievable and challenging learning outcomes that are aligned with learning competencies to cultivate a culture of excellence for all learners; contributing actively to professional networks within and between schools to improve knowledge and to enhance practice; initiating professional reflections and promote learning opportunities with colleagues to improve practice; performing various related works/activities that contribute to the teaching-learning process.
- 2. Values: As a Responsible Citizen (20%)** - The degree of manifestation of the norms of conduct that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.
- 3. Impact on Community: As an Agent of Positive Change and Influence (40%)**– The extent of guiding colleagues to strengthen the relationship with stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process.

III. SCHOOL HEAD CATEGORY

- 1. Service: As a Professional School Head (40%)**–The extent of support provided in executing various collaborative strategies with stakeholders to respond appropriately to the dynamic and rapidly evolving needs of schools; school heads' commitment to ensuring efficiency, effectiveness, and fairness in discharging functions towards maximizing organizational health; provision of technical assistance on instruction and creation of a learner-centered environment that ensures access to inclusive, excellent, relevant and liberating education; provision of personnel's personal and professional development and welfare; and skills in relating with, dealing with, and forging relationships with people anchored on mutual trust, honesty, openness, respect, and commitment towards sharing the same vision for the attainment of the institutional goals.
- 2. Values: As a Responsible Citizen (20%)**- The degree of manifestation of the norms of conduct that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.
- 3. Impact on Community: As an Agent of Positive Change and Influence (40%)**– The extent of guiding colleagues to strengthen the relationship with stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process.

IV. SUPERVISOR CATEGORY

1. Service: As a Professional Supervisor (40%) –The extent of assistance provided for effective management and implementation of curricular reforms, learning resources, and assessment of learning outcomes; provision of harmonized needs-based support to division personnel/school heads and other field implementers to inform forward planning and decision-making; support provided in creating an environment to ensure efficient and effective delivery of basic education services; and provision of personnel's personal and professional development and welfare.

2. Values: As a Responsible Citizen (20%)- The degree of manifestation of the norms of conduct that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.

3. Impact on Community: As an Agent of Positive Change and Influence (40%) – The extent of guiding colleagues to strengthen the relationship with stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process

V. NON-TEACHING & RELATED-TEACHING CATEGORY (LEVEL I & II)

1. Service: As a Professional Staff (40%) –The extent of occupational competence (record management, administrative support, technical competencies/provision of frontline services, time management); outstanding accomplishment and professional growth and development.

2. Values: As a Responsible Citizen (20%) - The degree of manifestation of the norms of conduct that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.

3. Impact on Community: As an Agent of Positive Change and Influence (40%) – The extent of guiding colleagues to strengthen the relationship with stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process.

VI. SCHOOL & SDO CATEGORY

1. Noteworthiness of Outstanding Performance/ Contribution (25%)- The Degree of uniqueness and originality of outstanding performance or contribution/s; implemented breakthroughs in the Office/School structure, system, and procedures in the delivery of services.

2. Sustainability of Contribution (25%)- The extent to which the accomplishment led to innovation/contribution which has been adopted; the number of individuals/learners, communities, and offices who benefitted; and evidence of sustained use or continuous implementation for at least three years or longer.

3. Impact of Performance/Achievement (25%)- The extent to which the idea, suggestion, innovation, or intervention is being used and its result; positive outcomes; the resulting paradigm; and the amount of money saved.

4. Reliability and Effectiveness (25%)- The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.

D. REQUIRED NOMINATION DOCUMENTS

The following are the documentary requirements to be submitted **online**, in both **PDF** and **Word** format at batanes@deped.gov.ph, cc: hrd.batanes@deped.gov.ph with the following details:

PDF/Word File name per nominee:

2024MP-[Category]-[School]-[Surname, First Name Initial]

Ex: 2024MP- Most Outstanding Level 1 Non-Teaching Personnel
(SG 1-9)-BNSHS-Dela Cruz, J.

Email Subject: 2024 Mapya Palialitan Nomination

INDIVIDUAL CATEGORY

1. The following are the documentary requirements to be submitted in a **single** file per nominee:
 - a. Completely filled-out Nomination Form.
 - b. Nominee's updated CSC Form 212 or Personal Data Sheet with passport size (4.5 cm x 3.5 cm) photo with tag taken within the last six months before the nomination.
 - c. Endorsement from the Head of the Office (e.g. Schools Division Superintendent/School Principal).
 - d. Certification of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer of the SDO is required.
 - e. Certification of Rating of OPCR/IPCR for the past three rating periods with at least Very Satisfactory performance rating before the nomination.
 - f. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the Commission on Audit Resident Auditor as of May 31 before the Nomination.
 - g. Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO).
 - h. Write-up of Accomplishments.

GROUP CATEGORY

- a. Completely filled-out Nomination Form
- b. Endorsement from the Head of the Office
- c. Certification of Rating of OPCR/IPCR for the past three rating periods with at least a Very Satisfactory (VS) performance rating before the nomination.
- d. Updated Service Record duly certified by the Human Resource Management Officer (HRMO).
- e. Write-up of accomplishments.

*Note: Copies of annual reports, recommendations from institutions/personalities, news clippings, and certificates of training, seminars, and recognition should **NOT** be included in the nomination file.*

E. WRITE-UP OF ACCOMPLISHMENTS

1. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested **within the last three years**. Presentation of accomplishments or norms manifested should be in the order of significance, complete with descriptions, justifications, and should adhere to the following pointers:
 - Use specific terms such as “assisted”, “contributed”, or “facilitated”;
 - State outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and in bulleted form.
 - Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefitted and/or transactions facilitated; and
 - The nomination write-up of School Heads and Chiefs should present individual accomplishments or behavioral norms **NOT** the accomplishment of the entire school or office.

2. The following information must be adequately provided:
 - a. For outstanding work accomplishment, state whether the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of the nominee’s regular duties or mandates, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be elaborated:
 - Impact of the exceptional/extraordinary contribution to the public interest, security, and patrimony;
 - Impact of outstanding contributions to more than one school/office.
 - b. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

F. LIMITATION ON THE NOMINATION

1. The nomination write-up should only be for a **maximum of 10 pages** (A4, Bookman Old Style, 11 font size, single space in between paragraphs) to include the summary of accomplishments, impact, and other information.

2. Those who have been previously conferred with **any** of the awards under the **STARS Awards** of the **Regional Office** can still be nominated to the same or to a different award category **after three (3) years** from the conferment of his/her award, provided that the nominations are based on a new set of accomplishments and/or exemplary norms/behavior manifested.

3. Any employee who is awarded the same award for three consecutive years under the Mapya Palialatan Awards categories will be included in the **Hall of Famer**.

4. Hall of Famer awards holders may only be allowed to re-apply for the same search category after at least two (2) search years.
5. Winners of any category must have scored at least 50 points in the final evaluation and assessment. If no nominee has reached the required minimum points, the Division PRAISE Committee shall consider the top 3 highest pointers and come up with a resolution on which of the criteria, the scores may be adjusted and then re-evaluate the Top 3 nominees.
6. All nominees who will not be declared disqualified by the Division PRAISE Committee shall be given certificate as Finalists.

G. PROCEDURE

I. NOMINATION

Nomination to the 2024 Mapya Palialatan Search may be done by an individual or organization from the School and Division Office. School/Offices are expected to nominate their outstanding employees. Nomination is limited to one (1) nominee per category provided the requirements are complied with. The immediate head shall endorse and approve the nomination form to the Schools Division Office via online. The write up shall **not require** attachment of MOVs (Means of Verifications), however, they shall be prepared and be presented during the on-site validation and/or interview.

II. SCREENING AND EVALUATION

1. The DPRAISE Secretariat shall initially evaluate the completeness and adherence of the submitted nomination documents (A-H) based on set standards and criteria, then conduct shortlisting of all qualified nominees based on Section B (Qualification Requirements of Nominees) and Section D (Required Nomination Documents).
2. The DPRAISE Committee shall conduct Phase I Evaluation to Assess the documents and interview nominees based on Section III (Criteria for Evaluation) of the Guidelines.
3. The DPRAISE Committee shall conduct onsite validation on the top 3 shortlisted nominees.
4. The DPRAISE Secretariat shall consolidate and endorse the results to the Office of the Superintendent for final deliberation and approval.

III. GROUNDS FOR DISQUALIFICATION

1. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search, deadline, technical specifications i.e., formatting and style of the nomination documents, unsigned documents, and forms.
2. Those who will be proven to commit intentional misrepresentation/fabrication of facts in their submitted pertinent papers.
3. For the School Head category, if the nominee has an unliquidated cash advance and notice of disallowance.
4. Have been found guilty of any administrative or criminal offense involving moral turpitude or do not have any pending case against them at the time of nomination.

IV. OTHER DETAILS

1. For any similar search in the higher level (e.g. Regional STARS Search, etc.), the division winner with the highest point on the similar related category/ies shall be the automatic nominee of the division. However, for other higher search where the Schools Division will be enjoined to participate and yet has no relation or alignment on the conducted search categories, the Division PRAISE may conduct a separate selection process, or the top management may directly decide on whom to nominate.
2. **Hall of Famer Awardees** who are not yet winners at the Regional or higher-level Search for Most Outstanding Employee on similar search category may still submit his/her pertinent papers for the search. If he/she gets higher points than the Top 1 among the nominees, he/she will not be declared division winner in that search category, but the Division Qualifier or Nominee to the Regional Search or higher search.
3. An awardee will receive a plaque/certificate of Recognition, and a cash prize dependent on the fund availability, while Hall of Famer Awardee will be given separate plaque/certificate of Recognition and a cash prize (still dependent on fund availability).
4. The top three of each category shall be subjected to unannounced validation (on-site or by any means possible). Division PRAISE Committee and the organized Sub-committees shall convene to finalize the results.
5. All winners and finalists will be notified through a division memorandum and be awarded during the Division Celebration of World Teachers Day in October 2024 that will be announced on a separate issuance.
6. Winners shall be kept with utmost confidentiality, and it shall only be announced during the awarding ceremony. A memorandum will be issued containing the concluded search results after the Awarding Ceremony.

H. TIMELINE

Below describes the timeline for this year's activity.

Activity	Timeline
Acceptance and Deadline of Submission	July 26– August 30, 2024
Evaluation of Documents	September 2-6, 2024
Interview of Nominees	September 9-13, 2024
Onsite Validation	September 16-20, 2024
Deliberation of Results	September 23-27, 2024
Awarding	October 4, 2024