



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

11th DepEd CALABARZON Gawad Patnugot Guidelines

I. Scope of the Program

The CALABARZON Gawad Patnugot, a regional program on rewards and recognition is aligned with the Civil Service Commission's **P**rogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (PRAISE) and the DepEd Order No. 9, s. 2002 re: Establishing PRAISE in the Department of Education. This annual search recognizes and celebrates outstanding and distinctive accomplishments of individuals and groups, impacting the lives of the learners, personnel, and the larger community the DepEd ought to serve. It highlights remarkable delivery of education services that are aligned with the DepEd's vision-mission-values and the 5-point Agenda or the strategic directions contained in the Quality Basic Education Development Plan.

These guidelines are hereby set in the conduct of the search, including the eligibility, categories, criteria, mechanics, activities, among others to ensure institutionalization and objective implementation. The DepEd CALABARZON Gawad Patnugot Search, run by the Regional PRAISE Committee, will focus on the outstanding and exemplary contributions or innovations of individuals and groups that have gone beyond the call of their duties amid changing times.

These guidelines apply to teaching, related teaching, non teaching personnel, and school administrators in all public schools and Schools Division Offices (SDOs) in Region IV A CALABARZON, who are eligible for nomination and have satisfied all prescribed requirements.

Personnel engaged under job order or contract of service, as defined in Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and Other Personnel Actions, including those employed under extension of service, are excluded from the coverage of this program.

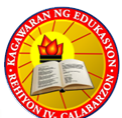
In line with the Equal Opportunity Principle (EOP), the Regional PRAISE Committee ensures that all eligible DepEd CALABARZON nominees are given equal access, fair consideration, and objective evaluation, without discrimination based on age, race, sex, gender, religion, ethnic origin, disability, or similar circumstances, strictly following the approved search guidelines.

II. Categories of Award

The DepEd CALABARZON Gawad Patnugot comprises twenty-one (21) awards, divided among: individual category (18); school category (2); and division category (1).

A. The awards for the individual category are the following:

1. Outstanding Elementary School Teacher
2. Outstanding Secondary School Teacher
3. Outstanding Elementary School Master Teacher



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Certificate No. PHP QMS
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4. Outstanding Secondary School Master Teacher
5. Outstanding Special Needs Education (SNEd) Teacher
6. Outstanding Multigrade Teacher
7. Outstanding Alternative Learning System (ALS) Teacher
8. Outstanding Elementary School Head
9. Outstanding Secondary School Head
10. Outstanding Education Program Supervisor
11. Outstanding Public Schools District Supervisor
12. Outstanding Related-Teaching Personnel
13. Outstanding Non-Teaching Personnel - Level 1
14. Outstanding Non-Teaching Personnel - Level 2
15. Outstanding Researcher - Elementary Level
16. Outstanding Researcher - Secondary Level
17. Outstanding Researcher - Related-Teaching
18. Outstanding Researcher - Non-Teaching Personnel

B. The awards for the school category are the following:

1. Best Performing Public Elementary School
2. Best Performing Public Secondary School

C. Below is the sole award for the division category:

1. Best Performing Schools Division Office

III. Definition of Terms. The following terms have been conceptually and/or operationally defined in light of the DepEd CALABARZON Gawad Patnugot guidelines.

Beneficiaries. These are learners, teachers, learning leaders, parents, schools, community stakeholders that receive help or benefit from innovations or contributions of nominee/s.

Innovation. This refers to something new or a change made to an existing product, idea, or field. (reference: <https://www.merriam-webster.com/dictionary/innovation>)

Contribution. This refers to the giving or supplying of something that plays a significant part in making something happen. (reference: <https://www.merriam-webster.com/dictionary/contribution>)

This also refers to a program, project, activity, and/or any initiative that adds value and causes significant improvement to policy/process/practice/people.

First Level Position. This refers to a position involved in structured work in support of office operations or engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.

Non-Teaching Position. This refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery of instruction.

Related Teaching Position. This refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instruction, such as standard setting, policy and program formulation, research, and sector monitoring and evaluation. *(Note: Except for Outstanding PSDS and EPS, for there is a separate award for them.)*

Second Level Positions. These include professional, technical, and scientific positions which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity up to the Division Chief level or its equivalent.

Teaching Position. This refers to a position that is directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels (Junior High School and Senior High School), whether on full-time or part-time basis, in schools and CLCs.

Reference: DepEd Order No. 007, s. 2023 titled: Guidelines on Recruitment, Selection, and Appointment in the Department of Education

IV. Eligibility Criteria and Documentary Requirements

Nominated teaching, related teaching, non-teaching personnel, schools and schools division offices shall be evaluated based on their outstanding contributions or innovations in the delivery of their functions. They must meet the following qualifications:

A. Individual Category

1. Filipino Citizen, active in the service and have rendered at least three (3) years of exemplary performance in the position the individual is nominated for as evidenced by Outstanding rating per cycle, duly certified by the Administrative Officer IV (HRMO) or Administrative Officer V (Administrative Services).

School-based personnel shall submit Individual or Performance Commitment Review Forms (IPCRFs/OPCRFs) for the three (3) latest School Years while Non-school-based personnel shall provide IPCRFs/OPCRFs for the three (3) latest Fiscal/Calendar Years.

2. Nominees who have been promoted, transferred, reassigned, or detailed to other position or station (except for negative reasons) within the search year shall be allowed to present documents within the years covered. They will be evaluated in the station where they implemented their PPAs.
3. Certification signed by the Administrative Officer V/IV (Personnel of SDO) that the nominee has obtained an Outstanding (O) performance rating for three consecutive SY or CY.
4. Has not been subjected to any form of disciplinary actions.
5. Clean record of fiscal discipline with no Notice of Disallowance from the Commission on Audit. The certification should be duly signed by the

agency's COA Auditor, NOT the agency's Budget Officer or Accountant. In case this is not feasible, the Accountant and the SDS may sign the certification, attaching justification as to the reasons. For nominees with existing unliquidated cash advance and/or disallowance, a certification on the status of such financial obligation shall be issued by the COA Auditor or in justifiable cases, by the Accountant and duly noted by the SDS.

B. School Category

1. Certification signed by the SDS confirming that the school nominee has always manifested degree of manifestation in all 42 indicators of 6 SBM Dimensions, indicating that SBM practices are consistently demonstrated
2. Certification signed by the Administrative Officer V/IV (Personnel of SDO) that the School nominee has obtained an Outstanding (O) performance rating for three years.
3. Clean record of fiscal discipline with no Notice of Disallowance from the Commission on Audit. For the School Category, an additional Certification of No Unliquidated Cash Advances for previous accountabilities as of December 31 of the year prior to the nomination. The certification should be duly signed by the agency's COA Auditor, NOT the agency's Budget Officer or Accountant. In case this is not feasible, the Accountant and the SDS may sign the certification, attaching justification as to the reasons. For nominees with existing unliquidated cash advance and/or disallowance, a certification on the status of such financial obligation shall be issued by the COA Auditor or in justifiable cases, by the Accountant and duly noted by the SDS.
4. Has been officially recognized as a HIRAYA recipient, if applicable.

C. Division Category

1. Outstanding OPCRIF Rating for the last 3 years.
2. Clean record of fiscal discipline with no Notice of Disallowance from the Commission on Audit. For the Division Category, an additional Certification of No Unliquidated Cash Advances for previous accountabilities as of December 31 of the year prior to the nomination. The certification should be duly signed by the agency's COA Auditor, NOT the agency's Budget Officer or Accountant. In case this is not feasible, the Accountant and the SDS may sign the certification, attaching justification as to the reasons. For nominees with existing unliquidated cash advance and/or disallowance, a certification on the status of such financial obligation shall be issued by the COA Auditor.

V. Criteria for Stage 1 Evaluation

A. Individual Category

The PRAISE Committee and Sub-Committees/Teams shall evaluate the nomination using the following criteria and points:

1. **Performance Rating (IPCRF/OPCRF) - 10 points**
Duly signed IPCRFs/OPCRFs for three (3) consecutive SY/CY.
2. **Exemplary Behavior/Conduct Displayed - 10 points**
Written description of the nominee's adherence to the eight (8) Norms of Conduct for Public Officials and Employees (RA 6713). Cite circumstances/experiences possessing or demonstrating such norms using the Situation-Task-Action-Results (STAR) approach.
3. **Significant Contributions/Innovations - 70 points**
Write-up of the contributions/innovations, describing how these initiatives have caused significant impact on the performance of the learners/school/school community/district/division/region. Briefly describe the problems addressed, people/office that benefitted, transactions facilitated or improved with quantitative and qualitative effects/results/impact. Rating will focus on the following:
 - Scope of Outstanding Contribution or Innovation- 15 points
Using the STAR Approach, discuss the extent of the innovation that deals with or to which it is relevant. Scope and magnitude of how unique and original the contribution or innovation that has brought significant impact to education. (Certification from the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation
 - Beneficiaries - 15 points
Indicate the profile and number of people/organization/communities that benefitted and the kind of gains they received out of the contribution/innovation.
 - Impact of Contribution/Innovation - 30 points
Discuss the results of the innovation and its impact on the beneficiaries. Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation
 - Reliability of Contribution/Innovation - 10 points
Descriptions, and explanations on the reliability of contribution or innovation. This criterion includes the following indicators:
 - a. replicability of the innovation or contribution;
 - b. support contributed by internal and external stakeholders to the innovation or contribution;

- c. knowledge and competence in the implementation of the innovation or contribution within the KRA;
- d. clear and concise purpose of innovation;
- e. responsive to the needs of the stakeholders/beneficiaries

4. Awards and Membership - 10 points

List or mention major awards/citations received relevant to the category and active membership in a reputable professional organization. MOVs shall be checked during the Stage 2 validation.

B. School and Division Categories:

Nominees under these categories shall be subjected to the Stage 1 Criteria. The criteria are:

1. Performance Rating (OPCRF) - 10 points

Duly signed OPCRFs for three (3) consecutive SY/CY.

2. Significant Accomplishment/s/Innovation within 3 years - 80 points

Write-up of the contributions/innovations, describing how these initiatives have caused significant impact on the performance of the learners/school/school community/district/division/region. Briefly describe the problems addressed, people/office that benefitted, transactions facilitated or improved with quantitative and qualitative effects/results/impact. Rating will focus on the following:

- Nature and Scope of the Contribution or Innovation - 15 points
Briefly describe the name of the contribution, its rationale, and the coverage/scope such as the level of implementation (school, district, division, etc.), years covered, extent or magnitude of the PPA.
- Beneficiaries - 15 points
Indicate the profile and number of people/organization/communities that benefitted and the kind of gains they received out of the contribution/innovation.
- Effects/Results/Impact - 30 points
Discuss the significant quantitative and qualitative changes, improvements, and problems addressed by the contribution/innovation.
- Provision of safe, gender-sensitive and happy working environment - 10 points
Cite PPAs that exhibit that the school/school division is safe, gender-sensitive and happy working environment.

- Reliability of Contribution/Innovation - 10 points
Descriptions, explanations on the reliability of contribution or innovation. This criterion includes the following indicators:
 - a. replicability of the innovation or contribution
 - b. support contributed by internal and external stakeholders to the innovation or contribution;
 - c. knowledge and competence in the implementation of the innovation or contribution within the KRA;
 - d. clear and concise purpose of innovation; and
 - e. responsive to the needs of the stakeholders/beneficiaries

3. Awards -10 points

Major awards/citations received in connection to the awards.

VI. Required Nomination Documents

Each nominee is required to submit **a certified true copy** of the following:

- A. Completely Filled-out Gawad Patnugot Nomination Form (*Maximum of 13 pages including Executive Summary and Nomination Write-Up*)
 - Gawad Patnugot (GP) Nomination Form 1- Nomination for the individual category
 - Gawad Patnugot (GP) Nomination Form 2- Nomination Form for the school category
 - Gawad Patnugot (GP) Nomination Form 3- Nomination Form for the SDO category
- B. Nominee's updated Form 212 or Personal Data Sheet with passport size photo with name tag taken during the last six months prior to the nomination (*For Individual Category only*).
- C. Certification from the Chairperson of the Division PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee (*For individual and school nominees only*)
- D. Letter from the head of office endorsing the nomination to the Regional PRAISE Committee
- E. Certificate of No Pending Case: Issuance for Teaching and Related Teaching Personnel shall be coordinated by the Regional PRAISE Secretariat with the RO Legal Unit, while the issuance for Non-Teaching Personnel shall be handled by the SDO Legal Officer.
- F. Self-certification of No Pending Administrative, Civil and Criminal Case (*For Individual Category only*)
- G. Certified True Copy of IPCRF/OPCRF (three consecutive SY/FY)
- H. Updated Service Record (*For Individual Category only*)

- I. Updated PRC License or Receipt of Renewal *(For all award categories, including heads of offices of schools and SDOs for group categories)*
- J. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant. *In the event that COA certification is not feasible, the SDO Accountant may certify and be duly noted by the SDS. (For all award categories)*
- K. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor or SDO Accountant and duly noted by the SDS. For the SDO, it should be issued by the COA Resident Auditor and certified by COA Supervising Auditor.
- L. Notarized certification that all information and documents submitted are true and correct (Please refer to the attached template)

Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable thirteen (13) pages of A4 size bond paper, using Bookman Old Style font #11.

Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition, and other Means of Verification mentioned in the filled-out Nomination Form **should NOT be included** in the e-nomination folder, only the required nomination documents. The nominees must ensure that information written in the Nomination Folder has corresponding MOVs during the onsite validation.

VII. Write-up of Accomplishments

A. The write-up must highlight outstanding accomplishments or exemplary contributions, or innovations manifested within specified School Year or Fiscal Year. Presentation of accomplishments or contributions or innovations manifested 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 “innovated”;
- State outstanding accomplishments or contributions or innovations of exemplary performance displayed and impact in brief, factual and in bullet form;
- Present impact of the significant accomplishments by responding to the indicators presented in criterion 2.

B. The following information must be adequately provided:

- For outstanding contributions or innovations, state that the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. Cite justifications on why the contributions or innovations are considered exceptional or extraordinary.

Limitation on Nomination

- The nomination write-up should only be for a maximum of 13 pages (A4 size bond paper, Bookman Old Style #11font) to include the summary of accomplishments, impact, and other information.
- While there are 21 awards under the Search, a nominee should be nominated to only **one** award category.

VIII. Procedure for Nomination

The DepEd CALABARZON Gawad Patnugot Search is open to all qualified nominees. Previous Gawad Patnugot awardees from the group categories, such as schools and SDO, may still participate and be nominated for the same awards. A Hall of Famer recognition shall be conferred on those who maintain their standing for three consecutive years. Meanwhile Gawad Patnugot individual awardees may be nominated for other individual awards category.

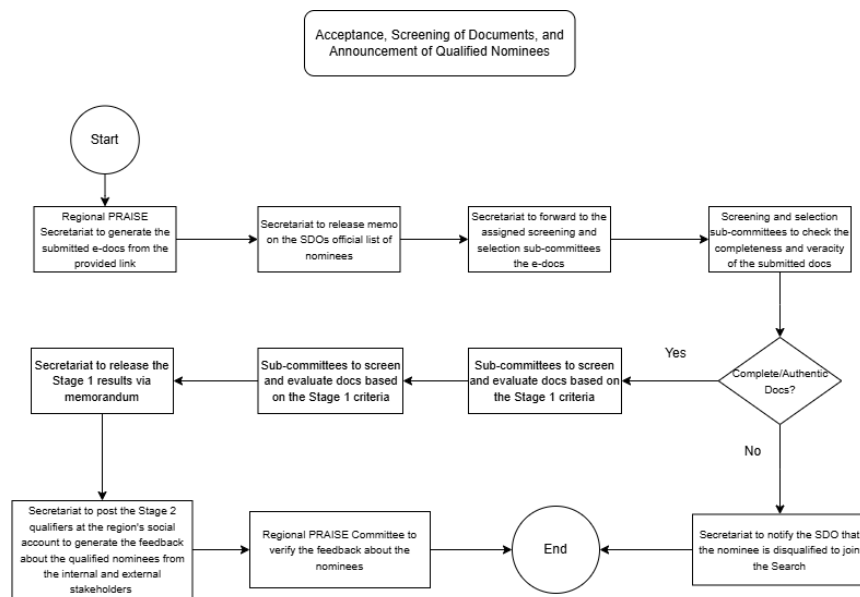
Nomination to the Search may be done by their respective officials, schools, or schools division offices.

IX: Timeline

Search Stages	Set Deadline
Call for Nomination	every third Tuesday of April
Deadline of Submission of Nomination	every third Thursday of June
Announcement of Stage 1 Qualifiers	every first Thursday of July
Announcement of Stage 2 Qualifiers	every second Thursday of July
Stage 2 Onsite Validation	third week of July until second week of August
Announcement of Stage 3 Qualifiers	every third week of August
Stage 3 Interview	every first week of September
Awarding Ceremony	every second week of October onwards

X. Procedure for Acceptance, Screening and Evaluation of Documents and Announcement of Qualified Nominee

DepEd CALABARZON through the Regional PRAISE Committee shall spearhead in the acceptance, screening and evaluation of the submitted electronic nomination documents of the schools division offices. **Only those who achieve a cut-off score of 85% in the Stage 1 evaluation shall be subjected to onsite validation.** A list of Stage 2 qualifiers shall be posted at the Regional website **depedcalabarzon.ph** and the official regional Facebook page **DepEd R4A CALABARZON** to gather feedback about the qualified nominees from the internal and external stakeholders. Please refer to the process flow chart.



XI. Determination of Awardees

There shall be three stages of the Search.

Search Stage	Activity and Description	In-charge
Stage 1	<ul style="list-style-type: none"> Screening and Table Evaluation The following will be screened and evaluated based on the Stage 1 criteria: <ul style="list-style-type: none"> ✓ Submitted e-copy of the filled- out Nomination Form ✓ required documents 	PRAISE Secretariat PRAISE Sub-committee
Stage 2	<ul style="list-style-type: none"> Onsite Validation, Interview and Demo-Teaching The PRAISE sub-committee will: <ul style="list-style-type: none"> ✓ validate the submitted MOVs and the MOVs based on the Stage 2 criteria; and ✓ conduct interviews with the nominees and with the internal and external stakeholders. 	PRAISE Committee PRAISE Sub-committee

	The Stage 2 Qualifiers for the Teachers Awards shall proceed to the demonstration teaching in the same school where they are teaching and will deliver the lesson to their own learners. The sub-committee assigned will provide the topic/lesson to be delivered by the qualifier. Qualifiers that have reached the 90 per cent cut off score shall proceed to Stage 3.	
Stage 3	Interview with the External Stakeholders Stage 3 qualifiers will undergo interview with the external stakeholders.	PRAISE Committee
Determination of Awardees	Nominees who achieve a final score of at least 90 percent (80% Stage 2 rating and 20% Stage 3 interview) shall be recognized during the awarding ceremonies.	PRAISE Committee

The deep-selection process will help the sub-committees determine the Gawad Patnugot awardees per award-category. Once the qualifiers in each award-category pass the cut off score, they shall be considered as GP awardee. The GP awardees with the highest rating per category will receive special recognition.

XI. Grounds for Disqualification of Nominations

A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances, and other required documents). Nominations with **incomplete** documents shall **no longer** be processed and the nominee shall receive a letter of disqualification from the PRAISE Committee.

B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CSC laws and rules.

XII. Grounds for Stripping of Award

The Regional PRAISE Committee has the right to revoke the award of a Gawad Patnugot awardee of the current year if found to display an unbecoming behavior as a public servant and proven based on evidence. He/She is disqualified to join the search within 3 years upon revocation of the title.

XIII. Submission of Nomination

Nominations to the 11th DepEd CALABARZON GAWAD PATNUGOT must be submitted in electronic copy following this format SDO_name_award (e.g. laguna_jcruz_multigrade) through this link bit.ly/11thGPNomination not later than June 18, 2026 at 3:00 p.m.

