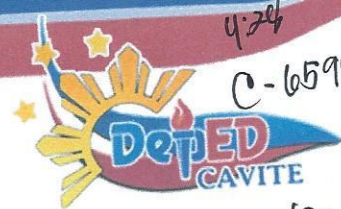




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



4:24
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FILED / DO MEMO

April 10, 2018

DIVISION MEMORANDUM
No. 094 s. 2018

ANNOUNCING THE 2018 GAWAD BANDILA

To: OIC, Assistant Schools Division Superintendents
Chief CID, OIC Chief SGOD
Curriculum and Implementation Division Personnel
School Governance and Operations Division Personnel
Office of the Schools Division Superintendent Personnel
Public Elementary, Junior High and Senior High Principals
Public Elementary, Junior High and Senior High School Teachers
All Concerned

1. Anchored on the Civil Service Commission Program on Awards and Incentives for Service Excellence (PRAISE), DepEd Order No. 9, s. 2002 regarding Establishing PRAISE in the DepEd and CALABARZON Search for Treasured Achievers in the Region (C-STAR), the Schools Division Office of Cavite Province announces the **2018 Gawad Bandila**.

2. This program aims to:

- Recognize and reward the exemplary contribution of the Division's human resources – instructional leaders, teachers and non-teaching personnel who have brought honor to their workplace;
- Motivate and inspire DepEd personnel in the division to improve quality of their performance; and
- Instill deeper commitment to public service.

3. The awards categories are:

Individual Category		Level
No.		
1.	Outstanding Elementary teacher	K – Grade 6
2.	Outstanding High School Teacher	Grade 7 – 12
3.	Outstanding Elementary Principal	Elementary School
4.	Outstanding High School Principal	High School
5.	Outstanding Education Program Supervisor	SDO
6.	Outstanding Public Schools District Supervisor	SDO
7.	Outstanding Non-Teaching Personnel Level 1	SG 1 – 9
8.	Outstanding Non-Teaching Personnel Level 2	SG 10 – 22 (except EPS and PDSD)
9.	Outstanding Researcher	Elementary
10.	Outstanding Researcher	High School
School Category		Level
No.		
1.	Most Effective School Reading Program implementer	Elementary School
2.	Most Effective School Reading Program implementer	High School
3.	Most Effective School ELLN Implementer	Elementary (K – 3) School
4.	Best School-Based Management Implementer	Elementary School

	Outstanding Campus Journalism Program Implementer	Elementary School
7.	Outstanding Campus Journalism Program Implementer	High School
8.	Outstanding Brigada Eskwela Implementer	Elementary School
9.	Outstanding Brigada Eskwela Implementer	High School
10.	Outstanding School GAD Program Implementer	Elementary
11.	Outstanding School GAD Program Implementer	High School
12.	Outstanding School Sports Program Implementer	Elementary
13.	Outstanding School Sports Program Implementer	High School
14.	Outstanding School DRRM Program Implementer	Elementary
15.	Outstanding School DRRM Program Implementer	High School

Special Category

Barangay with Zero Out-of-School Youth (OSY)

- All schools, teaching and non-teaching personnel are highly encouraged to participate in all categories and send one official nominee in each award category.
- Please be guided by the following schedule of activities and specified dates relative to the said search.

Search Timeline

Activity	Date	Remarks
Deadline of submission of the nomination folder to the Schools Division Office	May 4, 2018	Late documents will not be accepted
Stage 1 – • Evaluation of the Nomination Write-Up including required documents • Shortlisting of nominees based on the set criteria for Stage 1	May 11, 2018 May 25, 2018	Documents that reach the 70% cut off score will proceed to Stage 2 Qualified nominees shall be notified through email.
Stage 2 A – • Onsite Validation of Qualified Nominees from Stage 1	May 28 – 30, 2018	Only nominees that have reached the 80% cut off score based on the criteria will proceed to Stage 3
Stage 2 B – • Nominees who reach the 80% cut off score shall undergo the demonstration teaching	May 31, 2018	This stage is only for the Outstanding Teacher Category Only nominees who reach the 80% cut off score are qualified for the demo-teaching
Stage 3 • Final Panel Interview of Qualified Nominees from Stage 2	June 1, 2018	No more than 3 finalists in every category. They have met the cut off score and shall be notified through a Memorandum for the Final Panel Interview.
Awarding Ceremony	June 2018	Venue: To be determined

- Transportation, food, plaques and other incidental expenses relative to the conduct of the said activity shall be charge against Division MOOE subject to usual accounting and auditing procedures.

- Immediate and widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
CHERRYLOU D. DE MESA
Schools Division Superintendent

Guidelines on the 2018 GAWAD BANDILA

I. Scope of the Program

The CAVITE GAWAD BANDILA is a division projects that aims to support the Gawad Patnugot or the CALABARZON Search for Treasured Achievers in the Region (C-STAR) as well as the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE). Aligned to DepEd CALABARZON's mantra, "It is region where excellence is a culture and quality is a commitment", this project will recognize exemplary performance of teachers, instructional leaders, non-teaching personnel who have brought honor to their place of work, to the division, to the region and the nation as a whole. It will also give recognition to schools that have made big difference on the educational landscape through effective school-based programs and projects.

Specifically, this activity aims to:

1. Recognize schools, public school teachers, school heads, education program supervisors, public schools district supervisors and non-teaching personnel as well as best implementer of various DepEd's programs and projects;
2. Motivate and inspire DepEd personnel in the Division to continue improve the quality of their performance towards excellence; and
3. Instill deeper commitment to public service.

II. Categories of Award

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

1. Outstanding Elementary School Teacher
2. Outstanding High School Teacher
3. Outstanding Elementary Principal
4. Outstanding High School Principal
5. Outstanding Education Program Supervisor
6. Outstanding Public Schools District Supervisor
7. Outstanding Non-Teaching Personnel (Level 1)
8. Outstanding Non-Teaching Personnel (Level 2)
9. Outstanding Researcher (Elementary School)
10. Outstanding Researcher (High School)

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

1. Most Effective School Reading Program Implementer – Elementary
2. Most Effective School Reading Program Implementer – High School
3. Most Effective School ELLN Implementer – Elementary (K-3) School
4. Best School-Based Management Implementer – Elementary School
5. Best School-Based Management Implementer – High School
6. Outstanding Campus Journalism Program Implementer – Elementary School
7. Outstanding Campus Journalism Program Implementer – High School
8. Outstanding Brigada Eskwela Implementer – Elementary
9. Outstanding Brigada Eskwela Implementer – High School
10. Outstanding School GAD Program Implementer – Elementary
11. Outstanding School GAD Program Implementer – High School
12. Outstanding School Sports Program Implementer – Elementary
13. Outstanding School Sports Program Implementer – High School
14. Outstanding School DRRM Program Implementer - Elementary
15. Outstanding School DRRM Program Implementer – High School

C. Special Category

1. Barangay with Zero Out-of-School Youth (OSY)

III. Eligibility Requirements of Nominees

Nominated schools, instructional leaders, teaching and non-teaching employees in the individual and school categories must meet the following qualifications:

Individual Category

1. Filipino Citizen
2. Certification signed by the Administrative Officer V / IV (Personnel that the nominee has obtained at least Very Satisfactory (VS) performance ratings for the last three (3) years
3. Copy of the rating forms should be attached to the nomination folder
4. Active in the service for not less than five (5) years and must not be on leave at the time of the Search
5. Has not been subjected to any form of disciplinary actions
6. No pending administrative, criminal and civil case filed
7. No Notice of Disallowance from COA

School Category

1. Certification signed by the Administrative Officer V / IV (Personnel of SDO) that the School nominee has obtained at least Very Satisfactory (VS) performance ratings for the last two (2) years (OPCRF)
2. 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 division's COA Resident Auditor NOT the division's Financial Officer/Accountant.
3. 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.

IV. Disqualification

1. Previous Gawad Bandila and Gawad Patnugot Awardee
2. Awardee of a National Search
3. Lone contender in the specific category

V. Criteria for Stage 1 Evaluation

A. Individual Category:

Outstanding Teacher (elementary, high school), Outstanding Principal (elementary, high school), Outstanding Education Program Supervisor, Outstanding Public School District Supervisor, Outstanding Non-Teaching Personnel (level 1 and 2), Outstanding Researcher Awards.

1. Performance Rating (IPCRF/OPCRF) – 30 points
2. Significant Accomplishment/s – 15 points
Project/Work Accomplished, number of strategies/activities done that significantly impacted the performance of the school, number of accomplished work/projects that benefited community. The role of TEA Governance must be highlighted.
3. Impact of Accomplishments – 25 points
Scope/replicability of the program/project/activity, number of people/office benefited and transactions facilitated, level of attainment per identified Performance Indicator
4. Innovation – 20 points
Original, creative programs, projects, activities made in the last three (3) years in connection to the award category and the extent to which it/they is/are being used and the results; number of persons who benefited; scope/replicability of

the innovation, level of attainment per identified Performance Indicator. The role of TEA Governance must be highlighted.

5. Awards and Membership – 10 points
Major awards/citations received relevant to the category and active membership in a reputable professional organization.

B. School Category:

Most Effective School Reading Program implementer (elementary, high school), Most Effective School ELLN Implementer (K-3 elementary school), Best School-Based Management Implementer (elementary, high school), Outstanding Campus Journalism Program Implementer (elementary, high school), Outstanding Brigada Eskwela Implementer (elementary, high school), Outstanding School Sports Program Implementer (elementary, high school), Outstanding School DRRM Program Implementer (elementary, high school).

1. Performance Rating (OPCRF) – 30 points
2. Significant Accomplishments – 25 points
Project/Work Accomplished, number of strategies/activities done that have significantly impacted the performance of the school and the organization as well.
3. Impact of Accomplishments – 25 points
Scope/replicability of the program/project/activity number of people/office benefited and transactions facilitated, level of attainment per identified Performance Indicator.
4. Innovation – 20 points
Original, creative programs, projects, activities made in the last two (2) years in connection to the award category and the extent to which it/they is/are being used and the results; number of persons who benefited; scope/replicability of the innovation, level of attainment per identified Performance Indicator.
5. Awards and Membership – 10 points
Major awards/citations received in connection to the award.

C. Outstanding School GAD Program Implementer (elementary, high school)

1. Policies – 25 points
GAD-related policies (Special Order, Memorandum Circulars and Board Resolutions) formulated, implemented and institutionalized by the school, 2018 GAD Plan and Budget, 2017 GAD Accomplishment Report
2. People – 25 points
GAD-related capacity developments (e.g. training, seminars, orientations, workshops, etc) conducted by the school whether for organization or for clients; membership of men and women in the organization; and the top management support for gender mainstreaming.
3. Enabling Mechanisms – 20 points
Structures GAD Focal Point System; established and institutionalized partnerships with various stakeholders to develop and implement programs, projects and activities responding to gender issues; other enabling mechanisms established, institutionalized or chaired by the office to ensure that gender is mainstreamed (i.e. structures and systems, interagency/inter-LGU committees, TWGs, GAD database and budget allocation).

4. GAD Related Programs, Projects and Activities – 20 points
Number on Information Education and Communication (IEC) material produced; number of identified PAPs provided; number of programs and/or projects mainstreamed with gender perspective or addressing a gender issue/GAD mandate that were formulated; implemented and institutionalized by the school.
5. Awards Received – 10 points
Awards/citations received in connection to the award

VI. Required Nomination Documents

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished Gawad Bandila nomination form and other documentary requirements, and two (2) additional copies of the original nomination folder.

- A. Completely Filled out Gawad Bandila Nomination Form (*Maximum of 10 pages including Executive Summary and Nomination Write-up*)
 - Gawad Bandila (GB) Nomination Form 1 – Nomination for the individual categories: Outstanding Teacher, Outstanding Principal, Outstanding PSDS, Outstanding EPS, Outstanding Non-Teaching Personnel (levels 1 and 2)
 - Gawad Bandila (GB) Nomination Form 2 – Nomination Form for the school category: Most Effective School Reading Program Implementer, Most Effective School ELLN Implementer, Best School-Based Management Implementer, Outstanding Campus Journalism Program Implementer, Outstanding Brigada Eskwela Implementer, Outstanding School Sports Program Implementer, Outstanding School DRRM Implementer, and Outstanding School GAD Program Implementer.
- B. Nominee's updated Form 212 or Personal Data Sheet with passport size photo with nametag taken during the last six months prior to the nomination (for individual category).
- C. Certification from the Chairperson of the School PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee.
- D. Letter from the head of the school endorsing the nomination to the Division PRAISE Committee
- E. Self-certification of No Pending Administrative, Civil and Criminal Case (individual category)
- F. Certification signed by the Administrative Officer V / IV (Personnel that the nominee has obtained at least Very Satisfactory (VS) performance ratings (IPCRF) for the last three (3) years for the individual category and Very Satisfactory (VS) performance rating (OPCRF) for the last two (2) years for the school category. Copy of rating forms should be attached to the nomination folder.
- G. Copy of the recent appointment (Individual Category)
- H. Authenticated and updated PRC License (Individual Category)
- I. 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 of Audit (COA Resident Auditor. Said Certification

should be signed by the agency's COA Resident NOT the agency's Financial Officer / Accountant. (For Principals, PSDS, EPS, PSDS, and School Category).

- J. 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.

Each completely filled up 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 allowed ten (10) pages of A4 size bond paper, using Century Gothic font #10.

The nomination form and documentary requirements should be placed in legal size folders. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition **should not be included** in the nomination folder. Only required documents must be submitted.

VII. Write-up of Accomplishments

- A. 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 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 of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating problems addressed, people/office benefited and/or transactions facilitated.

- B. The following information must be adequately provided:

- For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary.

1. Limitation of Nomination

- The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Century Gothic #11 font) to include the summary of accomplishments, impact and other information.
- While there are 25 award categories and special award category under the Search, an employee or official should be nominated to only one award category.
- Gawad Bandila awardees or those who have been previously conferred with **any** of the 25 awards can still be nominated to the same or to a different award category **after three years** from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

VIII. Procedure for Nomination

Nomination to the Search may be done by officials or schools within the Schools Division Office of Cavite Province. The following are the steps on how to nominate outstanding instructional leaders, teaching and non-teaching employees and schools:

A. For individual category nomination:

- Schools are expected to nominate their exemplars. Each school shall only have one nominee in every award category.
- The School PRAISE shall be responsible for preparing reviewing and preparing the nomination folder of the official or employee being nominated for the approval of the head of school.
- The School Head shall approve the nomination and shall issue an endorsement letter to the Division PRAISE Committee.

B. For school category nomination:

- District/Municipal Offices are expected to nominate their exemplars. Each school shall only have one nominee in every award category.
- The Municipal PRAISE shall be responsible for preparing, reviewing and preparing the nomination folder of the schools being nominated for the approval of the Public Schools District Supervisor.
- The Public Schools District Supervisor shall approve the nomination and shall issue an endorsement letter to the Division PRAISE Committee.

IX. Procedure for Screening and Evaluation

Division Level Screening

Schools Division Office of Cavite Province through the Division PRAISE Committee shall create a Division Selection Committee on Awards for each award category preferably composed of the Assistant Schools Division Superintendent, Division Chiefs, selected Education Program Supervisors and specialists, selected Public Schools District Supervisors, Sections and Unit Heads, and PRAISE Committee members.

Likewise, the Selection Committee shall also screen all nomination with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. It shall shortlist qualified nominees based on Sections III and V of the Guidelines. Only those who pass Stage 1 evaluation shall be subjected to onsite validation. Please refer to the Search timeline.

X. Grounds for Disqualification of Nominations

- A. Non-compliance with submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, 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.
- B. Any misrepresentations made in any documents submitted shall be a ground for disqualification and of disciplinary action against the certifying nominee/authority pursuant to applicable CSC laws and rules.

XI. Submission of Nomination

Nomination to the annual GAWAD BANDILA must be submitted to the Schools Division Office of Cavite Province, attention Human Resource Development Unit **not later than May 4, 2018.**

Checklist of Required Documents for Nomination

2018 GAWAB BANDILA

CHECKLIST OF REQUIRED NOMINATION DOCUMENTS

- ☐ Nomination Folder
 - One (1) original nomination folder with accomplished nomination form and other documentary requirements, and two (2) additional copies of the original nomination folder.
 - ☐ Completely Filled Out Gawad Bandila Nomination Form (*Maximum of 10 pages including Executive Summary and Nomination Write-Up*)
 - Gawad Bandila (GB) Nomination Form 1 - Nomination for the individual categories: Outstanding Teacher, Outstanding Principal, Outstanding PSDS, outstanding EPS, Outstanding Non-Teaching (levels 1 and 2)
 - Gawad Bandila (GB) Nomination Form 2 – Nomination Form for the school category: Most Effective School Reading Program implementer, Most Effective School ELLN Implementer, Best School-Based Management Implementer, Outstanding Campus Journalism program implementer, Outstanding Brigada Eskwela Implementer, Outstanding School Sports Program Implementer, Outstanding School DRRM Program Implementer
 - Gawad Bandila (GB) Nomination Form 3A – Nomination Form for the Outstanding School GAD Program Implementer
 - ☐ Nominee's updated Form 212 or Personal Data Sheet with passport size photo with nametag taken during the last six months prior to the nomination (for individual category)
 - ☐ Certification from the Chairperson of the School PRAISE Committee or its equivalent, that the nomination has undergone deliberation by the Committee
 - ☐ Letter from the head of office endorsing the nomination to the Division PRAISE Committee
 - ☐ Self-certification of No Pending Administrative, Civil and Criminal Case (for individual category)
 - ☐ Certification signed by the Administrative Office V / IV (Personnel) that the nominee has obtained at least Very Satisfactory (VS) performance rating for the last three (3) years (individual, IPCRF) and at least Very Satisfactory (VS) performance ratings for the last two (2) years for the school category (OPCRF). Copy of the rating forms should be attached to the nomination folder.
 - ☐ Copy of the recent appointment (for individual category)
 - ☐ Authenticated and updated PRC License (for individual category)
 - ☐ 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 and NOT the agency's Financial Officer/Accountant. (For Principal, PSDS, EPS, and school category)
- 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.
- ☐ Detailed information on dismissed/decided case/s of the nominee, if any.

Note: Completion of the above requirements will make the nominee eligible to participate in the Search

**Nomination Form 1
Individual Category**

Individual Category:	
THE NOMINEE	
Name:	Signature:
Sex:	Place of Birth:
Home Address:	
Mobile Number:	Civil Status:
School/Office Address:	
SDO:	
Phone Number:	DepEd Email Address:
OFFICE/SCHOOL HEAD	
Name:	
Position:	
Telephone/Mobile No:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile No.:
Office Address:	Email Address:
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
<p>Were you a previous Gawad Bandila Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what year? _____</p> <p>What award category? _____</p>	
<p>Were you a previous Gawad Bandila Semi-Finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what year? _____</p> <p>What award category? _____</p>	
<p>Were you a previous Gawad Bandila Winner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what year? _____</p> <p>What award category? _____</p>	

Nomination Form 1
Individual Category

NOMINATION WRITE – UP

(Maximum of 10 pages A4 size bond paper, Century Gothic #11 font, including executive summary)

Name of Nominee: _____ **SDO:** _____

School/Office: _____

Position/Designation: _____

Length of Service in the Position: _____ **In Government:** _____

I. Executive Summary (Description of why the nominee is deserving of the award in not more than 150 words which includes personal and professional traits and competencies)

II. Impact of the Accomplishments (Indicate problems addressed, people/office benefited and transactions facilitated, indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. If parts of the nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary.

III. Innovations (If any, original, creative programs, projects, activities made in the last three (3) years in connection to the award category) 1 page abstract.

Nomination Form 1
Individual Category

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Division PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to 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

NOMINEE

SCHOOL PRAISE COMMITTEE CHAIR

DIVISION HRMO

SCHOOL HEAD

Nomination Form 2
School Category

School Category:	
THE NOMINEE	
School	
School/Office Address:	
District:	SDO:
Telephone Number:	DepEd Email Address:
SCHOOL HEAD	
Name:	Sex:
Designation:	
Telephone/Mobile No.:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile No.:
Office Address:	Email Address:
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
<p>Were you a previous Gawad Bandila Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____</p> <p>What award category? _____</p>	
<p>Were you a previous Gawad Bandila Semi-Finalist? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____</p> <p>What award category? _____</p>	
<p>Were you a previous Gawad Bandila Winner? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____</p> <p>What award category? _____</p>	

Nomination Form 2
School Category

NOMINATION WRITE – UP

(Maximum of 10 pages A4 size bond paper, Century Gothic #11 font, including executive summary)

Name of School: _____

SDO: _____

Category: _____

I. Executive Summary (Description of why the nominee is deserving of the award in not more than 150 words which includes TEA Governance implementation, Financial Management, DepEd Programs and Project Implementation.)

II. Significant Accomplishment/s within the last Two Years (June 2015 – June 2017)
(Description of the Project/Work Accomplished, Strategies/Activities done that have significantly impacted the performance of the learners and the school as well).

III. Impact of the Accomplishments (Indicate problems addressed people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)

IV. Innovations (If any, original, creative programs, projects, activities made in the last two (2) years in connection to the award category) 1 page abstract.

V. Other Information (List or mention Major Awards/Citation Received by the school in connection to the award. No need to attach photocopies of certificates.)

Nomination Form 2
School Category

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Division PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to 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

PERSON IN-CHARGE OF THE PROGRAM

SCHOOL PRAISE COMMITTEE CHAIR

DIVISION HRMO

SCHOOL HEAD

Nomination Form 3A GAD

A. GENERAL INFORMATION

School Name: _____

Address: _____

School Head: _____ Designation: _____

Telephone: _____ Mobile No. : _____

Fax: _____ Email Address: _____

(Note: Documentation reports, attendance sheets, awards and certificate, photos, write-ups, EIC materials should be made available during the onsite validation)

B. POLICIES

Please enumerate GAD-related policies (Special Order, Memorandum Circulars and Board Resolutions) formulated, implemented and institutionalized by the school (Please use additional sheets when necessary)

B.1 2018 GAD Plan and Budget

☐

Available

☐

Approved/Endorsed

☐

Integrated in the planning Documents

☐

Mainstreamed

B.2 2017 GAD Accomplishment Report

☐

25 to 49% implemented

☐

50 to 74% implemented

☐

75 to 99% implemented

☐

100% implemented

B.3 Other Policies

TITLE OF POLICY	DATE ISSUED	TARGET POPULATION (staff or clients)	BRIEF DESCRIPTION (How the policy is addressing an important gender issue)

C. PEOPLE

C.1 GAD-related Capability Building Activities Conducted/Attended

Please enumerate GAD-related capacity developments (e.g. trainings, seminars, orientations, workshops, etc.) conducted by the office whether internal or for clients (Please use additional sheets when necessary)

[illegible]

C.2 Membership of men and women in organizations

- ☐ 1 organization
- ☐ 2 to 3 organizations
- ☐ 4 to 5 organizations
- ☐ 6 or more organizations

C.3 Top management support for gender mainstreaming

☐ 25% of top management

☐ 50% of top management

☐ 75% of top management

☐ 100% of top management

D. ENABLING MECHANISMS

D.1 GAD Focal Point System

- Date established:

- Title of the policy issuance on the creation and/or strengthening of the GFPS

GFPS Composition (Please use additional sheets when necessary)

Executive Committee Head: _____

Position: _____

Designated Alternate Head: _____

Position: _____

ExeCom Members:

NAME	POSITION	DEPARTMENT/DIVISION/UNIT	NO. OF YEARS AS MEMBER

TWG Chairperson: _____
 Position: _____

TWG Members:

NAME	POSITION	DEPARTMENT/DIVISION/UNIT	NO. OF YEARS AS MEMBER

D.2 Networking Efforts (Attach TOR and or MOA/MOU and the works and financial plan of the partnership agreement)

Please enumerate partnerships established and institutionalized with various stakeholders to develop and implement programs, projects and activities responding to gender issues. (Please use additional sheets when necessary)

TITLE OF PARTNERSHIP (Please attach TOR when applicable)	PARTNERS	DATE ESTABLISHED & STATUS OF PARTNERSHIP	ACCOMPLISHMENTS

D.3 Other enabling mechanisms established

Please enumerate other enabling mechanisms established, institutionalized or chaired by the office to ensure that gender is mainstreamed (i.e. structures and systems, interagency/inter-lgu committees, TWGs, GAD database and budget allocation).

GENDER-RESPONSIVE ENABLING MECHANISMS (Please attach TOR when applicable)	DATE ESTABLISHED	GENDER ISSUE/GAD MANDATE ADDRESSED	ACCOMPLISHMENTS

E. GAD-RELATED PROGRAMS/PROJECTS

E.1 Information, Education and Communication

List down the IEC materials produced

TITLE	BRIEF DESCRIPTION OF THE PROGRAM/PROJECTS	GENDER ISSUE/GAD MANDATE ADDRESSED	BUDGET	DATE IMPLEMENTED	STATUS & OUTCOME OF IMPLEMENTATION

E.2 Client-directed

- ☐ 1 of the identified PAP provided
 ☐ 2 of the identified PAP provided
☐ 3 of the identified PAP provided
 ☐ 4 of the identified PAP provided

Please enumerate programs and/or projects mainstreamed with gender perspective addressing a gender issue/GAD mandate that were formulated, implemented and institutionalized by the school. (Please use additional sheets when necessary).

[illegible]

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H. INFORMATION ABOUT THE NOMINATING PARTY

Name of nominating party: _____

(Name of the nominating party)

Position: _____ SDO: _____

Telephone Nos.: _____ Fax: _____ Email: _____

Signature: _____

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Division PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to 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

PERSON IN-CHARGE OF THE PROGRAM

SCHOOL PRAISE COMMITTEE CHAIR

DIVISION HRMO

SCHOOL HEAD



Special Category

Barangay with Zero Out-of-School Youth (OSY)

The criteria below will be used to determine the Outstanding Barangays with Zero OSY:

- a. **Sustainability of the Program/Project (40%)** - the barangay's programs and projects supports the learners in a particular period of time;
- b. **Innovativeness of Programs/Projects (20%)** – the programs and projects are unique and benefitted majority of learners;
- c. **Partnership with stakeholders (40%)** - the programs and projects involved various stakeholders.

Documentary requirement

- Certification coming from the local DSWD that the barangay has no OSY.
- Search for Barangay with Zero Out-Of-School Youth (OSY) Form.

Municipality: _____

[illegible]