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1/21/20
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January 21, 2020

DIVISION MEMORANDUM

No. 024, s. 2020

**CRITERIA FOR DIVISION MANAGEMENT COMMITTEE
AWARDS (HAPPY CHAMPS) 2019**

TO: Assistant Schools Division Superintendent
OIC Assistant Schools Division Superintendent
Chief, CID
Chief, SGOD
Public Schools District Supervisors
Elementary/ Secondary School Heads
Division Office Personnel
All Concerned

1. In accordance to the constitutional mandate to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, as well as to strengthen the merit and rewards system, the Division Office administers a Division- wide PRAISE through the conduct of semi- annual Division Management Committee.
2. The following are the categories and its corresponding criteria for the selection.
 - a. Human Resource Champion
 - i. Number of Filled-out item - 25%
 - ii. IPCR Rating - 25%
 - iii. Percentage of Personnel Trained - 25%
 - iv. Rewards and Recognition Received - 25%

(include weight per level i.e. 5pts-international; 4pts – national; 3pts-regional, 2pt-provincial; 1pt-Division)
 - b. Financial Champion
 - i. Timeliness - 30%
 - ii. Accuracy - 70%
 - c. School- Based Management Champion
 - i. Leveled- up to 3rd level reflected in Self- Monitoring and Validated by the Division.
 - d. Research (SALIKSURI)
 - i. Percentage of Researches produced – 10%
 - ii. Percentage of Researches presented – 15%
 - iii. Percentage of Researches published – 25%
 - iv. Percentage of Researches utilized – 50%



e. DRRM Champion

- i. Safe Learning Facilities - 20%
- ii. RADAR Reporting - 20%
- iii. Integration of DRRM to Curriculum/SIP/AIP - 20%
- iv. Conduct of Multi Hazard Drills - 20%
- v. Partnership and Collaboration with Stakeholders and various DRRM Unit - 20%

f. Instructional Leadership

i. HI-TEACH (40%)

Indicators:

- Percentage of learning competencies covered per learning area for quarters 1 and 2 (SY 2019-2020)
- Percentage of teachers observed per key stage
- Number of appropriate technical assistance provided.

ii. POWER IT-UP (30%)

Indicators:

- Number of winnings by level/subject area (10%)
- Number of Completers (10%)
 - Remediation Activities
 - Intervention Activities
- Number of Enhancement Activities Implemented (10%)

iii. AGAP (30%)

Indicators:

- Highest LOA Results across all subject areas from March-August-October 2019 quarterly results.
- Rubrics for LOA in getting percentage/point
 - 100% – 90% MPS - 30%
 - 89% – 80%MPS - 27%
 - 79% – 70%MPS - 24%
 - 69% – 60% - 21%
 - 59% – 50% - 18%
 - 49% – 40% - 15%
 - 39% – 30% - 12%
 - 29% – 20% - 9%
 - 19% – 10% - 6%



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



Certificate Number: AJA17-0083

- g. Literacy Champion Bawat Bata Bumabasa (4 key stages)
 - i. Lowest percentage of frustration level -50%
 - ii. Highest percentage of independent level on 4 key stages -50%
- h. Learning Resource Champion
 - i. Percentage of Learning Resource developed - 25%
 - ii. Percentage of Learning Resource Evaluated - 25%
 - iii. Percentage of Learning Resource Utilized - 50%
- i. KALINGA Champion
 - i. Zero Out of School Youth
- j. Enhance Basic Education Information System (EBEIS) Champion
 - i. Timeliness
- k. Budget Accountability Report
 - i. Timeliness and Accuracy
- l. ALS Partnership Champion
 - i. City Municipalities w/ MLCC - 50%
 - ii. Sustainability - 20 %
 - iii. Barangay entry with zero OSY - 15%
 - iv. Programs and Projects - 15%
- m. Top 3 Best Performing Municipalities
 - i. Most number of award received
- n. Top 3 Best Performing School Heads
 - i. Most number of award received

3. Immediate and widest dissemination of this Memorandum is earnestly desired.



ELIAS A. ALICAYA, JR. Ed.D.

Assistant Schools Division Superintendent

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent