



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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DIVISION MEMORANDUM  
No. **[5]** s.2020

**TAN – OK (Tangible Awards Notable for Outstanding Key Result) 2020 SEARCH FOR OUTSTANDING SCHOOLS, TEACHING AND NON-TEACHING PERSONNEL IN SDO ABRA**

To: Public Schools District Supervisors  
Heads of Public and Private Elementary and Secondary Schools  
Public and Private Elementary and Secondary School Teachers and Non-teaching Personnel  
Schools Division Office Personnel

1. Pursuant to Regional Memorandum No. 240, s. 2020 – 2020 Search for Outstanding Offices and Employees in the Department of Education – Cordillera Administrative Region and in support to SDO Abra PRAISE programs, projects and activities with the School Governance and Operations Division - Human Resource Development Section as the lead program implementer, this office announces the submission of entries to the **TAN -OK 2020 Search for the Best Performing Schools, School Heads, Teaching and Non-teaching Personnel in the Division.**
2. The program aims to:
  - a. recognize and reward outstanding achievements in the delivery of basic education;
  - b. encourage innovative and sustainable practices in education; and
  - c. promote quality performance and commitment to public service.
3. Districts and schools shall constitute their respective **Program on Awards and Incentives for Service Excellence (PRAISE) Committees** and conduct the search at their respective areas. The Public Schools District Supervisors shall serve as the District PRAISE chairperson, and the School Head, in the School PRAISE, respectively.  
***There shall only be ONE (1) mother district entry per category in the elementary level. The same shall apply in the secondary level, ONE (1) entry per category per school.***  
Winners in the district level shall compete in the division level. Winners in the division level shall be the entries in the regional search.
4. Those who won at the division level but have not yet won at the regional level can join the search for a maximum of **three (3) times.**
5. All entries for the division search shall be evaluated/selected on the basis of the most significant innovations, initiatives and best practices that made a significant difference in improving access, efficiency, quality and governance in education for the **PERIOD** specified in the criteria for each category.



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6. The following are the awards and number of annexes/pages of criteria, enclosed in the **Regional Memorandum 232, s. 2020**, which shall be used by the PRAISE committees (school, district, division) in assessing the contenders for the different search categories:

AWARDS	COVERAGE	ANNEXES/ENCLOSURES FOR THE CRITERIA
A. Outstanding Employee	1. Supervisors	ANNEX II-C – RM 232, s.2020
	2. Non-Teaching Category	
	<ul style="list-style-type: none"> <li>➤ Level 1 – SG 1-9</li> <li>➤ Level 2 – SG 10-16</li> <li>➤ Level 3 – SG 18-23(except EPS)</li> </ul>	ANNEX II-C – RM 232, s.2020
B. Outstanding School Award	PUBLIC SCHOOL	ANNEX III-A – RM 232, s.2020
	<ul style="list-style-type: none"> <li>➤ Elementary</li> <li>➤ Junior HS only</li> <li>➤ Junior HS with Senior HS</li> <li>➤ Multi-grade</li> </ul>	ANNEX III-B – RM 232, s. 2020
	PRIVATE SCHOOL	ANNEX III-C – RM 232, s.2020
	<ul style="list-style-type: none"> <li>➤ Elementary</li> <li>➤ Secondary</li> </ul>	
C. Outstanding School Head	PUBLIC SCHOOL HEAD	ANNEX III – D - RM 232, s.2020
	<ul style="list-style-type: none"> <li>➤ Elementary</li> <li>➤ Secondary</li> </ul>	
	PRIVATE SCHOOL HEAD	ANNEX III – E – RM 232, s. 2020
	<ul style="list-style-type: none"> <li>➤ Elementary</li> <li>➤ Secondary</li> </ul>	
D. Outstanding Teacher Award	PUBLIC SCHOOL TEACHER	ANNEX III – F- RM 232, s.2020
	<ul style="list-style-type: none"> <li>➤ Elementary</li> <li>➤ Secondary</li> <li>➤ ALS Implementer</li> <li>➤ Multigrade</li> </ul>	ANNEX III – F- RM 232, s.2020 ANNEX III – G- RM 232, s.2020 ANNEX III – H- RM 232, s. 2020
	PRIVATE SCHOOL TEACHER	ANNEX III – I- RM 232, s.2020
	<ul style="list-style-type: none"> <li>➤ Elementary</li> <li>➤ Secondary</li> </ul>	



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7. The awards and prizes of the winners in the different categories are as follows:

AWARDS/SEARCH CATEGORIES	COVERAGE	PRIZES
A. Outstanding Employee	Supervisors Non-teaching - Level 1 (SG 1 – 9) Non-teaching - Level 2 (SG 10 – 16) Non-teaching - Level 3 (SG 18 -23)	Winners: 1. Plaque of Recognition 2. Php 5, 000.00 Finalists 1. Certificate of Recognition 2. Php 2, 000.00
B. Outstanding School	Public Elementary Schools Public Junior HS only Public Junior HS with Senior HS Public Multi-grade School Private Elementary Schools Private Secondary Schools	Winners: 1. Plaque of Recognition 2. Php 10, 000.00 Finalists 1. Certificate of Recognition 2. Php 3, 000.00
C. Outstanding School Head	Public Elementary School Heads Public Secondary School Heads Private Elementary School Heads Private Secondary School Heads	Winners: 1. Plaque of Recognition 2. Php 5, 000.00 Finalists 1. Certificate of Recognition 2. Php 2, 000.00
D. Outstanding Teacher	Public Elementary School Teachers Public Secondary School Teachers ALS Implementers Multi-grade Teachers Private Elementary School Teachers Private Secondary School Teachers	Winners: 1. Plaque of Recognition 2. Php 5, 000.00 Finalists 1. Certificate of Recognition 2. Php 2, 000.00

8. Deadline for submission of division entries to the division PRAISE committee shall be on or before **October 2, 2020**. All entries should have complete documentation/MOVs as provided for in the attached guidelines/criteria. All documents should be properly tabbed and paginated.

9. This search is open to all public and private elementary and secondary schools and personnel regardless of gender, sexual orientation, civil status, religion, ethnicity, disability or political affiliation.

10. For immediate dissemination and compliance.

**GLORIA B. BUYA-AO**  
 Schools Division Superintendent



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