



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

RELEASED
 SEP 20 2021
 DEPED-ABRA Time: 9:29

August 27, 2021

DIVISION MEMORANDUM
 No. 314 s.2021

TAN – OK (Tangible Awards Notable for Outstanding Key Result) 2021 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 Division Memorandum No. 310, s. 2021 – Guidelines for **TAN – OK (Tangible Awards Notable for Outstanding Key Result) AWARDS and INCENTIVES FOR EMPLOYEES OF THE DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OF ABRA**, this office announces the submission of entries to the **TAN -OK 2021 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. Schools and districts shall constitute their respective **Program on Awards and Incentives for Service Excellence (PRAISE) Committees** and conduct the search and awarding 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.
4. **There shall only be ONE (1) entry per category per mother district in the elementary level. The same shall apply in the secondary level, following the clustering below, that is, ONE (1) entry per category per cluster:**

CLUSTER/DISTRICT	SCHOOLS
1.Bucay	Manabo NHS, CBGMHS, Dugong NHS, Pangtod NHS, Layugan IS
2.Dolores	Abra HS main/Sinalang/Calot, Gaddani NHS, An-anao IS, RENHS
3.Lagangilang	Cayapa NHS, Tagodtod NHS, Baay NHS, Mataragan NHS, Alfredo Bersamina NHS, Licuan IS
4.La Paz	MYBBMNHS, La Paz IS, WANHS, Pulot NHS,
5.Luba	Dilong NHS, Tiempo NHS, Supo NHS, Luzong NHS, Lul-luno NHS, Tabangao IS
6.Pidigan	San Quintin NHS, Langiden NHS, Suyo NHS, Peñarrubia IS

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7.Pilar	Dalit NHS, Bolobolo NHS, Pilar Rural HS, San Isidro NHS, Lumaba IS, Tuquib IS
8.Sallapadan	Bollney NHS, Capitan NHS, Abas NHS, Maguyepyep IS, Danac IS
9.San Juan	Caganayan NHS, Tineg NHS, Naglibacan IS, Quidaoen NHS, NANHS

5. Each mother district/cluster of both elementary and secondary schools are **REQUIRED** to have entries, as much as possible in **ALL** the search categories.
6. Winners in the district level shall compete in the division level. Winners in the division level shall be the entries in the regional search.
7. Those who will qualify and win at the division level but have not yet won at the regional level can join the search for a maximum of **three (3) times**.
8. All entries for the division search shall be evaluated/selected using the criteria stipulated in **RM 184, s. 2021 - Guidelines on the GAWAD DepEd – Cordillera for the Schools Division Offices. (Enclosure 1)**
9. The Division search shall have the following timelines:

ACTIVITIES	SCHEDULE
1. Conduct of SDO, School and Cluster/District Level Search (c/o SDO, School and District PRAISE Committee) - for both public and private schools	September 20 – 30, 2021
2. Submission of entries/ nominees with complete documents at the Division Records Section	On or before October 13, 2021
3. Document assessment for completeness of attachments and appropriateness of documents – c/o Division PRAISE Committee secretariat	October 14, 2021
4. Final Evaluation and Rating of documents by subcommittees in-charge	October 15-17, 2021
5. Finalization of results by the subcommittee chairs and submission of the list of awardees to the SDS by the PRAISE committee chair	October 20, 2021
6. Announcement of Awardees and Finalists	October 21, 2021
7. Provision of Technical Assistance to all Division Outstanding / Best awardees by subcommittees on document packaging in preparation for the Regional Level Search	October 22, 2021
8. Submission of complete, organized, and well packaged Division Outstanding / Best awardees' documents following instructions given by the subcommittees during the conduct of TA	October 23-22, 2021
9. Submission of documents of Division entries/ nominees to the Regional Office by the Division PRAISE Committee secretariat as endorsed by the SDS	Last Week of October



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10. The following are the award categories and number of annexes (criteria), enclosed in the **Regional Memorandum 184, s. 2021**, which shall be used by the PRAISE committees (school, district, division) in assessing the contenders for the different search categories:

AWARDS/SEARCH CRITERIA	COVERAGE	ANNEXES/ENCLOSURES (RM 184, s.2021)
A. Outstanding Employee	➤ Chief Education Supervisor	ANNEX I-B
	➤ Education Program Supervisor	
	➤ Public Schools District Supervisor	
	Non-Teaching Category	
	➤ Level 1 – SG 1-9	ANNEX I-D
	➤ Level 2 – SG 10-16 ➤ Level 3 – SG 17-21	ANNEX I-E
B. Outstanding School Award	PUBLIC SCHOOL	
	➤ Elementary ➤ Junior HS only ➤ Junior HS with Senior HS	ANNEX II-A
	➤ Multi-grade School	ANNEX II-B
	PRIVATE SCHOOL	
	➤ Elementary ➤ Secondary	ANNEX II-C
C. Outstanding School Head	PUBLIC SCHOOL HEAD	
	➤ Elementary ➤ Secondary	ANNEX II – D
	PRIVATE SCHOOL HEAD	
	➤ Elementary ➤ Secondary	ANNEX II-F
D. Outstanding Teacher Award	PUBLIC SCHOOL TEACHER	
	➤ Elementary ➤ Secondary	ANNEX II-H
	➤ Master Teacher - Elementary ➤ Master Teacher - Secondary	ANNEX II -G
	➤ Head Teacher I-VI	ANNEX E
	➤ ALS Teacher	ANNEX II - I
	➤ Multi-grade Teacher	ANNEX II - J
	PRIVATE SCHOOL TEACHER	
➤ Elementary	ANNEX II-K	





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	➤ Secondary	
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11. The awards and prizes of the winners in the different categories are as follows:

AWARDS/SEARCH CRITERIA	COVERAGE	ANNEXES/ENCLOSURES FOR THE CRITERIA	
A. Outstanding Employee	➤ Chief Education Supervisor	Winners: 1. Plaque of Recognition 2. Php 5, 000.00 Finalists 1. Certificate of Recognition 2. Php 2, 000.00	
	➤ Education Program Supervisor		
	➤ Public Schools District Supervisor		
	Non-Teaching Category		Winners: 1. Plaque of Recognition 2. Php 5, 000.00 Finalists 1. Certificate of Recognition 2. Php 2, 000.00
	➤ Level 1 – SG 1-9		
➤ Level 2 – SG 10-16 ➤ Level 3 – SG 17-21			
B. Outstanding School Award	PUBLIC SCHOOL		
	➤ Elementary ➤ Junior HS only ➤ Junior HS with Senior HS	Winners: 1. Plaque of Recognition 2. Php 10, 000.00 Finalists 1. Certificate of Recognition 2. Php 3, 000.00	
	➤ Multi-grade School		
PRIVATE SCHOOL			
	➤ Elementary ➤ Secondary		

	PUBLIC SCHOOL HEAD ➤ Elementary ➤ Secondary	Winners: 1. Plaque of Recognition 2. Php 5, 000.00 Finalists 1. Certificate of Recognition 2. Php 2, 000.00
	PRIVATE SCHOOL HEAD ➤ Elementary ➤ Secondary	
C. Outstanding Teacher Award	PUBLIC SCHOOL TEACHER	
	➤ Elementary ➤ Secondary	Winners: 1. Plaque of Recognition 2. Php 5, 000.00 Finalists 1. Certificate of Recognition 2. Php 2, 000.00
	➤ Master Teacher - Elementary	
	➤ Master Teacher - Secondary	
	➤ Head Teacher I-VI	
	➤ ALS Teacher	
➤ Multi-grade Teacher		
	PRIVATE SCHOOL TEACHER	



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➤ Elementary and Secondary

12. The Division PRAISE Committee Process Flow from the DepEd Citizens Charter is attached herewith for reference and guide. It may be contextualized by the school or district. (Enclosure 2)
13. All entries should have complete documentation/MOVs as provided for in the attached guidelines/criteria. All documents should be properly tabbed and paginated. The SCORING SHEET (Enclosure 3) should also be attached to the entry.
14. The professionalism of the contender shall be SELF-ASSESSED using the attached copy of Code of Ethics and Professional Standards for Government Officials and Employees and its scoring scale (Enclosure 4), to be validated by the nominator.
15. 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.
16. For immediate dissemination and compliance.

BENILDA M. BAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC to the Office of the Schools Division Superintendent

SGOD/HRDS/ETA



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