



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

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Office of the Schools Division Superintendent

July 31, 2024

DIVISION MEMORANDUM

No. 333, s. 2024

2024 SEARCH FOR SDO ABRA TAN – OK (Tangible Awards Notable for Outstanding Key Result) OUTSTANDING PERSONNEL AND DAYAW TI SDO AWARDEES

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 on TAN-OK (Tangible Awards Notable for Outstanding Key Result) Awards and Incentives for Employees of the Department of Education – Schools Division of Abra and Regional Memorandum No. 236, s. 2024 – Policy Guidelines for Gawad Cordillera and RM 320, s. 2024, Submission of Nominees for the 2024 Gawad Cordillera, 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 guidelines and timelines for the **TAN -OK 2024 Search for the Best Performing Schools and Personnel in the Division.**

2. The program aims to:

- recognize and reward outstanding achievements in the delivery of basic education;
- encourage innovative and sustainable practices in education; and
- 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.**



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5. The secondary and integrated schools shall follow the clustering below, that is, ONE (1) entry per category per cluster:

CLUSTER/DISTRICT	SCHOOLS
A. Pidigan	San Quintin NHS, Langiden NHS, Suyo NHS, Peñarrubia IS
B. Pilar	Dalit NHS, Bolobolo NHS, Pilar Rural HS, San Isidro NHS, Lumaba IS, Tuquib IS, Tamac IS
C. Luba	Dilong NHS, Tiempo NHS, Supo NHS, Luzong NHS, Lul-luno NHS, Tabangao IS
D. Bucay	Manabo NHS, CBGMHS, Dugong NHS, Pangtod NHS, Layugan IS
E. Sallapadan	Boliney NHS, Capitan NHS, Abas NHS, Maguyepyep IS, Danac IS
F. Dolores	Abra HS main/Sinalang/Calot, Gaddani NHS, An-anaao IS, RENHS
G. San Juan	Caganayan NHS, Tineg NHS, Naglibacan IS, Quidaoen NHS, NANHS
H. Lagangilang	Cayapa NHS, Tagodtod NHS, Baay NHS, Mataragan NHS, Alfredo Bersamina NHS, Licuan IS
I. La Paz	MYBBMNHS, La Paz IS, WANHS, Pulot NHS, Bai IS

5. Each mother district/cluster of both elementary and secondary schools are **REQUIRED** to have entries, as much as possible in **ALL** the appropriate search categories

6. The nominees should have the following qualifications:

- Hold permanent status of appointment
- Have rendered at least three (3) years of continuous service in the current position as of the deadline of submission. Accomplishments or projects for which the nominee is nominated should be within the last three years prior to the nomination.
- Have a performance rating of at least Very Satisfactory or its equivalent for six (6) semesters or three (3) annual rating periods prior to the nomination.

7. Winners in the district level shall compete in the division level. Winners in the division level shall be the entries in the regional search.

8. This year's search focuses on **educational projects, innovations, best practices and community services WITHIN THE LAST THREE YEARS** with significant impact in the delivery of quality, accessible, relevant and liberating basic education.



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9. There are two major categories of 2024 TAN-OK search awardees and they are as follows:

a. Outstanding Personnel

a.1. Conferred to an individual of for exceptional or extraordinary contributions resulting from an idea of performance that had an impact on public interest, security and patrimony. The contribution may be a suggestion, innovation or superior accomplishment.

a.2. Conferred to an individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit the government. For group (two or more individuals) bound by a common objective, a taskforce, a technical group or a special working team-formed/created/organized formally or informally to undertake certain projects/programs. The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation and cohesiveness among its members. Each group/team member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

b. Dayaw ti SDO Award

- Conferred to an individual for the performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior on the basis of his/her observance of the eight norms of behavior provided under RA no. 6713 – "Code of Conduct and Ethical Standards for Public Officials and Employees", to wit:

1. Commitment to Public Interest
2. Professionalism
3. Justness and sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

10. Division TAN-OK and Regional SHINE and GAWAD awardees/winners during the previous years ARE AGAIN ELIGIBLE TO JOIN provided they meet the new set of criteria.

11. Past awardees/winners in the Honor Awards Program (HAP) of the Civil Service Commission are also eligible to join the search in the category which they were NOT awarded.

12. All entries for the division search shall be evaluated/selected using the criteria stipulated in **RM 236, s. 2024 – Policy Guidelines for GAWAD Cordillera**.

13. For more information, refer to the enclosures and annexes.

14. The Division search shall have the following timelines:

ACTIVITIES	SCHEDULE
a. Issuance of memorandum for the call for submission of nominations	August 2, 2024
b. Deadline for submission of write-up (Annex 1) and nomination form (Annex 2) to the SGOD-HRDS thru the records section by the concerned Public Schools District Supervisors. <i>(Please refer to the enclosures and criteria for evaluation for guidance in accomplishing the write-up)</i>	August 19, 2024



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c. Screening and validation by the PRAISE/designated screening committee	August 20-22, 2024
d. Meeting of the finalists by the PRAISE committee/TA providers	August 23, 2024
e. Finalization of results by the screening committee and announcement of winners	August 26-28, 2024
f. Submission of Division entries/ nominees to the Regional Office by the Division PRAISE Committee secretariat as endorsed by the SDS	August 29, 2024

15. Search entries may be in group or individual. Group entries shall have a minimum of three (3) and a maximum of five (5) members.

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

AWARDS/SEARCH CRITERIA	COVERAGE	PRIZES
OUTSTANDING PERSONNEL AWARD A. Individual Category	<ul style="list-style-type: none"> ➢ Education Program Supervisor/Public Schools District Supervisor 	Winners: 1 st – Php 5, 000.00 & Plaque of Recognition 2 nd – Php 3, 500.00 & Plaque of Recognition 3 rd – 1, 500.00 & Plaque of Recognition Non-winners – Certificate of Appreciation
	Non-teaching category <ul style="list-style-type: none"> ➢ Level 1 – SG 1-9 ➢ Level 2 – SG 10-21 Teaching-related Category (EPS 2, SEPS, GC, Librarian)	Winners: 1 st – Php 5, 000.00 & Plaque of Recognition 2 nd – Php 3, 500.00 & Plaque of Recognition 3 rd – 1, 500.00 & Plaque of Recognition Non-winners – Certificate of Appreciation
	PUBLIC SCHOOL HEAD <ul style="list-style-type: none"> ➢ Elementary ➢ Secondary 	Winners: 1 st – Php 5, 000.00 & Plaque of Recognition 2 nd – Php 3, 500.00 & Plaque of Recognition 3 rd – 1, 500.00 & Plaque of Recognition



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		Non-winners – Certificate of Appreciation
	PRIVATE SCHOOL HEAD > Elementary > Secondary	Winners: 1 st – Php 5, 000.00 & Plaque of Recognition 2 nd – Php 3, 500.00 & Plaque of Recognition 3 rd – 1, 500.00 & Plaque of Recognition Non-winners – Certificate of Appreciation
	PUBLIC SCHOOL TEACHER Teacher 1-3 > Elementary > Secondary Master Teacher > Elementary > Secondary	Winners: 1 st – Php 5, 000.00 & Plaque of Recognition 2 nd – Php 3, 500.00 & Plaque of Recognition 3 rd – 1, 500.00 & Plaque of Recognition Non-winners – Certificate of Appreciation
	PRIVATE SCHOOL TEACHER > Elementary > Secondary	Non-winners – Certificate of Appreciation
B. Group Category	SDO Personnel Public Elementary and Secondary School	Winners: 1 st – Php 10, 000.00 & Plaque of Recognition 2 nd – Php 7, 500.00 & Plaque of Recognition 3 rd – Php 5,000.00 & Plaque of Recognition Non-winners – Certificate of Appreciation

17. In cases of categories with only one winner, the highest prize shall be awarded



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18. 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.
19. For immediate dissemination and compliance.

AMADOR D. GARCIA SR. EdD, CESO VI
Schools Division Superintendent

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