



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY

DEP-ED - TABUK CITY
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Office of the Schools Division Superintendent

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DIVISION MEMORANDUM
No. 117 s. 2021

**2021 SEARCH FOR THE TOP PERFORMING SCHOOLS AND EMPLOYEES IN
THE DIVISION OF TABUK CITY**

To : Public School District Supervisors
Public School Heads
Private School Heads
All Others Concerned

1. The Division PRAISE Committee is accepting entries to the 2021 Search for the Best Schools, School Heads, Supervisors, Teachers and non-teaching employees in the Division of Tabuk City.
2. The objectives of the search are the following:
 - a. Motivate, distinguish and reward men and women employees for their exceptional work performance which contribute in achieving DepEd's mission and vision; and
 - b. Motivate all employees to be actively engaged in sharing their innovative ideas and exemplary efforts in the improvement of service delivery.
3. Everyone is encouraged to participate and submit the best entry in each of the categories with complete supporting documents. Only the best entry (ranked 1) in the District Level Search shall be submitted for the Division Search. However, entries from private schools, Outstanding Multigrade School, Outstanding School Award for Junior high School with Senior High School, and entries for outstanding employee categories shall be evaluated by the Division PRAISE Committee. Deadline of submission for the Division Search is on or before **May 28, 2021 (Friday)** addressed to the Division PRAISE Committee.
4. The different categories are as follows:
 - a. Outstanding School Award
 - i. Public Schools
 - a) Elementary
 - b) Junior High School Only
 - c) Junior High School with Senior High School
 - d) Multi-grade School
 - ii. Private Schools
 - a) Elementary
 - b) Secondary



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- b. Outstanding School Head Award
 - i. Public Schools
 - a) Elementary
 - b) Secondary
 - ii. Private School
 - a) Elementary
 - b) Secondary
 - c. Outstanding Teacher Award
 - i. Public Schools
 - a) Elementary
 - b) Junior and Senior
 - c) Alternative Learning System Implementer
 - d) Multigrade
 - ii. Private School
 - a) Elementary
 - b) Secondary
 - d. Outstanding Employee
 - i. Supervisor Category
 - ii. Non-teaching category
 - a) Level 1 (Salary Grade 1-9)
 - b) Level 2 (Salary Grade 10-16)
 - c) Level 3 (Salary Grade 18-23) except EPS
5. Criteria to be used shall be that of the criteria given in Regional Memorandum 232 s. 2020 on the Guidelines on Service with Honor and Integrity-Awards and Incentives for Employees of the Department of Education- Cordillera Administrative Region(SHINE-DEPEDCAR). Supporting documents for the Outstanding Teacher, School Head and School, unless otherwise stated, is SY 2020-2021 while the Outstanding Employee (Supervisor, and Non-teaching personnel) is CY 2020.
6. Immediate dissemination of this memorandum is desired.

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