



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 Schools Division of Tabuk City



Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 369 s. 2023

September 22, 2023

**2023 SEARCH FOR THE BEST 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. Pursuant to Regional Memorandum No 533 s. 2023, the Division PRAISE Committee is accepting entries to the 2023 Search for the Best Schools, School Heads, Supervisors, Teachers and non-teaching personnel in the Division of Tabuk City.
2. The objectives of the search are the following:
  - a. To establish a mechanism for identifying, selecting, rewarding, and providing incentives to deserving male and female employees;
  - b. To recognize and reward accomplishments and innovations periodically or as the need arises; and
  - c. To provide incentives and interventions to motivate employees to be actively engaged in sharing their innovative ideas, suggestions, discoveries and exemplary efforts for 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 and entries for outstanding employee categories (supervisors and non-teaching personnel) shall be submitted directly to the Division PRAISE Committee via the records section. Schedule and deadlines are as follows:

ACTIVITIES	SCHEDULE
Deadline for submission of Entries to be received by the Division Office Records Section	October 13, 2023 (5:00 PM)
Evaluation and Assessment of Documents	October 16 to 20, 2023
Awarding Ceremonies	December 2023

4. The different categories are as follows:
  - a. Education Program Supervisor/Public Schools District Supervisor Category



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- b. School Head Category
    - i. Public School Head – Elementary
    - ii. Public School Head - Secondary
    - iii. Private School Head – Elementary
    - iv. Private School Head - Secondary
  
  - c. Teaching Category
    - i. Public School Teacher – Elementary
    - ii. Public School Teacher – Secondary
    - iii. Public School Master Teacher – Elementary
    - iv. Public School Master Teacher – Secondary
    - v. Private School Teacher – Elementary
    - vi. Private School Teacher – Secondary
  
  - d. Non-Teaching Category
    - i. Level 1 (SG 1-9)
    - ii. Level 2 (SG 10-23)
  
  - e. Other related-teaching category (EPS II, SEPS, Department Heads, Librarian, etc)
  
  - f. Group Category
    - i. Public School
      - a) Elementary
      - b) Secondary
  
    - ii. Private School
      - a) Elementary
      - b) Secondary
5. Criteria to be used shall be that given in Regional Memorandum 533 s. 2023 on the Omnibus Guidelines on Rewards and Recognition System of DepEd Cordillera Administrative Region. A copy of the Regional Memorandum may be downloaded through this link: [bit.ly/RM533s2023](https://bit.ly/RM533s2023).
6. Immediate dissemination of this memorandum is desired.

Digitally signed by  
Gamatero Benedicta Batara  
Date: 2023.09.22 15:03:43  
+08'00'

**BENEDICTA B. GAMATERO, PhD, CESO V**  
Schools Division Superintendent

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