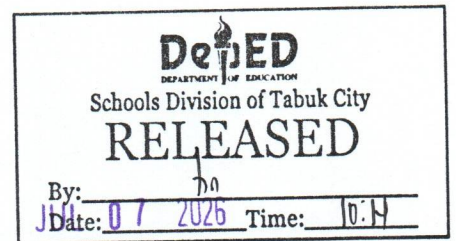




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

July 6, 2026

**DIVISION MEMORANDUM**

No. **296**, s. 2026

**CALL FOR SUBMISSION OF NOMINEES FOR THE GAWAD CORDILLERA SEARCH**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisor  
School Heads, Public Elementary and Secondary  
Schools Unit Heads Teaching and Non-Teaching Personnel  
All Other Concerned

1. Pursuant to Regional Memorandum No. 423, s. 2026, titled "Search for 2026 Gawad Cordillera", and in accordance with Civil Service Commission (CSC) policies on the Program on Awards and Incentives for Service Excellence (PRAISE), this Office announces the conduct of the Division-Level Search for the 2026 Gawad Cordillera.

2. The search aims to recognize and reward exemplary individuals, schools, and offices whose outstanding accomplishments, innovations, leadership, dedication to duty, and contributions have significantly advanced the goals and objectives of the Department of Education and the delivery of quality basic education.

3. This Office enjoins all districts, schools, and units to actively participate in this search by identifying, mentoring, coaching, and supporting deserving nominees whose exemplary contributions bring honor to the Schools Division Office of Tabuk City and inspire excellence in public service. Schools and districts are encouraged to maximize this opportunity to showcase innovations, best practices, research outputs, partnerships, and outstanding achievements that contribute to improved learner outcomes and organizational performance.

4. All schools and offices are encouraged to nominate deserving candidates under the following categories:

**A. Outstanding Employee Award**

- a. Supervisors (EPS and PSDS)
- b. School Heads
  - Public Elementary
  - Public Secondary



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- c. Teachers
  - Teacher I to Teacher VII – Public Elementary- Public Secondary
  - Master Teacher I to IV – Public Elementary – Public Secondary
- d. Non-Teaching Personnel
  - Level I
  - Level II
- e. Group Category
  - Public Elementary School
  - Public Secondary School
  - Schools Division Office

**B. Dayaw ti Cordillera Award (Individual)**

5. The Schools Division Office PRAISE Committee shall serve as the lead body in the administration and conduct of the Division-Level Search. Specifically, the Committee shall:

- a. Receive, review and evaluate nomination documents;
- b. Ensure compliance with the Revised Gawad Cordillera Policy Guidelines and CSC PRAISE policies;
- c. Conduct screening, assessment, interviews, validation, and deliberation of nominees;
- d. Ensure fairness, transparency, objectivity, and merit-based evaluation throughout the process;
- e. Recommend official Division nominees to the Schools Division Superintendent for approval and endorsement to the Regional Office;
- f. Constitute Technical Working Groups (TWGs) and Validation Teams, whenever necessary; and
- g. Prepare reports, rankings, endorsements, and documentation related to the Search

6. To ensure broad participation and quality nominations, the following responsibilities shall be observed:

**A. Public Schools District Supervisors**

- a. Lead the dissemination and promotion of the Search within their respective districts;
- b. Encourage schools to identify deserving nominees in all applicable categories;
- c. Provide coaching, mentoring, and technical assistance to prospective nominees;
- d. Facilitate the district-level pre-screening and validation activities, whenever necessary;



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- e. Assist the the PRAISE Committee in validating accomplishments and supporting documents; and
- f. Monitor compliance with submission timelines and requirements.

**B. School Heads**

- a. Conduct an internal screening process to identify the most qualified nominees;
- b. Encourage participation among teaching and non-teaching personnel with exemplary accomplishments and innovations;
- c. Provide technical and administrative support in the preparation of nomination documents;
- d. Validate and certify the authenticity of accomplishments and supporting evidences;
- e. Ensure completeness and accuracy of submissions prior to endorsement; and
- f. Submit nomination folders within the prescribed timeline.

**C. Unit Heads and Immediate Supervisors**

- a. Identify and recommend qualified personnel and groups for nomination;
- b. Assist nominees in organizing portfolios and accomplishment documents;
- c. Validate accomplishments and performance records; and
- d. Provide coaching and mentoring support throughout the preparation process.

**D. Nominees**

- a. Ensure the completeness, authenticity, and accuracy of all submitted documents;
- b. Present accomplishments that demonstrate relevance, innovation, impact, sustainability, and alignment with DepEd priorities;
- c. Participate in interviews, validation activities, and other evaluation processes; and
- d. Uphold integrity and professionalism throughout the Search.

7. The Division-Level Search shall be conducted through the following stages:

**Stage 1 – Documentary Evaluation**

The PRAISE Committee shall assess nomination folders and supporting documents using the criteria prescribed in the Revised Policy Guidelines for Gawad Cordillera. Only nominees who meet the required standards shall advance to the next stage.



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**Stage 2 – Interview and Validation**

The PRAISE Committee shall conduct interviews, validation visits, portfolio reviews, and other verification activities necessary to establish the authenticity, significance, relevance, and impact of the accomplishments claimed by the nominees. The final ranking and selection shall be based on the combined results of the documentary evaluation and validation process.

8. Nomination folders shall contain the following documents arranged in the order prescribed by the Regional Office:

- a. Fully accomplished Nomination Form;
- b. Updated CSC Form 212 (Revised 2025) with passport sized photo;
- c. Endorsement from the School Head/ Unit Head;
- d. Certification of No Pending Administrative or Criminal Case issued by the Legal Officer;
- e. Signed OPCR/IPCR for the last three rating periods with at least a Very Satisfactory (VS) rating;
- f. Certification of No Unliquidated Cash Advances and Certification of No Disallowances, where applicable
- g. Notarized Statement of Assets, Liabilities and Net Worth (SALN) for the year prior to nomination;
- h. Updated Service Record certified by the Human Resource Management Officer; and
- i. Write-up of Accomplishments. All documents shall be scanned and compiled into one (1) continuous PDF file following the prescribed order.

9. To ensure adequate time for coaching, mentoring, screening, validation, and final review, the following timeline shall be observed:

<b>DATE</b>	<b>ACTIVITY</b>
<b>July 15, 2026</b>	Submission of Intent to Nominate by Schools and Offices to PRAISE Committee
<b>August 14, 2026</b>	Submission of Complete Nomination Folders to the PRAISE Secretariat. Late and incomplete submissions shall not be accepted.
<b>August 17-27, 2026</b>	Documentary Evaluation, Interview, and Validation
<b>August 27-28, 2026</b>	PRAISE Deliberation and Approval of Official Division Nominees.
<b>September 2, 2026</b>	Submission of Official Entries to the Regional Office.

10. The Human Resources Unit, Legal Unit, Accounting Unit, Budget Unit, Records Unit, Curriculum Implementation Division (CID), and School Governance and



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Operations Division (SGOD) shall provide technical assistance and facilitate the issuance and verification of documentary requirements relative to the Search.

11. As part of the Division PRAISE Program, nominees endorsement to the Regional Search may likewise be considered for Division recognition and other forms of incentives and commendations, subject to existing policies and recommendation of the PRAISE Committee.

12. Immediate and widest dissemination of this Memorandum is directed.

  
**CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

