



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

7 April 2025

DIVISION MEMORANDUM

No. 117 s. 2025

**SEARCH FOR INDOMITABLE KNOWLEDGE, ATTRIBUTES, AND TALENTS (SIKAT)
FOR TEACHING AND NON-TEACHING
EMPLOYEES FOR CY 2025 AND RECOGNITION
OF RETIREES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Principals In-Charge of Districts
All others concerned

1. The Search for Indomitable Knowledge, Attributes, and Talents (SIKAT), the rewards and recognition mechanism of this division has produced numerous most outstanding employees in the region in various categories since its implementation.
2. Considering this approach of recognizing and rewarding employees with their excellent performance in the workplace, and in the SDO in general, as an effective game plan to maintain excellent performance, this office calls for the Search for Indomitable Knowledge, Attributes, and Talents (SIKAT) this 2025.
3. The forms and guidelines of SIKAT Awards are attached in this memorandum.
4. The SIKAT Awards for CY 2025 shall include the various categories incorporated in previous SIKAT Award searches with the inclusion of the search for Most Outstanding Private Elementary and Secondary School Teachers this year for inclusivity and compliance to the principle of equal opportunity for all under the PRIME-HRM.
5. The timelines indicated hereunder shall be followed strictly to align the awarding of winners in the division level during the culmination and celebration of the World Teachers' Day which usually falls every 5th day of October.

Date	Activity
April 1, 2025 to April 15, 2025	SIKAT search in the school level.



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April 16, 2025 to May 31, 2025	District level search
June 3-14, 2025	Submission of List and documents of district winners to the division office Registration of District Nominees to this link: https://tinyurl.com/ktdzdsye
June 17, 2025 to August 30, 2025	Documents evaluation and shortlisting of division winners
September 5-13, 2025	Awarding of district winners by district or municipality. Inclusion of the recognition of retirees shall form part of the awarding in compliance to Ordinance No. 2021-214, An Ordinance declaring the Period of September 5 to October 5 as the Nueva Vizcaya Retired Teachers' Month of every year.
September 16-20, 2025	Finalization of SIKAT winners and selection of STARS nominees.
October 4, 2025	Division SIKAT awarding of winners and announcement of STARS nominees.
October 7-25, 2025	Preparation of STARS nominees' documents

6. The members of the Rewards and Recognition Committee shall be in charge of the assessment of documents. If additional members are requested to join the group to expedite the assessment process, then, a request must be submitted to the Office of the Superintendent for approval.

7. The regular members of the Rewards and Recognition Committee are the following:

Chair:	Edward M. Santiago, PSDS		
Co-chair:	Nimfa Norie a. Aquino PhD, EPS		
Rewards and Recognition (R&R)	Members:	Carmelita L. Pale EdD	District-In-Charge
		Jerry B. Lazaro	District-In-Charge
		Mona Lisa A. Cabato PhD	PSDS
		Romelie S. Gurat	Admin. Officer II
		Wilhelmina C. Castro EdD	EPS
		Roger S. Sebastian	EPS
		Jeassel J. Alayu	Budget Officer
		Emerson B. Balut	Accountant III
		Angeli Faye B. Ferry	Admin. Officer II/Secretariat
		Jovy M. Panganiban	Admin. Assistant III/Secretariat




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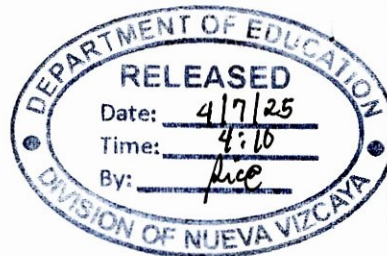


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	Edlyn M. Wakit, Admin. Officer II/ Tech Support
	Amherstine Boy B. Bata, Principal I/ Tech Support
Consultants	SDS Orlando E. Manuel PhD, CESO V
	OIC-ASDS Adonis C. Ceperez EdD, CESE
	SGOD Chief Romulo S. Ancheta PhD
	CID Chief Maricel S. Franco PhD
	HRMO Princes C. Aquitania

8. After the assessment of documents of all entries, final lists of all winners in the different categories shall be published through a division memorandum including those that will be considered as entries of the SDO in the STARS Award of the region.
9. It is highly recommended that all first runners-up in all SIKAT categories shall update and submit their entries again for assessment
10. Attached as enclosures are the forms that shall be accomplished and submitted from the district to the division level.
11. For your information, guidance and compliance.


ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent
 04-2025-162 *q* *fl*





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Enclosure A to DM No. 177, s. 2025

Criteria for the Search for Most Outstanding Teacher and Non-Teaching Employee

I. Categories:

- 1. Most Outstanding Secondary Teacher (By subject area)**
- 2. Most Outstanding Secondary IPED Teacher**
- 3. Most Outstanding ALS Teacher**
- 4. Most Outstanding SPED Teacher**
- 5. Most Outstanding MULTIGRADE Teacher**
- 6. Most Outstanding Elementary IPED Teacher**
- 7. Most Outstanding KINDERGARTEN Teacher**
- 8. Most Outstanding Grade 1 Teacher**
- 9. Most Outstanding Grade 2 Teacher**
- 10. Most Outstanding Grade 3 Teacher**
- 11. Most Outstanding Grade 4 Teacher**
- 12. Most Outstanding Grade 5 Teacher**
- 13. Most Outstanding Grade 6 Teacher**
- 14. Most Outstanding Secondary MASTER TEACHER**
- 15. Most Outstanding Elementary MASTER TEACHER**
- 16. Most Outstanding Non-Teaching Level 1 (Field-Based)**
- 17. Most Outstanding Non-Teaching Level 1 (SDO-Based)**
- 18. Most Outstanding Non-Teaching Level 2 (Field-Based)**
- 19. Most Outstanding Non-Teaching Level 2 (SDO-Based)**
- 20. Most Outstanding Elementary School Principal**
- 21. Most Outstanding Secondary School Principal**
- 22. Most Outstanding Secondary HEAD TEACHER handling a school**
- 23. Most Outstanding Secondary HEAD TEACHER not handling a school**



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24. **Most Outstanding Elementary TEACHER IN-CHARGE**
25. **Most Outstanding Secondary TEACHER IN-CHARGE**
26. **Most Outstanding Elementary HEAD TEACHER**
27. **Most Outstanding Private Elementary School Teacher**
28. **Most Outstanding Private Secondary School Teacher**
29. **BEST PERFORMING Secondary School**
30. **BEST PERFORMING Elementary School**
31. **BEST PERFORMING Community Learning Center (CLC)**
32. **BEST PERFORMING ALS CENTER (School-based)**
33. **Most Outstanding PUBLIC SCHOOLS DISTRICT SUPERVISOR**
34. **Most Outstanding EDUCATION PROGRAM SUPERVISOR**
35. **MOST OUTSTANDING FUNCTIONAL DIVISION CHIEF**

II. Who are Qualified?

All teachers/officials and employees holding permanent status of employment who are winners in the district search prior to the time of nomination.

III. Qualifications Requirements of Nominees:

Nominated employees must meet the following qualifications:

1. Have rendered at least three (3) years of continuous service in the current position as of the deadline of nomination's submission. Accomplishments for which the nominee is being recognized should also be made within the last three years immediately prior to the nomination and have been consistently and continuously carried out by the nominee during the said period.
2. 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.
3. Must have attended at least three (3) Learning and Development Activities conducted by SDO-NV or other entities duly endorsed and or recognized by SDO-HRD, and



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4. Have not been found guilty of any administrative or criminal offense involving the nominee.

IV. Criteria for Evaluation:

A. For Teacher Category including IPed, SPED, Multigrade and Kindergarten Teachers

- 1. Service: As a Professional Teacher (40%)**- The extent of application of knowledge in the teaching profession: establishing safe and secure learning environments to enhance learning: maintaining supportive learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning: utilizing assessment data to inform modification of teaching and learning practices and programs: setting achievable and appropriate learning outcomes that are aligned with learning competencies: participating in professional networks to share knowledge and to enhance practice: developing a personal improvement plan based on reflection of one's practice and ongoing professional learning: and performing various related works/ activities that contribute to the teaching and learning.
- 2. Values: As a Responsible Citizen (20%)**- The degree of manifestation of the DepEd Vision, Mission, Core Values and mandates that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.
- 3. Impact on Community: As an Agent of Positive Change and Influence (40%)**- The extent of **building relationships** with stakeholders (parents/guardians and the wider community) to facilitate involvement in the educative process: demonstration to the **values of honesty, integrity and professionalism** in both his/her personal and professional life: and the **nominee's attitude towards his/her profession.**

B. Master Teacher Category

- 1. Service: As a Professional Master Teacher (40%)**- The extent of modelling effective application of knowledge in the teaching profession: exhibiting effective strategies that ensure safe and secure learning environment to enhance learning: working with colleagues to share successful strategies that sustain supportive learning environments: working collaboratively with colleagues to analyze and utilize assessment data to modify practices and programs: modelling to colleagues the setting of achievable and challenging learning outcomes that are aligned with learning competencies to cultivate a



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culture of excellence for all learners: contributing actively to professional networks within and between schools to improve knowledge and to enhance practice: initiating professional reflections and promote learning opportunities with colleagues to improve practice: performing various related works/ activities that contribute to the teaching-learning process.

- 2. Value: As a Responsible Citizen (20%)**- The degree of manifestation of the DepEd Vision, Mission, Core Values and Mandates that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.
- 3. Impact on Community: As an Agent of Positive Change and Influence (40%)**- The extent of guiding colleagues to strengthen relationship with stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process.

C. School Head Category including Teacher-In-Charge

- 1. Service: As a Professional School Head (40%)**- The extent of support provided executing various collaborative strategies with stakeholders to respond appropriately to the dynamic and rapidly evolving needs of schools; school heads' commitment in ensuring efficiency, effectiveness, and fairness in discharging functions towards maximizing organizational health; provision of technical assistance on instruction and creation of a learner centered environment that ensures access to inclusive excellent relevant and liberating education; provision of personnel's personal and professional development and welfare; and skills in relating with, dealing with, and forging relationships with people anchored on mutual trust, honesty, openness, respect, and commitment towards sharing the same vision for the attainment of institutional goals.
- 2. Values: As a Responsible Citizen (20%)**- The degree of manifestation of the DepEd Vision, Mission, Core Values and mandates that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.
- 3. Impact on Community: As an Agent of Positive Change and Influence (40%)** - The extent of guiding colleagues to strengthen relationship with



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stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process.

D. Supervisor Category Including District In-Charge

- 1. Service: As a Professional Supervisor (40%)**- The extent of assistance provided for effective management and implementation of curricular reforms, learning resources, and assessment of learning outcomes, provision of harmonized needs- based support and division personnel/school-heads and other field implementers to inform forward planning and decision-making; support provided in creating an environment to ensure efficient and effective delivery of basic education services, and provision of personnel's personal and professional development and welfare.
- 2. Value: As a Responsible Citizen (20%)**- The degree of manifestation of the DepEd Vision, Mission, Core Values and mandates that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.
- 3. Impact on Community: As an Agent of Positive Change and Influence (40%)**- The extent of guiding colleagues to strengthen relationship with stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process

E. Non-Teaching-Level 1 (Field and SDO-Based)

- 1. Service: As a Professional Staff (40%)**- The extent of occupational competence (record management, administrative support, technical competencies/provision of frontline services, time management); outstanding accomplishment and professional growth and development.
- 2. Values: As a Responsible Citizen (20%)**- The degree of manifestation of the DepEd Vision, Mission, Core Values and mandates that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.
- 3. Impact on Community: As an Agent of Positive Change and Influence (40%)**- The extent of guiding colleagues to strengthen relationship with stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process.



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F. Non-Teaching - Level II (Field and SDO-Based)

- 1. Service: As a Professional Staff (40%)**- The extent of occupational competence (record management, administrative support, technical competencies/provision of frontline services, time management); outstanding accomplishment and professional growth and development.
- 2. Values: As a Responsible Citizen (20%)**- The degree of manifestation of the DepEd Vision, Mission, Core Values and mandates that the nominee lives and how he/she exemplifies these in his/her personal and professional life and for the common good.
- 3. Impact on Community: As an Agent of Positive Change and Influence (40%)**- The extent of guiding colleagues to strengthen relationship with stakeholders (parents/guardians and the wider community) to maximize their involvement in the educative process.

G. Best Performing School including Community Learning Center and ALS Center

- 1. Noteworthiness of Outstanding Performance/Contribution (25%)** - The degree of uniqueness and originality of outstanding performance or contribution/s; implemented breakthroughs in the Office/School structure, system, and procedures in the delivery of services.
- 2. Sustainability of Contribution (25%)**- The extent to which the accomplishment led to innovation/contribution which has been adopted; the number of individuals/learners, communities, and offices who benefitted; and evidence of sustained use or continuous implementation for at least three years or longer.
- 3. Impact of Performance/Achievement (25%)** – The extent to which the idea, suggestion, innovation, or intervention is being used and its result; positive outcomes; the resulting paradigm; and or amount of money saved.
- 4. Reliability and Effectiveness (25%)**- The extent of which innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.

V. Required Nomination Documents:



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Each nomination requires the submission of one (1) nomination folder containing the original copies of the documents (see letters A-H); and two additional copies duly certified.

- A. Completely filled-out Nomination Form
- B. Nominee's updated CSC Form 212 or Personal Data Sheet with passport size (4.5 cm x 3.5 cm) photo with tag taken within last six months prior to the nomination.
- C. Endorsement from the Head of the Office (e.g., District Head)
- D. A certification of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required.
- E. Copy of the signed OPCR/IPCR for the past three rating periods with at least Very Satisfactory (VS) performance rating prior to the nomination.
- F. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of December 31 prior to nomination (**FOR SCHOOL HEAD CATEGORY ONLY**)
- G. Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
- H. Write-up of Accomplishments

The nomination form and the documentary requirements should be placed in **legal sized folders. Hardbound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should not be included in the nomination folder.**

VI. Write-up of Accomplishments:

- A. The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of



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accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms such as “assisted”, “contributed” or “facilitated”;
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and bulleted form;
- Present impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefitted and/or transactions facilitated; and
- The nomination write-up of School Heads, Principals and District Heads should present individual accomplishments or behavioral norms **NOT** the accomplishment of the entire school or office.

B. The following information must be adequately provided:

1. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee’s regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:

- Impact of the exceptional/extraordinary contribution to public interest, security, and patrimony;
- Impact of the outstanding contribution to more than one school/office.

2. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

VII. Limitations on Nomination:

1. The nomination write-up should only be for a **maximum of 10 pages** (A4-sized bond paper, Bookman Old Style, #11 font) to include the summary of accomplishments, impact and other information.
2. Awardees or those who have been previously conferred with **any** of the awards can still be nominated to the same or to a different award category after **five (5) years** from the conferment of his/her award, provided that



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the nomination is based on a new set of accomplishments and/or exemplary norms/behavior manifested.

VIII. Procedure for Nomination:

Nomination to the Search may be done by individuals or organizations from the School and District Offices. The following are the steps on how to nominate employees:

1. Schools/Offices are expected to nominate their exemplars. Nomination is limited to **one (1)** nominee per category provided the requirements are complied with.
2. The District Rewards and Recognition Committee shall review and recommend the nomination for approval of the head of the district. The District Head shall approve the nomination and shall issue an endorsement letter prior to submission of nomination to the Division Office.

IX. Procedure for Screening and Evaluation:

The Division Rewards and Recognition Committee shall evaluate the nomination based on the required nomination documents (A-H) and Criteria for Evaluation.

It should shortlist qualified nominees based on Section III (Who are Qualified) and V (Required Nomination Documents) and submit the list of qualified nominees to the Committee for Evaluation.

The Rewards and Recognition Committee shall evaluate the documents based on Section IV (Criteria for Evaluation) of the Guidelines. It shall validate the accomplishments of the nominees under a flexible validation (virtual/face-to-face) and endorse the results to the Office of the Schools Division Superintendent for final deliberation and approval.



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X. Grounds for Disqualification of Nominations

- A. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the Search (**deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, and other required documents**).
- B. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against certifying nominee/authority pursuant to applicable laws and rules.



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Enclosure B to DM No. 177, s. 2025

Write-Up Template

Name of Nominee : District/Unit:
Position : Length of Service in the Position:
Length of Service in Government (Public):
Length of Service in Private School (for Category No. 27 and 28):

I. Executive Summary (Presents a summary of major accomplishments, and a brief description of how the nominee exemplifies the four CORE values of the Department of Education)

II. Significant Accomplishment/s within the Last Three Years: (Bullets and Describes the Project/Work Accomplished/Strategies/Activities Done in terms of its nature and purpose within three years and Problems Encountered)

III. Impact of Accomplishments (Discusses the impact of major accomplishments which are original/unique/creative/novel and extent of use (frequency, timeframe), results (gain, improvement), and a number of persons benefitted (learners, parents, and other stakeholders), scope and replicability and level of attainment per identified performance indicator. Indicate problems addressed, savings generated, public/office benefitted, and transaction facilitated. Indicate whether the accomplishments are part of nominee's regular functions/mandated or the product his/her own initiatives. If part of nominee's regular duties/mandated, justify why the accomplishments are considered exemplary or extraordinary)

IV. Other Information (List major awards/citations received/membership in organization)



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CERTIFICATION

We attest to all contained herein and authorize the use of those information for publication. We understand that the Rewards and Recognition Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misinterpretation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee

Nominator

District R&R Committee Chair

District Head



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Enclosure C to DM No. 177, s. 2025

NOMINATION FORM
Search for the Most Outstanding Teaching and Non-Teaching Employees

(To be filled out by the District Head)

I, _____, District Head of _____ willfully nominate the following employees to the _____ (category) on the basis his/her/their good character and outstanding performance:

Title (Mr/Ms)	Name	Current Position	SG	District	Contact Number

I understand that the above nominee meets the qualifications of _____ (Category)

Thank you for this opportunity.

Head of Office

Designation

Date



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