



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

08 May 2025

DIVISION MEMORANDUM

No. 207, s. 2025

CORRIGENDUM AND ADDENDUM TO THE DIVISION MEMORANDUM NO. 177, S. 2025 RE: 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, Curriculum Implementation Division
Chief, School Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
Principals In-Charge of the District
Private Schools
All others concerned

1. In relation to the issued Division Memorandum No. 177, s. 2025, titled **Search for Indomitable Knowledge, Attributes, and Talents (SIKAT) for Teaching and Non-Teaching Employees for CY 2025 and Recognition of Retirees**, this office informs all concerned of the following changes and corrections, to wit:

Timelines

Date	Adjusted Date	Activity	Corrected
April 1, 2025 to April 15, 2025	April 7-18, 2025	SIKAT search in the school level	
April 16, 2025 to May 31, 2025	April 21, 2025 to May 30, 2025	SIKAT search in the district level	
June 3-14, 2025	June 2-13, 2025	* Submission of list and documents of district winners to the division office. * Registration of district nominees to this link https://tinyurl.com/ktdzdsye	* Submission of list and documents of district winners to the division office * Registration and submission of scanned copy of nominee documents to this link https://tinyurl.com/3sfve2p6



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June 17, 2025 to August 30, 2025	June 16, 2025 to August 29, 2025	Document evaluation and shortlisting of division winners	
September 5-13, 2025	September 8-12, 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, 2025 as the Nueva Vizcaya Retired Teachers' Month of every year.	
September 16-20, 2025	September 15-19, 2025	*Finalization of SIKAT winners and selection of STARS Nominees	*Finalization of SIKAT winners and selection of STARS Nominees *Preparation of STARS Nominees' documents
October 4, 2025	October 3, 2025	Division SIKAT awarding of winners and announcement of STARS nominees	

Members: Addition of 4 Members and Replacement of one member

Additional Members	Amherstine Boy B. Bata	PI- BNCS, Bambang II
	Edlyn M. Wakit	AO2-BNCS, Bambang II
	Maricar M. Valido	AO4-Records
	Rosula M. Balberan	AO4-Cash
	Gaye D. Castillo	AO4-Supply
Secretariat	Jovy M. Panganiban replaced by Phoebe P. Bata	T3-Solano II
Additional Tech Support	Karina Genevy B. Ancheta	AO2-BES, Bayombong I



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I. Categories: Additional categories

1. Most Outstanding Secondary Teachers (by Subject Area)
 - a. English
 - b. Science
 - c. Mathematics
 - d. Filipino
 - e. Araling Panlipunan
 - f. TLE
 - g. MAPEH
 - h. Edukasyon Sa Pagpapakatao
2. Best Performing Private Elementary School
3. Best Performing Private Secondary School

II. Qualifications Requirements of Nominees: Corrections

1. Have rendered at least three (3) years of continuous service in the **award category**.
2. Have a performance rating of **Outstanding**.

III. Required Nomination Documents: Correction and Addition

Submission of Documents

1. Submit only ONE folder of the nomination form and other documents.
2. Nominees shall accomplish and submit the Rubrics for assessment attached hereunder.
3. Upload the scanned copy of the documents in the nomination folder (letters A-H) including the accomplished rubrics for assessment. (<https://tinyurl.com/3sfve2p6>)

IV. INDIVIDUAL CATEGORY

- a. **Certificate of Rating of OPCR/IPC RF ...with Outstanding Performance as prepared by HRMO and certified by the SDS.**
- b. Certification of No Unliquidated Cash Advances and Certification of No Disallowances... **(FOR SCHOOL HEAD CATEGORY AND ALL OTHER EMPLOYEES WHO ARE LIQUIDATING CASH ADVANCES/FUNDS)**

V. GROUP CATEGORY

- a. Completely filled-out Nomination Form
- b. Endorsement from the Head of Office (District Head)



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- c. Certification of Rating of OPCR/IPCR for the past three rating periods with Outstanding performance rating prior to the nomination as prepared by HRMO and certified by the SDS.
- d. Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)

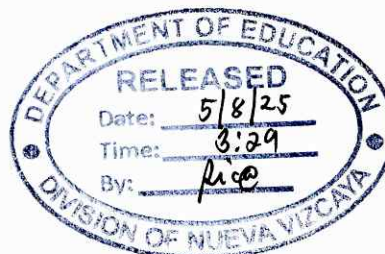
VI. Limitation on Nomination: correction

- a. 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 **three (3) years**.

VII. Grounds for Disqualification of Nominations: additional grounds

- a. For the School Head Category and all other employees who are liquidating cash advances/funds, if the nominee has unliquidated cash advances and notice of disallowances.
 - b. Have been found guilty of any administrative or criminal offense involving moral turpitude or do not have any case against them at the time of nomination.
- 2. Submission of 1(one) portfolio from each contestant is required for evaluation with self-rating.
 - 3. All other provisions in the DM No. 177, s. 2025 remain in effect.
 - 4. Immediate dissemination of this memorandum to all concerned is desired.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to DM 207, s. 2025

**SIKAT AWARDS
RUBRICS FOR ASSESSMENT**
INDIVIDUAL CATEGORY: _____

NOMINEE'S NAME: _____

CATEGORY: _____

STAGE 1: EVALUATION OF DOCUMENTS

I. PERFORMANCE (5 POINTS)		OPCRF/IPCRF RATING			Points Earned
		Year 1	Year 2	Year 3	
A. Average Performance of Ratings for the three latest rating periods.					
II. ACCOMPLISHMENTS (50 points) (Refer to the write-up of significant accomplishments as a professional employee and as an agent of positive change and influence in the community)					
CRITERIA	INDICATORS	CORRESPONDING POINTS			Points Earned
A. Innovative Projects (15 points) This refers to innovative actions, initiatives, or discoveries that address the need and help overcome a major obstacle in the nominee's workplace or	1. Originality				
	➤ Totally copied/adopted		1		
	➤ Adopted but modified		3		
	➤ Project is novel and unique		5		
	2. Creativity of the innovation in relation to PAPs				
	➤ innovation covers 1 PAP		2		
	➤ Innovation covers 2 PAPs		4		
	➤ Innovation covers 3 PAPs		5		
	3. Scope /Replicability of the Innovation				
	➤ Workplace		1		



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community and significantly impact the beneficiaries	➤ Workplace and Community	3	
	➤ Beyond community	5	
B. Significance of the Innovation (10 points) This refers to the value of projects, strategies or activities to organizational performance	1. Project Merit		
	➤ Within KRA	2	
	➤ Outside KRA	4	
	2. Organizational Value		
	➤ The project/innovation partly addresses specific and important concern of DepEd (Instruction, school operation)	3	
	➤ The project/innovation directly addresses specific and important concern of DepEd (instruction, school operation)	5	
C. Impact of the Innovation (10 points) This refers to the extent of use, gains, results, and adoptability of the innovations to stakeholders and/or learners.	1. Impact and replicability		
	➤ The project/innovation is institutionalized/used and improved key performance indicators in the workplace.	1	
	➤ The project/innovation is institutionalized/used and improved conditions in the workplace and immediate community.	3	
	➤ The project/innovation is institutionalized/used beyond the community.	5	
	2. Number of people/offices benefitted, and transactions facilitated		
	➤ Workplace	1	
	➤ Workplace and immediate community	3	
D. Awards (5 points)	➤ Beyond community	5	
	Level		
	School	0.5	



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These are major awards/citations received by the employee/school/SDO. (The highest award or recognition received by the employee/school/SDO that gave the greatest impact in the organization shall be credited)	Congressional/District	1	
	Division	2	
	Regional	3	
	National	4	
	International	5	
Sub-total = (I+II)/55*100*80			

III. CHARACTER (20 points)

Please rate in terms of the following ethical standards as stipulated in R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

Criteria	Indicators Code for Competency Level L-Low (1 pt); F-Fair (2 pts); S-Satisfactory (3 pts); H-High (4 pts)	L	F	S	H
		- 1	- 2	- 3	- 4
	At what level do the employee...				
I. COMMITMENT TO PUBLIC INTERES	1. Considers public interest/welfare over and above personal interest in making decision consider means of Verification such as personal sacrifices9 overtime without pay, spending for learners, home visitation, assistance to sick learners, distance of residence to workplace, and the like)				
	2. Is honest always				
	3. Is economical in using school, PTA funds, donations, etc. (avoids wastage)				
II. PROFESSIONALISM	4. Intelligence/wisdom as a public employee				
	5. Skills in the profession				
	6. Devotion and dedication to duty				



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III. JUSTNESS AND SINCERITY	7. Does not discriminate against anyone, especially the poor and the underprivilege clients				
	8. Respects the rights of others and refrains from doing acts contrary to law, good morals, good custom, public policy, public order, public safety, and public interest.				
	9. Does not extend undue favors on account of their office to their relatives whether by consanguinity or affinity.				
IV. POLITICAL NEUTRALITY	10. Provides service to everyone without unfair discrimination and regardless of party affiliation or preference				
V. RESPONSIVENESS TO THE PUBLIC	11. Extends prompt, courteous, and adequate service to the public clients				
	12. Provides when requested and appropriate the needed information with regard to the policies and procedures in clear and understandable language to the parents/clients.				
	13. Avoids red tape (ARTA)				
VI. NATIONALISM AND PATRIOTISM	14. Promotes the use of locally produced good, resources, and technology and encourages appreciation and pride of country and people.				
	15. Shows other behaviors depicting loyalty to the Republic and the Filipino people.				
VII. COMMITMENT TO DEMOCRACY	16. Commits himself/herself to democratic way of life and values, maintains the principal of public accountability and practices participative/consultative planning				
VIII. SIMPLE LIVING	17. Leads modest life appropriate to his/her position and income				
	18. Does not indulge in extravagant or ostentatious display of wealth in any form.				
	19. Adheres to dress code always.				
Rating = total Average/76*100*20					

SUMMARY RESULTS OF EVALUATION OR DOCUMENTS



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Criteria	Points
I. ACCOMPLISHMENTS (80%)	
II. VALUES (20 %)	
Total Score = Points Earned * 60	

Evaluator

(Signature over printed name)

Evaluator

(Signature over printed name)

Evaluator

(Signature over printed name)



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STAGE 2: INTERVIEW AND VALIDATION OF ACCOMPLISHMENTS PRESENTED IN THE WRITE-UP

Criteria	Code for Competency Level L-Low (1 pt.); F-Fair (2 pts); S-Satisfactory (3 pts); H-High (4 pts)	Assign point as to level of competency	Points Earned
1. Nominee's integrity in the presented accomplishments and values (4 pts)	Responses are consistent vis-à-vis write-up		
	Answers are factual, concrete and specific		
	Information for all claims is verifiable		
	Demonstrates and sustains ideas about his/her initiatives, innovations, and other significant contributions.		
2. General Attitude (4 pts)	Core values, traits, and qualities of a DepEd public servant are apparent		
	Enthusiastic, tactful, and modulated		
	Confident, establishes eye contact, relaxed, and composed		
	Organized, systematic, punctual, performance-oriented, and dependable		
3. Content and Skills Presentation (4 pts)	Direct and certain in his/her responses		
	Manifests well-constructed, well-analyzed, and confident answer		
	Provides clear purpose and subject by providing pertinent examples, facts, or supports ideas with evidence.		
	Prepared and demonstrates extensive knowledge		
4. Delivery and Language (4 pts)	Uses proper language and articulates responses in the language he/she is comfortable		
	Answers questions with appropriate wait time		
	Delivery is poised, controlled, and smooth		
	Persuasive, deep and thorough		

REMARKS:



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OVERALL RESULT	
STAGE	Score
I. Evaluation of Documents (60%)	
II. Interview and Validation (40 %)	
GRAND TOTAL	

Evaluator
(Signature over printed name)

Evaluator
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Evaluator
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SIKAT AWARDS



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RUBRICS FOR ASSESSMENT

SCHOOL CATEGORY: _____

NOMINEE'S NAME: _____

CATEGORY: _____

STAGE 1: EVALUATION OF DOCUMENTS

I. PERFORMANCE (5 POINTS)		OPCRF/IPCRF RATING			Points Earned
		Year 1	Year 2	Year 3	
A. Average Performance of Ratings for the three latest rating periods.					
II. ACCOMPLISHMENTS (50 points) (Refer to the write-up of significant accomplishments as a professional employee and as an agent of positive change and influence in the community)					
CRITERIA	INDICATORS	CORRESPONDING POINTS			Points Earned
A. Innovative Projects (15 points) This refers to innovative actions, initiatives, or discoveries that address the need and help overcome a major obstacle in the nominee's workplace or community and significantly impact the beneficiaries	1. Originality				
	➤ Totally copied/adopted	1			
	➤ Adopted but modified	3			
	➤ Project is novel and unique	5			
	2. Creativity of the innovation in relation to PAPs				
	➤ innovation covers 1 PAP	2			
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B. Significance of the Innovation (9 points) This refers to the value of projects, strategies or activities to organizational performance	1. Project Merit		
	➤ Within KRA	2	
	➤ Outside KRA	4	
	2. Organizational Value		
	➤ The project/innovation partly addresses specific and important concern of DepEd (Instruction, school operation)	3	
C. Impact of the Innovation (20 points) This refers to the extent of use, gains, results, and adoptability of the innovations to stakeholders and/or learners.	➤ The project/innovation directly addresses specific and important concern of DepEd (instruction, school operation)	5	
	1. Impact and replicability		
	➤ The project/innovation is institutionalized/used and improved key performance indicators in the workplace.	1	
	➤ The project/innovation is institutionalized/used and improved conditions in the workplace and immediate community.	3	
	➤ The project/innovation is institutionalized/used beyond the community.	5	
	2. Number of people/offices benefitted, and transactions facilitated		
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	➤ Workplace and immediate community	3	
	➤ Beyond community	5	
D. Awards (6 points) These are major awards/citations received by the employee/school/SDO. (The	Level		
	School	0.5	
	Congressional/District	1	
	Division	2	



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highest award or recognition received by the employee/school/SDO that gave the greatest impact in the organization shall be credited)	Regional	3	
	National	4	
	International	5	
Sub-total = (I+II)/55*100*80			

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	2. Is honest always				
	3. Is economical in using school, PTA funds, donations, etc. (avoids wastage)				
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	8. Respects the rights of others and refrains from doing acts contrary to law, good morals, good custom, public policy, public order, public safety, and public interest.				
	9. Does not extend undue favors on account of their office to their relatives whether by consanguinity or affinity.				
IV. POLITICAL NEUTRALITY	10. Provides service to everyone without unfair discrimination and regardless of party affiliation or preference				
V. RESPONSIVENESS TO THE PUBLIC	11. Extends prompt, courteous, and adequate service to the public clients				
	12. Provides when requested and appropriate the needed information with regard to the policies and procedures in clear and understandable language to the parents/clients.				
	13. Avoids red tape (ARTA)				
VI. NATIONALISM AND PATRIOTISM	14. Promotes the use of locally produced good, resources, and technology and encourages appreciation and pride of country and people.				
	15. Shows other behaviors depicting loyalty to the Republic and the Filipino people.				
VII. COMMITMENT TO DEMOCRACY	16. Commits himself/herself to democratic way of life and values, maintains the principal of public accountability and practices participative/consultative planning				
VIII. SIMPLE LIVING	17. Leads modest life appropriate to his/her position and income				
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	19. Adheres to dress code always.				
Rating = total Average/76*100*20					

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Criteria	Points
I. ACCOMPLISHMENTS (80%)	
II. VALUES (20 %)	
Total Score = Points Earned * 60	

Evaluator

(Signature over printed name)

Evaluator

(Signature over printed name)

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STAGE 2: INTERVIEW AND VALIDATION OF ACCOMPLISHMENTS PRESENTED IN THE WRITE-UP

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1. Nominee's integrity in the presented accomplishments and values (4 pts)	Responses are consistent vis-à-vis write-up		
	Answers are factual, concrete and specific		
	Information for all claims is verifiable		
	Demonstrates and sustains ideas about his/her initiatives, innovations, and other significant contributions.		
2. General Attitude (4 pts)	Core values, traits, and qualities of a DepEd public servant are apparent		
	Enthusiastic, tactful, and modulated		
	Confident, establishes eye contact, relaxed, and composed		
	Organized, systematic, punctual, performance-oriented, and dependable		
3. Content and Skills Presentation (4 pts)	Direct and certain in his/her responses		
	Manifests well-constructed, well-analyzed, and confident answer		
	Provides clear purpose and subject by providing pertinent examples, facts, or supports ideas with evidence.		
	Prepared and demonstrates extensive knowledge		
4. Delivery and Language (4 pts)	Uses proper language and articulates responses in the language he/she is comfortable		
	Answers questions with appropriate wait time		
	Delivery is poised, controlled, and smooth		
	Persuasive, deep and thorough		



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REMARKS:

OVERALL RESULT	
STAGE	Score
I. Evaluation of Documents (60%)	
II. Interview and Validation (40 %)	
GRAND TOTAL	

Evaluator

(Signature over printed name)

Evaluator

(Signature over printed name)

Evaluator

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