



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



24 June 2025

DIVISION MEMORANDUM
No. 278, s. 2025

**2025 SEARCH FOR INDOMITABLE KNOWLEDGE, ATTRIBUTES AND TALENTS
(SIKAT) FOR TEACHING AND NON-TEACHING/ EMPLOYEES
OF SDO NUEVA VIZCAYA**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
All others concerned

1. This Office through the PRAISE Committee hereby announces the conduct of 2025 Search for SIKAT Awardees for Teaching, Non-teaching/Employees of SDO Nueva Vizcaya. The different information pertinent to the SDO recognition program are herein attached as Memo Enclosures:

Enclosure 1: Composition of SDO PRAISE Committee
Enclosure 2: Guidelines, Criteria and Timelines for 2025 SIKAT Awards
Enclosure 3: Forms/nomination templates

2. The SDO Selection of SIKAT Awards shall be participated by **all Districts along all categories** to be submitted addressed to the Schools Division Superintendent, Attention: PRAISE Committee Chairperson.

3. This Memo supersedes all previous Division Memorandum.

4. For information, guidance and compliance.

ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent



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Enclosure 1 to DM ~~216~~²¹⁸s, 2025

COMPOSITION OF SDO PROGRAMS, AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE

No	Name	Position
Members		
1	Orlando D. Vicente PhD	EPS, Technology. Livelihood Education
2	Ronnie B. Bibas EdD	EPS, Science & Technology
3	Macrino A. Raymundo EdD	EPS, Alternative Learning System
4	Nimfa Norie A. Aquino PhD	EPS, Mathematics
5	Bermelita E. Guillermo PhD	EPS, Learning Resources Management System
6	Hilda D. Aragon PhD	EPS, Special Needs Education
7	Maria Concepcion D. Absalon PhD	EPS, Araling Panlipunan
8	Dindo John H. Moreno PhD	EPS, English
9	Wilhelmina C. Castro PhD	EPS, Edukasyon sa Pagpapahalaga
10	Roger S. Sebastian PhD	EPS, Filipino
11	Edward M. Santiago	Public Schools District Supervisor
12	Noli Mar M. Navarro EdD	SEPS, School Managemnet, Monitoring & Evaluation
13	Rommel S. De Gracia PhD	SEPS, Planning & Reasearch
14	Christopher R. Dominguez	Division Architect
15	Roscoe N. Gacusana PhD	SEPS, Social Mobilization & Networking
16	Romeo Emmanuel C. Yarcia	Planning Officer III
17	Maria Theresa B. Iglesia	Project Development Officer II
18	Marc Henrick R. Nicanor	Project Development Officer I
19	Ryan Christopher A. Buccat, MD	Medical Officer III
20	Ezekel C. Garing	Information Technology Officer I
21	Princess C. Aquitania	Administrative Officer IV
22	Gaye D. Castillo	Administrative Officer IV
23	Emerson B. Balut, CPA	Accountant III
24	Jeassel J. Alayu	Administrative Officer V
25	Atty. Julius Caesar G. Domingo, CPA	Attorney III
26	Maritess E. Vidad	Administrative Officer V
27	Maricel S. Franco PhD, CESE	Chief ES, CID
28	Romulo S. Ancheta PhD	Chief ES, SGOD
Focal Persons		
	Melany M. Asuncion PhD	EPS, SGOD
	Edward M. Santiago	PSDS, R & R Chairperson
	Florence F. Esparrago	OIC-SEPS, Human Resource Development Section
	Nimfa Norie A. Aquino PhD	EPS, R & R Co-Chairperson



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Secretariat /Techsupport	
Herbert P. Mangabat	OIC-EPS II, HRDS
Maricar M. Valido	Administrative Officer IV
Maria Victoria A. Padro	Project Development Officer II
Edlyn M. Wakit	Bambang II
Ezekel C. Garing	ITO
Amherstine B. Bata	Principal I, Bambang North CS
Karina Genevy B. Ancheta	AO- II, Bayombong 1
Chairperson	
Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent
Consultant	
Orlando E. Manuel PhD, CESO V	Schools Division Superintendent



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Enclosure 2 to DM 218s, 2025

SIKAT AWARDS GUIDELINES AND CRITERIA

A. Awards Categories

1. Most Outstanding Level 1 Non-teaching Employee (General Services)
2. Most Outstanding Level 1 Non-teaching Employee (Administrative Services)
3. Most Outstanding Level 2 Non-teaching Employee
4. Most Outstanding Level 2 Related-teaching Employee
5. Most Outstanding ALS Teacher
6. Most Outstanding Elementary IPed Teacher
7. Most Outstanding Secondary IPed Teacher
8. Most Outstanding SNEd Teacher
9. Most Outstanding Multi-grade Teacher
10. Most Outstanding Kindergarten Teacher
11. Most Outstanding Elementary Teacher
12. Most Outstanding Secondary Teacher
13. Most Outstanding Elementary Master Teacher
14. Most Outstanding Secondary Master Teacher
15. Most Outstanding Elementary School Head
16. Most Outstanding Secondary School Head
17. Most Outstanding Public Schools District Supervisor
18. Most Outstanding Education Program Supervisor
19. Most Outstanding Chief Education Supervisor
20. Best Performing Public Elementary School
21. Best Performing Private Elementary School
22. Best Performing Public Secondary School
23. Best Performing Private Secondary School

B. General Guidelines

1. All teachers/officials and employees holding a permanent status of employment are qualified to join the search
2. Have rendered at least three(3) years of continuous service in the award category 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 and continuously carried out by the nominee during the said period.
3. Have performance rating of at least Very Satisfactory or its equivalent for six (6) semesters or three (3) annual/SY rating periods prior to the nomination, and
4. Have not been found guilty of any administrative or criminal offense involving moral turpitude or do not have any pending case against them at the time of nomination.
5. Certification of Rating of OPCR (School Head)/IPCRF for the past three (3) rating periods with at least a Very Satisfactory (VS) performance rating before the nomination as certified by the school head/SDS.
6. Updated Service Record duly certified by the Division HRMO.
7. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the Commission on Audit Resident Auditoras of April 31 before the nomination



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8. Write-up of Accomplishments.

C. Nomination Documents

1. Completely filled-out Nomination Form
2. Endorsement from the immediate superior
3. Certification of Rating of OPCR or its equivalent (private schools) for the past three (3) rating periods with at least a Very Satisfactory rating before the nomination
4. Write-up of Accomplishments

Note: Only the required copies of MOVs determined per category should be included in the Nomination Folder

D. Nomination Procedure

1. Schools/Office are expected to nominate their exemplars. Nomination is limited to one (1) nominee per category per district.
2. The SDO PRAISE Focal Persons together with the Secretariat shall review and recommend the nomination for evaluation. They shall screen all nomination with complete documentary requirements and determine the correctness of the category vis-à-vis the accomplishment/s presented. They shall shortlist and submit to the committee for evaluation.

E. Screening and Evaluation

1. The SDO PRAISE Committee shall evaluate the nomination based on the required nomination documents (A-H) and Criteria for Evaluation.
2. The PRAISE Committee shall conduct Phase I evaluation: Document Assessment and Phase II: interview thereafter as scheduled.
3. The Committee/evaluators shall conduct onsite validation of documents and interview of the nominees. In the event of unforeseen circumstances, blended/ limited face to face validation shall be allowed.
4. After the evaluation, the committee members/evaluators shall submit to the PRAISE Secretariat for consolidation and endorse the results to the Office of the Schools Division Superintendent for final deliberation and approval.

F. Timelines

No	Activity	Date
1	Virtual Orientation of PRAISE Committee Members and PSDSs/DICs on the STARS Awards Criteria and Guidelines	June 25, 2025
2	Acceptance and deadline of submission at the SDO Records Office	July 8-9, 2025
3	Evaluation of documents	July 14-17, 2025
4	Interview of nominees	July 21-24, 2025
5	On-site Validation	July 28-30, 2025
6	Deliberation of results	August 1, 2025
7	Awarding	October 3, 2025
8	Submission of entries in the Regional STARS Awards	August 20, 2025



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G. Required Nomination Documents:

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.*



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H. 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 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 or 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.

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



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Enclosure 3 to DM 278 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 : _____

I. Executive Summary <i>(Presents a summary of major accomplishments, and a brief description of how the nominee exemplifies the four CORE values of the Department of Education)</i>
II. Significant Accomplishment/s within the Last Three Years: <i>(Bullets and Describes the Project/ Work Accomplished/ Strategies/ Activities Done in terms of its nature and purpose within three years and Problems Encountered)</i>
III. Impact of Accomplishments <i>(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)</i>
IV. Other Information <i>(List major awards/citations received/membership in organization)</i>

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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NOMINATION FORM
Search for 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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