



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

June 18, 2026

**DIVISION MEMORANDUM**

No. 236, s. 2026

**2026 SEARCH FOR INDOMITABLE KNOWLEDGE, ATTRIBUTES AND TALENTS  
(SIKAT) FOR TEACHING AND NON-TEACHING EMPLOYEES**

To: Assistant Schools Division Superintendent  
Chief ES, Curriculum Implementation Division  
Chief ES, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Principals In-Charge of the District  
Private Schools  
All others concerned

1. The **Search for Indomitable Knowledge, Attributes and Talents (SIKAT)**, is a rewards and recognition program of this division that this has produced numerous most outstanding employees of the region in various categories since its implementation.
2. Considering the approach of recognizing and rewarding employees of 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 2026.
3. All Districts are encouraged to submit one (1) nominee per awards category. The eligibility of certain positions to award categories are detailed below:
  - a. Teachers-In-Charge/OIC qualify under the School Head Category provided that they have a designation as School Head and have accomplished Office Performance Commitment and Review Form (OPCRF).
  - b. Level 1 Non-Teaching Positions are categorized as:
    - i. Administrative Services- supporting internal operations and management functions i.e. record-keeping, document management, payroll processing and financial management, human resource management, data entry and reporting, and office administration, including scheduling, communication, and visitor support.
    - ii. General Services- maintaining the physical environment and supporting the daily needs of the organization and its personnel i.e. janitorial and cleaning services, security services, grounds maintenance, building and facilities maintenance, and vehicle services.



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- c. Teaching-Related Positions are EPS II, SEPS, Guidance Counselors, Head Teacher with teaching loads, Librarian, Teaching Aid Specialist etc.
- e. Level II Non-Teaching Positions are AOs, Accountants, Budget Officers, Nurses, Doctors, Dentists, Legal Officers, Engineers, ITOs, Planning Officers, PDOs etc.
- f. Head Teachers can apply for the following:
- Head Teachers managing school can apply for SH Category
  - Head Teacher-Department Heads with teaching load/s can apply for the Master Teacher Category.
  - Head Teachers (esp. Big Schools) without teaching load/s can apply for Level II-Related Teaching.

4. The forms and guidelines of SIKAT Awards can be access through this link:  
**<https://tinyurl.com/3sfve2p6>**
5. The SIKAT Awards search for CY 2026 shall include all the categories enumerated in Enclosure A of this memo.
6. 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 5<sup>th</sup> day of October of every year.

Date	Activity
June 19 to June 30, 2026	SIKAT search in the school level
July 1 to July 15, 2026	SIKAT search in the district level
July 16-24, 2026	* Submission of list and documents of district winners to the division office.
July 27, 2026 to August 7, 2026	Documents evaluation and shortlisting of division winners
August 10-31, 2026, to Sept. 4, 2026	* Finalization of SIKAT winners and selection of STARS Nominees * Preparation of STARS Nominees' documents
September 7-11, 2026	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, 2026 as the Nueva Vizcaya Retired Teachers' Month of every year.
October 5, 2026	Division SIKAT awarding of winners and announcement of STARS nominees

7. The members of the PRAISE Committee and Rewards and Recognition Committee shall be in-charge of the assessment of documents. If additional members are requested



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to join the group to expedite the assessment process, then, a request must be submitted to the office of the Superintendent for approval.

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

Chair:	Edward M. Santiago	PSDS, CID-Bambang II
Vice Chair:	Nimfa Norie A. Aquino	EPS-CID
Members:	Amherstine Boy B. Bata	PI- BNCS, Bambang II
	Edlyn M. Wakit	AO2-BNCS, Bambang II
	Romelie S. Gurat	AO2-BCSSC, Bayombong I
	Jerry B. Lazaro	DIC, Aritao II
	Carmelita L. Pale EdD	DIC, Ambaguio
	Wilhelmina C. Castro	EPS-CID
	Roger S. Sebastian	EPS-CID
	Mona Lisa A. Cabato PhD	PSDS, CID-Solano I
Finance	Jeassel J. Alayu	AO5-Budget
	Emerson B. Balut	Accountant III
	Rosula M. Balberan	AO4-Cash
	Gaye D. Castillo	AO4-Supply
Secretariat	Angelie Faye B. Ferry	AO2-BWES, Bayombong II
	Phoebeline P. Bata	T3/TIC-Solano II
Tech Support	Amherstine Boy B. Bata/Edlyn M. Wakit	BNCS, Bambang II
	Karina Genevy B. Ancheta	AO2-BES, Bayombong I

9. 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 Awards of the region.

10. It is highly recommended that all first runners-up in all SIKAT categories shall update and submit their entries again for assessment.

11. Attached as enclosures are the forms that shall be accomplished and submitted from district to the division level.

12. For your information, guidance and compliance.



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



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**Enclosure A:** Categories and Criteria for the Search for the Most Outstanding Teachers and Non-Teaching Employees

**I. AWARDS 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. Most Outstanding Secondary IPed Teacher
3. Most Outstanding Elementary IPed Teacher
4. Most Outstanding ALS Teacher
5. Most Outstanding SNEd Teacher
6. Most Outstanding Multigrade 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 Secondary Principal
21. Most Outstanding Elementary Principal
22. Most Outstanding Secondary Head Teacher Handling a School
23. Most Outstanding Secondary Head Teacher NOT Handling a School
24. Most Outstanding Elementary Head Teacher
25. Most Outstanding Elementary Teacher-In-Charge
26. Most Outstanding Public Schools District Supervisor
27. Most Outstanding Education Program Supervisor
28. Most Outstanding Chief Education Supervisor
29. Best Performing Private Secondary School
30. Best Performing Elementary Private School
31. Best Performing Secondary Public School
32. Best Performing Elementary Public School
33. Best Performing Community Learning Center (CLC)
34. Best Performing ALS Center (School-based)



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## II. QUALIFICATION REQUIREMENTS OF NOMINEES

All teachers/official and employees holding a permanent status of employment and winners in the district search prior to the time of nomination are qualified to join the search.

Nominated employees must meet the following qualifications:

1. 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 prior to the nomination and have been consistently and continuously carried out by nominee during the said period;
2. Have a performance rating of Outstanding or its equivalent for six 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
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.

## III. CRITERIA FOR EVALUATION

### A. TEACHER CATEGORY

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.**



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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 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

- 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.



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- 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.

D. SUPERVISOR CATEGORY

- 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 AND RELATED-TEACHING CATEGORY (Level 1 and 2, 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.



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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.

F. SCHOOL CATEGORY

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.

IV. REQUIRED NOMINATION DOCUMENTS

Each nomination requires the submission of one (1) nomination folder containing the original copies of the documents (see letters A1-8); and scanned copy to be submitted online at this link: **<https://tinyurl.com/3sfve2p6>**

A. INDIVIDUAL CATEGORY

1. Completely filled-out Nomination Form
2. 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.
3. Endorsement from the Head of the Office (e.g., District Head)
4. A certification of no pending administrative or criminal case involving moral turpitude issued by the highest-ranking Administrative Officer or Legal Officer is required (for school/district level, self-declaration or certification is allowed).
5. Certification of Rating of OPCR/IPCR for the past three rating periods with at least Very Satisfactory (VS) performance rating prior to the nomination as prepared by HRMO and certified by the Head of Office.



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6. Certification of No Unliquidated Cash Advances and Certification of No Disallowances issued by the COA Resident Auditor for previous accountabilities as of May 31 before nomination (FOR SCHOOL HEAD CATEGORY and All Other Employees who are liquidating Cash Advances/Funds)
7. Updated Service Record duly certified by the agency's Human Resource Management Officer (HRMO)
8. Write-up of Accomplishments

**B. GROUP CATEGORY**

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

The nomination form and the documentary requirements should be placed in a legal sized folder. Hardbound and creative covers are discouraged. **Please note that ONLY the required copies of MOVs determined per category should be included in the nomination folder.**

**V. 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 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, District Heads and Chief 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:



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- 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.

## VI. LIMITATION ON THE NOMINATION

1. The nomination write-up should only be for a **maximum of 10 pages** (A4-sized bond paper, Bookman Old Style, #11 font), single space in between paragraphs) 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 **three (3) 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.

## VII. PROCEDURE

### A. NOMINATION

Nomination to the search may be done by individuals or organization 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.

### B. SCREENING AND EVALUATION

1. The Division Rewards and Recognition Committee shall evaluate the nomination based on the required nomination documents (A1-8 and B1-4)) and Criteria for Evaluation..
2. It shall 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.
3. The PRAISE and 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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**C. GROUNDING FOR DISQUALIFICATION**

1. 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**).
2. For the School Head Category and all other employees who are liquidating cash advances/Funds, if the nominee has an unliquidated cash advance and notice of disallowances.
3. 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.
4. Have not 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.



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**Enclosure B. Write-Up Template**

Name of Nominee: \_\_\_\_\_ District/Unit: \_\_\_\_\_  
Position: \_\_\_\_\_  
Length of Service in the Award Category: \_\_\_\_\_  
Length of Service in Government (Public): \_\_\_\_\_

**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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Enclosure C.

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

(To be filled-out by the District Head)

I, \_\_\_\_\_, District Head of \_\_\_\_\_ DISTRICT, willfully nominate the following employees to the **MOST OUTSTANDING NON-TEACHING LEVEL 2** (category) on the basis her 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 **MOST OUTSTANDING NON-TEACHING LEVEL 2**. (Category)

Thank you for this opportunity.

\_\_\_\_\_  
Public Schools District Supervisor  
Date:



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