Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

Office of the Schools Division Superintendent

March 24, 2026

DIVISION MEMORANDUM
No. 281, s. 2026

2026 GASALAMAT - SEARCH FOR OUTSTANDING DEPED BAYBAY CITY DIVISION EMPLOYEES/SCHOOLS

To: Division Office Personnel
Cluster Heads
Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Human Resource Development Section, announces the 2026 Search for Outstanding employees in the Schools Division of Baybay City.

2. This activity aims to highlight creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding employees for their innovations and superb accomplishments and other efforts which contribute to the efficiency, economy, and improvement in the government operations and/or other extraordinary acts or services in the interest of the public.

3. Enclosed is the Guidelines for the Search for Outstanding DepEd Baybay City Division Employees.

4. Submission of nominees from the ten (10) Districts for each category is highly encouraged. For the required documents, kindly refer to the guidelines attached in this issuance and it on or before **May 15, 2026.**

5. Search Criteria for the Division PRAISE Awards 2026 can be accessed through to this link http://tinyurl.com/2026divisiongasalamatawards .

6. Immediate dissemination of and compliance with this Memorandum are desired.

MANUEL P. ALBAÑO PhD, CESO V
Schools Division Superintendent

Enclosures: None
Reference: None
To be indicated in the Perpetual Index under the following subjects:

Awards *Employees* *Rewards & Recognition*

BAYBAY CITY DIVISION
RELEASED
DATE: MAR 24 2026
BY: 10:00
BAYBAY CITY, LEYTE

Diversion Road, Brgy. Gaas, Baybay City, Leyte
(53) 563-7615
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Enclosure to Division Memorandum No. 281, s. 2026

GUIDELINES FOR THE SEARCH FOR OUTSTANDING DEPED BAYBAY CITY DIVISION EMPLOYEES AND SCHOOLS

I. RATIONALE AND PURPOSE

DepEd Baybay City Division shall conduct the Division-wide Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Employees, now, dubbed as GASALAMAT (Gasa, Ganti, ug Pasalamat) in conformity with the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd Order No. 9, s.2002) and the Search for Outstanding Public Officials and Employees that has been conducted by the Civil Service Commission (CSC) annually (CSC Memorandum Circular No. 03, s.2016). The initiative provides an inclusive opportunity to all potential employees to benefit from the rewards and recognition system that the department has already established. It prepares our human resources more competitively for nomination and participation to the regional/national level search and awards program.

The search activity aims to encourage, reward, and give due recognition to the top performing teaching, teaching-related, and non-teaching employees who have demonstrated continuing commitment and outstanding performance. Motivated human resources are essential to organizational productivity and contribute to improving access, quality of delivery, and governance of basic education.

II. CATEGORY

The search shall cover teaching, teaching-related, and non-teaching employees for the following categories:

1. Best Employee Award

1.1 Most Outstanding Teacher (T I-III, MTs)

a. Kindergarten
b. Elementary
c. Junior High School (JHS)
d. Senior High School (SHS)
e. Alternative Learning System (ALS)
f. Special Education (SPED)
g. Madrasah
h. Multigrade

1.2 Most Outstanding Non-Teaching Personnel/ Teaching Related Personnel (Level 2)

a. Division Librarian
b. Project Development Officer II (Learning Resource)
c. Education Program Specialist-II (ALS)
d. Education Program Supervisor (CID)
e. Education Program Supervisor (Program Implementation)
f. Education Program Supervisor (LRMS)
g. Education Program Supervisor (SGOD)
h. Administrative Officer V
i. Human Resource Management Officer
j. Supply Officer
k. Cashier
l. Records Officer

m. Accountant
n. Budget Officer
o. Registrar
p. Planning Officer
q. Information Technology Officer
r. Engineer
s. Project Development Officer
   i. Youth Formation
   ii. DRRM
t. Senior Education Program Specialist
   i. HRDS
   ii. SMME
   iii. SMN
   iv. PNRS
v. Education Program Specialist II
w. Nurse
x. Medical Officer
y. Dentist
z. Implementing Unit Bookkeeper
ab. Administrative Aide (School Level and SDO Level)
ac. Administrative Assistant (School Level and SDO Level)
ad. Administrative Officer (School Level and SDO Level)
ae. Attorney III
af. Legal Officer

1.3 Most Outstanding Coordinator/ Coach/ Trainer

1.3.1 School Level

a. Literacy Coordinator (Elementary Level only)
b. Numeracy Coordinator (Elementary Level only)
c. Sports Coach/Trainer (Elementary and Secondary)
d. Elementary School Reading Coordinator
e. School Paper Adviser
f. Property Custodian
g. Youth Formator
h. WinS Coordinator
i. DRRM Coordinator

1.3.2 SDO Level

a. WinS Coordinator
b. School-based Feeding Program Coordinator
c. Learners' Rights and Protection Coordinator
e. Division Sports Officer
f. MEP Coordinator
g. TA Coordinator
h. SPED Coordinator
i. GAD Coordinator
j. Multigrade Coordinator
k. DRRM Coordinator
l. Youth Formator
m. Division Information Officer

1.4 Most Outstanding School Head

a. Elementary (Monograde School- Central Category)
b. Elementary (Monograde School- Non-Central Category)
c. Elementary (Multigrade School)

d. Secondary School (Purely Junior High School)
e. Secondary School (JHS with SHS)
f. Stand Alone Senior High School
g. Integrated School (Elem and JHS/SHS)

2. Best Office/School/Learning Center Award

2.1 Most Outstanding School
a. Elementary (Monograde School- Central Category)
b. Elementary (Monograde School- Non-Central Category)
c. Elementary (Multigrade School)
d. Junior High School
e. Secondary School (JHS and SHS)
f. Stand Alone Senior High School
g. Integrated School (Elem and JHS/SHS)

3. Contract of Service Employees

3.1 Most Outstanding Job Order Staff
a. Office Staff (CID)
b. Office Staff (SGOD)
c. Office Staff (OSDS)
d. General Services
e. Driver

III. QUALIFICATION REQUIREMENTS

The nominee for the search category must meet the following qualification requirements:

1. With at least 2 (two) years of relevant experience in the same position that an employee is nominated.
2. With an IPCRF/OPCRF rating of at least 4.500 (Outstanding) for the past two years in the same position that an employee is nominated.
3. Has no pending case and/or had not been found guilty of any administrative, criminal, or civil case.
4. For awards on school coordinators/advisers, nominees should be a coordinator/adviser for at least 2 years.

IV. REQUIRED DOCUMENTS FOR SUBMISSION

The search and selection committee at all levels shall require all nominees to submit the required documents as basis for evaluation:

A. Nominee's updated and completely filled-up CS Form 212 Revised 2017.
B. Updated Service Record duly certified by the SDO Administrative Officer V.
C. Selection results duly signed by the Cluster PRAISE committee at the different committee levels.
D. Certification for the conduct of the selection process duly signed by the Cluster Committee Chair.
E. For division office nominees, endorsement letter from the Chief Supervisor/Unit Head; for Cluster nominees, endorsement letter from the Cluster In-charge to the Schools Division Superintendent.
F. OPCR/IPCR for the past two years in the same position that an employee is nominated.

G. Duly certified means of verification (MOVs) for the awards, recognition, participation, and other accomplishments with proper tabbing.
H. Special Order/Memorandum issued as coordinator or adviser duly signed by authorities.

V. SEARCH AND SELECTION TIMELINE

REWARDS AND RECOGNITION SCHEDULE OF THE SEARCH FOR OUTSTANDING DEPED BAYBAY CITY DIVISION EMPLOYEES AND SCHOOLS

Date	Activity	Remarks / Persons Responsible	Expected Output
March 1, 2026	PRAISE Committee Meeting	PRAISE Committee and Secretariat	Meeting conducted
March 17, 2026	Issuance of Division Memorandum	PRAISE Committee/Secretariat; 2026 Search for Outstanding Employees	Memorandum released
March 17 – April 28, 2026	Selection Procedure (Nominating & Evaluating)	Cluster/District/Schools R&R and PRAISE Committee	Nominees identified per award category
April 8, 2026	Submission of Nominee Documents	**Clusters/Districts:** Submit hard copies with proper tabbing to HRDS. **Note:** Late documents will not be accepted.	List of nominees and complete documentary requirements submitted
April 8–30, 2026	Screening and Shortlisting of Nominees	PRAISE Committee, Secretariat, and TWG; Evaluation based on prescribed criteria	Screened and evaluated list of qualified nominees
May 1–31, 2026	Validation and Interview Phase	PRAISE Committee, Secretariat, and TWG; Verification of document authenticity	Qualified nominees validated
May 15, 2026	**Final Deadline** for the submission of the documents of the Nominees	Ensure completeness and transmit all files to the Division PRAISE Secretariat	Final transmittal of all verified documents
June 1–15, 2026	Finalization of Results	PRAISE Committee deliberates and finalizes	Final list of Outstanding Employees/Schools

		awardees	
June 16–30, 2026	Release of Results via Division Memorandum	PRAISE Committee, Secretariat, and TWG	Official announcement of winners published
July 10, 2026	**2026 GASALAMAT Awarding Ceremony**	PRAISE Committee; Formal recognition of Outstanding Employees/Schools	Awarding ceremony successfully conducted
July 17, 2026	Submission of Post-Activity Reports	PRAISE Committee, Secretariat, and TWG	ACRs and QAME documents submitted
July 20, 2026	PRAISE Committee Quarterly Meeting	PRAISE Committee, Secretariat, and TWG	GASALAMAT feedback provided; issues/concerns addressed

VI. COVERAGE OF DOCUMENT APPRAISAL

Validity of the outstanding/meritorious accomplishments and trainings shall be within the last 3 years set by the Division PRAISE Committee. This year, since the cut-off date is **March 31, 2026**, only accomplishments and trainings from **August 29, 2023** to **March 31, 2026** shall be considered valid for evaluation.

Evaluators shall invalidate any submitted documents outside of the stated coverage. All submitted documents must be related to the category applied for.

VII. SEARCH AND SELECTION PROCESS

A. School Level/District Level/Cluster Level

1. The School Head/Principal or the search and awards committee of the school shall review the performance of teachers in the school based on the results of the IPCRF of individual teachers including accomplishments or innovations, and other necessary documents.
2. The search committee shall prepare shortlist of potential nominees for each of the category based on the IPRCF and accomplishments of teachers.
3. The school search committee, led by the school head, shall conduct evaluation of shortlisted personnel who are potential nominees for the District Level search. Only those who got a score of 70 points after the evaluation can be nominated to the district-level search. In the event of a tie, the school head shall identify tie-breaking procedures.
4. The school head nominate 1 Most Outstanding employee for each of the category as entries for the District Level search.
5. District Level search nominees shall be forwarded to the Cluster Level search.
6. The Cluster search committee, led by the Cluster In-charge, shall conduct interview of shortlisted personnel who are potential nominees for the Division

Level search. In the event of tie, the Cluster In-Charge shall identify tie-breaking procedure.

7. The Cluster In-Charge shall nominate 1 Most Outstanding employee for each of the category as entries for the Division Level Search. All nominations per Cluster finalists shall be submitted to the Division PRAISE Committee along with the required documents following the schedule.

B. Division Level

1. The Division PRAISE Committee shall lead and facilitate the inclusive management of the Search for Outstanding employees and intensify the promotion or advocacy for this awards and recognition program.
2. PRAISE Secretariat shall forward the submitted cluster nominations to respective focal persons of the Division Search and Awards Committee per category for final evaluation.
3. The Division PRAISE Committee shall review the nomination documents submitted by the cluster for each of the category. Division personnel shall conduct the onsite validation process at the school level.
4. The Division PRAISE Committee shall prepare shortlist of top three (3) potential nominees for each category. In the event of tie, the focal person shall identify tie-breaking procedure.
5. PRAISE Secretariat shall issue a memorandum for Division winners.
6. The Division shall conduct awarding and recognition for division awardees who shall automatically represent the division nominee for the regional level.
7. The Division PRAISE Committee shall nominate/submit Most Outstanding Personnel to the Regional Office for the Regional Level Search for Outstanding DepEd Employees.

VIII. GROUNDS FOR DISQUALIFICATION

A. Non-compliance with the submission of the complete documentary requirements shall render the nominee ineligible for the Search.
B. Nominations not reaching the cut-off score for each category after the evaluation shall render the nominee ineligible for the Search. The cut-off score is 70 points for Teaching, Non-Teaching Personnel, and Teaching-related personnel.
C. Misrepresentation, bribery, and any form of special favor to the Search and Awards Committee shall be a ground of disqualification.

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DIVISION PRAISE COMMITTEE COMPOSITION

Honorary Chairperson	Dr. Manuel P. Albaño, CESO V Schools Division Superintendent
Chairperson	Dr. Josemilo P. Ruiz, CESE Assistant Schools Division Superintendent
Co-Chairperson	Dr. Ritchel Marie B. Villamor Chief, SGOD Dr. Jo-Ann Cerna-Rapada Chief, CID
Members	Dr. Ma. Liwayway N. Lumanta Dr. Wilson A. Aureo, Dr. Deowel F. Abapo Mr. Jose Aldrin F. Avellana Ms. Margilina C. Mendoza Dr. Federico V. Altivo Mr. Francis B. Recto Mr. Marck Anthony M. Suyom Dr. Irene B. Mangle Dr. Beth Catherine M. Dongon Dr. Mariam G. Aranas Mr. Josephus Anthony T. Dueñas, Atty. Febelle Dareen D. Rojas, Mr. Julius Cesar L. de la Cerna Mr. Enrico B. Lufrangco Mr. Ernesto B. Omolon Ms. Ma. Rosauro Mauro Ms. Ruthlyn P. Rebucas Ms. Adora Fe Baltazar Ms. Rosalinda P. Pael Ms. Lynneth A. Bañoc Ms. Carlet Gay Lingatong Mr. Ireneo O. Rodriguez Mr. Ruel T. Mahipos Dr. Lyric Arradaza, Dr. Irene Kissa Simabajon Mr. Frank Ray G. Ompoy
Secretariat	Mr. Jasper Paul A. Ycoy Mr. Romeo N. Sonio, Jr. Ms. Mariel A. Itlanas

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PRAISE COMMITTEE TECHNICAL WORKING GROUP (TWG) & AWARDS ASSIGNMENT 2023 SEARCH FOR THE MOST OUTSTANDING DEPED BAYBAY CITY DIVISION EMPLOYEES AND SCHOOLS

DepEd Region VIII PRAISE Awards / Special Awards	Chairperson / Co-Chairperson	Members
1. Best Employee Award **1.1 Most Outstanding Teacher (T I-III, MTs)** a. Kindergarten b. Elementary c. Junior High School d. Senior High School e. ALS f. SPED g. Madrasah h. Multigrade **1.2 Most Outstanding School Head** a. Elementary (Monograde School-Central Category) b. Elementary (Monograde School-Non-Central Category) c. Elementary (Multigrade School) d. Junior High School e. Secondary School (JHS and SHS) f. Stand Alone Senior High School g. Integrated School (Elem and JHS/SHS) **1.3 Most Outstanding JHS Head Teacher/Department Head** **1.4 Most Outstanding Assistant School Principal** **1.5 Most Outstanding Education Program Supervisor**	Chairperson: Dr. Jo-Ann C. Rapada Co-Chairperson: Dr. Wilson A. Aureo	Mr. JF Avellana Ms. MC Mendoza Dr. FV Altivo Mr. FB Recto Dr. BCM Dongon Dr. MG Aranas Ms. M Gofredo Mr. MA Suyom Dr. DF Abapo
1.3 Most Outstanding Non-Teaching Personnel (Level 1 & 2) **Division and School Level**	Chairperson: Mr. Anthony T. Dueñas Co-Chairperson: Mr. Julius Cesar L. de la Cerna	Ms. MR Mauro Ms. RP Rebucas Ms. AF Baltazar Mr. EL Lufrangco Mr. EF Omolon Ms. RP Pael Mr. RMP Valenzona Mr. IO Rodriguez

2. Best Office / School / Learning Center Award **2.1 Most Outstanding School** a. Elementary (Monograde School-Central Category) b. Elementary (Monograde School-Non-Central Category) c. Elementary (Multigrade School) d. Junior High School d.1 Non-Implementing Unit d.2 Implementing Unit e. Secondary School (JHS and SHS) e.1 Non-Implementing Unit e.2 Implementing Unit f. Stand Alone Senior High School g. Integrated School (Elementary and JHS/SHS)	Chairperson: Dr. Ritchel Marie B. Villamor Co-Chairperson: Dr. IB Mangle	Mr. JF Avellana Dr. Wilson A. Aureo Dr. FV Altivo Mr. MA Suyom Mr. FB Recto Dr. BCM Dongon Dr. MG Aranas Ms. MC Mendoza Dr. DF Abapo
3. Most Outstanding Coordinator/Adviser **3.1 School Level** a. Elementary School Reading Coordinator b. School Paper Adviser c. Property Custodian d. Youth Formator f. WinS Coordinator g. DRRM Coordinator **3.2 SDO Level** a. GAD Coordinator b. MEP Coordinator c. TA Coordinator d. SBM Coordinator f. SPED Coordinator g. Sports Coordinator h. Multigrade Coordinator i. DRRM Coordinator j. Youth Formator	Chairperson: Dr. Ritchel Marie B. Villamor Chief, SGOD Co-Chairperson: Dr. ML Lumanta	Dr. IB Mangle Dr. FV Altivo Ms. RP. Pael Mr. C Escasinas Ms. LA Bañoc Mr. JJ Gulayan Mr. EF Omolon

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

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NOMINATION FORM

DepEd Region VIII PRAISE Awards _____
(Calendar Year)

Recent 2" x 2" Picture of the Nominee

THE PRAISE COMMITTEE
DepEd SDO Baybay City
Diversion Road, Brgy. Gaas Baybay City, Leyte

After undergoing a thorough evaluation in the cluster/ district level based on the guidelines and criteria set by the DepEd Division PRAISE Awards for DepEd SDO Baybay Officials and Employees, I hereby nominate:

Name of Nominee: _____
Category: _____
Current Position of Nominee: _____
Subject Area and Grade Level Taught: _____
Unit Assigned and nature of Work: _____
School/Office: _____
School/Office Address: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents is true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____
Signature of Nominator: _____ Date Signed: _____

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OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I_____ Filipino, of legal age, with permanent address _____ at under oath, hereby depose and state that:

That each of the documents submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;

That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;

That I am aware that any violation will automatically disqualify me from the selection process;

That I am making these statements as part of the requirement for DepEd SDO Baybay City PRAISE Awards 20____ of the Department of Education.

By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education Region VIII to verify the authenticity of documents I have submitted.

_____
Nominee's Printed Name & Signature

Witness:

_____
Cluster PRAISE Committee Chairperson

SUBSCRIBE AND SWORN to before me this _____ day of _____, 20____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
Tin _____

Doc no. _____
Page no. _____
Book no. _____

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POTENTIAL/INTERVIEW CHECKLIST & RATING SHEET

Name of Nominee: _____
School/Office: _____
Division: _____
Category: _____

Directions: Put a check (/) on the space provided for if the nominee exhibits the following indicators AT ALL TIMES. Otherwise, put an (x).

INDICATORS	
A. Communication Skills	
1. Expresses himself/herself clearly and logically.	
2. Communicates effectively with a wide range of individuals.	
3. Responds clearly.	
4. Response is relevant.	
B. Ability to Present Ideas	
1. Conveys information clearly and concisely.	
2. Adjusts tone, style, and language of messages to suit audience.	
3. Uses appropriate body language.	
4. Demonstrates self-awareness and self-control.	
5. Shows proficiency on the content/knowledge and expertise inherent to the position.	
C. Alertness	
1. Perceives and acts quickly.	
2. Manifests presence of mind.	
3. Manifests awareness of the environment.	
D. Judgment	
1. Analyzes issues and/or information and gives objective views.	
2. Draws accurate conclusions based on evidence/data.	
3. Breaks problems down and weighs up options.	
4. Explores possibilities and identifies solutions.	
5. Anticipates risks and suggests/makes improvements.	
E. Stress Tolerance	
1. Talks positively.	
2. Sees the big picture.	
3. Avoids being hijacked.	
4. Pays attention.	
No. of Checks (/)	
Point/s Earned = (No. of Checks / 21) x Allotted Points	

Rated by:

_____
Signature over Printed Name of Rater
Date: _____

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CERTIFICATION

This is to certify that all nominees of _____ have been
(Name of Cluster)

evaluated through the Cluster PRAISE Committee selection process. Only the highest-scoring nominees per award category who meet the prescribed cut-off score of 70 points have been endorsed to the Division PRAISE Committee.

Issued this _____ day of _____, 2025, at

_____

_____.

[Name of Schools Cluster In-Charged]
Cluster In-Charged