

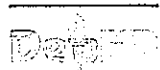
Subject: CONDUCT OF DISTRICT AWARDING CEREMONY OF OUTSTANDING SCHOOL HEADS, TEACHERS AND NON-TEACHING PERSONNEL FOR SCHOOL YEAR 2025-2026 (District Program on Awards and Incentives for Service Excellence / PRAISE)

1. Pursuant to the District Memorandum No. 31, s. 2025, titled District Search for Outstanding School Heads, Teachers and Non-Teaching Personnel for School Year 2025-2026, this office announces its conduct of DISTRICT AWARDING CEREMONY OF OUTSTANDING SCHOOL HEADS, TEACHERS AND NON-TEACHING PERSONNEL FOR SCHOOL YEAR 2025-2026 (District Program on Awards and Incentives for Service Excellence / PRAISE) to be held at San Ildefonso Elementary School Gymnasium on May 27, 2026, 1:00 pm to 5:00 pm.
2. The objectives of this activity are the following:
 - 2.1 Give due recognition to those who worked hard and demonstrated sincere commitment in fulfilling their duties and functions
 - 2.2 Inspire all other teachers and non-teaching personnel to strive for excellence as other did
 - 2.3 Emulate and prove that excellence combined with positive work values can be best applied in all endeavors
 - 2.4 Showcase the best practices and transform the weaknesses into strengths and opportunities
 - 2.5 Foster a culture of appreciation and continuous improvement in the entire district
3. The nineteen (19) elementary school heads are enjoined to cooperate in this endeavour
4. The categories for teachers are the following:
 - 4.1 Key Stage 1 Teachers (Kinder and Grade 1) whose 100% of learners are at the “grade-ready” level in Filipino
 - 4.2 Key Stage 1 Teachers (Grade 2 and Grade 3) whose 100% of learners are at the “grade-ready” level in both English and Filipino
 - 4.3 Key Stage 2 Teachers (Grade 4 to Grade 6) whose 100% learners are at “independent” level in both English and Filipino
 - 4.4 Key Stages 1 & 2 Mathematics teachers whose 100 % of learners are at “highly proficient” level
 - 4.5 SSES Teachers whose 100% learners have shown remarkable and excellent achievement in Literacy and Numeracy

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- 4.6 Teachers who obtained remarkable points in contest winnings (Journalism, Sports, Festival of Talents)
 - 4.7 Teachers who have successfully pursued Division-validated research, innovation and application Projects
 - 4.8 Teachers who have produced Division-quality assured/field-tested learning resources (properly coordinated to the district LR adviser)
 - 4.9 Teachers with 100% attendance throughout the school year
 - 4.10 Teachers who showed promptness in coming to school
 - 4.11 Teachers who have sustained updated, neat and correct records and forms
5. The categories of awards for school heads are the following:
- 5.1 School heads whose 80-100% of key stage 1 teachers (Kinder and Grade 1) have learners who are at the “grade-ready” level in Filipino
 - 5.2 School heads whose 80-100% of key stage 1 teachers (Grade 2 and Grade 3) have learners who are at “independent” reading level in both English and Filipino
 - 5.3 School heads whose 80-100% of key stage 2 teachers (Grade 4 to Grade 6) learners are at “independent” level in both English and Filipino
 - 5.4 School heads whose 80-100% key stage 1 and 2 Mathematics teachers have 100% learners who are at the “proficient” level
 - 5.5 Champion of School Sports Leadership Award
 - 5.6 Outstanding Advocate of School Journalism
 - 5.7 Outstanding school head who inspired his teachers in taking extra milestone to pursue division-validated research, innovation and produced division-validated learning resources
 - 5.8 Outstanding performance in terms of report and record management
 - 5.9 Outstanding school heads in terms of sustainability of conducive and clean learning environment throughout the school year
 - 5.10 Outstanding school heads in terms of sustaining Gulayan sa Paaralan throughout the school year
 - 5.11 Outstanding school heads in terms of correct and prompt downloading and liquidation of MOOE funds
 - 5.12 Outstanding school heads in terms of contest winnings
 - 5.13 Outstanding school heads in terms of resources generated from external stakeholders as per manifested in their implemented programs and projects
 - 5.14 Outstanding school heads in financial and budget management award
6. An award for non-teaching personnel (Administrative Officer, Project Development Officer, Administrative Assistant, Administrative Aide) will be given to those who have shown competence and commitment in performing their assigned tasks.
- 6.1 Excellence in records and report management
 - 6.2 Most responsive frontline service provider



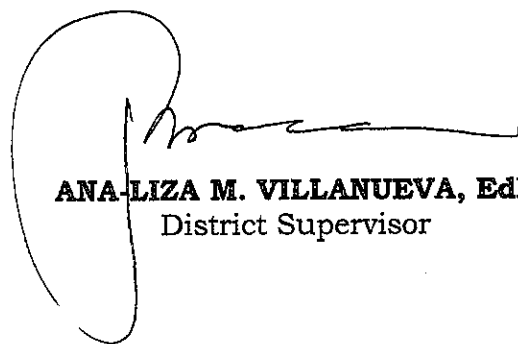
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- 6.3 Most organized supply and property custodian
- 6.4 Outstanding human resource support award
- 6.5 Excellence in school communication and media awards
- 7. Outstanding and exemplary performance of utility workers and security guards will be recognized as:
 - 7.1 Ulirang – Lingkod Kalinisan
 - 7.2 Bantay – Bayani ng Paaralan
- 8. The results of school's supervision, monitoring and validation activities, submission of accomplishment reports and other means of verification were used as determinants of the selection process.
- 9. The list of the awardees is hereby attached. This is FINAL and IRREVOCABLE.
- 10. The assigned work committees are expected to fulfill their duties well.
- 11. Expenses to be incurred in this activity shall be charged against local school funds subject to the usual accounting and auditing procedures.
- 12. Immediate and wide dissemination of this letter is earnestly desired.



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District Supervisor