



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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11 November 2020

DIVISION MEMORANDUM  
No. 284, s. 2020

**ADDENDUM TO DM 233 S.2020 RE: DIVISION SEARCH FOR  
2020 OUTSTANDING DISTANCE LEARNING IMPLEMENTERS**

To: **Asst. Schools Division Superintendent**  
**Division Chiefs**  
**All Unit/Section Heads**  
**Senior Education Program Specialist-HRD**  
**All Teaching and Non-Teaching Personnel**  
**All Others Concerned**  
This Division

1. Relative to DM 233, s.2020 *Re: Division Search for 2020 Outstanding Distance Learning Implementers*, this Office informs the field of the additional categories for non-teaching personnel to the awards cited from the originally released memorandum.
2. The PRAISE Committee shall conduct a screening to the following:
  - a. Outstanding Level 1 Non-Teaching Personnel (Salary Grade 4-10)
  - b. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)  
**[with supervisory function]**
  - c. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)  
**[without supervisory function]**
  - d. Outstanding Education Program Supervisor
  - e. Outstanding Job Order (*Teacher-Aide*)
  - f. Outstanding Job Order (*Utility & Watchman*)
3. Please see Enclosure 1 for the criteria and other guidelines set for these categories. Nominated personnel per unit/section shall submit their pertinent papers to **KAREN ROSE A. SERRANIA, SEPS-HRD** on or before **November 19, 2020**.



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4. Moreover, attached is the composition of the Technical Working Committee of the aforementioned activity (*Enclosure 2*).
5. All other provisions in the previous memorandum shall remain in effect.
6. For dissemination and strict compliance.

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

SGOD/KRAS  
PRAISE  
MOPSTA  
NON TEACHING





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**Enclosure 1: Criteria for Outstanding Non-Teaching Personnel**

1. Group A

- a. Outstanding Level 1 Non-Teaching Personnel (Salary Grade 4-10)
- b. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)  
*[with supervisory function]*
- c. Outstanding Level 2 Non-Teaching Personnel (Salary Grade 11-24)  
*[without supervisory function]*
- d. Outstanding Education Program Supervisor

**Criteria**

IPCRF Rating (recent) —	40%
Character & Commendable conduct <i>(Recommendations and Write-ups of Heads And Testimonies of Five (5) Colleagues)</i>	20 %
Innovations (relative to work assignment)	20%
Programs and Projects Implemented <i>(Significant Accomplishments in the new normal)</i>	20%
<b>TOTAL</b>	<b>100%</b>

2. Group B

- a. Outstanding J.O (Teacher-Aide)
- b. Outstanding J.O ( Watchman)

Character & Commendable conduct <i>(Recommendations and Write-ups of Heads And Testimonies of Five (5) Colleagues)</i>	40 %
Attendance and Punctuality <i>(Attach signed DTR for the last 3 months)</i>	30 %
Outstanding Accomplishment <i>(Relative to work assignment)</i>	30 %
<b>TOTAL</b>	<b>100%</b>





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**Enclosure 2: Technical Working Committees**

Consultant:	Olga C. Alonsabe, PhD, CESE
Chair:	Alicia E. Anghay, PhD, CESE
Co-Chair:	Ninian A. Alcasid, PhD Rolly B. Labis, EdD
Focal Person:	Karen Rose A. Serrania (MOPSTA) Nilo L. Lomongo (Stakeholder's Convergence)
Letters and Communication:	Karen Rose A. Serrania Nilo L. Lomongo
Program & Invitation:	Merogim P. Mugot Maricris P. Quismundo
Plaques, Certificates: & Pins ( <i>Awards</i> )	Jurica Ethel L. Estrada Kenneth Angel Guillena Cecille Khobuntin
Technical Preparations:	Sherrie R. Dungog Glenn John Isiderio
Stage and Venue Preparation:	Johnell Vacalares Bob Paquinol Franz Maybelle Gaid Vanessa Prores Tiad Honeyluz Sabuero All ALS Mobile Teachers
Lei and Ushering	Anna Mae Atillo Felanie Marie A. Lim Remie Jane Macana
Food	Eulita Castillo Rizan Sardane Gerlissa Amoguis





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Safety Measures

Dr. Gladys Grace H. Cabeltes  
All Division Nurses

Documentation  
(On-site)

John Perkins Sillabe  
Jenice Mae Lolo

Video (for Posting)  
& Picture  
(Portrait for Awardees)

Hazel Margatinez  
Rommel Abang

After Care

Admin Section  
Job Order (*Division*)

Approved:

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

