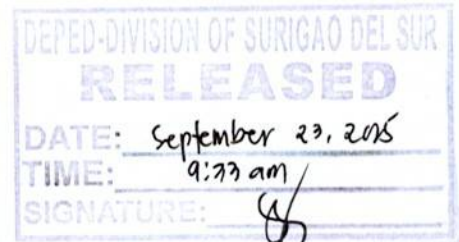




Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DIVISION MEMORANDUM  
No. 400 , s. 2025



To: Division PRAISE Committee  
Division Chiefs  
All Education Program Supervisors  
All Public Schools District Supervisors/ District In-charge  
All Secondary and Elementary School Heads  
All Teaching and Non-Teaching Staff  
All other concerned

**CALL FOR NOMINATION FOR THE SEARCH FOR  
PAGPASIDUNGOG SA PINAKAMADAYAW AWARDS 2025**

1. The Schools Division of Surigao del Sur, with the Division Program on Rewards and Incentives for Service Excellence (PRAISE) Committee, announces the call for nominations for the Search for **Pagpasidungog sa PinakaMADAYAW Awards 2025** from September 22 – October 10, 2025.
2. The Pagpasidungog sa PinakaMADAYAW aims to encourage, recognize, and reward employees individually or in group, for their suggestions, innovations, ideas, inventions, discoveries, superior accomplishments, heroic deeds, or services in the public interest and other personal efforts contributing to efficiency and economy which lead to organizational productivity that is anchored on the principles of equal employee opportunity policy and equitable service for the greater good of the communities they serve.
3. The search covers the following award categories:

**A. INDIVIDUAL CATEGORIES:**

- i. Outstanding Teacher (*Elementary and Secondary*)
- ii. Outstanding Master Teacher (*Elementary and Secondary*)
- iii. Outstanding Special Education (SpEd) Teacher (*Elementary and Secondary*)
- iv. Outstanding IPed Teacher (*Elementary and Secondary*)
- v. Outstanding Multi-grade Teacher
- vi. Outstanding ALS Mobile Teacher
- vii. Outstanding School Principal (*Elementary and Secondary*)
- viii. Outstanding Non-Teaching Personnel (*Level 1 and Level 2*)
- ix. Outstanding Researcher

- x. Outstanding Head Teacher/Teacher-in-Charge (*Elementary and Secondary*)
- xi. Best Implementer of Gawad Siklab
- xii. Outstanding Learner-Officer of Gawad Siklab
- xiii. Outstanding Teacher-Adviser of Gawad Siklab
- xiv. Recognition Award for School Head
- xv. Outstanding Project Development Officer I

**B. SCHOOL CATEGORIES:**

- i. Outstanding School (Elementary) Small Category
- ii. Outstanding School (Elementary) Medium Category
- iii. Outstanding School (Elementary) Large Category
- iv. Outstanding School (Elementary) Very Large Category
- v. Outstanding School (Junior High School) Small Category
- vi. Outstanding School (Junior High School) Medium Category
- vii. Outstanding School (Junior High School) Large Category
- viii. Outstanding School (Junior High School) Very Large Category

Three finalists per category will receive a Plaque and Certificate of Recognition, while the outstanding employees shall also receive a plaque and cash prize.

- 4. All District PRAISE Committees are required to submit at least one nominee/entry to each category to the Division Office.
- 5. Nominees shall submit 1 folder containing all the required and supporting documents and be properly endorsed to the Division Office. The following nomination documents shall be in A4-size bond paper.

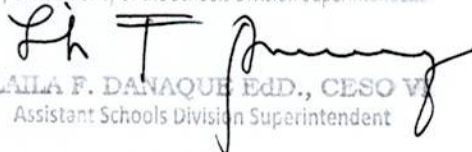
Category	Documentary Requirements
Individual Category	<ul style="list-style-type: none"> <li>1. Indorsement from PSDS/DICs</li> <li>2. Nomination Form and Write Up</li> <li>3. Omnibus Certification of Authenticity and Veracity of Documents</li> <li>4. Updated Service Record</li> <li>5. Personnel Data Sheet</li> <li>6. Certification of No Pending Case)</li> <li>7. IPCRF/OPCRF for the last 3 rating periods (SY 2021-2022, 2022-2023, and 2023-2024)</li> <li>8. Rating Sheet for Professionalism and Personal Characteristics</li> <li>9. Certificates and other supporting Documents</li> </ul>
School Category	<ul style="list-style-type: none"> <li>1. Nomination Form and Write Up (in front 11, Bookman Old Style)</li> </ul>

	2. Omnibus Certificate of Authenticity and 3. Veracity of Document (duly notarized) 4. Certificates and other supporting documents (MOVs required in the nominated category) arranged and labeled per criterion.
--	--

6. All submitted documents in hardcopy shall be pre-evaluated by the PRAISE Secretariat on the compliance and completeness of the submitted documentary requirements. **Non-compliance with the submission** of complete documentary requirements, including those of the deadline, size and numbers of folders, accuracy and completeness of information required in the nomination form, and for a maximum number of pages for the accomplishment write-up, clearances, and other required documents, shall render the nominee ineligible for the search. Nominations with incomplete documentary requirements shall no longer be processed.
7. Attached hereto are the awards as mentioned above.
8. All the guidelines, criteria, and templates can be downloaded via <https://tinyurl.com/RnR-PSPA-TEMPLATES>.
9. Refer to the Policy on Rewards and Recognition System of the Department of Education Caraga 2025 (Regional Memorandum No. 0876, s. 2025).
10. For further inquiries and clarification, you may contact Ms. Erlyn G. Mangadlao, SEPS – HRD and Mr. Marjun P. Ordoña, EPS II-HRD, through email at [surigaodelsur.hrd@deped.gov.ph](mailto:surigaodelsur.hrd@deped.gov.ph).
11. For the immediate and wide dissemination of this memorandum to all concerned is highly appreciated.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

By the authority of the Schools Division Superintendent

  
**LAILA F. DANAQUE EdD., CESO V**  
 Assistant Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

AWARDS

RECOGNITION

SGOD/egm  
09/18/2025



Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
Telefax No. (086) 211-3225  
Email Address: [surigaodelsur.division@depd.gov.ph](mailto:surigaodelsur.division@depd.gov.ph)  
Website: [depdsurigadelsur.com](http://depdsurigadelsur.com)

<b>Doc. Ref. Code</b>	SDO-OSDS-F001	<b>Rev</b>	00
<b>Effectivity</b>	02.3.2025	<b>Page</b>	4 of 5

Enclosure to Division Memorandum No. 400, s. 2025

**PAGPASIDUNGOG SA PINAKAMADAYAW AWARD 2025  
CALENDAR OF ACTIVITIES**

<b>Activity</b>	<b>Schedule</b>	<b>Persons Responsible</b>
Deadline of Submission of District Nomination with complete documents	September 16- October 10, 2025	District PRAISE Committee
Evaluation of Documents by PRAISE Committee	October 13-17, 2025	District PRAISE Committee
Final Validation and Interview of Qualified Nominees	October 20-21, 2025	District PRAISE Committee
Final Selection and Awarding of Outstanding Teaching and Non-Teaching Officials and School Employees	November 7, 2025	District PRAISE Committee