



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

25 Mar 2026

DIVISION MEMORANDUM

No. 183, s. 2026

**CALL FOR THE NOMINATION FOR THE 2025 GAWAD DANGAL
NG IMUS PARANGAL FOR THE OUTSTANDING TEACHING,
TEACHING-RELATED, NON-TEACHING PERSONNEL AND
EMPLOYEES**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Schools)
All Others Concerned

1. Relative to DepEd Order No. 009, s. 2002 (Establishing the Program on Awards and Incentives for Service Excellence [PRAISE] in the Department of Education), DO 78, s. 2007 (Strengthening the Program on Awards and Incentives for Service Excellence [PRAISE] of the Department of Education) and CSC Memorandum Circular No. 01, s. 2001 (Program on Awards and Incentives for Service Excellence [PRAISE]), this Office announces the call for nominations for the 2025 *Gawad Dangal ng Imus Parangal* recognizing outstanding teaching, teaching-related, non-teaching personnel, and employees.
2. The Division PRAISE Committee aims to recognize the outstanding performance and accomplishments of all teaching, teaching-related, and non-teaching personnel, as well as public schools.
3. The Division PRAISE and the Evaluation and Selection Committees shall be responsible for the screening and validating documentary requirements. An online meeting is scheduled on April 6, 2026, at 2:00 PM., with the meeting link to be given a day in advance.
4. As an advocate of Equal Opportunity Principle (EOP), the Division PRAISE Committee encourages all public schools and SDO employees to join the division search regardless of their religion, belief, physical condition, ethnicity, political affiliation, age, sex, gender, and civil and social status.
5. All nomination folders must be submitted to the Records Section of the Schools Division Office of Imus City on or before 5:00 PM of March 31, 2026.



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



6. See the following enclosures for more information:
 - Enclosure No. 1 – Award Categories,
 - Enclosure No. 2 – Guidelines and Checklist of Required Documents.
 - Enclosure No. 3 – Criteria for Each Award Category,
 - Enclosure No. 4 – Nomination Forms, and
 - Enclosure No. 5 – Evaluation and Selection Committee.
7. Expenses relative to the conduct of the activity shall be charged against SDO's local funds, subject to the usual accounting and auditing rules and regulations.
8. A separate Division Memorandum will be issued regarding the onsite applicant folder validation and the awarding ceremony.
9. For further clarifications, please contact Mr. June Bence L. Adelan, Education Program Supervisor, or Ms. Marlyn C. Alegro, Head Teacher III/OIC, Human Resource Development Section (HRDS), at 046-419-8450 to 53 local 227.
10. For immediate dissemination and compliance.



HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent




Encl.: As stated

Reference: As stated

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

AWARDS
COMMITTEES
RECOGNITION

sgod/iham/03-25-2026 

Enclosure No. 1 to Division Memorandum No. 183, s. 2026

AWARD CATEGORIES

I. Individual Award Categories

No.	Individual Award Category	Level
1	Outstanding Elementary School Teacher	K- Grade 6
2	Outstanding High School Teacher	Grade 7-12
3	Outstanding Elem. School Master Teacher	K-Grade 6
4	Outstanding High School Master Teacher	Grade 7-12
5	Outstanding SPED Teacher	K- Grade 12
6	Outstanding ALS Teacher	K- Grade 12
7	Outstanding Elementary School Principal	Elementary School
8	Outstanding High School Principal	High School
9	Outstanding Education Program Supervisor	SDO
10	Outstanding Teaching-Related Personnel	SDO/School (except school principal)
11	Outstanding Non-Teaching Personnel Level 1	SG 1-9
12	Outstanding Non-Teaching Personnel Level 2	SG 10-22 (except EPS)
13	Outstanding Researcher	Elementary
14	Outstanding Researcher	High School
15	Outstanding Researcher	Teaching-Related Personnel
16	Outstanding Researcher	Non-Teaching Personnel
17	Outstanding School Paper Adviser	Elementary
18	Outstanding School Paper Adviser	High School
19	Outstanding Teacher in Special Programs	Elementary and High School
20	Outstanding Learning Resource Developer	All Levels/Media

II. School Award Categories

No.	School Award Category	Level
1	Best Performing Public Elementary School	Elementary School
2	Best Performing Public High School	High School

III. Other Individual Categories

No.	Individual Category	Level
1	Outstanding Clerk	Nationally-Funded, LSB, Job Order, Casual, School Funded
2	Outstanding Security Personnel	
3	Outstanding Utility Personnel	
4	Outstanding Driver	

Enclosure No. 2 to Division Memorandum No. 183, s. 2026

GUIDELINES AND CHECKLIST OF REQUIRED DOCUMENTS

I. Scope of the Program

The 2025 *Gawad Dangal ng Imus Parangal* for the Outstanding Teaching, Teaching-Related, Non-Teaching Personnel, and Employees, a division program on rewards and recognition is aligned with DepEd Order No. 009, s. 2002 (Establishing the Program on Awards and Incentives for Service Excellence [PRAISE] in the Department of Education), DO 78, s. 2007 (Strengthening the Program on Awards and Incentives for Service Excellence [PRAISE] of the Department of Education) and CSC Memorandum Circular No. 01, s. 2001 (Program on Awards and Incentives for Service Excellence [PRAISE]).

The search shall focus on the outstanding performance, contributions, innovations of teaching, teaching-related, and non-teaching personnel who are holding permanent position. Those whose nature of employment fall either under job order, contract of service or locally-funded can be nominated for the four categories such as: outstanding clerk, outstanding driver, outstanding utility and security personnel.

The search adheres to the Equal Employment Opportunity Principle (EEO) that caters all employees regardless of their age, race, sex, gender, religion, origin and economic status.

II. Eligibility Requirements of Nominees

A. Individual Category

1. Filipino Citizen, active in the service and with at least three (3) years of continuous service in DepEd as of the submission deadline. Nominee's accomplishments must have been achieved within SY 2024-2025 for school-based personnel and within CY 2024 (January-December 2024) for division office and division-based personnel.
2. Outstanding accomplishments of the nominees for Outstanding Principal shall be based on the school where they are assigned within SY 2024-2025 prior to the nomination. In the event that the nominees are transferred to another school during the Search, they shall be validated in the school where they implemented their PPAs.
3. Must not be on leave at the time of the Search.
4. The nominee has obtained at least Very Satisfactory (VS) performance ratings for SY 2024-2025/ CY 2024.

5. Has not been subjected to any form of disciplinary actions.
6. No Notice of Disallowance from COA for principals, supervisors, and non-teaching personnel (level 2).

B. School Category

1. Has obtained at least Very Satisfactory (VS) OPCRf for SY 2024-2025.
2. No Unliquidated Cash Advances and Disallowances for previous accountabilities prior to nomination.

III. Required Nomination Documents

Each nomination requires the submission of the following:

- A. Completely Filled-out Nomination Form (Maximum of 10 pages including Executive Summary and Nomination Write Up)
 - Nomination Form 1 - Nomination Form for the Individual category
 - Nomination Form 2- Nomination Form for the School category
- B. Nominee's updated Form 212 or Personal Data Sheet with passport size photo with name tag taken during the last six months prior to the nomination (For individual category only).

Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Bookman Old style font #11.

Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition, and other Means of Verification mentioned in the filled-out Nomination Form should be included in the submission of nomination.

IV. Write-up of Accomplishments

The write-up must highlight outstanding accomplishments or exemplary contributions, or innovations manifested within specified School Year or Fiscal Year. Presentation of accomplishments or contributions or innovations manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- A. Use specific terms. Define/clarify terms such as "assisted", "contributed", or "innovated"

- B. State outstanding accomplishments or contributions or innovations of exemplary performance displayed and impact in brief, factual and in bullet form

V. The following information must be adequately provided:

- A. For outstanding contributions or innovations, state that the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. Cite justifications on why the contributions or innovations are considered exceptional or extraordinary. Limitation on Nomination
- B. The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Bookman Old Style #11 font) to include the summary of accomplishments, impact, and other information.
- C. A nominee should be nominated to only one award category.

VI. Procedure for Acceptance, Screening and Evaluation of Documents and Announcement of Qualified Nominees

This year's conduct of the Search is open to all qualified nominees. Nomination to the Search may be done by officials and schools within the DepEd Imus City. Previous individual awardees can be nominated to other individual awards. On the other hand, school awardees can still join and be nominated to the same awards. Schools with three successive yearly awards may be recognized as Hall of Famers.

Enclosure No. 3 to Division Memorandum No. 183, s. 2026

CRITERIA FOR EACH AWARD CATEGORY

OUTSTANDING TEACHER CATEGORY

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified school year	25%
2	Content Knowledge, Pedagogy and Curriculum Planning A. Curriculum and Learning Delivery-Designed a special project or program on reading, literacy, numeracy and other relevant curricular strands that helped teachers and learners. (10 pts.) B. Learning Process-Took part in the development instructional materials. (10 pts.) C. Assessment of Learning -Designed a relevant learning assessment and reporting mechanisms or program. (10 pts.)	30%
3	Outstanding Accomplishments A. Awards and Recognition (5 pts.) B. Coaching (5 pts.) C. Research (5 pts.)	15%
4	Community Linkages	5%
5	Professional Engagement and Growth A. Training (10 pts.) B. Education (5 pts.)	15%
6	Exemplary Behavior/Conduct	10%
	Grand Total	100%

OUTSTANDING MASTER TEACHER CATEGORY

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified school year	30%
2	Innovation Innovation must be in the form of instructional programs/projects, development and utilization of	10%

	instructional materials/resources and assessment tools, and/or simplification of work as in reporting system, record keeping, etc.	
3	Outstanding Accomplishment A. Research (10 pts.) B. Publication/Authorship (5 pts.) C. Consultancy/Speakership/Facilitatorship (5 pts.)	20%
4	Professional Growth A. Education (5 pts.) B. Training (10 pts.) C. Community Involvement (5 pts.)	20%
5	Mentoring and Provision of Technical Assistance	5%
6	Subject/Grade Chairmanship and Coordinatorship	5%
7	Exemplary Behavior/Conduct	10%
	Grand Total	100%

OUTSTANDING ALS TEACHER CATEGORY

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified school year	25%
2	Occupational Competence A. Innovative Activities (10 pts.) B. Generate resources and support from NGOs, LGUs and other organizations for the implementation of ALS programs/projects (10 pts.) C. Develop and utilize community-based learning materials (5 pts.) D. Publish articles on ALS programs/projects (5 pts.) E. Establish functional data-based related to ALS learners at school/district level (5 pts.) F. Achieve at least 80% passing rate in the Portfolio Assessment and A & E Test (10 pts.) G. Conduct and implement action research on community-based programs/projects (5 pts.) H. Consultancy/Speakership/Facilitatorship (5 pts.)	55%
3	Professional Growth	10%

	A. Education (5 pts.) B. Training (5 pts.)	
4	Exemplary Behavior/Conduct	10%
	Grand Total	100%

OUTSTANDING SPED TEACHER CATEGORY

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified school year	25%
2	Instructional Competence A. Served as SPED Demonstration Teacher (5 pts.) B. Innovation (15 pts.) C. Outstanding Accomplishment (5 pts.)	25%
3	Professional and Personal Competence A. Educational Attainment (5 pts.) B. Seminar, Workshops and Trainings (5 pts.) C. Research (5 pts.) D. Publication/Authorship (10 pts.)	25%
4	Community Involvement	15%
5	Exemplary Behavior/Conduct	10%
	Grand Total	100%

OUTSTANDING PRINCIPAL CATEGORY

No.	Indicators	Scores
1	Performance Rating OPCRf Duly signed OPCRf on the specified school year	25%
2	Leading Strategically	10%
3	Managing School Operations and Resources	10%
4	Focusing on Teaching and Learning	10%
5	Developing Self and Others	10%
6	Building Connections	10%
7	Outstanding Accomplishment	10%

8	Professional Growth	5%
9	Exemplary Behavior/Conduct	10%
	Grand Total	100%

OUTSTANDING EDUCATION PROGRAM SUPERVISOR CATEGORY

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified calendar year	25%
2	Occupational Competence A. Instructional Leadership (20 pts.) B. Strengthening Shared Accountability (15 pts.) C. Fostering a Culture of Continuous Improvement (10 pts.) D. Professional Growth and Outstanding Accomplishment (20 pts.)	65%
3	Exemplary Behavior/Conduct	10%
	Grand Total	100%

OUTSTANDING TEACHING-RELATED PERSONNEL CATEGORY

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified calendar year	25%
2	Outstanding Accomplishment A. Innovation (25 pts.) B. Performance Management (10 pts.) C. Administrative Behavior/Conduct (10 pts.)	45%
3	Professional Growth	20%
4	Exemplary Behavior/Conduct	10%
	Grand Total	100%

OUTSTANDING NON-TEACHING PERSONNEL LEVEL 1 CATEGORY (INCLUDING THE LSB, CASUAL AND JOB ORDER ITEMS)

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified calendar year	30%
2	Outstanding Accomplishment	40%
3	Professional Involvement	15%
4	Exemplary Behavior/Conduct	15%
	Grand Total	100%

OUTSTANDING NON-TEACHING PERSONNEL LEVEL 2 CATEGORY

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified calendar year	25%
2	Outstanding Accomplishment	50%
3	Professional Involvement	15%
4	Exemplary Behavior/Conduct	10%
	Grand Total	100%

OUTSTANDING RESEARCHER CATEGORY

No.	Indicators	Scores
1	Significant Accomplishments	25%
2	Impact of Accomplishments	40%
3	Innovation	25%
4	Awards and Membership	10%
	Grand Total	100%

OUTSTANDING SCHOOL PAPER ADVISER

No.	Indicators	Scores
1	Length of Service and Performance Rating	30%
2	Achievement in Journalism (for the past 5 years)	25%
3	Leadership in Journalism	20%
4	Speakership/Judge	10%
5	Published Books, Modules, Workbooks related to Journalism	10%
6	Articles Published in Newspapers/Magazines/Journals	5%
	Grand Total	100%

The Search for Most Outstanding School Paper Adviser of the Schools Division of Imus City is one of the prestigious award to recognize the successful achievement given to the school paper advisers (elementary and secondary levels) in the division who serve as embodiment of the culture of excellence and commitment to quality campus journalism.

1. The candidate must be a practicing School Paper Adviser (SPA).
2. Each school shall select an outstanding school paper adviser for elementary and secondary levels.
3. A recent copy of the school paper must be attached.
4. The candidate shall attach the photocopy of all documents duly certified true and correct by the School Head.
5. The candidate who got the highest accumulated points following the standards below will be declared as the winner.

a. Length of Service and Performance Rating = 30 points

1. Must be a practicing school paper adviser for at least five (5) consecutive years prior to the search (SY 2020- 2025).
2. Must have an average performance rating of not lower than Very Satisfactory (VS) for the past three (3) school years.

OUTSTANDING LEARNING RESOURCE DEVELOPER CATEGORY

No.	Indicators	Scores
1	Performance Rating IPCRF Duly signed IPCRF on the specified calendar year	30%
2	Significant Accomplishments	30%
3	Impact of Accomplishment	20%

4	Innovation	10%
5	Research and Membership	10%
	Grand Total	100%

BEST PERFORMING SCHOOL CATEGORY

No.	Indicators	Scores
1	Performance Indicator	15%
2	School Finance Utilization	15%
3	Personnel Development	20%
4	School Environment	15%
5	Partnership/Awards	10%
6	Basic Education Learning Continuity Plan	15%
7	DRRM Implementation	5%
8	Implementation of the School Continuous Improvement Plan	5%
	Grand Total	100%

Enclosure No. 4 to Division Memorandum No. 183, s. 2026

Nomination Form 1

Individual Category:	
THE NOMINEE	
Name:	Signature:
Sex:	Place of Birth:
Home Address:	
Mobile Number:	Civil Status:
School/Office Address:	
SDO:	
Phone Number:	DepEd Email Address
OFFICE/DIVISION HEAD	
Name:	
Position:	
Telephone/Mobile No:	
DepEd Email Address:	
NOMINATOR	
Name:	Position:
Office:	Telephone/Mobile No.:
Office Address:	Email Address:
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
<p>Were you a previous Gawad Imusenyo Parangal Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what year? _____</p> <p>What award category?</p>	

NOMINATION WRITE-UP

(Maximum of 10 pages, A4 size bond paper, Century Gothic #11 font, including executive summary)

Name of Nominee:		SDO:	
School/Office:		Position/ Designation:	
Length of Service in the Position:		Length of Service in the Government:	
<hr/>			
<p>Were you a previous Gawad Imusenyo Parangal Winner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what year? _____</p> <p>What award category?</p> <hr/>			

I. Executive Summary (Description of why the nominee is deserving of the award in not more than 150 words which includes personal and professional traits and competencies)

II. Significant Accomplishment/s within the School Year 2024-2025/CY 2024 (Description of the Project/Work Accomplished, Strategies/Activities Done that have significantly impacted the performance of the school/school community)

III. Impact of the Accomplishments (Indicate problems addressed, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. If parts of the nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)

IV. Innovations (If any. Original, creative programs, projects, activities made within the School Year 2024-2025/CY 2024 in connection to the award category) 1-page abstract.

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Division PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misinterpretation made by the signatories shall be a ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

NOMINEE

IMMEDIATE SUPERIOR

Nomination Form 2

School Category:	
THE NOMINEE	
School:	
School/Office Address:	
District: N/A	SDO: Imus City
Telephone Number:	DepEd Email Address:
SCHOOL HEAD	
Name:	Sex:
Designation:	
Telephone/Mobile No:	
DepEd Email Address:	
ADDITIONAL INFORMATION ABOUT THE NOMINEE	
<p>Was your school a previous GAWAD IMUSENYO Parangal Nominee? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what year? _____</p> <p>What award category?</p> <p>_____</p>	
<p>Was your school a previous GAWAD IMUSENYO Parangal Winner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what year? _____</p>	

What award category?

NOMINATION WRITE-UP

(Maximum of 10 pages, A4 size bond paper, Century Gothic #11 font, including executive summary)

Name of School:	
Schools Division Office:	
Category:	

I. Executive Summary (Description of why the school is deserving the award in not more than 150 words which includes TEA Governance implementation, Financial management, DepEd Programs and Projects Implementation)

II. Significant Accomplishment/s within the School Year 2024-2025 (Description of the Project/Work Accomplished, Strategies/Activities Done that have significantly impacted the performance of the learners and the school as well)

III. Impact of the Accomplishments (Indicate problems addressed, people/office benefited and transactions facilitated. Justify why the accomplishments are considered exemplary or extraordinary.)

IV. Innovations (If any. Original, creative programs, projects, activities made in the School Year 2024-2025 in connection to the award category) 1-page abstract.

V. Other Information (List of mention Major Awards/Citations Received by the school in connection to the award. No need to attach photocopies of certificates.)

CERTIFICATION

I attest to all facts contained herein and authorize the use of these information for publication. I understand that the Division PRAISE Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misinterpretation made by the signatories shall be a ground for disciplinary action pursuant to applicable CSC laws and rules.

PRINTED NAME AND SIGNATURE

School Principal

Enclosure No. 5 to Division Memorandum No. 183 s. 2026

EVALUATION AND SELECTION COMMITTEES

No.	Individual Award Category	Evaluation and Selection Committees
1	Outstanding Elementary School Teacher	Chair: Maria Luisa F. Candelaria Co-Chair: Medel Carlos Zarsuelo, Jr.
2	Outstanding Elem. School Master Teacher	
3	Outstanding High School Teacher	Chair: Joseph R. Carreon Co-Chair: Girlie Anne S. Obias
4	Outstanding High School Master Teacher	
5	Outstanding SPED Teacher	Chair: Riza C. Garcia Co-Chair: June Bence L. Adelan
6	Outstanding ALS Teacher	Chair: Leah J. Guillang Co-Chair: Cristina S. Advincula
7	Outstanding Elementary School Principal	Chair: Glenda DS. Catdman Co-Chairs: Marciano V. Valles Ivan Honorpette A. Mijares
8	Outstanding High School Principal	
9	Outstanding Education Program Supervisor	
10	Outstanding Teaching-Related Personnel	Chair: Ruby B. Heramia Co-Chair: Anthony D. Bungay
11	Outstanding Non-Teaching Personnel Level 1	Chair: Ronnie B. Yohan Co-Chair: Marilyn O. Anglo
12	Outstanding Non-Teaching Personnel Level 2	Chair: June Bence L. Adelan Co-Chair: Marlyn C. Alegro
13	Outstanding Researcher (Elementary)	Chair: Jenielyn A. Sadang Co-Chair: Naamah C. Mambalos
14	Outstanding Researcher (High School)	
15	Outstanding Researcher (Teaching-Related Personnel)	

16	Outstanding Researcher (Non-Teaching Personnel)	
17	Outstanding School Paper Adviser (Elementary)	Chair: Ricardo R. David III Co-Chair: Marilou P. Bronzi
18	Outstanding School Paper Adviser (High School)	
19	Outstanding Teacher in Special Programs (Elementary and High School)	Chair: Rochelle S. Balete Co-Chair: Marife R. Grossman
20	Outstanding Learning Resource Developer (All Levels/Media)	Chair: Reden Cruzado Co-Chair: Justine Faith I. Pinile

No.	School Award Category	Evaluation and Selection Committees
1	Best Performing Public Elementary School	Chair: Homer N. Mendoza Co-Chair: Glenda DS. Catdman
2	Best Performing Public High School	Members: Marciano V. Valles Ivan Honorpette A.Mijares

No.	Other Individual Category	Evaluation and Selection Committees
1	Outstanding Clerk	Chair: Ronnie B. Yohan Co-Chair: Marilyn O. Anglo
2	Outstanding Security Personnel	
3	Outstanding Utility Personnel	
4	Outstanding Driver	