



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



December 3, 2020

**DIVISION MEMORANDUM**

No. 316 s. 2020

**SEARCH FOR SINAG AWARDEES (Service, Innovation and Notable Accomplishments on Good Governance)**  
for the Teaching, Teaching Related and Non- Teaching Personnel of the Division of Angeles City

**TO :** Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Heads, Public Elementary and Secondary Schools

1. The Division of Angeles City through the Human Resource Development Unit will conduct the Search for SINAG Awardees (**S**ervice, **I**nnovation and **N**otable **A**ccomplishments on **G**ood Governance) for the Teaching, Teaching Related and non- Teaching Personnel on **December 16, 2020 from 2:00 P.M. to 4:00 P.M. via Stream Yard.**

2. Primarily, this search aims to:

- a. Recognize the outstanding services of the teaching, teaching related and non -teaching personnel;
- b. Appreciate the notable accomplishments of the teaching, teaching related and non -teaching personnel which are contributory in achieving the vision, mission, and goals of the department; and
- c. Acknowledge the innovative programs of the teaching, teaching related and non -teaching personnel which have a major impact on good governance.

3. Each nominee is requested to submit his/her documents with matrix of initiated programs and projects relevant to the KRAs, supporting documents certified by his/her immediate superior, and a Recommendation Letter from the immediate superior which are compiled in an orange folder.

4. Submission of documents will be on or before **December 10, 2020.**

5. Please, see Enclosures:

- Annex A Qualification Requirements
- Annex B. Selection Criteria
- Annex C Division Screening and Selection Committee
- Annex D Suggested Template for the Matrix of Accomplishments

6. All expenses related to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting procedures and auditing rules and regulations.



Address: <sup>cn 2570 - 273</sup> Jesus Street, Pulungbulu, Angeles City  
Telephone No. (045) 322-4101





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7. For more information, please contact **Mrs. Arcely G. Garcia** and **Mrs. Vilma T. Enciso** through mobile number 094261652029 or email [sgod.hrd@depedangelescity.com](mailto:sgod.hrd@depedangelescity.com).
8. Immediate and wide dissemination of the contents of this Memorandum to all concerned is earnestly desired.

**MA. IRELYN P. TAMAYO PhD, CESE<sup>eh</sup>**  
Assistant Schools Division Superintendent  
Officer -in- Charge  
Office of the Schools Division Superintendent



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**Telephone No.** (045) 322-4101



## **ANNEX A – QUALIFICATION REQUIREMENTS**

- 1.1 bonafide employee of Schools Division of Angeles City
  - 1.2 Performance Rating of Outstanding for the last three rating periods
  - 1.3 have no pending administrative case
  - 1.4 have generated innovative programs related to the KRAs that contributed to the strategic goals of the division which have not been awarded in the regional/ national level
  - 1.5 have outstanding achievement that benefited the learners and the school community
  - 1.6 have been recommended by the immediate superior testifying the outstanding services, dedication, and commitment of the nominee to the school and unit
- For teaching personnel, he/ she should be nominated by the school head.
- For school heads, he /she should be nominated by the Public Schools District Supervisor
- For head teacher in the secondary schools, he /she should be nominated by the School Head
- For teaching related personnel in SGOD, he/she should be nominated by the Chief-SGOD
- For teaching related personnel in CID, he/ she should be nominated by the Chief- CID
- For non- teaching personnel, he/she should be nominated by the unit head
- For unit heads, he/ she should be nominated by the Administrative Officer.

## **ANNEX B- SELECTION CRITERIA**

- A. Outstanding Service for the last three Rating Periods – (20 pts.)
- B. Innovation (50 pts.)
  - Creativity 10
  - Replicability 10
  - Scope/Coverage 15
  - Impact 15
- C. Notable Accomplishments (30 pts)
  - C.1 Education (10 pts)
    - \* Masterate Degree (CAR) 5
    - \* Masterate Degree Graduate 7
    - \* Doctorate Degree (CAR) 9
    - \* Doctorate Degree Graduate 10
  - C.2 Research (10 pts)
    - \* Proposed 2
    - \* Implemented 3
    - \*Completed 4
    - \* Disseminated 6

* Adopted	8
* Published	10

### C.3 Publication/ Authorship ( 5pts)

Maximum of 3 articles (1pt. per article)

Authorship

\* Sole Authorship 5%

\* Co – Authorship divided by the number of writers

### C.6 Speakership 5pts

* School Level	1
* Division Level	2
* Regional Level	3
* National Level	4
* International Level	5

## ANNEX C - SCREENING COMMITTEE

Chairman - Ma. Irelyn P. Tamayo PhD, CESE OIC- Schools Division Superintendent

Vice Chairman – Fernandina P. Otchencgo , PhD Asst. Schools Division Superintendent

### Members

Lyn V. Lansangan EdD	Chief- School Governance Operations Division
Anastacia Nimfa P. Aquino EdD	(OIC) Chief- Curriculum Implementation Division
Edgar L. Manabat PhD	Education Prog. Supervisor, School Governance Operations Division
Enrique D. Pangilinan	Administrative Officer V

## ANNEX D – TEMPLATE FOR THE MATRIX OF ACCOMPLISHMENTS

DATE OF IMPLEMENTATION	TITLE	DESCRIPTION OF ACCOMPLISHMENTS