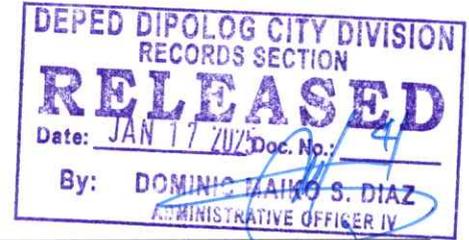




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



16 January 2025

DIVISION MEMORANDUM
 No. 41, s. 2025

**CALL FOR NOMINATIONS TO THE
 PARTNERSHIP EXCELLENCE AWARDS: A PRAISE FOR STAKEHOLDERS**

To: **Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 All CID and SGOD Personnel
 All RACE Committee Members
 All Elementary and Secondary School Heads
 All ALS Implementer
 All School PTA Officers
 All other concerned**

1. The *Division RACE Committee* is pleased to announce that the Nomination for the **2024 Partnership Excellence Awards** is officially open.
2. *Partnership Excellence Awards* is designed to acknowledge stakeholders whose noble goal is the education of all Filipinos. We underscore the importance of collaborative efforts in education and highlight the critical role that the stakeholders play in addressing the resource needs of public schools and enriching the community through education. Excellence awards are recognition programs designed to acknowledge and celebrate individuals or organizations with exceptional performance, achievements, or contributions in the field of education.
3. In this connection, below are the timeline for the Awards:

Activity	Date	Responsible Person
Nomination of Stakeholders and compilation of required documents	January 20-29, 2025	School Head, school partnership focal persons, Program proponents, and other stakeholders (<i>PTA President, Barangay Chairman – Education Committee</i>)
Nomination Deadline	January 31, 2025	School Head
Checking for the completion of documents submitted	February 3-5, 2025	RACE Secretariat and SMN Personnel
Assessment of Documents	February 6-7, 2025	RACE Committee
2024 Partnership Excellence Awarding Ceremony (<i>during Stakeholders Summit: State of the Division Address</i>)	March 7, 2025	SMN Personnel



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

4. The accomplished nomination form and documents shall be submitted to the RACE Secretariat or Social Mobilization and Networking personnel through Records Section on or before **31 January 2025**.
5. Stakeholders will be categorized as Major or Minor Stakeholders based on the criteria set.
6. Attached are the Nomination Form, Stakeholders Profile, Awards Guidelines and Rubrics for reference and guidance.
7. If you have clarifications, kindly coordinate with our SMN Personnel through SEPS Crispo V. Gahisan at 09631115393 or EPS II Jesel B. Chiu at 09488585800.
8. Immediate dissemination of this memorandum is desired.


MA. LIZA R. TABILON EdD., CESO V
Schools Division Superintendent

Encl.: Nomination Form, Guidelines and Rubrics
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:
SGOD CID OSDS

JBC/20250116-DM-Partnership Excellence Awards
SGOD-SMN/ January 16, 2025



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

NOMINATION FORM

Partnership Excellence Awards
SY 2024 – 2025

I hereby nominate:

Nominee Information:

Name: _____

Contact No: _____

Position: _____

Organization: _____

Category: (kindly \checkmark)

Major Stakeholder

Minor Stakeholder

Specify Received Support/ Assistance:

Attached Documents: (kindly \checkmark)

Stakeholder's Profile

Approved Proposal/s

Signed MOA/MOU, DOD/DOA, Statement of Interest Form

PPAs Accomplishment Report

Photo or Video Documentation

The nominee is recognized for their exceptional contributions, unwavering dedication, and remarkable efforts that have created a lasting impact. Their exemplary achievements embody the values of excellence, making them a truly deserving candidate for this recognition.

I hereby certify that, to the best of my knowledge, the information contained in the supporting documents are true and correct. The undersigned understand that the decision of the RACE Committee is final and that we agree to abide by it.

Nominator:

Name: _____

Position: _____

Signature: _____

School/Office: _____



Address: Purok Farmers, Olingan, Dipolog City

Email: dipolog.city@deped.gov.ph

Website: www.depeddipolog.net

Facebook: DepEd Tayo – Division of Dipolog City



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Guidelines on the Conduct of Partnership Excellence Awards: A PRAISE for Stakeholders

1.0 Rationale

The Department of Education (DepEd) recognizes the importance of celebrating and rewarding the contributions of employees through the Program on Awards and Incentives for Service Excellence (PRAISE), as mandated in DepEd Order No. 9, s. 2022. In line with this initiative, the RACE-PRAISE committee proposes expanding its scope to honor not only employees but also learners and stakeholders who significantly contribute to educational efforts and initiatives.

While the annual Stakeholders Summit acknowledges the support of private individuals, establishments, and groups through the Building Partnerships and Linkages Program, expanding PRAISE takes recognition to the next level. By incorporating learners and stakeholders into PRAISE, we aim to honor and value their contributions more comprehensively. This broader recognition is vital in fostering a culture of appreciation and encouraging continued support and engagement from the entire educational community.

This expansion aligns with the spirit of Republic Act 8525, or “The Adopt a School Act of 1998,” which established the Adopt-a-School Program (ASP). The ASP serves as a foundation for the proposed **Partnership Excellence Awards**, designed to acknowledge stakeholders whose noble goal is the education of all Filipinos. By integrating these awards into PRAISE, we underscore the importance of collaborative efforts in education and highlight the critical role stakeholders play in addressing the resource needs of public schools and enriching the community through education.

Excellence awards are recognition programs designed to acknowledge and celebrate individuals or organizations with exceptional performance, achievements, or contributions in the field of education.

2.0 Specific Objectives

- To recognize and encourage Stakeholder Initiatives by highlighting success stories of impactful stakeholder partnerships to serve as models of excellence and inspire others.
- To strengthen and foster educational partnerships by actively seeking and engaging new stakeholders, promoting the benefits of collaboration in education initiatives, and demonstrating the positive outcomes of partnerships.



Address: Purok Farmers, Olingan, Dipolog City

Email: dipolog.city@deped.gov.ph

Website: www.depeddipolog.net

Facebook: DepEd Tayo – Division of Dipolog City



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

3.0 Scope

The guidelines will cover all stakeholders who assisted public schools within the division. Eligible stakeholders must meet the following criteria:

- *Credible Track Record*: Stakeholders must have a proven history of meaningful contributions to the education sector, demonstrating sustained support and positive impact on public schools.
- *Legal Registration or Accreditation*: Stakeholders must be registered or accredited with the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), or relevant local accreditation. This ensures that the organizations are recognized as legal entities operating within the bounds of the law.
- *Ethical Standards*: Stakeholders must not be involved in any illegal activities. They must actively support the development and protection of learners, ensuring that their actions and initiatives promote a safe, inclusive, and conducive learning environment.

By adhering to these criteria, the Partnership Excellence Awards will recognize and celebrate stakeholders who demonstrate genuine commitment in enhancing the quality of education and well-being of learners in public schools.

4.0 Definition of Terms

Terminologies defined to better understand this guideline:

- a. *Adopt-a-School Program* refers to a mechanism that allows private entities to assist public schools in particular aspects of educational programs within an agreed period
- b. *Agreement* refers to a Memorandum of Agreement entered by and between the private entity and the public school specifying the terms and conditions of the adoption, including tasks and responsibilities of the contracting parties.
- c. *Annual Improve Plan or AIP* refers to a roadmap that lays down specific interventions that a school, with the help of the community and other stakeholders.
- d. *Assistance* refers to the help/ aid/ contribution/ donation provided by an adopting entity to a public school. Assistance may be in the forms of infrastructure, teaching and skills development, learning support, computer and science laboratories, food and nutrition, and others.
- e. *Community Learning Center or CLC* refers to a local place of learning outside the formal education system. Located in both villages and urban areas, it is usually set up and managed by an Alternative Learning System to provide various learning opportunities for community development and improvement of the quality of life.
- f. *DepEd Partnerships Database System or DPDS* refers to an internet-based portal that is designed to unify assistance programs and aid from the private and public sectors
- g. *MATATAG* is an update to the Philippine education system that aims to improve things. It stands for (1) Make the curriculum relevant to produce competent, job-ready, active, and responsible citizens; (2) Take steps to accelerate the delivery of



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

- basic education facilities and services; (3) Take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment; and (4) Give support to teachers to teach better.
- h. *Partnership Excellence Awards Committee or Committee* refers to a group of people from other sectors/ offices that is assigned to receive, assess/ evaluate, and award the nominated individuals or groups.
 - i. *PPAs* generally refer to the Department's programs, projects, and activities
 - j. *Project Proposal* refers to a written document outlining everything stakeholders should know about a project that is aligned to SIP or AIP.
 - k. *Public School* refers to a government school whether elementary or secondary which enters into an Agreement with the private entity concerning assistance herein referred to.
 - l. *RACE-PRAISE* means Recognition of Aces and Champions of Excellence – Program on Awards and Incentives for Service Excellence
 - m. *School Improvement Plan or SIP* refers to a plan that aims to monitor progress, evaluate outcomes, and ensure the school's strategic plans and operations align with its vision and support improved teaching, learning, and performance.

5.0 References

Below are the references of this guideline:

- DepEd Order No. 9, s. 2022 – Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education
- RA 8525 or Adopt-a-School Program
- DepEd Partnerships Database System (DPDS)

6.0 Records and Documents

Documents must be prepared by the schools:

- Signed Memorandum of Agreement/ Understanding and/or Deed of Donation/ Acceptance
- Statement of Interest Form
- Uploaded in the DPDS
- Project Proposals
- Accomplishment Reports
- Photo or Video Documentation
- School Improvement Plan/ Annual Implementation Plan

7.0 General Provisions

7.1. This guideline shall be adhered to in the awarding process under the Rewards and Recognition System of the Dipolog City Schools Division RACE-PRAISE, in coordination with Social Mobilization and Networking Section.





Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

7.2. Any Committee member who accepts a nomination or is related to a nominee must abstain from participating in the proceedings before the evaluation and selection date of the current year.

7.3. This guideline shall apply to award major and minor stakeholders based on the reached score in the set criteria:

- Major Stakeholders – 60 points and above
- Minor Stakeholders – below 60 points

The categorized awards will be based on the programs, projects, and services supported in the school or division that are aligned with the vision of the department.

8.0 Nomination System

Nominations shall be endorsed and facilitated by the school head, school partnership focal persons, program proponents (but not members of the RACE-PRAISE), and other stakeholders (PTA President, Barangay Chairman – Education Committee), based on the following indicators:

8.1 *Stakeholder's Credible Track Record*: Nominees must have a proven history of excellence and reliability in their respective roles.

8.2 *Legal Registration or Accreditation*: Nominees must hold valid legal registration or accreditation, ensuring they meet all regulatory requirements.

8.3 *Ethical Standards*: Nominees must adhere to the ethical standards specified within the scope of this guideline.

8.4 *Stakeholder Support*: Nominations should reflect the stakeholder's support and contributions that bring innovation to basic education and have a significant positive impact on the school.

9.0 Evaluation of Nominees

To ensure a thorough evaluation, schools, CLCs, and other stakeholders, must nominate and submit the following required documents for the awards. Once submitted, portfolios will become the property of the committee. The necessary documents and records include:

- Accomplished Nomination Form
- Stakeholder Profile
- Approved Proposals
- Signed MOA/MOU, DOD/DOA, Statement of Interest Form
- PPAs Accomplishment Report
- Photo or Video Documentation



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

All documents must be submitted at the division level, where they will be evaluated per category by the Division RACE-PRAISE. The covered period of reports/ documentation is based on a school year.

10.0 Work Plan

The committee shall establish and communicate the schedule for screening and evaluation, as approved by the Division RACE-PRAISE, every February. The work plan will also be published through a memorandum detailing the mechanisms for implementing activities and events, including the Awarding Ceremony.

11.0 Funding

The committee will offer non-monetary awards and incentives to honor and appreciate innovative and supportive stakeholders who have significantly contributed to the well-being of learners and the community. The fund source for these awards will be charged from division MOOE or any other fund source.

12.0 Criteria for Award Categories

Recognizing partnership excellence in the community involves setting clear and specific criteria to identify individuals or organizations that have made significant contributions to education. The following criteria shall be used in the evaluation and selection process:

- **Granted Project Proposal**
Funded proposals must align with the school's or division's strategic plan.
- **Documentation of Assistance/Donations**
Required documents include a signed Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Deed of Donation (DOD), Deed of Acceptance (DOA), or a Statement of Interest Form.
- **Categorized Implemented Programs, Projects, and Activities (PPAs)**
Support should be assessed as either a major or minor activity.
- **Number of Beneficiaries Reached**
The scope of provisions should be detailed at both school and division levels, including learners, teachers, and non-teaching personnel benefitted.
- **Amount Donated**
The total amount donated, whether monetary or in voluntary services, should be reflected in the DepEd Partnerships Database System (DPDS).
- **Supported MATATAG Initiatives**
Assistance should correlate with the components of the MATATAG Agenda.
- **Impact of PPAs on Beneficiaries**
The positive effects of the support provided should be assessed through written or verbal feedback/ testimonials.



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Stakeholders Rubrics:

Particulars	Score/ Indicator	Acquired Score
Granted Project Proposal <ul style="list-style-type: none"> • 3 or more project proposals • 2 project proposals • 1 project proposal 	10 6 3	
Documentation of Assistance/ Donations <ul style="list-style-type: none"> • MOA/ MOU • DOD/ DOA • Statement of Interest Form 	10 6 3	
Categorized implemented PPAs <ul style="list-style-type: none"> • Major Activity (Construction, Renovation/ Repair, provision of equipment and facilities, 6 months project duration) • Minor Activity (distribution and provision of supplies, vitamins, hygiene kits and others) 	5 3	
Number of beneficiaries reached <ul style="list-style-type: none"> • 50% of the total population • 40% of the total population • 30% of the total population • 20% of the total population • 10% of the total population • 5% of the total population 	15 13 10 7 5 3	
Amount donated (funds/ services) <ul style="list-style-type: none"> • 3M and above • 1M – 3M • 500,000 – 1M • 350,000 – 499,999 • 200,000 – 349,999 • 100,000 – 199,999 • 60,000 – 99,999 • 40,000 – 59,000 • 20,000 – 39,999 • Below 20,000 	40 35 30 25 20 15 13 11 9 7	



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Particulars	Score/ Indicator	Acquired Score
Supported MATATAG Initiatives <ul style="list-style-type: none"> • Relates to 4 components • Relates to 3 components • Relates to 2 components • Relates to 1 component 	10 7 5 3	
Impact of PPAs on Beneficiaries <ul style="list-style-type: none"> • Verbal feedbacks/ testimonials (video documentation) <ul style="list-style-type: none"> ○ 3 videos ○ 2 videos ○ 1 video • Written feedbacks/ testimonials <ul style="list-style-type: none"> ○ 3 written documents ○ 2 written documents ○ 1 written document • Written and Verbal feedbacks/ testimonials 	10 7 3 7 5 3 7	

Summary:

Particulars	Rate
Granted Project Proposal	10
Documentation of Assistance/ Donations	10
Categorized implemented PPAs	5
Number of beneficiaries reached	15
Amount donated (funds/ services)	40
Supported MATATAG Initiatives	10
Impact of PPAs on Beneficiaries	10
Total	100

13.0 Effectivity

The guideline shall take effect immediately upon the approval of the Division RACE-PRAISE.



Stakeholders

PROFILE FORM



Name of Company/ Organization:

Address:

Agency/ Sector Type:

- Local Government Unit
- National Government Agency
- Non-Governmental Org
- Civil Society Organization
- Business Establishment
- Financial Institution
- Educational Institution
- Healthcare Agency
- International Agency

Head of Office

Name: _____

Position: _____

Contact No.: _____

Area of Expertise/ Services Offered:

_____	_____
_____	_____
_____	_____
_____	_____

Possible Support for Schools/ Division Office:

- Financial Support
- Volunteer Support
- In-kind Donations
- Expertise/Training

Interested DepEd Programs, Projects, Activities [PPAs]:

Previous Involvement with Schools/Division Office (if applicable)

Preferred Communication Channels
(Email, Phone, In-person meetings):

Contact Person

Name: _____

Position: _____

Contact No.: _____

Data Privacy Consent Form:

I agree to the content and consent to the processing of data used for the purpose of stakeholders profiling of SDO Dipolog.

