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

DEPED DIPOLOG CITY DIVISION
RECORDS SECTION
RELEASED
Date: OCT 24 2025 Doc. No.: 587
By: DOMINIC PEDRO S. DIAZ
ADMINISTRATIVE OFFICER IV

October 23, 2025

DIVISION MEMORANDUM
No. 587, s. 2025

CALL FOR NOMINATIONS TO THE
2025 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 delighted to announce the opening of nominations for the **2025 Partnership Excellence Awards!**

2. This annual recognition celebrates our valued education champions — individuals, organizations, and institutions whose steadfast commitment and generous support have helped turn our shared vision of quality education for every Dipolog learner into reality.

3. Through this program, we honor our stakeholders' collaborative spirit, acknowledging their essential role in bridging resource gaps, strengthening school–community partnerships, and fostering an environment where learners thrive.

4. In this connection, below are the timeline for the Awards:

Activity	Date	Responsible Person
Nomination of Stakeholders and compilation of required documents	October 27 – November 14, 2025	School Head, school partnership focal persons, Program proponents, and other stakeholders *(PTA President)*
Nomination Deadline	November 17, 2025	School Heads
Validation and Checking of Submitted Documents	November 18–19, 2025	RACE Secretariat and SMN Personnel
Evaluation and Assessment of Documents	November 20–21, 2025	RACE Committee
2025 Partnership Excellence Awarding Ceremony (during the **Stakeholders' Summit: State of the Division Address**)	December 2025	SMN Personnel

5. All accomplished nomination forms and supporting documents shall be submitted to the **RACE Secretariat or Social Mobilization and Networking (SMN) Personnel** through the *Records Section* on or before **November 17, 2025.**

6. Stakeholders will be classified as Major or Minor Stakeholders, depending on the extent of their contribution as defined in the criteria set by the Committee.

7. Attached are the Nomination Form, Stakeholders Profile, Awards Guidelines and Rubrics for reference and guidance.

8. If you have clarifications, kindly coordinate with our SMN Personnel through Jesel B. Chiu at 09488585800 or Gina T. Caermare at 09291740610.

9. Immediate dissemination of this memorandum is desired.

ATTY. MARIA CECILLE BASTASA – TANAGA
Legal Officer III
Officer-In-Charge

For:

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/20251023-DM-Partnership Excellence Awards
SGOD-SMN/October 23, 2025

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

NOMINATION FORM

Partnership Excellence Awards
January – November 2025

I hereby nominate:

Nominee Information:

Name: _____ Contact No: _____

Position: _____ Organization: _____

Category: (kindly √)

☐ Major Stakeholder ☐ Minor Stakeholder

Specify Received Support/ Assistance:

_____
_____
_____
_____.

Attached Documents: (kindly √)

☐ 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: _____

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 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 RACE takes recognition to the next level. By incorporating learners and external stakeholders into RACE, 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 RACE, 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.

3.0 Scope

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

- *Scope of Support* – Stakeholders who extend assistance to one or multiple schools or contribute at the division level.
- *Donations or Services Offered* – Stakeholders who provides financial aid, materials, infrastructure, training, scholarships, or other educational support.
- *Impact of Support* – Contributions made by the Stakeholders create measurable improvements in education, benefiting students, teachers, or school facilities.
- *Credible Track Record* – Stakeholders demonstrate sustained and meaningful contributions to public schools with a history of positive impact.
- *Legal Registration or Accreditation* – Stakeholders may be a legally recognized entity registered with SEC, CDA, or other relevant accreditation bodies.
- *Ethical Standards* – Stakeholders upholds integrity, promotes a safe learning environment, and is not involved in any illegal activities.

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 are defined to better understand this guideline:

a. *5-point Agenda* is a strategic plan of the Department, which ensures: (1) an enabling learning environment; (2) the welfare of teachers; (3) the well-being of learners; (4) efficient learning delivery in all its forms; and (5) a future-ready workforce.
b. *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
c. *Agreement* refers to a Memorandum of Agreement entered by and between the private entity and the public school or the division specifying the terms and conditions of the adoption, including tasks and responsibilities of the contracting parties.
d. *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.
e. *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, service and others.
f. *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.

g. *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
h. *External stakeholders* are individuals, organizations, or groups outside the school system that contribute to and influence education through support, resources, or partnerships. (ie Government Agency, NGO, Private and Business Sector, Alumni Association and others)
i. *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 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.
j. *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.
k. *PPAs* generally refer to the Department's programs, projects, and activities
l. *Project Proposal* refers to a written document outlining everything stakeholders should know about a project that is aligned to SIP or AIP.
m. *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.
n. *RACE* means Recognition of Aces and Champions of Excellence
o. *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:

- Copy of Signed Memorandum of Agreement/ Understanding and/or Deed of Donation/ Acceptance or Statement of Interest Form
- Uploaded in the DPDS
- Approved Project Proposals
- Accomplishment Reports with 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, in coordination with Social Mobilization and Networking Section.

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 the recognition of both major and minor stakeholders, as determined by the RACE Committee. Awards will be categorized based on the programs, projects, and services supported either at the school or division level, provided these are aligned with the Department's vision.

Stakeholders may be recommended for division-level awards depending on the extent and impact of their support, subject to the evaluation and final decision of the committee.

8.0 Nomination System

Nominations shall be endorsed and facilitated by the school head, school partnership focal persons, program proponents, and other stakeholders (Parent-Teachers Association, Local School Board, National Employees Union), based on the following indicators:

- Extent of Support and Contribution
  This criterion assesses the quantity and quality of assistance provided by the stakeholder. It includes financial donations, educational materials, infrastructure projects, and services that directly benefit students, teachers, or school operations.

- Sustainability and Long-Term Impact
  This evaluates whether the stakeholder's support extends beyond a one-time donation. Sustainable programs include initiatives that have lasting effects, such as scholarship programs, teacher training, livelihood assistance for school communities, or infrastructure projects with proper maintenance and support.

- Alignment with Educational Goals
  Contributions should align with the division's and DepEd's strategic priorities, such as improving literacy, numeracy, digital learning, teacher development, and student well-being. Assistance provided should support national programs like the MATATAG or 5-point Agenda, Brigada Eskwela, and the Adopt-a-School Program.

- Reach and Scope of Assistance
  This criterion measures how many schools, teachers, or students benefited from the stakeholder's contributions. It recognizes stakeholders who provide support to multiple schools or prioritize the most disadvantaged communities, ensuring inclusivity and equity in education.

- Commitment and Consistency
  Long-term commitment to education is key. This criterion evaluates how often the stakeholder has provided assistance, whether their engagement is sustained over the years, and if they continue to support education initiatives beyond a single event or project.

The Social Mobilization and Networking (SMN) Section personnel may also nominate or endorse stakeholders based on recorded donations in the DepEd Partnerships and Database System, as well as their support for division-level advocacy activities. Additionally, they are responsible for consolidating the list of nominated stakeholders and tracking the number of times each stakeholder has been nominated. After this process, schools may proceed with preparing and submitting the necessary documents for evaluation.

The Division RACE Committee may also endorse and recognize deserving stakeholders, to strengthen and sustain their commitment to supporting education. Following this, schools again may proceed with processing and submitting the necessary documents for evaluation.

The committee may also grant awards to school heads, program coordinators, and other key individuals in recognition of their contributions and dedication to educational initiatives.

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 by the Stakeholder
- Signed MOA/MOU and/or DOD/DOA or Statement of Interest Form
- PPAs Accomplishment Report
- Photo or Video Documentation

If a stakeholder is nominated multiple times, all submitted documents will be consolidated into a single entity. The scoring will be based on the total number of documents submitted, ensuring that the overall impact and scope of the stakeholder's contributions are properly assessed.

All documents must be submitted at the division level, where they will be evaluated by the Division RACE Committee. The covered period of reports/ documentation is based on a calendar year (January to December).

Activities	Timeline
Stakeholders Support and Donation	January to December
Issuance of Memorandum	October or November
Submission of Documents	November or December
Evaluation of Documents	November or December
Awarding Ceremony	December or January

Documents are essential to ensure that donations received by schools from stakeholders are uploaded into the system and are properly documented.

10.0 Work Plan

The committee shall establish and communicate the schedule for screening and evaluation, as approved by the Division RACE, every December to January. 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 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:

- Extent of Support and Contribution
  Categorized Implemented Programs, Projects, and Activities (PPAs)
  Support should be assessed as either a major or minor activity.

Amount Donated
The total amount donated, whether monetary or in voluntary services, should be reflected in the DepEd Partnerships Database System (DPDS).

- Sustainability and Long-Term Impact
  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

  Impact of PPAs on Beneficiaries
  The positive effects of the support provided should be assessed through written or verbal feedback/ testimonials.

- Alignment with Educational Goals
  Granted Project Proposal
  Funded proposals must align with the school's or division's strategic plan.

  Supported DepEd Initiatives (MATATAG or 5-point Agenda)
  Assistance should correlate with the components of the DepEd (MATATAG or 5-point) Agenda.

- Reach and Scope of Assistance
  Number of Beneficiaries Reached
  The scope of provisions should be detailed at both school and division

- Commitment and Consistency
  Bonus points will be given if the stakeholder provided assistance in the previous calendar year, ensuring consistency in their support for education.

Stakeholders Rubrics:

Particulars	Score/ Indicator	Acquired Score
Categorized implemented PPAs • 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	
Amount donated (funds/ services) • 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	
Documentation of Assistance/ Donations • MOA/ MOU • DOD/ DOA • Statement of Interest Form	10 6 3	
Impact of PPAs on Beneficiaries • Accomplishment/ Terminal Report with Written and Verbal feedbacks/ testimonials • Accomplishment/ Terminal Report with Verbal feedbacks/ testimonials *(2-3 mins video documentation)* • Accomplishment/ Terminal Report with Written feedbacks/ testimonials (2-3 written documents) • Accomplishment/ Terminal Report Only	10 7 7 5	
Granted Project Proposal • 3 or more project proposals • 2 project proposals • 1 project proposal	10 6 3	
Supported DepEd Initiatives (MATATAG or 5-point Agenda) *[2 points each agenda]* • an enabling learning environment • the welfare of teachers	10	

Particulars	Score/ Indicator	Acquired Score
• the well-being of learners • efficient learning delivery in all its forms • a future-ready workforce.		
Number of beneficiaries reached (division-level) • 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	
Commitment and Consistency *Bonus points will be given if the stakeholder provided assistance in the previous calendar year, ensuring consistency in their support for education*	5	

Summary:

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

13.0 Effectivity

The guidelines shall take effect immediately upon the approval of the Division RACE.

Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SOCIAL MOBILIZATION & NETWORKING

DOCUMENT TRACKING SLIP

(Document Attachment)

October 23, 2025

SMN-25-00110

CALL FOR NOMINATIONS TO THE
2025 PARTNERSHIP EXCELLENCE AWARDS: A PRAISE FOR STAKEHOLDERS

Prepared by:

JESEL B. CHIU
Senior Education Program Specialist

Noted by:

CRISPO V. GAHISAN
Senior Education Program Specialist