



Republic of the Philippines
Department of Education
Negros Island Region
 SCHOOLS DIVISION OF SAGAY CITY

MAY 09 2025

DIVISION MEMORANDUM

No. 296, s. 2025

SEARCH FOR 2025 GAWAD SIGAY: ANNUAL DIVISION HARVEST OF EXCELLENCE AWARDS (ADHEA)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In adherence to Civil Service Commission (CSC) Memorandum Circular (MC) No. 01, s. 2001 titled Program on Awards and Incentives for Service Excellence (PRAISE), DepEd Order No. 9, s. 2002 titled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, and DepEd Order No. 78, s. 2007 titled Strengthening the Program on Awards and Incentives for Service Excellence in the Department of Education, this Office announces the **Search for the 2025 Gawad SIGAY: Annual Division Harvest of Excellence Award of DepEd Division of Sagay City.**
2. This reward and recognition program aims to:
 - a) recognize the excellent performance of schools and offices for SY 2024 – 2025 and FY 2024 respectively which helped in the realization of the Division Education Development Plan (DEDP), Regional Education Development Plan (REDP), and the Basic Education Development of DepEd;
 - b) award teaching, teaching-related, and non-teaching school-based and division-based personnel of the Schools Division of Sagay City for their outstanding accomplishments or exemplary performance which contributed to the continuous efficient and effective delivery of services; and
 - c) develop a motivated and positive workforce which inevitably translates into higher organizational productivity.
3. The mechanics, guidelines, and criteria of the search are attached in this Memorandum and available for download at the Division Website and social media channels of DepEd Sagay City. The awarding ceremonies shall be communicated in a separate Memorandum.
4. Expenses related to the conduct of these activities shall be charged against the Local School Board Funds, Division MOOE, and Schools Local Funds subject to the usual accounting and auditing rules and regulations.
5. It is understood that DepEd Sagay City Division commits to integrate the principles of gender equality and sensitivity, non-discrimination, and human rights, in the provision of governance of basic education. This aligns with the DepEd's mandate to ensure access to quality basic education and equal opportunities for all. Moreover, strict observance of Health Protocols should be enforced. Under DepEd guidelines, participation in this activity should not compromise actual classroom teaching or the normal operations of the schools/offices.
6. Immediate dissemination of and compliance with this Memorandum are desired.

DANNIE CLARK M. UGUIL, CESE
 Assistant Schools Division Superintendent
 OIC - Office of the Schools Division Superintendent



Enclosure :
 Reference :
 Allotment : N/A
 No. of Pages :
 To be indicate in the **Perpetual Index** under the following subjects:





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SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 1 to the Division Memorandum No. 296, s. 2025

SUMMARY OF AWARDS FOR 2025 Gawad SIGAY- ADHEA

Major Awards

Institutional Category

A. Most Outstanding Public Schools

- All public elementary and secondary schools in the Schools Division of Sagay City shall be part of the Search for the **2025 Gawad SIGAY: Annual Division Harvest of Excellence Awards**. The table below shows the classification of schools by size:

Category	No. of Teachers
Small Schools	14 and below
Big Schools	15 and above

- All School Heads with the School PRAISE Committee shall conduct a **pre-evaluation** of their respective school's performance using the standardized tools for each criterion/indicator. The result of the self-evaluation shall be submitted to the **Division PRAISE Committee no later than May 23, 2025**.
- All public elementary and secondary schools shall undergo the initial validation in their categories. Pertinent SIGAY Portfolios shall be submitted for initial validation on **May 26 – June 6, 2025**. PSDSs shall conduct **initial validation** on the schools assigned to them. The table below shows the categories of schools:

Category	Awards			No. of Awardees
	Gold SIGAY	Silver SIGAY	Bronze SIGAY	
Elementary				
Small	1	1	1	3
Big	1	1	1	3
Secondary				
Small	1	1	1	3
Big	1	1	1	3
Farm Schools	1			1
Total	5	4	4	13

- Results of the initial validation shall be submitted to the Office of the **Assistant Schools Division Superintendent (ASDS)** as the Chairman of the **PRAISE Committee, not later than June 11, 2025**. The PRAISE Committee shall prepare a consolidated assessment of the schools per category which will be forwarded to the PRAISE - Validation Committee. The **PRAISE Validation Committee** shall conduct an on-site validation of the top 5 schools in each category.
- All schools shall be evaluated using the following criteria/indicators:
 - Office Performance Commitment and Review Form (OPCRF);
 - Key Performance Indicators (KPI);
 - Literacy and Numeracy Rates;
 - DepEd Programs; and
 - Awards

- The criteria and the corresponding equivalent weights are as follows:

Criteria/Indicators	Validated Score	Weight	Rating
1) Performance Rating		20%	
a. SH OPCRF		10%	
b. Average IPCRF Rating of School Teaching and Non-teaching Personnel		10%	





Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

2) Key Performance Indicators		20%												
<i>*Data will be provided by the Planning Unit</i>														
a. Failure Rate <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>0%</td><td style="text-align: center;">5</td></tr> <tr><td>0.01% - 1.00%</td><td style="text-align: center;">4</td></tr> <tr><td>1.01% - 2.00%</td><td style="text-align: center;">3</td></tr> <tr><td>2.01% - 3.00%</td><td style="text-align: center;">2</td></tr> <tr><td>3.01% - 4.00%</td><td style="text-align: center;">1</td></tr> <tr><td>4.01% and above</td><td style="text-align: center;">0</td></tr> </table>	0%	5	0.01% - 1.00%	4	1.01% - 2.00%	3	2.01% - 3.00%	2	3.01% - 4.00%	1	4.01% and above	0		5%
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3) Literacy and Numeracy		20%												
Literacy (Grades 3 – 10 for Fil, 4-10 for Eng) / Phil IRI results CRLA for Key Stage 1 (K to Gr 3) <i>% of Independent Readers/Ready/ × 10%</i>		10%												
Numeracy (Grades 1 – 10) E-Runt Results <i>% of Proficient & Highly Proficient × 10%</i>		10%												
4) DepEd Programs		20%												
<small> Forming index: $\frac{\text{Number of indicators met}}{\text{Total number of indicators}} \times 100\%$ Validated score = $\frac{\text{Index}}{\text{Total number of indicators}} \times 100\%$ Scoring guide: 1. Each INDICATOR is assigned a weight of one point. 2. Give the number of indicators met, then divide by the total number of indicators and multiply by 100%. Validated score = $\frac{\text{Number of indicators met}}{\text{Total number of indicators}} \times 100\%$ </small>														
a) Disaster Risk Reduction & Management														
b) WASH in Schools														
c) Gender and Development														
d) SELG / SSLG*														
e) School-Based Feeding Program														
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<i>*Ratings will be provided by the Respective Division Program Coordinators</i>														





Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

5) Awards	<i>*total points x 10%</i>		10%																																						
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6.) Learning Environment / Overall Physical Appearance of the School			5%																																						
7.) Financial Management			5%																																						
Total			100%																																						

9. The school that will receive the highest points in each category will be recognized as the **Gold SIGAY Awardee**. The 2nd highest pointer in each category will be recognized as the **Silver SIGAY Awardee** and the 3rd highest pointer in each category will be recognized as the **Bronze SIGAY Awardee**.

10. The decision of the PRAISE Committee with the Division Validation Committee is **FINAL and IRREVOCABLE**.

11. Schools that receive Gold SIGAY Awards for three consecutive years shall be conferred the Platinum SIGAY Award on the fourth year, provided they continue to meet the established standards. Those that sustain this level of excellence for a fifth consecutive year shall be elevated to the prestigious Diamond SIGAY Award. Furthermore, schools that maintain outstanding performance for six consecutive years shall be inducted into the Hall of Fame and officially recognized as a School of Educational Excellence in the Division of Sagay City (SEEDS). This distinguished title serves as a symbol of consistent excellence in teaching, learning, and leadership across the division.

12. Special Needs Education and Alternative Learning System special programs shall also be awarded.

13. Soft copies of the enclosures, rating sheets, relevant materials, updates, and official announcements may be accessed and downloaded via this link: www.bit.ly/SigayAwards.

Individual Category

1. Most Outstanding Public School Heads

The Public-School Head of the Most Outstanding Public School (Gold SIGAY Awardee) in each category will automatically be recognized as the Most Outstanding Public School Head for that respective category.

2. Most Outstanding Public School Teachers

All teachers who receive an Outstanding rating in their IPCRF for SY 2024–2025 are identified as the Most Outstanding Public School (Gold SIGAY Awardee) in their respective category shall undergo a validation and calibration process. Those who pass the process shall be formally recognized as the Most Outstanding Public School Teachers in their respective categories.





Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

3. Most Outstanding Public Schools District Supervisor

The Public Schools District Supervisor (PSDS) with the highest accumulated points based on the awards received by their assigned schools will automatically be recognized as the Most Outstanding PSDS. This recognition is in addition to any special programs per learning area as stipulated in the Division.

Award	Point
Gold	3
Silver	2
Bronze	1

4. Most Outstanding School-based Non-Teaching Personnel

All school-based non-teaching personnel who receive an Outstanding rating in their IPCRF for FY 2024 or SY 2024-2025 and are identified as the Most Outstanding Public School (Gold SIGAY Awardee) in their respective category shall undergo a validation and calibration process. Those who qualify shall be formally recognized as the Most Outstanding School-Based Non-Teaching Personnel (Administrative Officer / Administrative Assistants, et. al.) in that category.

5. Outstanding Division-based Non-Teaching and Teaching Related Personnel

All division-based non-teaching and teaching-related personnel in the SDO Proper whose performance evaluation ratings meet the criteria for the awards categories shall be recognized as Gold, Silver, or Bronze Sigay Awardees, regardless of the number of qualifiers per category.

The Gold, Silver, and Bronze Sigay Awards shall be conferred to the following groups:

1. Non-Teaching Personnel

- Contract of Service / Job Order Personnel
- *Level 1:* Personnel with Salary Grade (SG) below 10
- *Level 2:* Personnel with Salary Grade (SG) 10 and above
- Teaching-Related Personnel with Salary Grade (SG) 16 and above

6. Plaque of Merit and Recognition for Special Programs

A Plaque of Recognition shall be given for the accomplishments of the recognized special programs.





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Name of School:	Name of SH:			Final Rating		
Category:	Name of PSDS:			0		
Criteria/Indicators		Rating	Self Rating (School Head)	Validated Score (PSDS/Program Owner)	Weight	Rating
1) Performance Rating					20%	
a. SH OPCRF					10%	
b. Average IPCRF Rating of School Teaching and Non-teaching Personnel					10%	
2) Key Performance Indicators <i>*Data will be provided by the Planning Unit</i>					20%	
a. Failure Rate		Actual Rate				5%
	0%	5				
	0.01% - 1.00%	4				
	1.01% - 2.00%	3				
	2.01% - 3.00%	2				
	3.01% - 4.00%	1				
	4.01% and above	0				
b. Dropout Rate		Actual Rate				5%
	0%	5				
	0.01% - 1.00%	4				
	1.01% - 2.00%	3				
	2.01% - 3.00%	2				
	3.01% - 4.00%	1				
	4.01% and above	0				
c. Promotion Rate		Actual Rate				5%
	81% - 100%	5				
	61% - 80%	4				
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d. Percentage of Increase of Enrolment		Actual Rate				
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3) Literacy and Numeracy						20%
Literacy (Grades 3 – 10 for Fil, 4-10 for Eng) / Phil IRI results						10%
CRLA for Key Stage 1 (K to Gr 3)						
<i>% of Independent Readers/Ready/ × 10%</i>						
Numeracy (Grades 1 – 10) E-Runt Results						10%
<i>% of Proficient & Highly Proficient × 10%</i>						
4) DepEd Programs					20%	
<p><small>Scoring: Evident - One (1) point; Not Evident - Zero (0)</small></p> <p><small>Total number of Evident Indicators: Scoring table: 1. Each EVIDENT indicator is equivalent to one point. 2. Count the number of EVIDENT indicators. Then, divide by the total number of indicators and multiply by 100%.</small></p> <p><small>Validated score = $\frac{\text{Number of EVIDENT indicators}}{\text{Total number of indicators}} \times 100\%$</small></p>						
a) Disaster Risk Reduction & Management						
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f) Brigada Eskwela / Adopt-a-School Program						
g) Child-Protection Program						
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r) Homeroom Guidance Program						
s) JA-Chaching Project						
t) ICT Programs & Projects						
<i>*Ratings will be provided by the Respective Division Program Coordinators</i>						
5) Awards		<i>*total points x 10%</i>			10%	
Level	Award	Points				
Division	1 st Place	3				
	2 nd Place	2				
	3 rd Place	1				
Provincial	1 st Place	3				
	2 nd Place	2				
	3 rd Place	1				
Regional	1 st Place	3				
	2 nd Place	2				
	3 rd Place	1				
National	1 st Place	3				
	2 nd Place	2				
	3 rd Place	1				
International	1 st Place	3				
	2 nd Place	2				
	3 rd Place	1				
6.) Learning Environment / Overall Physical Appearance of the School					5%	
7.) Financial Management					5%	
Total					100%	0

Prepared by:	Validated by:	Reviewed by:	Approved:
School Head	PSDS	PRAISE Member	PRAISE Chairperson
Date	Date	Date	Date

