



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

17 March 2025

DIVISION MEMORANDUM

No. 184, s. 2025

**ADOPTION OF THE DEPED, REGIONAL OFFICE IX's VINTA AWARDS
AND ANNOUNCEMENT OF THE DIVISION-LEVEL SEARCH**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
All Others Concerned
This Division

1. The Schools Division of Dapitan City, in its efforts of fostering continuous improvement and enhancement of organizational performance, adopts the DepEd Regional Office IX's VINTA Awards and announces its Division level Search for School Year 2024 - 2025.
2. VINTA Awards is an esteemed recognition program honoring outstanding educators, school leaders, and personnel who have demonstrated excellence, dedication, and significant contributions to the education sector.
3. This year's Division VINTA Awards will highlight exceptional achievements in various categories.
4. All school heads are requested to participate by nominating deserving candidates who embody the highest standards of professionalism and service in education. (see attached guidelines)
5. For further queries, please contact the ASDS, chair of the PRAISE Committee.
6. We look forward to your active participation in recognizing and celebrating the exemplary efforts of our educators and leaders.
7. Immediate and widest dissemination of and strict compliance with this memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

VINTA AWARDS OPERATIONAL GUIDELINES FOR 2025

I. RATIONALE

DepEd Dapitan acknowledges the necessity of establishing a system that duly acknowledges exemplary achievements of both individuals and institutions. This recognition is based on their successful implementation of programs and the tangible outcomes that have significantly advanced the organization's objectives and aspirations.

In compliance with the Civil Service Commission (CSC) Memorandum Circular No. 24, s. 2016, government agencies must organize initiatives to ensure all employees have equal opportunities to benefit from the Department's Rewards and Recognition system. Consequently, an award system has been established for the entire DepEd Regional IX. This initiative bolsters our workforce prepared for national-level nominations and participation in awards programs, giving birth to the VINTA Awards.

The term "VINTA" derives inspiration from the renowned yet traditional outrigger boat native to the Philippine Island of Mindanao. Crafted by the Sama-Bajau, Tausug, and Yakan communities residing in the Sulu Archipelago of the Zamboanga Peninsula and southern Mindanao, Vinta boats are distinguished by their vibrant rectangular lug sails (known as "bukay") and distinctive bifurcated prows and sterns, resembling the open jaws of a crocodile. Vinta vessels serve various purposes, including fishing, transporting cargo, and serving as houseboats. The term "Vinta" symbolizes the rich cultural heritage of the people in the Zamboanga Peninsula.

The Vinta Awards aims to encourage, reward, and give due recognition to the top-performing teaching and non-teaching employees who have demonstrated continuing genuine commitment and outstanding performance. Motivated human resources are essential to organizational productivity and contribute to improving access, quality of delivery, and governance of basic education.

II. TYPES OF AWARDS

1. Individual Category – Teaching and Teaching-Related Employees

- 1.1 Outstanding Elementary School Teacher (Teacher I, II, III)
- 1.2 Outstanding Secondary School Teacher (Teacher I, II, III)
- 1.3 Outstanding Elementary Master Teacher (Master Teacher I, II, III)
- 1.4 Outstanding Secondary Master Teacher (Master Teacher I, II, III)
- 1.5 Outstanding Kindergarten Teacher
- 1.6 Outstanding ALIVE Teacher
- 1.7 Outstanding IPED Teacher
- 1.8 Outstanding SPED Teacher (SPED Teaching I, II, III)
- 1.9 Outstanding ALS Teacher (Mobile, DALCs, & ABOT-ALAM Teacher)
- 1.10 Outstanding Multi-Grade Teacher



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

- 1.11 Outstanding Elementary School Head
- 1.12 Outstanding Secondary School Head
- 1.13 Outstanding Public Schools District Supervisor
- 1.14 Outstanding Education Program Supervisor
- 1.15 Outstanding Chief Education Supervisor
- 1.16 Outstanding School ICT Coordinator
- 1.17 Outstanding School IPED Coordinator
- 1.18 Outstanding School Student Supreme Government Adviser (Elem & Sec)
- 1.19 Outstanding School MRF Coordinator
- 1.20 Outstanding School Gulayan sa Paaralan Coordinator
- 1.21 Outstanding School SBFP Coordinator
- 1.22 Outstanding School WINS Coordinator
- 1.23 Outstanding School Madrasah Coordinator
- 1.24 Outstanding School DRRM Coordinator
- 1.25 Outstanding School Research Coordinator
- 1.26 Outstanding School GAD Coordinator
- 1.27 Outstanding School Reading Program Coordinator

2. Individual Category – Non-Teaching Employees

- 2.1 Outstanding Level 1 Employee

3. Institutional Category

- 3.1 Outstanding Elementary School
 - 3.1.1 Small Elementary School
 - 3.1.2 Medium Elementary School
 - 3.1.3 Large Elementary School
 - 3.1.4 Very Large / Mega Elementary School
- 3.2 Outstanding Secondary School
 - 3.2.1 Small Secondary School
 - 3.2.2 Medium Secondary School
 - 3.2.3 Large Secondary School
 - 3.2.4 Very Large / Mega Secondary School

4. Program Implementation Category

- 4.1 Best ICT Program (School Category)
- 4.2 Best IPED Program (School Category)
- 4.3 Best Youth Program Implementation (School Category)
- 4.4 MRF Implementation (School Category)
- 4.5 Best Gulayan sa Paaralan Implementation (School Category)
- 4.6 Best SBFP Implementation (School Category)
- 4.7 Best WINS Implementation (School Category)





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

- 4.8 Best Madrasah Implementation (School Category)
- 4.9 Best DRRM Implementation (School Category)
- 4.10 Best Research Program Implementation (School Category)
- 4.11 Best GAD Implementation (School Category)
- 4.12 Outstanding Reading Program Implementation (School Category)

III. QUALIFICATION REQUIREMENTS

➤ Individual Category

- Teaching and Teaching-Related Employees
- Non-Teaching Employees

- a. Open to all Teaching, Teaching-Related, and Non-Teaching Employees who excelled among peers in a functional group or position regardless of age, sexual orientation and gender identify, disability, civil status, religion, ethnicity, political beliefs, and employment status covering the Third Level, Second Level, and First level Position including those who are engaged in non-career positions.
- b. The nominee must have rendered at least three (3) year continuous service in DepEd
- c. Must have obtained at least "Very Satisfactory" performance rating for the last three (3) years.
- d. Must have exhibited good moral character
- e. Must have not been found guilty of any civil, administrative, or criminal offense involving moral turpitude and have no pending administrative case at the time of the nomination.
- f. Must have no record of unliquidated cash advance and notice of Disallowance when applicable
- g. Must have not been on leave of absence by the time of the conduct of evaluation and assessment.

➤ Institutional Category

- a. The institution must be nominated by its external stakeholders like local government units or private organizations or other non-government organization
- b. Must have developed initiatives and innovation to show existing issues, problems, and bottlenecks in the organization.

➤ Program Implementation Category

- a. The program implementation must have implemented innovations and initiatives, over and above, the standard/s set by the office.

IV. SELECTION CRITERIA

A. Individual Category



📍 Sunset Boulevard, Dawo, 7101 Dapitan City

☎ (065) 917-5113

🌐 www.depeddapitancity.net

✉ dapitancity@deped.gov.ph

📘 fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

- Teaching and teaching-Related Employees
- Non-Teaching Employees

1. Outstanding Accomplishments (50%)

- Innovation (25%)** – Emphasized the significant of impact and value creation of the innovations that focuses on developing solutions that have potential to make a difference and drive positive change. It promotes innovations that goes beyond incremental improvements and encourages transformative ideas and breakthrough technologies that can be meaningful to the office
- Research (15%)** – Focused on generating tangible improvements. This includes ensuring that the research addresses educational challenges or needs, offers practical and implementable recommendations, and promotes evidence-based decision-making
 - Led to strategies, instructional enhancements, ultimately enhancing the quality education, student outcomes, and overall learning environment.
 - Fostered collaboration and engagement among stakeholders to enhance its relevance and effectiveness.
- Speakership (5%)** – has the ability to articulate and advocate for DepEd's initiatives, policies, and projects in compelling and persuasive manner, thereby contributing to the organization's efforts in advancing the implementation of DepEd's vision, mission and core values.
- Awards (5%)** – the award recipient have made substantial and meaningful contributions that have result in notable improvements, advancements, or innovations within educational sector, These contributions could include initiatives that enhance educational access, quality promote innovative methods of technologies, foster inclusive education, or address critical challenges that have made a measurable difference and left a lasting impact on DepEd and its stakeholders.

2. Educational and Experience (15%) – Emphasizes the importance of having educational qualifications and expertise directly related to the field or position. It considers the level of education attained, and the individual's work experience.

3. Community Partnership (15%) – Established mutually beneficial relationships and actively involving community stakeholders in educational initiatives. It assesses the extent to which DepEd and the community work together in a collaborative manner, sharing responsibilities, resources, and decision-making. It also evaluates the effectiveness of communication channels and mechanism that facilitate dialogue, feedback and shared decision-making of relevant stakeholders as key partners in fostering a supportive and inclusive educational environment that addresses the needs and aspirants of the community as a whole.





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

- 4. Relations and Integrity (10%)** – Maintained strong professional relationships, ethical behavior, and high standard of integrity within the organization and with external stakeholders. Evaluates the ability to foster positive working relationships, treats others with respect and fairness, and effectively manage conflicts or challenges that may arise. Ensures the creation of a culture of trust, professionalism, and ethical behavior, fostering effective collaboration and enhancing the credibility and reputation of DepEd.
- 5. Interview (10%)** – This assesses the candidate's track record of achievements, measurable results, exceptional outcomes that have positively impacted their department responsibilities and consistently deliver exceptional work.

B. Institutional/ Program Implementation

- 1. Compliance to Standard (10%)** – conforms to the guidelines, requirements, and specifications set forth by a recognized standard-setting body or regulatory authority. It involves aligning processes, practices, products, and services with the prescribed criteria outlined in the standard.
- 2. Impact (25%)** – the impact of the program implementation on students' learning, development, and overall well-being that the activity delivers meaningful, measurable, and lasting benefits to students, supporting their academic success and holistic growth.
- 3. Innovation (30%)** – the program implementer's ability to introduce and implement innovative approaches, practices and methodologies in program implementation.
- 4. Sustainability (20%)** – continues to deliver its intended benefits and achieving its desired outcomes over the long term. It involves considering the program's environmental, economic, and social impact and ensuring its continued effectiveness and relevance.
- 5. Replicability (15%)** – the ability to reproduce or replicate a program intervention in different settings or contexts while achieving similar results or outcomes. It involves documenting or sharing necessary information, processes, and resources needed for others to implement and replicate the program successfully.

V. SEARCH AND SELECTION PROCESS

A. School Level/Cluster of Schools/Districts

- The School Head/Principal or the search and awards committee of the school shall review the performance of teachers in the school based on the results of the IPCRF of individual teachers including their portfolio of accomplishment or innovations.



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

- The School/District Search Committee shall prepare shortlist of potential nominees for each of the category based on the IPRCF and Portfolio of accomplishments of teachers.
- School/District Search Committee led by the principal/PSDS shall conduct interview of shortlisted teachers who are potential nominees for the Division Level search.
- The PSDS shall nominate most Outstanding Teacher/Coordinator and Program Implementer for each of the category as entries for the Division Level Search.

B. Division Level Search

- The Division Office shall lead and facilitate the inclusive management of the search for Outstanding teachers and intensify the promotion or advocacy for this awards and recognition program for teachers.
- The Division Search and Awards Committee shall review and re-assess the nomination documents submitted by the Districts for each of the category.
- The Division Search and Awards Committee shall prepare shortlist of Top 3 potential nominees for each category who will undergo the final interview using the Behavioral Events Interviewing (BEI) Approach and validation procedure (virtual/in-person) of actual accomplishments of the shortlisted nominees. Based on the stipulated guidelines, DO-PRAISE shall issue the shortlisted nominees for publication and information.
- Using the selection criteria, the DO-PRAISE Committee will determine the Most Outstanding Employee for each category.
- The top 3 winners for each category shall be awarded. The awarding and recognition program shall be conducted on **June 11, 2025**.
- The DO-PRAISE Committee shall lead the public announcement or publicity of the awards and the division-level awardees via radio broadcast and social media. The official results of the search shall also be posted in the website of DepEd Dapitan City.
- All Most Outstanding Awardees shall automatically represent the Division in all searches initiated by external award giving bodies such as but not limited to DepEd, RO9, Civil Service Commission, Career Executives Service Board, Private and Non-Government Organization within region.

VI. REWARDS AND RECOGNITION

- All Most Outstanding Awardees shall receive the most coveted plaque of recognition for the Vinta Awards and the opportunity to have the salary to be upgraded a step higher pursuant to CSC and CESB rules and regulations.





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

VII. SEARCH AND SELECTION TIMELINE

The following timeline shall be observed at all levels;

| Level | Timeline |
|--|-------------------------|
| School/District Level Search | March 20–April 14, 2025 |
| Submission of Nominations for Division Level Evaluation | April 15, 2025 |
| Evaluation and Assessment of Nominee documents by the Division PRAISE Committee | April 16 – 28, 2025 |
| Announcement of Top 3 Nominees | April 30, 2025 |
| Submission of the 2-3 Minute Video Presentation of Accomplishment by the Top 3 Nominees per category | May 5 - 9, 2025 |
| Division Level (Interview for District nominees - Shortlist) | May 12 - June 4, 2025 |
| Division-Level Awarding and Recognition Program | June 11, 2025 |

VIII. REQUIRED DOCUMENTS FOR SUBMISSION

1. Completely filled-out Nomination Form
2. Write-up of the impact of Accomplishment of nominees in not more than 1 page, stipulating the issues or problems encountered, the intervention made and the results and impact that the intervention has created to the clients and a 1-minute video presentation of the accomplishments.
3. Authenticated copy of OPCRF/IPCRF
4. Portfolio of Accomplishments/Achievements
5. Updated CS months Form 212 or Personal Data Sheet with passport size photo taken within the last 6 months prior to the nomination.
6. Certification of Good Moral Character (to include that nominee is not a habitual absentee) signed by the School Head.
7. Certification from the District Head that the nominees have no pending administrative or criminal case and does not have been found guilty of offense involving moral turpitude.
8. Certification of the Chairperson of the District Awards Committee stating that the nomination has undergone deliberation by the committee.
9. All photocopied documents must be authenticated by the PSDS/DIC.

