



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

18 September 2023

**DIVISION MEMORANDUM**

No. 466, s. 2023

**CONDUCT OF RIZAL KNIGHTS AWARDS 2023**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors & Specialists  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
This Division

1. Relative to the PRIME-HRM policy on Rewards and Recognition (R&R) of the Schools Division of Dapitan City which adhere to the principle of providing incentives and rewards based on the performance, innovative ideas and exemplary behavior of DepEd Dapitan officials and employees, this division announces the **“Conduct of Rizal Knights Awards 2023”**.

2. The Rizal Knights Awards aims to recognize Outstanding DepEd Dapitan City officials and employees for both teaching and non-teaching personnel for their meritorious accomplishments.

3. The awards are the following:

- a. Outstanding Teacher (Elementary and Secondary)
- b. Outstanding Master Teacher (Elementary and Secondary)
- c. Outstanding SpEd Teacher (Elementary)
- d. Outstanding School Principal (Elementary & Secondary)
- e. Outstanding Multigrade Teacher
- f. Outstanding ALS Mobile Teacher/Implementer
- g. Outstanding Public Schools District Supervisor/PICD
- h. Outstanding Education Program Supervisor and Specialist
- i. Outstanding Non-Teaching Level 1 Employee (SG1-9)
- j. Outstanding Non-Teaching Level 2 Employee (SG 10-24)
- k. Outstanding Researcher
- l. Outstanding School (Elementary & Secondary)
- m. Outstanding Inclusive Education Implementer
- n. Outstanding Reading Program (Implementing Schools)



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
www.depeddapitan.net

dapitancity@deped.gov.ph  
fb.com/DepEdDapitanCity





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

---

4. The following are the mechanics and guidelines of Rizal Knights Awards:

a. **Qualification Requirements of a candidate** – Nominated officials and employees must meet the following qualifications:

i. Have rendered at least three (3) years of continuous service in the Department of Education in the position nominated for as of the deadline of submission. Accomplishments should also be made within the last three years in the current position prior to the nomination and have been continuously carried out by the nominee.

ii. Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination. For nominees who have availed of a scholarship for the rating period required, their ratings considered shall be the recent rating periods available as cited in DepEd Order No. 2, s. 2015;

iii. Have not been awarded in any National Search or similar Regional Search recognized by DepEd for the last three (3) years.

b. **Submission of Nominees/Candidates from the School level**- Each School shall recommend one (1) nominee for each of the applicable categories. The Division PRAISE Committee shall declare a winner for any of the categories including lone nominee for the entire Division. The School shall submit the accomplished nomination forms, write-ups, consolidated summary of outstanding accomplishments, and documents of all nominees duly signed by the Chairperson of the School PRAISE Committee on or before the deadline. Nominees shall prepare (3) folders containing all the required and supporting documents and be properly endorsed to the SDO. Pertinent documents shall include the following:

- i. Endorsement from School Heads/ Functional Division Chief/Section Head
- ii. Nomination Form - The Nomination Form shall be accomplished by the immediate head of the nominee along with one-two paged (A4 size) write-up about the latter, highlighting his/her accomplishments and impact to learning/service and contribution to the community.
- iii. Omnibus Certification of Authenticity and Veracity of Documents - legal document executed by the nominee swearing the authenticity and veracity of the documents he/she submitted. This also authorizes the Department of Education to verify the authenticity of his/her documents submitted for his or her application to the *Rizal Knights Awards*
- iv. Updated Service Record
- v. Personnel Data Sheet (CSC Form 212)
- vi. IPCRF for the last 3 rating periods
- vii. Certificates and other supporting documents (refer to the criteria and



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
www.depeddapitan.net

dapitancity@deped.gov.ph  
fb.com/DepEdDapitanCity





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

MOVs of the awards category nominated)

c. For special cases, such as when physical submission of documents is not practicable due to medical conditions or any circumstances beyond control, online submission shall be an option. All required and supporting documents of nominees shall be scanned and uploaded via <https://bit.ly/rka-2023-submission>.

d. Anybody should be allowed to nominate anyone without fear of judgment provided that he/she is given such right in accordance with the provisions of this R & R policy. All nominations in accordance with the guidelines should be duly recorded and no filtering whatsoever to the prejudice of the nominee or nominator shall be allowed. Otherwise, any violation shall be dealt with accordingly.

e. Grounds for Disqualification – Notwithstanding as may be provided in pertinent provisions of this Manual and CSC Circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending and/or had not been found guilty of any administrative, criminal, or civil case relative to the performance of his/her duties and obligations in the Department of Education.

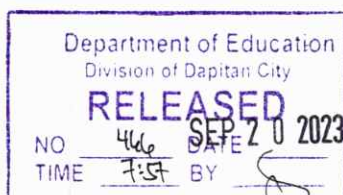
f. Provided that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charged has been filed against a candidate or nominee before a competent tribunal before thirty (30) days the official acceptance of letter of intent or nomination. Provided, further, that a pending case that has already been considered dismissed and awaiting a formal resolution shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the Secretary of the investigation committee or body.

5. The specific criteria of Rizal Knights Awards are available on the link <https://bit.ly/rizalknightsawards>.

6. The awardees shall receive a plaque and certificate of recognition.

7. The last day of submission/uploading of documents for Rizal Knights Awards will be on **September 29, 2023 @ 5:00 p.m.** at the office of the Assistant Schools Division Superintendent or via <https://bit.ly/rka-2023-submission>.

8. For guidance and compliance of all concerned.



**DANNY B. CORDOVA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
[www.depeddapitan.net](http://www.depeddapitan.net)

[dapitancity@deped.gov.ph](mailto:dapitancity@deped.gov.ph)  
[fb.com/DepEdDapitanCity](https://fb.com/DepEdDapitanCity)

