



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

Office of the Schools Division Superintendent

August 30, 2024

DIVISION MEMORANDUM

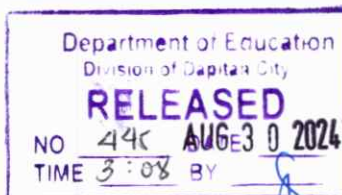
No. 44, s. 2024

CALL FOR SUBMISSION OF VINTA AWARDS NOMINEES

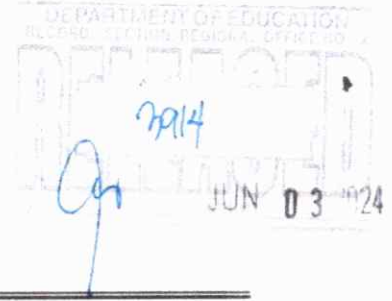
TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
School Heads
Administrative Officer V
This Division

1. Pursuant to the Regional Memorandum No. 328, s. 2024 re: LAUNCHING OF THE VINTA AWARDS 2024, this office announces the call for submission of documents for VINTA Awards which will be on or before **September 4, 2024** @ the office of the **Human Resource Development Section**.
2. The VINTA types of awards
 - a. Individual Category- Teaching and Teaching-Related Employees
 - b. Individual Category – Non- Teaching Employee
 - c. Institutional Category
 - d. Program Implementation Category
3. Attached herewith copies of the VINTA awards operational guidelines for 2024.
4. Immediate dissemination of this Memorandum is desired.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City
(065) 917-5113 dapitancity@deped.gov.ph
depeddapitancity.net fb.com/DepEdDapitanCity



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director

May 30, 2024

REGIONAL MEMORANDUM

No. 328, s. 2024

LAUNCHING OF THE VINTA AWARDS 2024

TO: Assistant Regional Director
 Schools Division Superintendents/ASDSs
 EPSvr/PSDS/SEPS/EPS
 Elementary and Secondary School Heads
 All Teaching and Non-Teaching Personnel
 All Others Concerned

1. With an end in mind of cultivating a proficient and innovative workforce that is supportive of the thrust goals of the Department of Education in promoting an efficient and effective personnel of the region, this office is launching the start of the search for VINTA awards 2024.
2. The VINTA Awards is a regional mechanism that intends to recognize outstanding individuals and groups/institutions who have manifested outstanding performance in various fields of endeavors.
3. Attached is the revised guidelines of the search for your ready reference and guidance.
4. Division, district and school offices are strongly encouraged to get involved and be counted in the search.
5. Widest dissemination of this Memorandum is earnestly desired.

Digitally signed by Legaspi Ruth Fuentes
 DN: CN=Legaspi Ruth Fuentes,
 SERIALNUMBER=012BN0045dcS, O=Deped
 Regional Office IX, C=PH
 Reason: I am the author of this document
 Location:
 Date: 2024.05.03 12:39:36+0800

DR. RUTH L. FUENTES, CESO IV
 Regional Director

HRDD/MRA/pmv/RM
 GCRE/May 30, 2024

VINTA AWARDS OPERATIONAL GUIDELINES FOR 2024

I. RATIONALE

DepEd Region IX acknowledges the necessity of establishing a system that would duly acknowledge 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 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 Region IX. This initiative bolsters our workforce's preparedness for national-level nominations and participation in awards programs, giving birth to the VINTA Awards.

The term "VINTA" derives its 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 Teacher I,II,III)
- 1.9 Outstanding ALS Teacher (Mobile, DALCs & ABOT-ALAM Teacher)
- 1.10 Outstanding Multi-Grade Teacher
- 1.11 Outstanding Elementary School Head
- 1.12 Outstanding Secondary School Head
- 1.13 Outstanding Public District Supervisor

- 1.14 Outstanding Education Program Supervisor
- 1.15 Outstanding Chief Education Supervisor

2. Individual Category – Non- Teaching Employees

- 2.1 Outstanding Level 1 Employee
- 2.2 Outstanding Level 2 Employees
 - 2.1.1 Outstanding Accountant
 - 2.1.2 Outstanding Budget Officer
 - 2.1.3 Outstanding Finance Officer
 - 2.1.4 Outstanding Planning Officer
 - 2.1.5 Outstanding Senior Education Specialist
 - 2.1.6 Outstanding Human Resource Management Officer
 - 2.1.7 Outstanding Librarian
 - 2.1.8 Outstanding Supply Officer
 - 2.1.9 Outstanding Engineer
 - 2.1.10 Outstanding Record Officer
 - 2.1.11 Outstanding Cashier
 - 2.1.12 Outstanding Dentist
 - 2.1.13 Outstanding Nurse
 - 2.1.14 Outstanding Legal Officer
 - 2.1.15 Outstanding Medical Officer

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
- 3.3 Outstanding Division Office

4 Program Implementation Category

- 4.1 Best ICT Program (Division Category)
- 4.2 Best IPED Program (Division Category)
- 4.3 Best Youth Program Implementation (Division Category)
- 4.4 MRF Implementation (School and Division Categories)
- 4.5 Best Gulayan Sa Paaralan Implementation (Division Category)
- 4.6 Best SBFP Implementation (Division Category)

- 4.7 Best WINS Implementation (Division Category)
- 4.8 Best Madrasah Program Implementation (Division Category)
- 4.9 Best SPED Implementation (Division Category)
- 4.10 Best DRRM Implementation (Division Category)
- 4.11 Best Research Program Implementation (Division Category)
- 4.12 Best GAD Implementation (Division and School Categories)
- 4.13 Outstanding Reading Program Implementation (Division and School Categories)
- 4.14 Outstanding Sports Program Implementation (Division 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 identity, disability, civil status, religion, ethnicity, political beliefs, and employment status covering the Third Level, Second Level, and First level Positions 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 stakeholder like local government unit or private organization 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 implementer must have implemented innovations and initiatives, over and above, the standard/s set by the office.

IV. SELECTION CRITERIA

A. Individual Category

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

1. Outstanding Accomplishments (50%)

- a. **Innovation (25%)** - Emphasized the significance of impact and value creation of the innovators that focuses on developing solutions that have potential to make a difference and drive positive change. It promotes innovation that goes beyond incremental improvements and encourages transformative ideas and breakthrough technologies that can be meaningful to the office.
- b. **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.
- c. **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.
- d. **Awards (5%)** - the award recipient have made substantial and meaningful contributions that have resulted in notable improvements, advancements, or innovations within education sector. These contributions could include initiatives that enhance educational access, quality, promote innovative methods or 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. Education 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 mechanisms 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 aspirations of the community as a whole.

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, treat 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 or team. It considers the candidate’s ability to go above and beyond their job 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. It ensures that the activity delivers meaningful, measurable, and lasting benefits to students, supporting their academic success and holistic growth.

3. Innovation (30%) – the program implementers’ 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 IPRCF of individual teachers including their portfolio of accomplishments or innovations.
- The search committee shall prepare shortlist of potential nominees for each of the category based on the IPRCF and Portfolio of accomplishments of teachers.

- The search committee led by the principal shall conduct interview of shortlisted teachers who are potential nominees for the Division Level search.
- The school head shall nominate 1 Most Outstanding teacher for each of the category as entries for the Division Level Search for Outstanding Teachers.

B. Division Level

- 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 the nomination documents submitted by the school for each of the category.
- The Division Search and Awards Committee shall prepare shortlist of top potential nominees for each category who will undergo the final interview by the committee.
- The SDS shall nominate/submit only one Most Outstanding Employee for each category to the Regional Office for the VINTA AWARDS-Regional Level Search for Outstanding Teaching and Non-Teaching Employees. The same shall be made for Institutional Category.
- The Division Office representing its organization, shall become an automatic nominee to the search for institutional category.
- Programs and projects implemented along the program implementation category at the SDO level shall be qualified for nomination to the regional search.

C. Regional Level Search and Selection Process for Most Outstanding Teacher, Principal, District Supervisor and Non-Teaching Employees

- The RO-PRAISE Committee and Secretariat shall review and re-assess the documents of the nominees submitted by SDOs for the Regional Level Search for each category and come up with the shortlisted nominees.
- Based on the stipulated guidelines, RO-PRAISE shall issue the shortlisted nominees for publication and information
- The RO-PRAISE shall initiate a validation procedure (virtual/in-person) on the actual accomplishments of the shortlisted nominees
- The RO-PRAISE Committee shall conduct an interview for shortlisted nominees in each category using the Behavioral Events Interviewing (BEI) Approach.

- Using the selection criteria, the RO-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 in time with the celebration of the International Education Week on December 5, 2024.
- The RO IX PRAISE Committee shall lead the public announcement or publicity of the awards and the regional level awardees via radion broadcast and social media. The official results of the search shall also be posted in the website of DepEd Region IX.
- All Most Outstanding Awardees shall automatically represent the region in all searches initiated by external award giving bodies such as but not limited to Civil Service Commission, Career Executive Service Board, Private and Non-Government Organizations within and outside of the country.

V. 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.

VI. SEARCH AND SELECTION TIMELINE

The following timeline shall be observed at all levels:

Level	Timeline
School/Cluster of Schools/District Level	June 2024
Division	July 2024
Submission of SDO Nominations for Regional Level	August 9, 2024
Two- Three Minute Video Presentation of Accomplishment	August 16, 2024
Regional Level (Interview for SDO nominees – Shortlist)	September 6, 2024
Regional Onsite Validation	September 16-20, 2024
Regional Level Awarding and Recognition Program	October 5, 2024

VII. REQUIRED DOCUMENTS FOR SUBMISSION

1. Completely filled-out Nomination Form
2. Write-up of the impact of Accomplishments 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 OPCR/IPCRI
4. Portfolio of Accomplishments/Achievements
5. Updated CS Form 212 or Personal Data Sheet with passport size photo taken within the last 6 months prior to the nomination.
6. Certification of the Chairperson of the Awards Committee stating that the nomination has undergone deliberation by the committee.
7. Certification that the nominee have no pending administrative or criminal case and does not have been found guilty of offense involving moral turpitude issued by the concerned legal office.
8. Certificate of No Unliquidated Cash Advances signed by the Division Financial Officer/ Accountant as of December 31 of the year prior the nomination
9. Certification of No Disallowance issued by the Commission on Audit Resident Auditor for the year prior the nomination.
10. Certification of Good Moral Character (to include that nominee is not a habitual absentee)
11. All photocopied documents must be authenticated by the Division Administrative officer.