



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

13 Jul 2026

DIVISION MEMORANDUM

No. 336 s. 2026

SEARCH FOR 2026 GAWAD BALISONG

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Coordinators
Unit/ Section Heads
SDO Personnel
All Others Concerned

1. Relative to the Civil Service Commission's mandate on Rewards and Recognition and in conformity with the policies provided in the CSC Resolution No. 010112 and CSC MC No. 01, s. 2001 titled Program on Awards and Incentives for Service Excellence (PRAISE), this Schools Division announces the Search for 2026 Gawad BALISONG (Batangueño Angat na Lahing Isinasabuhay ang Sinseridad sa Organisasyon nang may Natatanging Galing).
2. The following is the schedule of activities for the undertaking mentioned above.

ACTIVITY	DATE	DETAILS
School Level Search	August 10-11, 2026 (after class hour)	The school PRAISE Committee is in-charge with the school level search.
Sub Office Level Search	August 13-14 2026 (after class hour)	The Sub-Office PRAISE Committee is in-charge with the sub-office level search.
Submission of the electronic nomination document to the Division Office https://tinyurl.com/2026GBOfficialentry	August 21, 2026, until 3:00 pm	The label of nomination folders should follow this format; Sub Office_Award Category_Surname e.g. bauaneast_elementary schoolhead_Marasigan principal



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		Late submission of documents will not be accepted.
Meeting of SDO Evaluators	August 24, 2026 9:00 am	Conference Hall
Announcement of 2026 Gawad BALISONG nominees	August 24, 2026	Through Division Memorandum
Stage 1 Paper Evaluation Shortlisting of nominees	August 25- September 4-, 2026	Only those with documents that reached the 80% cut-off score will proceed to Stage 2
Finalization and Submission of Gawad BALISONG Stage 2 Qualifiers	September 7, 2026	Evaluators shall accomplish the link provided by SDO PRAISE Committee Secretariat
Announcement of 2026 Gawad BALISONG Stage 2 qualifiers	September 8 , 2026	Through Division Memorandum
Stage 2-Onsite Validation/ Demonstration Teaching/Skills Validation	September 14- October 2, 2026	Nominees who have reached the 85 % cut-off score using Stage 2 Criteria will proceed to Stage 3
Announcement of Stage 3 qualifiers	October 6, 2026	Through Division Memorandum
Stage 3- Online Panel Interview	October 12- 16, 2026	via Google Meet
Submission of 2026 Gawad BALISONG results to SDO PRAISE Committee and head of office	October 19, 2026	Conduct Deliberation for the Final Results
Announcement of 2026 Gawad BALISONG Finalists	October 21, 2026	Through Division Memorandum



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2026 Gawad BALISONG Awarding Ceremony	December 9, 2026	Venue shall be determined through Procurement Process.
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3. This Schools division practices the Equal Opportunity Principle (EOP) shall be exercised to underscore the department's policy and CSC Memorandum Circular No. 24 s.2016 of no discrimination against any employee for rewards and recognition regardless of age, gender, civil status, disability, religion, ethnic group and political beliefs

4. Expenses relative to the conduct of this activity shall be charged against the Division MOOE Fund while transportation and other incidental expenses of participants shall be charged against school MOOE subject to the existing COA & Accounting rules and regulations.

5. The nomination form, criteria, rubric, scoresheet and checklist of required documents. Can be downloaded through this link <https://tinyurl.com/2026GawadBALISONG>

6. For queries and other details relative to the conduct of the search, please contact SDO PRAISE Secretariat or you may call Mrs. Leoncia B. Maramot of HRDS-SGOD @ mobile no. 09684977402 and Marvin Muñoz @ marvin.munoz@deped.gov.ph

7. Wide dissemination of and compliance with this Memorandum are highly expected.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent 

Encl. SDO Batangas Gawad BALIOSNG Guidelines

Reference: CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, RM 261 s.2026

To be indicated in the Perpetual Index under the following subject:

Issuances: Division Memorandum

LDBM/ Search for 2026 Gawad BALISONG /R2-153752/07/13/2026



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SDO BATANGAS GAWAD BALISONG GUIDELINES

Program on Awards and Incentives for Service Excellence (PRAISE)

I. BACKGROUND/RATIONALE

In conformity with the mandates of the Civil Service Commission on Employee Rewards and Recognition, this Schools Division adopts some of its policies provided in the CSC Resolution No. 010112 and CSC MC No. 01, s.2001 titled Program on Awards and Incentives for Service Excellence (PRAISE) in the creation of policy guidelines for **Gawad BALISONG**.

Gawad BALISONG is the flagship project under the Rewards and Recognition Program of the Schools Division of Batangas Province. This project, which was pioneered in July 2015, aims to support the Civil Service Commission's Program on Awards and Incentives for Service Excellence, and is designed to recognize exemplary performance of teachers, instructional leaders, and non-teaching personnel, who brought honor to their place of work; school, division, region and to the nation as a whole. It also gives recognition to schools that made a difference on the educational landscape through effective school-based programs and projects.

BALISONG stands for **B**atangueño **A**ngat na **L**ahing Isinasabuhay ang **S**inseridad sa **O**rganisasyon nang may **N**atatanging **G**aling. This is named after the well - known, very sharp, and double - edged knife **BALISONG** which was first handcrafted in Barrio Balisong, Taal, Batangas. It is a product of local craftsmanship and ingenuity of the Filipinos' sense of BAYANIHAN depicting the spirit of unity and cooperation. It also symbolizes the Batangueño's virtue of chivalry and courage. All teaching and non-teaching personnel, schools, districts, division section and unit heads who have worked hand in hand in attaining the culture of excellence in SDO Batangas are entitled to join and participate in the said program.

For the implementation of the above-mentioned project, this Schools Division adopts Section 1.6 of CSC Resolution No. 010112 and CSC MC No. 01, s.2001.

The Equal Employment Opportunity Principle (EEOP) shall be exercised to underscore the department's policy and CSC Memorandum Circular No. 24 s. 2016 entitled program to Institutionalize Meritocracy and Excellence in Human



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SDO BATANGAS GAWAD BALISONG

Program on Awards and Incentives for Service Excellence (PRAISE)

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Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators of no discrimination against any employee for rewards and recognition regardless of age, gender, civil status, disability, religion, ethnic group, and political beliefs.

II. AWARD CATEGORIES

All categories are adopted from the 10th DepEd CALABARZON Gawad Patnugot.

	Individual Category	Level
1	Outstanding Elementary School Teacher	K-Grade 6
2	Outstanding Secondary School Teacher	Grade 7-12
3	Outstanding Elementary School Master Teacher	K-Grade 6
4	Outstanding Secondary School Master Teacher	Grade 7-12
5	Outstanding Special Needs Education (SNEd) Teacher	K-Grade 12
6	Outstanding Multigrade Teacher	K-Grade 6
7	Outstanding Alternative Learning System (ALS) Teacher	K-Grade 12
8	Outstanding Elementary School Head	Elementary School
9	Outstanding Secondary School Head	Secondary School
10	Outstanding Education Program Supervisor	SDO
11	Outstanding Public Schools District Supervisor	SDO
12	Outstanding Related-Teaching Personnel	SDO / School (except school heads/ EPS/ PSDS)
13	Outstanding Non-Teaching Personnel Level 1	SG 1-9
14	Outstanding Non-Teaching Personnel Level 2	SG 10-22 (except EPS & PSDS)
15	Outstanding Researcher-Elementary Level	Elementary
16	Outstanding Researcher-Secondary Level	Secondary School
17	Outstanding Researcher-Related Teaching	Teaching-Related Personnel
18	Outstanding Researcher-Non-Teaching Personnel	Non-Teaching Personnel

	School Category	
1	Best Performing Public Elementary School	Elementary School
2	Best Performing Public Secondary School	Secondary School



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All Sub-Offices are strongly encouraged to participate in all award categories and submit one official nominee in each award. The Sub-office PRAISE Committee is expected to screen and evaluate the documents of their official nominees before submission to the Division Office.

III. Definition of Terms

The following are terms used in the guidelines and are understood as follows. *(adopted from the 11th DepEd CALABARZON Gawad Patnugot Guidelines)*

Beneficiaries. These are learners, teachers, learning leaders, parents, schools, community stakeholders that receive help or benefits from innovations or contributions of nominee/s.

Innovation. This refers to something new or to a change made to an existing product, idea or field. *(reference: <https://www.merriam-webster.com/dictionary/innovation>)*

Contribution. This refers to the giving or supplying of something that plays a significant part in making something happen. *(reference: <https://www.merriam-webster.com/dictionary/innovation>)*

This also refers to a program, project, activity, and/ or any initiative that adds value and causes significant improvement to policy/process/practice/people.

First Level Position. This refers to a position involved in structured work in support of office operations or engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a non-supervisory or supervisory capacity

Non-Teaching Position. This refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery of instruction.

Related-Teaching Position. This refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instruction, such as standard setting, policy and program formulation, research, and sector monitoring and evaluation. *(Note: Except for Outstanding PSDS and EPS, for there is a separate award for them.)*

Second Level Position. These include professional, technical, and scientific positions which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity up to the Division Chief Level or its equivalent.



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Teaching Position. This refers to a position that is directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels (junior high school and senior high school), whether on full-time or part-time basis, in schools and CLCs.

IV. Eligibility Requirements of Nominees

Nominated teaching, related-teaching, non-teaching personnel and schools shall be evaluated based on their outstanding contributions or innovations in the delivery of their functions. They must meet the following qualifications:

Individual Category

1. Active in the service and have rendered for not less than three (3) years of continuous service in DepEd as of deadline of submission of the nomination documents. Nominee's accomplishments which he/she is being recognized should also be made within **SY 2023-2024, 2024-2025, and 2025-2026** for teachers, school heads and school personnel and **CY 2023, 2024, and 2025** for supervisors and non-teaching personnel in the SDOs.
2. Nominees who have been promoted, transferred, reassigned, or detailed to other position or station (except for negative reasons) within the search year shall be allowed to present documents within the years covered. They will be evaluated in the station where they implemented their PPAs.
3. Certified true copy of IPCRF/OPCRF for three consecutive SY or CY by the Administrative Officer IV (Personnel Section of SDO)
4. Has not been subjected to any form of disciplinary actions.
5. No notice of Disallowance from COA (for all individual awards).

School Category

1. Certification signed by the SDS confirming that the school nominee has an always manifested degree of manifestation in all 42 indicators of 6 SBM Dimension, indicating that SBM practices are consistently demonstrated during SY 2024-2025 and 2025-2026
2. The School nominee has obtained Outstanding (O) OPCRf for three consecutive years **SY 2023-2024, 2024-2025, and 2025-2026.**



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V. Criteria for Stage 1 Evaluation

A. Individual Category

1. Performance Rating (IPCRF/OPCRF)-10 points

Duly signed IPCRF/OPCRF for three consecutive SY/CY.

2. Exemplary Behavior/Conducted Displayed-10 points

Written description of the nominee's adherence to the eight (8) Norms of Conduct for Public Officials and Employees (RA 6713). Cite circumstances/experiences possessing or demonstrating such norms using the Situation-Task-Action-Results (S-T-A-R) Approach.

3. Significant Contributions/Innovations -70 points

STAR Approach: Write-up of the contributions/innovation, describing how these initiatives have caused significant impact on the performance of the learners/school/ school community /district/division/region. Briefly describe the problems addressed, people/office that benefitted, transactions facilitated or improved with quantitative and qualitative effects/results/impact. Rating will focus on the following:

- Nature and Scope of Contribution or Innovation – 15 points

Using the STAR Approach, discuss the extent of the innovation that deals with or to which it is relevant. Scope and magnitude of how unique and original the contribution or innovation that has brought significant impact to education. *(Certification from the immediate superior that the contribution or innovation is original and within the function shall be checked during the Stage 2 validation)*

- Beneficiaries-15 points

Indicate the profile and number of people/organization/communities that benefitted and the kind of gains they received out of the contribution/innovation.

- Impact of Contribution/Innovation-30 points

Discuss the results of the innovation and its impact on the beneficiaries. Percentage of increase of performance of beneficiaries. *(Supporting documents shall be checked during the Stage 2 validation.)*

- Reliability of Contribution/Innovation-10 points

Descriptions and explanations on the reliability of contribution or innovation. This criterion includes the following indicators:

- a. replicability of the innovation or contribution;



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- b. support contributed by internal and external stakeholders to the innovation or contribution;
- c. knowledge and competence in the implementation of the innovation or contribution within the KRA;
- d. clear and concise purpose of innovation;
- e. Responsive to the needs of the stakeholders/beneficiaries

4. Awards and Membership – 10 points

List or mention major **awards/citations received relevant** to the category and active membership in a reputable professional organization. *MOVs shall be checked during the Stage 2 validation.*

B. School Category

The criteria are:

1. Performance Rating (OPCRF) – 10 points

Duly signed OPCRf for three (3) consecutive SY/CY

2. Significant Accomplishment/s within 3 years- 80 points

STAR Approach: Write-up of the contributions/innovation, describing how these initiatives have caused significant impact on the performance of the learners/school/school community/district/division/region. Briefly describe the problems addressed, people/office that benefitted, transactions facilitated or improved with quantitative and qualitative effects/result/impact. Rating will focus on the following:

- **Nature and Scope of the Contribution or Innovation – 15 points**
Briefly describe the name of the contribution, its rationale, and the coverage/scope such as the level of implementation (school, district, division, etc) years covered, extent or magnitude of the PPA.
- **Beneficiaries-15 points**
Indicate the profile and number of people/organization/communities that benefitted and the kind of gains they received out of the contribution/innovation.
- **Effects/Results/Impact-30 points**
Discuss the significant quantitative and qualitative and quantitative changes, improvements, and problems addressed by the contribution/innovation.
- **Provision of safe, gender-sensitive and happy working environment-10 points**



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Cite PPAs that exhibit that the school is safe, gender sensitive and happy working environment.

- **Reliability of Contribution/Innovation-10 points**
Description, explanations on the reliability of contribution or innovation. This criterion includes the following indicators:
 - a. Replicability of the innovation or contribution;
 - b. Support contributed by internal and external stakeholders to the innovation or contribution;
 - c. Knowledge and competence in the implementation of the innovation or contribution within the KRA;
 - d. Clear and concise purpose of innovation;
 - e. Responsive to the needs of the stakeholders/beneficiaries

3. Awards– 10 points

Major awards/citations received in connection to the awards.

VI. REQUIRED NOMINATION DOCUMENTS

Each nomination requires the following:

- A. Completely filled-out Gawad BALISONG Nomination Form *(Maximum of 13 pages including Executive Summary and Nomination Write-Up)*.
- Gawad BALISONG (GB) Nomination Form 1-Nomination for the individual category
- Gawad BALISONG (GB) Nomination Form 2-Nomination Form for the school category
- B. Self-certification of No Pending Administrative, Civil and Criminal Case *(For individual category)*
- C. Signed copy of IPCRF/OPCRF
- D. Updated PRC License or Receipt of Renewal *(for all award categories)*

Each completely filled-out nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable thirteen pages of A4 size bond paper, using Bookman Old Style font #11.

Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition and other Means of Verification mentioned in the filled-out Nomination **Form should NOT be included** in the e-nomination folder, only the required nomination



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documents. The nominees must ensure that information written in the Nomination Folder has corresponding MOVs during the onsite validation.

VII. OPERATING PROCEDURES

A. Announcement of Awards/Incentives

1. Before the start of the search, SDO Batangas PRAISE Committee shall announce the different division level awards and incentives available for the current year. The major awards and incentives to be given should correlate with the priority plans and programs for the year.
2. Information on the awards and incentives planned for the year shall be disseminated to all schools, districts and division offices through a Memorandum from the office of the Schools Division Superintendent.
3. The School Governance and Operations Division's Human Resource Development Personnel shall prepare the Work Program and facilitate the approval of necessary funds for both monetary and non-monetary awards and incentives.

B. Screening of Nominees and Selection of Winners

1. All nominees ***shall be screened and evaluated by the respective PRAISE Committee TWG*** based on the set criteria under various guidelines for each award/incentive.
2. SDO Batangas Human Resource Development Section, through a signed Memorandum, shall facilitate the conduct of the screening process.
3. The Memorandum shall include the names of the Technical Working Group Heads and their respective members who will be in-charge of the screening and onsite validation.
4. All teaching category nominees will demonstrate lesson, research categories will present research paper and related teaching and non-teaching category will have onsite validation during division level search.
5. Finalization of the list of awardees shall be done by the TWG heads together with the SGOD HRD & OSDS HRM Section.



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6. The PRAISE Chairperson presents the list of awardees to the Head of Office and seek approval.

B. Awarding

1. The SGOD – Human Resource Development section shall facilitate the conduct of awarding ceremonies.
2. Guided by the PRAISE Committee, the SGOD – HRDS personnel shall coordinate and facilitate the preparation/purchase, distribution of awards and payment of incentives to the awardees.

VIII. DIVISION POLICIES

1. See eligibility for nominees' requirements
2. Search evaluation and finalization period take place from the first week of August until the second week of October of the current year.
3. Gawad BALISONG Culminating Activity takes place on the 1st week of December every year.
4. In the case of natural calamities or other reasons, Search period and Awarding dates can be moved or adjusted based on the recommendation of the committee and approval of the PRAISE Chairperson.
5. Each individual and School category winners receives a Plaque of Recognition and monetary cash incentive based on the existing accounting and COA rules and regulation.

Disqualification

1. All division first place winners during the previous Gawad Balisong Searches are disqualified to participate in any category.
2. Awardees or finalists of a Regional and National Search