



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

7 August 2025

**DIVISION MEMORANDUM**

No. 394 s. 2025

**SEARCH FOR 2025 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 2025 Gawad BALISONG.
2. The following is the schedule of activities for the undertaking mentioned above.

ACTIVITY	DATE	REMARKS
School Level Search	August 28-29, 2025	The school PRAISE Committee is in-charge with the school level search.
Sub Office Level Search	September 1-2 2025	The Sub-Office PRAISE Committee is in-charge with the sub-office level search.
Submission of the electronic nomination document to the Division Office via <a href="https://tinyurl.com/GBOfficialentry">https://tinyurl.com/GBOfficialentry</a>	September 15, 2025, until 12:00 noon	The label of nomination folders should follow this format; Sub Office_Name-Award Category e.g. bauanwest_jlandicho_highschoolprincipal



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

		Late submission of documents will not be accepted.
Meeting of Evaluation Teams	September 15, 2025 2:00 pm	Conference Room
Announcement of 2025 Gawad BALISONG nominees	September 16, 2025	Through a memorandum
Stage 1 Paper Evaluation Shortlisting of nominees	September 16-19, September 22-26, 2025	Only those documents that reached the 75% cut-off score will proceed to stage 2
Finalization and Submission of Gawad Balisong Stage 2 Qualifiers to SDO PRAISE Committee Secretariat	September 29, 2025 5:00 pm	
Announcement of 2025 Gawad BALISONG Stage 2 qualifiers	October 3, 2025	Through a Memorandum
Stage 2-Onsite Validation/ demonstration teaching/skills validation	October 13-17, October 20-22, 2025	Nominees who have reached the 80% cut-off score will proceed to stage 3
Announcement of Stage 3 qualifiers	October 24, 2025	Through a Memorandum
Stage 3- Online Panel Interview	October 27-30, 2025	via Google Meet
Submission of 2025 Gawad BALISONG results to SDO PRAISE Committee and head of Office	November 3, 2025	
Announcement of 2025 Gawad BALISONG Finalists	November 05, 2025	Through a Memorandum
2025 Gawad BALISONG Awarding Ceremony	December 5, 2025	TBD

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






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

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 HRD and MOOE Fund subject, to the existing COA & Accounting rules and regulations.
5. Attached are the categories, guidelines, and criteria. Download the nomination form from this link <https://tinyurl.com/2025GBNominationForm>.
6. For inquiries, you may call Mrs. Leoncia B. Maramot of HRDS-SGOD at 09684977402 or email at [leoncia.maramot@deped.gov.ph](mailto:leoncia.maramot@deped.gov.ph).
7. Wide dissemination of and compliance with this Memorandum are highly expected.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

Encl. Gawad BALISONG Categories, Guidelines, and Criteria  
Reference: CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, RM 159 s.2025  
To be indicated in the Perpetual Index under the following subject:

Issuances: Division Memorandum

LDBM/ Search for 2025 Gawad BALISONG /R2-145526/08/07/2025



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

**SDO BATANGAS GAWAD BALISONG**

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

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 10<sup>th</sup> DepEd CALABARZON Gawad Patnugot.

	<b>Individual Category</b>	<b>Level</b>
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 High School Head	High School
10	Outstanding Education Program Supervisor	SDO
11	Outstanding Public Schools District Supervisor	SDO
12	Outstanding Teaching-Related Personnel	SDO/School (except school principal)
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	High School
17	Outstanding Researcher-Related Teaching	Teaching-Related Personnel
18	Outstanding Researcher-Non-Teaching Personnel	Non-Teaching Personnel

	<b>School Category</b>	
1	Best Performing Public Elementary School	Elementary School
2	Best Performing Public High School	High School





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

### III. Definition of Terms

The following are terms used in the guidelines and are understood as follows. (adopted from the 10<sup>th</sup> 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>)

**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.)

**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 2024-2025** for teachers, school heads and school personnel and **CY 2024** for supervisors and non-teaching personnel in the SDOs.





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

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2. Outstanding accomplishments of the nominees for **Outstanding School Head** shall be based on the school where they are assigned within SY 2024-2025 prior to the nomination. In the event that the nominees are transferred to another school during the Search, they shall be validated in the school where they implement their PPAs.
3. Must not be on leave of absence at the time of Search, SY 2024-2025.
4. Certification signed by the Administrative Office IV (Personnel of SDO) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for SY 2024-2025/CY 2024 or copy of IPCRF/OPCRF.
5. Has not been subjected to any form of disciplinary actions.
6. 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 5 SBM Dimension, indicating that SBM practices are consistently demonstrated.
2. The School nominee has obtained at least Very Satisfactory (VS) OPCRf for SY 2024-2025
3. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured from the Accounting Office.
4. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the Accountant.

**V. Criteria for Stage 1 Evaluation**

**A. Individual Category**

1. **Performance Rating (IPCRF/OPCRF)-30 points**  
Duly signed IPCRF/OPCRF on the specified year
2. **Exemplary Behavior/Conducted Displayed-10 points**  
Using the **STAR** (Situation, Task, Action, Results) Approach, describe the nominee's adherence to at least 5 of the following norms:



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

---

Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved and problems encountered. Write up should follow the S-T-A-R Approach.

**3. Significant Accomplishment/s within the specified year -50 points**

**STAR Approach:** Discuss the innovation that has significantly impacted the performance of the learner/school/school community/district with relevance to the current situation. Indicate problems addressed, people/office benefited, and transactions facilitated. Discuss the results or impact. Proofs will be checked during the onsite validation. Indicate that the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. Justify why the accomplishments are considered exemplary or extraordinary.

- Scope of Outstanding Contribution or Innovation – 10 points

Using the STAR Approach, discuss the extent of the innovation that something 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-10 points

Discuss how the beneficiaries were identified. How many have benefited from the contribution or innovation.

- Impact of Contribution/Innovation-20 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;
- 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





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

---

**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) – 30 points**

(Duly signed OPCRf on the specified year)

**2. Significant Accomplishment/s within the specified year- 60 points**

**STAR Approach:** Describe in coming up with the innovation that has significantly impacted the performance of the learner/school/school community/district/schools division or region with relevance to the current situation. Indicate problems addressed, people/office benefited, and transactions facilitated. Indicate that the accomplishments are part of the nominee's regular functions/mandated or the product of his/her initiative. Justify why the accomplishments are considered exemplary or extraordinary.

- Scope of Outstanding Contribution or Innovation – 15 points  
Using the STAR Approach, discuss the extent of the innovation that something 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 functions shall be checked during the Stage 2 validation)
- Beneficiaries-10 points  
Discuss how the beneficiaries were identified
- Impact of Contribution/Innovation-15 points  
Discuss the results of the innovation, and its impact to the beneficiaries. Percentage of increase of performance of beneficiaries. Supporting documents shall be checked during the Stage 2 validation.
- Provision of safe, gender-sensitive and happy working environment-10 points  
Cite PPAs that exhibited that the school is safe, gender sensitive and happy working environment. (MOVs will be checked during the Stage 2 validation)



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

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- 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. Certification of No. Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured from the Accounting Office. (School Category only)

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





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

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## **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.
6. Submission and approval of the awardees to SDO Batangas PRAISE Committee shall be done right after the finalization.



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

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**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 last week of August until the last 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





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

**STAGE 1 GAWAD BALISONG CRITERIA FOR INDIVIDUAL CATEGORY**

(Teachers, Principal, Education Program Supervisor, Public Schools District Supervisor, Related Teaching Category)

	Range	Points																				
1. Performance Rating (IPCRF/OPCRF)  (30 points)	4.80-5.00	30																				
	4.60-4.79	28																				
	4.40-4.59	26																				
	4.20-4.39	24																				
	4.00-4.19	22																				
	3.80-3.99	20																				
	2. Exemplary Behavior/ Conducted Displayed at least 5 norms (10 points)	<b>Rating depends on the norms described in the attach narrative,</b>																				
3. Significant Accomplishment/s within the year (SY 2024-2025) (50 pts)																						
<b>2.1 Scope of Outstanding Contribution or Innovations (10 pts)</b>																						
<b>a. Contribution (Writer, Resource Person, DepEd TV Broadcaster...)</b>		<b>b. Innovation</b>																				
<table border="1"><thead><tr><th>Scope/Originality/Uniqueness</th><th>Points</th></tr></thead><tbody><tr><td>School Level</td><td>2</td></tr><tr><td>District Level</td><td>4</td></tr><tr><td>Division Level</td><td>6</td></tr><tr><td>Regional Level</td><td>8</td></tr><tr><td>National Level</td><td>10</td></tr></tbody></table>		Scope/Originality/Uniqueness	Points	School Level	2	District Level	4	Division Level	6	Regional Level	8	National Level	10	<table border="1"><thead><tr><th>Scope/Originality/Uniqueness</th><th>Points</th></tr></thead><tbody><tr><td>School Level</td><td>3</td></tr><tr><td>District Level</td><td>6</td></tr><tr><td>Division Level</td><td>10</td></tr></tbody></table>	Scope/Originality/Uniqueness	Points	School Level	3	District Level	6	Division Level	10
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<b>a. Beneficiaries (10pts)</b>																						
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**Republic of the Philippines**  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF BATANGAS

<b>2.3 Impact of Contribution/Innovation (20pts)</b>			
<b>a. Contribution</b>		<b>b. Innovation</b>	
<b>Level</b>	<b>Points</b>	<b>Percentage of Increase in Performance</b>	<b>Points</b>
School	<b>4</b>	1-5 %	<b>4</b>
District	<b>8</b>	6-10 %	<b>8</b>
Division	<b>12</b>	11-15%	<b>12</b>
Regional	<b>16</b>	16-20 %	<b>16</b>
National	<b>20</b>	21% and above	<b>20</b>

<b>2.4 Reliability of Contribution/Innovation (10 pts)</b>	
<b>Reliability of Contribution/Innovation</b>	<b>Points</b>
Replicability of the innovation or contribution	2
Support contributed by internal and external stakeholders to the innovation or contribution	2
Knowledge and competence in the implementation of the innovation or contribution within the KRA).	2
Clear and concise purpose of innovation	2
Responsive to the needs of the stakeholders/beneficiaries	2

<b>6. Awards and Membership (10 points)</b>	
<b>3.1 Awards (5 points)</b>	<b>3.2 Membership (5 points)</b>
<b>Level</b>	<b>Points</b>
School	0.5
District	1
Congressional District	1.5
Division	2
Region	3
National	4
International	5

<b>Level</b>	<b>Points</b>
District	1
Area	1.5
Division	2
Region	3
National	4
International	5





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

**Gawad BALISONG CRITERIA FOR ALS TEACHER**

<b>1. Performance Rating (IPCRF/OPCRF)</b> <b>Duly signed IPCRF/OPCRF on the specified year</b>			<b>30 points</b>
<b>2. Significant Accomplishments</b>			<b>15 points</b>
<b>Quantity</b>	<b>Quality</b>		
	<b>Beneficiaries (30%)</b>	<b>Scope (50%)</b>	<b>Complexity (10%/20%)</b>
<u>15 points</u> 5 Programs and projects or more	<u>30%</u> 61 and above	<u>50%</u> School & Community	<u>20%</u> Complex
<u>12 points</u> 4 Programs and projects	<u>20%</u> 31-60	<u>50%</u> School & Community	<u>20%</u> Complex
<u>9 points</u> 3 programs and projects	<u>10%</u> 30 and below	<u>30%</u> ALS learners only	<u>10%</u> Simple
<u>6 points</u> 2 programs and projects			
<u>3 points</u> 1 program/projects			
<b>3. Impact of Accomplishments</b>			<b>25 points</b>
<b>Scope/Replicability (15 points)</b>			<b>Beneficiaries (10 points)</b>
<u>14 pts</u> 6 Programs and projects, replicated in the School and Community level			<u>10 pts.</u> 71 and above
<u>13 pts.</u> 5 Programs and projects, 3 of them were replicated in the School and Community level			<u>9 pts.</u> 61-70
<u>10 pts.</u> 4 Programs and projects but not all of them were replicated			<u>8 pts.</u> 51-60
<u>7 pts</u> Activities were the existing ALS Programs such as: A&E; .BLP; and INFED; which are what the ALS Program requires			<u>7 pts.</u> 41-50
<u>5 pts.</u> 1 program/project			<u>6 pts.</u> 31-40
			<u>5 pts.</u> 21-30
			<u>4 pts.</u>



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

			20 below
<b>4. Innovations</b>			<b>20 points</b>
Quantity	Quality (Total % X 20)		
	<b>Beneficiaries (40%)</b>	<b>Scope (40%)</b>	<b>Complexity (10%/20%)</b>
20 pts. 5 innovations	40% 61-70 above	40% School & Community	20% Complex 10% Simple
16 pts. 4 innovations			
12 pts. 3 innovations			
4 pts. 1 innovation			
<b>7. Awards 10 points</b>			
<b>Awards (regardless of numbers)</b>		<b>Points</b>	
International		10	
National		8	
Regional		6	
Division		4	
District		2	





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

**Gawad Balisong Criteria for Non-Teaching Category**

1. Performance Rating (IPCRF/OPCRF) Duly signed IPCRF/OPCRF on the specified year <b>(30 points)</b>	<table><tr><th>Range</th><th>Points</th></tr><tr><td>4.800 – 5.000</td><td>30</td></tr><tr><td>4.600 – 4.799</td><td>28</td></tr><tr><td>4.400 – 4.599</td><td>26</td></tr><tr><td>4.200 – 4.399</td><td>24</td></tr><tr><td>4.000 – 4.199</td><td>22</td></tr></table>	Range	Points	4.800 – 5.000	30	4.600 – 4.799	28	4.400 – 4.599	26	4.200 – 4.399	24	4.000 – 4.199	22
Range	Points												
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4.600 – 4.799	28												
4.400 – 4.599	26												
4.200 – 4.399	24												
4.000 – 4.199	22												
2. Exemplary Behavior/ Conducted Displayed at least 5 norms <b>(10 points)</b>	<b>Rating depends on the norms described in the attach narrative,</b>												
3. Significant Accomplishment/s within the year (SY 2024-2025) <b>(50 points)</b>	<b>10 points</b>												
a. <u>Scope of Outstanding Contribution or Innovations</u> (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).	<table><tr><th>Scope</th><th>Points</th></tr><tr><td>School Level</td><td>2.5</td></tr><tr><td>District Level</td><td>5.0</td></tr><tr><td>CD/ Area</td><td>7.5</td></tr><tr><td>Division</td><td>10.0</td></tr></table>	Scope	Points	School Level	2.5	District Level	5.0	CD/ Area	7.5	Division	10.0		
Scope	Points												
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District Level	5.0												
CD/ Area	7.5												
Division	10.0												
b. <u>Beneficiaries</u> (how many benefited from the contribution or innovation)	<b>10 points</b> <table><tr><th>Beneficiaries</th><th>Points</th></tr><tr><td>1 - 75</td><td>2</td></tr><tr><td>76 – 150</td><td>4</td></tr><tr><td>151 - 225</td><td>6</td></tr><tr><td>225 - 300</td><td>8</td></tr><tr><td>301 and above</td><td>10</td></tr></table>	Beneficiaries	Points	1 - 75	2	76 – 150	4	151 - 225	6	225 - 300	8	301 and above	10
Beneficiaries	Points												
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76 – 150	4												
151 - 225	6												
225 - 300	8												
301 and above	10												
c. <u>Impact of Contribution/Innovation</u> (Percentage of increase of performance of beneficiaries. Supporting documents shall be checked).	<b>20 points</b> <table><tr><th>Percentage</th><th>Points</th></tr><tr><td>1 – 5%</td><td>4</td></tr><tr><td>6 – 10%</td><td>8</td></tr><tr><td>11 – 15%</td><td>12</td></tr><tr><td>16 – 20%</td><td>16</td></tr><tr><td>21% and above</td><td>20</td></tr></table>	Percentage	Points	1 – 5%	4	6 – 10%	8	11 – 15%	12	16 – 20%	16	21% and above	20
Percentage	Points												
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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

<p>d. <u>Reliability of Contribution/Innovation</u> (Descriptions, explanations on the reliability of contribution or innovation. This criterion includes the following indicators:</p> <ul style="list-style-type: none"><li>✚ Replicability of the innovation or contribution</li><li>✚ Support contributed by internal and external stakeholders to the innovation or contribution</li><li>✚ Knowledge and competence in the implementation of the innovation or contribution within the KRA).</li><li>✚ Clear and concise purpose of innovation</li><li>✚ Responsive to the needs of the stakeholders / beneficiaries</li></ul>	<p><b>10 points</b></p> <p>2 pts.</p> <p>2 pts.</p> <p>2 pts</p> <p>2 pts</p> <p>2 pts</p>																																
<p>4. Awards and Membership (<b>10 points</b>)</p> <p>1. <u>Awards</u> (Major Awards/ citations received relevant to the category)</p> <p>2. <u>Membership</u> 2. (active membership in a reputable professional organization)</p>	<p><b>Awards (5 points)</b></p> <table><thead><tr><th>Level</th><th>Points</th></tr></thead><tbody><tr><td>School</td><td>1</td></tr><tr><td>Municipality/District</td><td>1.5</td></tr><tr><td>Area/Congressional</td><td>2</td></tr><tr><td>Division</td><td>2.5</td></tr><tr><td>Regional</td><td>3</td></tr><tr><td>National</td><td>4</td></tr><tr><td>International</td><td>5</td></tr></tbody></table> <p><b>Membership (5 points)</b></p> <table><thead><tr><th>Level</th><th>Points</th></tr></thead><tbody><tr><td>School</td><td>1</td></tr><tr><td>Municipality/District</td><td>1.5</td></tr><tr><td>Area/Congressional</td><td>2</td></tr><tr><td>Division</td><td>2.5</td></tr><tr><td>Regional</td><td>3</td></tr><tr><td>National</td><td>4</td></tr><tr><td>International</td><td>5</td></tr></tbody></table>	Level	Points	School	1	Municipality/District	1.5	Area/Congressional	2	Division	2.5	Regional	3	National	4	International	5	Level	Points	School	1	Municipality/District	1.5	Area/Congressional	2	Division	2.5	Regional	3	National	4	International	5
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Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF BATANGAS

**Criteria**  
**Outstanding Researcher**

**Individual Category**

<b>1. PERFORMANCE RATING</b> (IPCRF/OPCRF) Duly signed IPCRF/OPCRF on the specified year	<b>10%</b>	
<b>2. SIGNIFICANT ACCOMPLISHMENT/S</b> within the rating period	<b>30%</b>	
a. Number of Research completed within the utilized and implemented within the rating period (should be sustained and based on KRA	1 5points	(3 completed (15) , 2 completed (10) 1completed (5))
b. No of research Published in peer-reviewed journal and other professional Journals	15 points	(3 Published (15), 2 published (10) 1published (5)
c. Scope of Publications	15 points	International (15), National/Regional (10) Division/District (5)
d. Number of research presented in fora/conferences	15 points	3 International (15), 3 National/Regional (10) 3 Division/District (5)
e. No of research use for policy development, implementation of PPAs	15 points	(at least 3 used for policy development, implementation of PPAs  (15), at least 2 used for policy development, implementation of PPAs  (10) at least 1 used for policy development, implementation of PPAs  (5)



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

<p>f. Scope of Outstanding Contribution or Innovations (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).</p>	15 points	<p>(International (15)          National/Regional (12)          Division/district (10) School (8)</p> <p>3 times cited (10), 2 times cited (8) 1time cited (5)</p>
<p>g. No of researchers replicated study</p>	10 points	
<b>3. IMPACT OF CONTRIBUTION/INNOVATION</b>	<b>25%</b>	
<p>a. Scope of research project implemented</p>	30pts	<p>International (30),          National/Regional (25)          Division/district (20) School (15)</p>
<p>b. No of beneficiaries (learners, teacher, community)</p>	30pts	<p>20% of learners, teachers, employees, community) from the research conducted (30pts 15 of learners, teachers, employees, community) from the research conducted (25pts) 10% and below of learners, teachers, employees, community) from the research conducted (20pts)</p>
<p>c. Percentage of increase of performance of beneficiaries</p>	40pts	<p>(8-10%) Increase in the performance of learners and other stakeholders, aligned to the SIP/BE-LCP (40pts) (6-7,9%) Increase in the performance of learners and other stakeholders, aligned to the SIP/BE-LCP (30pts) ( 4—5.9 % )Increase in the performance of learners and other stakeholders, aligned to the SIP/BE-LCP (25pts) ( 3.9 %</p>





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

		below)Increase in the performance of learners and other stakeholders, aligned to the SIP/BE-LCP (15pts)
<b>4. RELIABILITY OF CONTRIBUTION/INNOVATION</b>	<b>20%</b>	
<i>(Descriptions, explanations on the reliability of contribution or innovation. This criterion includes the following indicators:</i>		
a. Number of Contributions to the body of knowledge in terms of: Theory, Concept, Strategies, Approaches, Framework, output, programs used/utilized/adapted in the locality	40pts	Introduced at least 3 (40pts) Introduced at least 2 (30pts) introduced at least (1) (20pts)
b. Scope of utilization of program or project aligned to the introduced body of knowledge		
c. Replicability of the innovation or contribution	40pts	Region (40pts) Division/District (35pts) School (30pts)
	20pts	3 studies replicated (20pts) 2studies replicated (15pts) Number of researcher's replicated studies 1 study replicated (10pts)
<b>5. AWARDS</b>	<b>10%</b>	
a. Awards <i>(Major Awards/ citations received relevant to the category)</i>	50pts	At least 3 research-related awards (50pts), at least 2 research related awards (40pts), at least 1 research related awards (35pts).
b. Scope of research-related awards	50 pts	International National (50pts) Region/Division (40pts) District/School (35pts)
<b>6. MEMBERSHIP</b> <i>(active membership in a reputable professional organization)</i>	<b>5%</b>	



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

a. Scope of research-related affiliations	<b>50pts</b>	International National (50pts) Region/Division (40pts) District/School (35pts)
b. Number of research-related affiliations	<b>50pts</b>	At least 3 research-related awards (50pts), at least 2 research related awards (40pts), at least 1 research related awards (35pts)

**Summary of criteria**

No	Category	Percentage
1	Performance Rating (IPCRF/OPCRF) Duly signed IPCRF/OPCRF on the specified year	10%
2	Significant Accomplishment/s within the rating period	30%
3	Impact of Contribution/Innovation	25%
4	Reliability of Contribution/Innovation	20%
5	Awards	10%
6	Membership	5%
	<b>TOTAL</b>	<b>100%</b>





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

**GAWAD BALISONG CRITERIA FOR PERFORMING SCHOOL CATEGORY**

1.Performance Rating (IPCRF/OPCRF)  (30 points)	Range	Points
	4.80-5.00	30
	4.60-4.79	28
	4.40-4.59	26
	4.20-4.39	24
	4.0-4.19	22
	3.8-3.99	20
	3.6-3.79	18
	3.4-3.59	16

2. Significant Accomplishment/s within the year (SY 2024-2025) (60 pts)

2.1 Scope of Outstanding Contribution or Innovations (15 pts)

Scope/Originality/Uniqueness	Points
School Level	5
District Level	10
Division Level	15

2.2 Beneficiaries (15pts)

Beneficiaries	Points
1-50	3
51-100	6
101-150	9
151-200	12
201- and above	15

2.3 Impact of Contribution/Innovation (20 pts)

Percentage of Increase in Performance	Points
1-5 %	4
6-10 %	8
11-15%	12
16-20 %	16
21% and above	20



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

2.4 Reliability of Contribution/Innovation (10 pts)

Reliability of Contribution/Innovation	Points
Replicability of the innovation or contribution	2
Support contributed by internal and external stakeholders to the innovation or contribution	2
Knowledge and competence in the implementation of the innovation or contribution within the KRA).	2
Clear and concise purpose of innovation	2
Responsive to the needs of the stakeholders/beneficiaries	2

3 Awards (10 points)

Level	Points
District	2
Congressional District	3
Division	5
Region	7
National	9
International	10