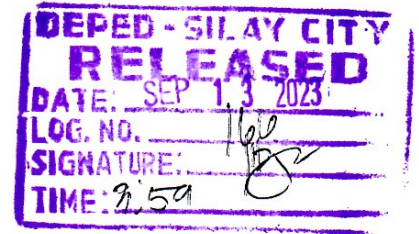




Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF SILAY CITY**



September 12, 2023

DIVISION MEMORANDUM  
No. 757 s. 2023

**2023 CURRICULUM AND INSTRUCTION REGIONAL CHAMPIONS FOR  
LEARNING EXCELLENCE (CIRCLE) AWARDS**

TO: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. This office, through the Curriculum and Teaching Division (CTD) informs the field of the submission of nominees to the 2023 Curriculum and Instruction Regional Champions for Learning Excellence (CIRCLE) Awards from district offices until September 23, 2023.
2. This activity is based on the Civil Service Commission's (CSC) Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Memo No. 66, s. 2021 (Secretary's Award for Excellence in Curriculum and Instruction).
3. This activity aims to:
  - a. recognize the exemplary performance of the SDOs and schools in championing curriculum implementation and learning outcomes;
  - b. underscore the SDOs and Schools' programs, innovations, accomplishments, and their impact on learning outcomes aligned with the region's Basic Education Learning Recovery and Continuity Plan (BE-LRCP) support framework; and
  - c. capitalize the learning-focused initiatives on effective Curriculum Implantation: Contextualization, Learning Resources, Learning Delivery, and Assessment.
4. The District offices shall submit one official nominee corresponding to each award category.



Rizal St., Brgy. III, Silay City, Negros Occidental  
Website: [www.depedsilaycity.weebly.com](http://www.depedsilaycity.weebly.com)  
Email Address: [deped.silay@deped.gov.ph](mailto:deped.silay@deped.gov.ph)  
Facebook Account: <https://www.facebook.com/DepEdSilayCity>  
Contact Number: Admin 4417153/ 458-4396/ HR 458-4401/ SGOD 458-4402/CID 458-4406



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5. The award categories are as follows:

No.	Category
1	Most Learning-Focused Public Elementary School
2	Most Learning-Focused Public Junior High School
3	Most Learning-Focused Public Senior High School
4	Most Learning-Focused Schools Division Office
5	Most Learning-Focused Interest Program
6	Most Learning-Focused Inclusive Program
7	Most Outstanding Reading Program
8	Most Outstanding Numeracy Program
9	Most Outstanding InnoWVation

6. The guidelines and criteria of the 2023 CIRCLE awards can be accessed in the google drive link: <https://tinyurl.com/bdhsz6pk>
7. The Nomination Form, Nomination Write-up Template, and Certification are provided in the Enclosure.
8. The following timeline of activities and specified dates for the 2023 CIRCLE Awards:

Level	Procedure	Timeline
District	<b>Phase 1</b> – Submission of Write- Up and Documentary Requirements	September 19, 2023
	<b>Phase 2</b> – Evaluation of Documents and identification of the Top 3 per category	September 20, 2023
	<b>Phase 3</b> - Validation of the MOVs of the Top 3	September 21, 2023
	<b>Phase 4</b> – District Recognition of the CIRCLE Awards to Top 3 per Category and CIRCLE Award Expo	September 22, 2023
	<b>Phase 5</b> – Submission of Documents of the Top 1 entry per category of the District for Division Validation (with Complete MOVs)	September 25, 2023







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Division	<b>Phase 6</b> – Evaluation of Complete Documents with MOVs of all the Top 1 in the district level <b>Phase 7</b> – Presentation and Revalida of the Division Qualifiers <b>Phase 8</b> – Recognition of the Division CIRCLE award and CIRCLE award Expo <b>Phase 9</b> – Submission of Documents of the Top 1 entry per award category of the Division for the Regional Evaluation and Validation (With Write-Up and Documents for the Most Learning-Focused Division Office/School	September 26-27, 2023  September 28-29, 2023 October 5, 2023  October 16, 2023
Regional	<b>Phase 10</b> – Regional Evaluation of the Top Performing School per category and SDO <b>Phase 11</b> – Regional Validation and Interview of the Top 3 Qualifiers <b>Phase 12</b> – Recognition of the CIRCLE Awardees per category <b>Phase 13</b> – Sharing of Best Practices through the Conduct of the CIRCLE Award Expo	October 17-30, 2023  November 2023  December 15, 2023

9. Expenses incurred during the conduct of said activities shall be charged to School MOOE/Local Funds while expenses during the activities at the Division level shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.







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10. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or any other similar factor/circumstances that run counter to the principles of equal opportunity.
11. Immediate dissemination of this Memorandum is desired.

  
**SALVADOR O. OCHAVO, JR. EdD, CESO V**  
Schools Division Superintendent 

Enclosure: As stated.  
Reference: Regional Memorandum No. 655, s. 2023  
To be included in the Perpetual Index  
Under the following subjects:

AWARDS  
CURRICULUM  
RECOGNITION





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(Enclosure No. 1 to Division Memo No. \_\_\_\_\_, s. 2023)

**I. Categories of Award**

**1. Most Learning-Focused Public Elementary School**

**KEY STAGE 1 (Grades 1-3)**

- 1.1 Small School
- 1.2 Medium School
- 1.3 Large School
- 1.4 Very Large School

**KEY STAGE 2 (Grades 4-6)**

- 1.5 Small School
- 1.6 Medium School
- 1.7 Large School
- 1.8 Very Large School

**2. Most Learning-Focused Public Junior High School**

**KEY STAGE 3 (Grades 7-10)**

- 2.1 Small School
- 2.2 Medium School
- 2.3 Large School
- 2.4 Very Large School

**3. Most Learning-Focused Public Senior High School**

**KEY STAGE 4 (Grades 11-12)**

- 3.1 Small School
- 3.2 Medium School
- 3.3 Large School
- 3.4 Very Large School

**4. Most Learning-Focused Interest Program**

- Science Technology and Engineering (STE)
- Special Science Elementary School (SSES)
- Special Program in Sports (SPS)
- Special Program in the Arts (SPA)
- Special Program in Journalism (SPJ)
- Special Technical and Vocational Education Program (STVEP)
- Farm School (FS)







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**5. Most Learning-Focused Inclusive Program**

Alternative Learning System (ALS)  
Indigenous People Education (IPEd)  
Special Education (SPED)  
Open High School Program (OHHP)  
Multi-grade Program of the Philippine Education (MPPE)

**6. Most Outstanding Reading Program**

**7. Most Outstanding Numeracy Program**

**8. Most Outstanding InnoWVation**

**9. Most Learning-Focused Schools Division Office**

The school typology is indicated in DO No. 19, s. 2016 as follows:

Type of Public School	Number of Learners
Small	Less than 440
Medium	441 – 840
Large	841 – 1, 240
Very Large	1, 241 and above

**II. Documentary Requirements**

Each nomination requires the submission of three (3) original nomination folders containing the following fully accomplished documentary requirements:

1. Completely Filled-out CIRCLE Award Form (Maximum of ten (10) pages including Executive Summary and Nomination Write-Up). Curriculum and Instruction Regional Champions for Learning Excellence Award form:
  - 1.1 Nomination Form
  - 1.2 Nomination Write-Up
  - 1.3 Certification (School, District Office)
2. Certification from the chairperson of the District PRAISE committee or its equivalent that the nomination has undergone deliberation by the committee.
3. Letter from the head of the office endorsing the nomination to the Division CIRCLE Award committee.
4. Certification signed by the Administrative Officer V/IV (Personnel) that the head of the school/District office has obtained at least a Very Satisfactory (VS) performing rating (OPCRF) or the last two years for the school/District office.
5. Certification of no Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31, 2022, to be secured by the





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HRMO from the Commission on Audit (COA) Resident Auditor, should be signed by the agency's COA Resident Auditor and not by the agency's COA officer/Accountant. (for school and District).

6. In case of an existing unliquidated cash advance and allowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

Each completely filled-up nomination form should be accompanied by a write-up using the Nomination Write-Up form. The maximum allowable number of pages is ten (10) in A4 size of bond paper, using Bookman Old Style, and 11 font size.

The nomination form and documentary requirements should be placed in a legal-size folder (ordinary white color). Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations, and recognition should not be included in the nomination folder. Only required documents must be submitted for easy reference, please use labels for every required document.

### **III. Write-Up of Accomplishments**

1. The write-up must highlight the outstanding accomplishments of the school and district office nominees for the past two (2) years. Presentation of accomplishments should be in the order of significance complete with descriptions, and justifications, and should adhere to the following pointers: the School and the District office nominees for the past two (2) years. Presentation of accomplishments should be in the order of significance, complete with descriptions, and justifications, and should adhere to the following pointers:
  - Use specific terms. Define/clarify terms such as “assisted”, “contributed”, or “facilitated”.
  - State outstanding accomplishments and impact in brief, factual, and bullet form.
  - Present impact of accomplishments by indicating problems addressed people/office benefited and/ or transactions facilitated.
2. The nomination write-up should only be for a maximum of ten (10) pages A4 size bond paper, Bookman Old Style, 11 font size to include the summary of accomplishments, impact, and other information.







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**IV. Procedure for Screening and Evaluation**

The Schools Division Office through the Division CIRCLE Awards PRAISE Committee shall create a CIRCLE Awards committee composed of the following:

**Chairman:** Federico P. Pillon  
CTD – Chief

**Members:** Education Program Supervisors  
Public Schools District Supervisors

<b>Categories</b>	<b>In-Charge/Evaluators</b>	
Key Stage 1 (Grades 1-3)	Henden L. Guarte	Randy B. Quaipo
Key Stage 2 (Grades 4-6)	Jocylene A. Dawal	Zenia I. Billones
Key Stage 3 (Grades 7-10)	Gerardo T. Artieda	Joy Ann B. Cepriano
Key Stage 4 (Grades 11-12)	Catherine Apusaga, PhD	
STE/SSSES	Daisy L. Lopez, PhD	John D. Evangelista
SPA	Albino A. Berioso	
SPED	Emily D. Claro, EdD	Clea L. Agudon
STVEP/Farm School	Rommel C. Fuentes	Leopoldo A. Fernandez
Numeracy Program	Richard R. Esparagoza	Carmelita G. Sumaylo
Reading Program	Juliet Quezon, PhD	Mary Leilanie G. Javines







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**NOMINATION FORM**

**DATA PRIVACY NOTICE:** The data and information in this form are intended for the purpose of conducting the 2023 Curriculum Instruction Regional Champions for Learning Excellence Awards. The data will be kept by the process owner for the purpose of verifying and authenticating the identity of the nominee. The use of data indicated here for purposes not intended by the process owner is a violation of the Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.

<b>Category:</b>	
<b>THE NOMINEE*</b>	
<b>School:</b>	
<b>School/Office Address:</b>	
<b>District:</b>	<b>SDO:</b>
<b>Telephone Number:</b>	<b>DepEd Email Address:</b>
<b>SCHOOL HEAD</b>	
<b>Name:</b>	<b>Sex:</b>
<b>Telephone/Mobile No.:</b>	
<b>DepEd Email Address:</b>	
<b>NOMINATOR:</b>	
<b>Name:</b>	<b>Position:</b>
<b>Office:</b>	<b>Telephone No.:</b>
<b>Office Address:</b>	

\*Schools need to fill up spaces. SDOs, Ros, and CO CI Bureau division/units shall disregard spaces that do not apply to them.

\*\*Please indicate the name of the head of the organizational unit nominated.





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**NOMINATION WRITE-UP**

(Maximum of 10 pages, A5 size bond paper, Bookman Old Style, Font size 11, including executive summary)

<b>I. Executive Summary:</b>
<b>II. Significant Accomplishment/s in Fostering Learning within the last two years (2021 – 2023)</b>
<b>III. Impact of the Accomplishment in Making Learning Happen</b>
<b>IV. Innovations in Enhancing Learners' Achievement</b>
<b>V. Other Information</b>







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**CERTIFICATION**

**We, attest to all facts contained herein and authorize the use of this information for publication. We understand that the Central Office CI strand PRAISE Committee will validate the accuracy of the conduct of a background investigation. Any misrepresentation made by the signatories shall be ground for disciplinary action pursuant to applicable CSC laws and rules.**

**PRINTED NAME AND SIGNATURE**

\_\_\_\_\_  
SCHOOL PRINCIPAL/SDS/RD  
CHAIR

\_\_\_\_\_  
Regional Office PRAISE COMMITTEE

\_\_\_\_\_  
Regiuonal Office HRMO

\_\_\_\_\_  
RD/Bureau Director



Rizal St., Brgy. III, Silay City, Negros Occidental  
Website: [www.depedsilaycity.weebly.com](http://www.depedsilaycity.weebly.com)  
Email Address: [deped.silay@deped.gov.ph](mailto:deped.silay@deped.gov.ph)  
Facebook Account: <https://www.facebook.com/DepEdSilayCity>  
Contact Number: Admin 4417153/ 458-4396/ HR 458-4401/ SGOD 458-4402/CID 458-4406