



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OFFICE OF TACURONG CITY
ABANG-SUIZO INTEGRATED SCHOOL

November 27, 2025


OFFICE MEMORANDUM

No. **10**, s. 2025

DISSEMINATION OF SIGAY 2026 AWARDS GUIDELINES

To: Assistant Principals
Master Teachers
Teachers
Administrative Officer
Students
All Concerned Personnel
This School

1. With an end in mind of cultivating a proficient and innovative workforce that is supportive of thrust goals of DepEd in promoting an effective and efficient personnel in school, this office is disseminating the search for **SIGAY 2026**.
2. SIGAY 2026 program establishes a transparent and equitable framework for acknowledging exemplary performance. This initiative is designed to foster a culture of innovation, professionalism, and continuous improvement.
3. Attached is the guidelines of the search for your ready reference and guidance.
4. Widest dissemination of this memorandum is earnestly desired.


DENNIS B. RUBIN, PhD., MT-II
School Head



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SIGAY Awards Guidelines

I- RATIONALE

A cornerstone of a thriving school is motivated and valued teaching and non-teaching personnel. The absence of a structured system for recognition and incentives often leads to diminished morale, which can adversely affect both the work environment and the quality of service delivery. In response, the SIGAY program establishes a transparent and equitable framework for acknowledging exemplary performance. This initiative is designed to foster a culture of innovation, professionalism, and continuous improvement. By formally rewarding outstanding contributions, the school not only promotes best practices and enhances employee engagement but also aligns with the national directives of DepEd and the CSC. Ultimately, this policy cultivates a sustainable culture of excellence where every employee feels empowered to contribute to the school's success.

The term "SIGAY" is a Maguindanaoan word that translates directly to "light" or "to illuminate." ASIS recognizes inclusivity since 10% of its students were Maguindanaoan, and the adoption of this name transforms that recognition into its profound and active commitment. It moves beyond mere demographic acknowledgment and embeds the local heritage into the very identity of the school.

II- Scope of Policy

This policy establishes a framework for recognizing and rewarding exemplary performance among all school personnel, both teaching and non-teaching. It outlines comprehensive criteria, a transparent process, and the mechanisms for conferring awards and incentives, ensuring equitable and objective acknowledgment of contributions that significantly advance the school's mission and success. Fully aligned with DepEd and CSC national guidelines, this policy is designed to foster a



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culture of service excellence and sustained professional growth, celebrating achievements at both the individual and team levels.

III- Definition of Terms

AWARD - recognition which may be monetary or non-monetary conferred on an individual or a group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity (DM No. 96, s. 2023).

CONTRIBUTION – any input which can be in the form of an idea or performance (DM No. 96, s. 2023).

DISCOVERY - is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery (DM No. 96, s. 2023).

INCENTIVE - monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, very satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior (DM No. 96, s. 2023).

INVENTION - the creation of something previously non-existent which will benefit the government (DM No. 96, s. 2023).

IV- POLICY STATEMENTS

The SIGAY program is instituted in compliance with Department of Education and Civil Service Commission guidelines on employee recognition. Its purpose is to cultivate a high-performance culture by formally acknowledging teaching and non-



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teaching personnel who demonstrate exemplary performance, commitment, and significant contributions to the DepEd mission.

The program is anchored in the principles of transparency, integrity, and fairness. To uphold these, a designated committee will manage a standardized process for the evaluation, validation, and approval of all nominations, ensuring decisions are strictly merit-based and impartial.

To ensure continued relevance and impact, the SIGAY program will undergo periodic review and refinement, aligning with evolving DepEd directives and best practices. Ultimately, it is designed to promote a professional, collaborative, and innovative work environment that drives improved school performance and service delivery.

V- Objectives

The SIGAY program is dedicated to cultivating a vibrant culture of excellence by celebrating the outstanding performance and significant contributions of every school personnel. More than just a rewards system, it is a commitment to inspiring our team to reach new heights of efficiency, productivity, and integrity in their mission to deliver quality education. By championing teamwork, professionalism, and innovation, SIGAY fosters a dynamic and collaborative environment where every achievement is valued. This structured approach to recognition elevates morale, deepens engagement, and fuels motivation, ensuring our dedicated employees feel truly seen and appreciated. Ultimately, by honoring exceptional service, SIGAY drives the continuous pursuit of excellence that benefits our entire school community.

VI- Procedure

The School SIGAY program will commence with an awareness campaign launched by the School Head and committee on November 29, 2025. A structured nomination period will follow, allowing personnel to submit nominations with supporting evidence. The committee will then evaluate all submissions against



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standardized criteria, with the School Head providing final approval on awardees before the official announcement. Awardees will be recognized at school events, and the entire process will be documented. Finally, we will conduct post-award evaluations to gather feedback and enhance future implementations.

VII- Types of Awards

Outstanding Teacher of the Year- granted to a teacher who have demonstrated exceptional teaching performance, commitment to student development, and innovative instructional strategies that enhance learning outcomes.

Outstanding Mentor of the Year - granted to a mentor who has made a significant impact through selfless dedication to developing others, employing highly effective mentoring strategies, and actively contributing to a sustainable culture of knowledge-sharing and excellence within our community.

Outstanding Adviser of the Year - granted to an adviser who has provided exceptional guidance and unwavering support, demonstrating a profound commitment to the success and development of their advisees or student organization, and significantly contributing to their achievements and growth.

Innovation and Research Excellence Award- presented to individuals or teams who have introduced innovative solutions, research, or projects that have significantly improved school processes, teaching methods, or student learning outcomes.

Outstanding School Partner of the Year - granted to a community partner that has demonstrated an exceptional commitment to the school's mission, forging a collaborative and impactful relationship that significantly enhances educational opportunities, student development, and the overall success of our school community.



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Best Performing Department of the Year - granted to the department that has demonstrated exceptional collective performance, achieved significant and measurable results against its goals, and fostered a culture of excellence, collaboration, and continuous improvement.

Best Performing Coordinator of the Year - granted to a coordinator whose strategic planning, exceptional problem-solving, and adept management of projects and people have directly led to a record of sustained success and excellence in their area of responsibility.

VIII- Types/Forms of Incentives

Abang-Suizo Integrated School shall continuously search, screen and reward deserving school personnel to motivate them to improve the quality of their performance and instill excellence in public service. As such the following types of incentives shall be regularly awarded:

Awards	Incentives
Outstanding Teacher of the Year	Plaque of Commendation and Php. 2,000.00 cash incentive
Outstanding Mentor of the Year	Plaque of Commendation and Php. 2,000.00 cash incentive
Outstanding Adviser of the Year	Certificate of Commendation and Php. 1,500.00 cash incentive
Innovation and Research Excellence Award	Certificate of Commendation and Php. 1,500.00 cash incentive
Outstanding School Partner of the Year	Certificate of Commendation and Php. 1,500.00 cash incentive
Best Performing Department of the Year	Plaque of Commendation and Php. 3,000.00 cash incentive
Best Performing Coordinator of the Year	Certificate of Commendation and Php. 1,500.00 cash incentive
Total	Php. 13, 000.00



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IX- Search and Selection Timeline

The following timeline shall be done:

Phase	Activity	Date of Implementation
1	Program Launching and Orientation	November 29, 2025
2	Nomination Period	April 1-30, 2026
3	Screening and Validation	May 1-22, 2026
4	Deliberation and Final Approval	May 25-29, 2026
5	Announcement of Awardees	June 1, 2026
6	Awards Ceremony	October 5, 2026
7	Post-Implementation Review	December 18, 2026

X- SIGAY Committee

Chairman: **DENNIS B. RUBIN, MT-II**
School Head

Vice Chair: **CONNIE G. PACLIBAR**
Administrative Officer II

Members: **JEAN G. ACOSTA, HT-III**
Assistant Principal for JHS
JOEBERT A. BACONAJE, HT-III
Assistant Principal for Grade School
MARVIN BAWE
Barangay Captain
SOLIDAD SIAOTONG
School SGC Elected Co-Chair
LOUIE MUYCO
School PTA President
ALTHEA CEAH B. ANTONIO
Student Representative

XI- Selection Criteria

A. Outstanding Teacher of the Year

This award seeks to recognize and honor a teacher who consistently demonstrates excellence, innovation, and a profound impact on student learning.



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A.1. Education (10%)- assesses the teacher's dedication to their own lifelong learning and professional growth. It recognizes that an outstanding educator is not only a masterful teacher but also a perpetual student, continuously refining their craft to enrich the learning experience for all students.

A.2. Learning and Development/ Training (10%) - evaluates the teacher's active and ongoing commitment to their professional growth as a reflective practitioner. It recognizes that exemplary teaching is fueled by a deliberate pursuit of new knowledge, skills, and pedagogical strategies. This goes beyond formal education to include a wide spectrum of developmental activities that the teacher seeks out and meaningfully applies.

A.3. Experience (10%) - assesses the depth and breadth of the teacher's professional journey and their ability to translate experience into exemplary practice. It recognizes that true expertise is built over time through reflective practice, overcoming challenges, and mastering the art and science of teaching. This is not merely a measure of longevity, but of the quality and application of their professional story.

A.4. Performance (30%) - assesses the direct, observable impact of the teacher's practice on student success. It evaluates the consistent delivery of high-quality, effective, and engaging instruction in the classroom and beyond.

A.5. PPST COIs (25%) - measured through Classroom Observation.

A.6. PPST NCOI (15%) - measured through Portfolio Assessment and Interview.



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B. Outstanding Mentor of the Year

B.1. Education (10%)- assesses the teacher's dedication to their own lifelong learning and professional growth. It recognizes that an outstanding educator is not only a masterful teacher but also a perpetual student, continuously refining their craft to enrich the learning experience for all students.

B.2. Learning and Development/ Training (10%) - evaluates the teacher's active and ongoing commitment to their professional growth as a reflective practitioner. It recognizes that exemplary teaching is fueled by a deliberate pursuit of new knowledge, skills, and pedagogical strategies. This goes beyond formal education to include a wide spectrum of developmental activities that the teacher seeks out and meaningfully applies.

B.3. Experience (10%) - assesses the depth and breadth of the teacher's professional journey and their ability to translate experience into exemplary practice. It recognizes that true expertise is built over time through reflective practice, overcoming challenges, and mastering the art and science of teaching. This is not merely a measure of longevity, but of the quality and application of their professional story.

B.4. Performance (25%) - assesses the direct, observable impact of the teacher's practice on student success. It evaluates the consistent delivery of high-quality, effective, and engaging instruction in the classroom and beyond.

B.5. Outstanding Accomplishment in Research & Innovation, Learning Facilitation and Impact from a Reputable Organization (10%)- recognizes a teacher who engages in systematic inquiry to improve teaching practice and student learning.



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B.6. Application of Education (10%) - the contribution made by an applicant to their workplace as a result of their learnings from their education degree/ s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position applied for. Points shall be given to an applicant who has successfully applied the learnings gained from said higher education units or degree/ s earned.

B.7. Application of Learning and Development (10%) - is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work

C. Outstanding Adviser of the Year

1. Outstanding Accomplishment (50%)

- A. **Research and Innovation (25%)** - evaluates the creation and application of original ideas, methods, or solutions that have demonstrably improved school processes, enriched the learning experience, or solved a persistent problem; and evaluates the systematic use of inquiry and evidence to advance the quality of teaching. This includes conducting original research (like Action Research) and utilizing existing studies to innovate teaching methods, solve problems, and enhance student achievement.
- B. **Awards and Recognition (15%)** - assesses the level of external and internal validation the nominee has received for his/her work. It recognizes consistent excellence as affirmed by reputable organizations and bodies.
- C. **Resource Speakership & Learning Facilitation (10%)**- evaluates the active role in fostering a culture of shared learning by effectively



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facilitating the development of colleagues. This includes planning and delivering professional development, mentoring, and leading collaborative learning sessions that enhance instructional practices or operational efficiency.

- 2. Education & Experience (15%)** - this criterion scores nominees based on a combination of their highest academic attainment and years of relevant professional experience.
- 3. Community Partnership (15%)** - evaluates the active role in bridging the school and the community to secure resources, expertise, and real-world learning opportunities that enhance educational outcomes and community investment in the school.
- 4. Relations and Integrity (15%)** - evaluates the daily demonstration of character that contributes to a healthy, ethical, and productive school culture. This is evidenced through consistent actions that build community and uphold the highest professional standards.
- 5. Interview (10%)** - assesses the nominee's ability to articulate their achievements, philosophy, and vision clearly and persuasively in a formal setting. It evaluates communication skills, professionalism, composure, and the depth of their reflection.

D. Innovation and Research Excellence Award

Criteria	Exceptional (4)	High (3)	Developing (2)	Beginning (1)
Impact and Significance	The innovation/research has produced a transformative, documented impact on school processes, teaching methods, or student	The innovation/research has produced a clear and positive impact . Evidence is solid and demonstrates tangible benefits.	The innovation/research shows promise of impact , but evidence is still preliminary or anecdotal. The potential for	The innovation/research has little to no demonstrated impact yet. The connection to improved processes or outcomes is



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		outcomes. The change addresses a core strategic goal of the school.	The change is meaningful and appreciated by stakeholders.	improvement is recognized, but not yet fully realized or documented.	theoretical or not well-articulated.
Innovation and Creativity	The solution is highly original, creative, and challenges conventional practices . It introduces a novel concept, methodology, or technology not previously seen in this context.	The solution is a significant adaptation or novel application of an existing idea, tailored effectively to a new context. It demonstrates clear creative thinking and adds substantial new value.	The solution is an incremental improvement or a direct replication of a known practice with minor modifications. It is useful but lacks a strong element of novelty or creative re-imagining.	The solution is a standard or conventional approach with no significant creative or innovative elements.	
Sustainability & Scalability	The innovation is designed for long-term sustainability and has a clear, feasible plan for maintenance and growth. It is highly scalable and can be easily adapted to other classrooms, departments, or schools. Resources are clearly considered.	The innovation is likely to be sustainable with some support. It shows clear potential for scalability, and initial thoughts on replication are provided.	The innovation's sustainability is uncertain or dependent on specific individuals or temporary resources . Scalability has not been seriously considered and would be challenging.	The innovation is with no clear path for continuation, replication, or integration into standard practice. It is reliant on unsustainable factors.	
Presented to Research Congress	The work was accepted for presentation at a prestigious, competitive international research congress. The acceptance process was peer-reviewed, signifying high scholarly merit and contributing to the broader educational field.	The work was accepted for presentation at a national or regional research congress. It underwent a peer-review or competitive selection process.	The work was shared at a local or internal symposium (e.g., a district-wide showcase, a school-based research day) or was submitted to a congress but not accepted.	There is no record or plan to present the work at any research congress, symposium, or similar scholarly forum.	



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E. Best Performing Department of the Year & Best Performing Coordinator of the Year

1. **Innovation (45%)** - evaluates the creation and application of original ideas, methods, or solutions that have demonstrably improved school processes, enriched the learning experience, or solved a persistent problem
2. **Impact (35%)** - evaluates the definitive results and lasting value of the nominee's contributions. This is the core measure of their effectiveness in advancing the school's mission.
3. **Sustainability (20%)** - evaluates the long-term design and legacy of the nominee's contributions, ensuring that their work creates lasting benefits for the school community.

XII- Funding

Abang-Suizo Integrated School shall allocate from the MOOE funds for the SIGAY and incorporate the same in its annual Work and Financial Plan and budget.

XIII- Effectivity

This guidelines shall take effect upon issuance of a memorandum relative to this.



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