



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION
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Office of the Schools Division
Superintendent

December 17, 2025

DIVISION MEMORANDUM
No. 1792 s. 2025

**CALL FOR NOMINATION TO THE SEARCH FOR MOST INNOVATIVE
EMPLOYEE AWARD OF SCHOOLS DIVISION OFFICE PROPER**

TO: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
Division P.R.A.I.S.E. Committee Members
All Functional Division/Section/Unit Heads
All interested Personnel This Division

1. This Division calls for the submission of nomination documents for the Search of the Most Innovative Employee Award of the Schools Division Office Proper 2025. It aims to recognize an individual whose innovative ideas or solutions have made a significant and positive impact on educational practices or administrative processes.
2. Guidelines
 - a. The innovation should be implemented and demonstrate measurable benefits.
 - b. Nominee should provide a detailed description of the innovation, implementation process, and outcomes.
 - c. Include supporting data or feedback illustrating the effectiveness of the innovation.
3. Criteria for Judging
 - a. Creativity (30%)
 - Originality and uniqueness of the idea.
 - Evidence that the innovation deviates from traditional practices in a meaningful way.
4. Implementation (30%)
 - a. Effectiveness of putting the innovation into practice.
 - b. Documentation of the implementation process and any adjustments made.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 2



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5. Impact (20%)
 - a. Measurable improvements or benefits resulting from the innovation.
 - b. Feedback from stakeholders affected by the innovation.
6. Sustainability (10%)
 - a. Longevity and adaptability of the innovation.
 - b. Evidence that the innovation can be maintained and updated as needed.
7. Collaboration (10%)
 - a. Level of collaboration with others in developing and implementing the innovation.
 - b. Contributions from team members or partners involved.
8. Nomination
 - a. Immediate superior shall nominate his/her immediate support to said award.
 - b. Nomination documents shall include executive summary (see enclosure 1) and Individual Performance Commitment and Review Form (IPCRF) for the last three (3) rating periods.
9. The nomination documents shall be submitted to the Human Resource Development Section being the P.R.A.I.S.E. Committee Secretariat. The deadline for the submission of nomination will be on December 19, 2025 not later than 12:00 noon.
10. Immediate dissemination of this memorandum is desired.


PHOEBE GAY L. REFAMONTE CESO VI
Schools Division Superintendent

Encl.: As stated

Reference:

FN: DCA_Most Innovative Employee 2025 call



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