



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 16 2026

MEMORANDUM

No. 322, s. 2026

**CALL FOR NOMINATIONS FOR THE SEARCH FOR
2026 GAWAD SALAKAB EXCELLENCE AWARDS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Pursuant to CSC Memorandum Circular No. 1 s. 2001-Program on Awards and Incentives for Service Excellence and DO 078s. 2007-Strengthening the PRAISE of the Department of Education, and in line with the Enhanced DepEd NCR Program on Rewards and Incentives for Service Excellence (PRAISE) Guidelines, this Office announces the call for entries for the **2026 SEARCH FOR GAWAD SALAKAB EXCELLENCE AWARDS**.

2. This activity aims to recognize the accomplishments and important contributions of teaching, teaching-related, and non-teaching personnel within the Schools Division Office of Muntinlupa City. This search includes the following categories:

- Outstanding Teacher
- Outstanding Master Teacher
- Outstanding Head Teacher
- Outstanding Assistant School Principal
- Outstanding School Principal
- Outstanding Supervisor
- Outstanding Non-teaching Personnel Level II (Supervisory)
- Outstanding Non-teaching Personnel Level II (Non-Supervisory)
- Outstanding Non-teaching Personnel Level I (Clerical Services)
- Outstanding Non-teaching Personnel Level I (General Administrative Services)

3. Nominees for all categories shall strictly comply with the following eligibility requirements:

- Must hold a permanent appointment in the applicable award category and have served in the public sector for at least three (3) consecutive years in the current position, including service as Officer-in-Charge
- Must have received at least a 'Very Satisfactory' rating or its equivalent for the last three (3) performance rating periods in the current position, with an average numerical rating of at least 4.250 prior to nomination

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NUM-2026-322



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

3600 - 322



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4. Additionally, teaching and non-teaching personnel may submit either a Certificate of No Pending Case (CNPC) or a notarized Sworn Attestation, whichever is available, to fulfill the integrity requirement.
5. All applicants or teacher-nominees must maintain an exemplary attendance record. Specifically, they must not have accumulated more than two (2) habitual absences and must have no record of unauthorized absences. Compliance with these attendance requirements, along with an affirmation of the nominee's exemplary behavior, must be officially certified by their respective School Heads.
6. All other interested applicants who have been previously recognized or awarded by other teacher or personnel awards-giving bodies are highly encouraged to apply, provided they have never been a recipient of the Gawad Salakab Excellence Award.
7. The School PRAISE Committee shall recommend at least one (1) nominee per applicable category. However, peer or immediate superior at the Division level may recommend at least one (1) nominee per unit/section, as deemed appropriate.
8. The following series of activities related to the Search are outlined below for the guidance of all interested applicants:

Date	Activity
July 15-31, 2026	Application Period
August 3-7, 2026	Division Eligibility Screening
August 12, 2026	Announcement of Qualified Nominees
August 17-21, 2026	Documents Evaluation
August 24 to September 2, 2026	Panel Interview
	Field Validation
	Written Examination
September 9, 2026	Announcement of Winner and Awarding Ceremony

9. All nominees shall register online using the link: <https://tinyurl.com/2026GawadSalakab-Registration>. Hard copies of entries with supporting MOVs must be submitted to the Division PRAISE Committee Secretariat c/o Ms. Ivy M. Romano, Senior Education Program Specialist, Human Resource Development (HRD) Section, not later than **July 31, 2026, 5:00 P.M.** The Secretariat shall screen the submitted documents based on eligibility requirements.
10. During the document evaluation, qualified nominees shall be ranked and assessed based on the criteria outlined in the attached **Enclosure 10 - Enhanced DepEd NCR PRAISE Policy Guidelines, specific to each award category.**
11. The top three (3) nominees per category shall advance to the next phase, which includes the Panel Interview, Field Validation, and Written Examination.



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12. Kindly refer to the Enhanced DepEd NCR Policy Guidelines and the following enclosures:

Enclosure 1: Literature of Gawad Salakab

Enclosure 2: Composition of Division PRAISE Committee & Sub-Committee

Enclosure 3: Application / Nomination Form

Enclosure 4: Certificate of Nomination

Enclosure 5: Nomination Write-up

Enclosure 6: Omnibus Certification

Enclosure 7: Sworn Attestation / Certificate of No Pending Case

Enclosure 8: Enhance DepEd NCR PRAISE Policy Guidelines

13. The 2026 Gawad Salakab Excellence Awardee shall be the official nominees for the Regional Search for Gawad Primero 2026.

14. Other details shall be issued in a separate memorandum, for reference.

15. Immediate and wide dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

TEACHERS
EVALUATION

SCHOOLS

PRINCIPALS

RECOGNITION

IMR/2026 Gawad Salakab Call for Nomination

322 July 15, 2026

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Enclosure1: Literature of the Gawad Salakab Awards

The 2025 Gawad Salakab Excellence Awards Literature

The "salakab" is a traditional fishing trap used in the Philippines. It's a symbol of resourcefulness, patience, and skill. While it's not directly linked to education, we can find parallels between the salakab and excellence in education:

- **Resourcefulness:** Just as the salakab is designed to efficiently catch fish, students need to be resourceful in their learning. This means using different learning methods, seeking out information, and finding creative solutions to challenges.
- **Patience:** Building a successful salakab takes time and effort. Similarly, achieving excellence in education requires patience and dedication. It's about consistent effort, perseverance, and the willingness to learn from mistakes.
- **Skill:** A well-crafted salakab reflects the skill of the fisherman. In the same way, developing skills through education is crucial for achieving excellence. This could include critical thinking, problem-solving, communication, and other essential skills.

The salakab, therefore, can be a powerful metaphor for the journey towards educational excellence. It reminds us of the importance of resourcefulness, patience, and skill development in achieving our goals.

In Muntinlupa, the origin of the salakab is likely rooted in the city's history as a fishing community, particularly its connection to Laguna de Bay. While the salakab is a traditional fishing instrument used throughout the Philippines, its significance in Muntinlupa is highlighted by the city's Museo ng Muntinlupa, which was designed to resemble a salakab. This reflects the importance of fishing in the city's history and culture.

Furthermore, a census conducted in Laguna de Bay in 1963-1964 revealed that there were approximately 13,000 full-time fishermen, highlighting the prevalence of fishing in the area. This suggests that the salakab was likely a common fishing tool in Muntinlupa during this period, and its use likely predates this census.

The mananalakab, with his deep understanding of the sea, resourcefulness, and dedication to his craft, offers a unique perspective on the qualities of an excellent teacher:

- **Deep Understanding of the Subject:** Just as the mananalakab understands the nuances of the marine environment, the excellent teacher possesses a deep understanding of their subject matter. This goes beyond rote memorization; it involves understanding the underlying concepts, connections to other fields, and the ability to explain complex ideas in an engaging and accessible way.
- **Strategic Planning and Skillful Execution:** The mananalakab carefully plans the placement of their traps, considering factors like currents and fish behavior. Similarly, excellent teachers carefully plan their lessons to engage students, present information effectively, and create a stimulating learning environment. They are skilled at adapting their teaching methods to different learners and learning styles.
- **Patience and Guidance:** The mananalakab patiently waits for the traps to yield their catch, understanding that success takes time and effort. Likewise, excellent teachers are patient and supportive guides for their students. They

understand that learning takes time, provide consistent encouragement, and guide students through challenges.

- **Resourcefulness and Adaptability:** The mananalakab uses local materials and adapts their methods to changing conditions. Similarly, excellent teachers are resourceful and adaptable. They are creative in finding ways to teach effectively, even with limited resources, and they can adjust their teaching approach to meet the needs of individual students.

The mananalakab's dedication to his craft, his knowledge of the environment, and his ability to adapt and strategize are all qualities that resonate with the core principles of excellent teaching.

This year, SDO-Muntinlupa City seeks to recognize outstanding mananalakab through its 2025 Gawad Salakab Search for Outstanding Teaching, Teaching-Related, and Non-teaching Personnel.



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Enclosure 2: Composition of Division PRAISE Committee & Sub-Committee

2026 GAWAD SALAKAB COMMITTEE	
DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE(PRAISE) COMMITTEE	
Chairperson	Dr. LILIA A. RICERO OIC-Asst. Schools Division Superintendent
Members	Dr. FLORANTE C. MARMETO Chief Education Supervisor, CID
	MS. MA. REGAELLE A. OLARTE Chief Education, SGOD
	MR. EDISON C. ENERLAS Education Program Supervisor
	MS. NOEMI A. VALDEZ Administrative Officer V
	MS. ANGELA M. FRANCISCO Administrative Officer IV, HRMO
	MS. PHOEBE R. ARROYO Senior Education Program Specialist
	MS. VIRMA U. AMISTOSO Budget Officer
	ATTY. ERNESS FAITH J. REGACHO-ESPANTO Division Legal Officer/NTP Representative
	MR. REYNALDO O. COMISARIO School Head Representative
Secretariat	MS. IVY M. ROMANO Senior Education Program Specialist
	MR. ANDRES F. SICAM JR. Education Program Specialist II
Committee Support Staff	MS. MAY L. BORJAL IT Officer
	MR. REYNANTE L. BENITO Project Development Officer II
	MS. RUTH F. ARCIAGA Administrative Assitant

Enclosure 3: Application/Nomination Form

2026 SEARCH FOR THE GAWAD SALAKAB EXCELLENCE AWARDS		PHOTO (Passport Size)	
Category of Award			
NOMINEE			
Nominee (First Name, M.I.Last Name)		Signature	
Position <i>(per Service Record)</i>		Sex	Age
Status of Appointment <i>(per Service Record)</i>		Date of Birth	
Mobile Number			
Residence Address			
Level Position	☐ First ☐ Second ☐ Third	☐ Teaching ☐ Teaching Related ☐ Non-teaching	
SCHOOL HEAD			
Name		Position	
School Name		Address	
Mobile Number		DepEd Email	
AGENCY/DIVISION HEAD			
Name		Position	
School Name		Address	
Mobile Number		DepEd Email	
NOMINATOR			
Name		Position	
School Name		Address	
Mobile Number		DepEd Email	
Are you an immediate family member or in any way related to the nominee within the third civil degree of consanguinity or affinity?		☐ YES	☐ NO
Kindly specify your relationship with the nominee.			
Were you a previous GAWAD SALAKAB nominee? What Award Category?		☐ YES	☐ NO
Were you a previous GAWAD SALAKAB Finalist? What year? _____ What Award Category? _____		☐ YES	☐ NO

Were you a previous GAWAD SALAKAB Awardee?
What year? _____
What Award Category? _____

☐ YES

☐ NO

Enclosure 4: Certification of Nomination

CERTIFICATION

The 2026 Gawad SALAKAB Excellence Awards

This is to certify and confirm that I am nominating

to the **2026 Gawad SALAKAB Excellence Awards**. This nomination is a tribute to his/her outstanding accomplishments, performance, and track record of excellence in service and to his/her exemplary dedication, which contributed to the attainment of DepEd's vision, mission, goals, and objectives.

I further certify that the nominee is a model of excellence in his/her professional thriving amidst challenges with dignity and confidence. S/he advocates the shared values of patriotism, integrity, excellence, and spirituality (PIES) as a public servant.

Signed this _____ day of _____, 2024, in _____, Philippines.

Nominator's Name and Signature

Date Signed: _____

Enclosure 5: Nomination Write-Up Form

NOMINATION WRITE-UP

(Minimum of 250 words and maximum of 500 words, A4 size typewriting paper, font Bookman Old Style, size 11)

Name of the Nominee	Category of Award
Position	School/Office
Length of service in the Position: _____ Length of service in the Government: _____	Head of the Office: _____
I. Executive Summary (Start typing here)	
II. Exemplary Behavior/Conduct Displayed within the last 3 years (Start typing here)	
III. Impact of Accomplishments (Indicate problems addressed, savings generated, people/office benefited, and the transaction facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or product of his/her initiatives. If part of the nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary). (Start typing here)	
Additional Information (List of major awards and/or citations received, membership in other organizations, and other relevant information on the individual/group nominee). (Start typing here)	

CERTIFICATION

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules and DepEd NCR Rewards and Recognition Policy.

Signature above printed name:

Nominee

Nominator

*PRAISE Committee
Member/ Secretariat*

Enclosure 6: Omnibus Certification

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I, _____, of legal age, Filipino, single/married/widowed/separated, with residential address at _____, after having been duly sworn to in accordance with law, do hereby depose and state that:

1. I am voluntarily participating in the 2026 **DepEd NCR Gawad Primero Search**, and in connection therewith, I am submitting my duly accomplished nomination form and the required supporting documents;
2. I hereby attest to the best of my knowledge that all the information contained in the nomination form and documents are true, accurate, and correct;
3. I also affirm and attest that I am of good moral character and have not violated any laws of the land or decrees promulgated by duly constituted authorities at any time before or during the period I joined the service;
4. I have read, understood, and will abide by the rules, regulations, and requirements governing the above-mentioned Search;
5. I am aware that any willful misrepresentation, misdeclaration, or omission of facts stated herein, in the nomination form, and/or supporting documents can be used as a basis for my disqualification from the Search; and
6. I am executing this affidavit to attest to the truthfulness, veracity, and validity of all the foregoing and to certify, under oath, the authenticity of my records under pain of perjury.

Signed this _____ day of _____, 2026, in _____, Philippines.

Affiant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2024 in _____, affiant exhibiting to me his/her _____ issued on _____ in _____.

NOTARY PUBLIC

Doc No. _____;
Page No. _____;
Book No. _____;
Series of _____



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Enclosure 8: Enhance DepEd NCR PRAISE Policy Guidelines



<https://tinyurl.com/PRAISEGLs>