



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF DASMARIÑAS

FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL

BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

Gawad KAPITAN KIKO (Kahusayan at Aktibong Paglilingkod na may Integridad, Tiyaga, at Alay na Nagpapakita ng Kasipagan, Inisyatiba, Kagalingan, at Organisadong pagganap)

I. Rationale

In support of Civil Service Commission (CSC) Resolution No. 01-0112 and Article IX-B, Section 3 of the 1987 Philippine Constitution, which underscore the importance of promoting employee morale, efficiency, integrity, responsiveness, and courtesy in the civil service, Francisco E. Barzaga Integrated High School adopts the **Gawad KAPITAN KIKO (GKK)** as its school-based Awards and Incentives Program. Likewise, the program is aligned with DepEd Order No. 9, s. 2002, which institutionalizes the Program on Awards and Incentives for Service Excellence (PRAISE) within the Department of Education.

Gawad KAPITAN KIKO serves as a venue for recognizing and rewarding teaching and non-teaching personnel who exemplify excellence, dedication, innovation, and commitment in the performance of their duties. The program seeks to cultivate a culture of appreciation and continuous improvement by acknowledging employees whose contributions have significantly enhanced school performance and service delivery.

Inspired by the principles of Gawad SiGaSig (Sipag, Galing, at Sigla sa Paglilingkod), Gawad KAPITAN KIKO affirms the school's commitment to nurturing a motivated and high-performing workforce. Through this recognition program, FEBIHS aims to encourage personnel to uphold the highest standards of professionalism, integrity, and public service, while fostering greater engagement in advancing the school's vision, mission, and goals.

II. Objectives

The Gawad KAPITAN KIKO aims to uphold the principles of the DepEd PRAISE system to attain the following:

1. To recognize and reward teaching and non-teaching personnel who demonstrate excellence, integrity, dedication, and outstanding performance in the delivery of educational and support services.
2. To promote a culture of service excellence by encouraging employees to embody the school's core values, SERVE (Service, Engagement, Responsibility, Virtue, and Excellence) and uphold the highest standards of professionalism and public service.
3. To enhance employee motivation and engagement through a merit-based recognition system that inspires continuous improvement, innovation, and commitment to the attainment of the school's vision, mission, and goals.



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III. Composition of the School PRAISE Committee

The School PRAISE Committee shall be composed of the following:

- **Chairperson:** JEFFREY D. PENALES-School Head/Principal
- **Vice Chairperson:**
RUBY ANN V. SARONO-Assistant Principal-SHS
FREDDIE S. BUENO-Assistant Principal-JHS
- **Members:**
GIEMAR I. BESIN-School Administrative Officer
JOESEL C. DARIAGAN-Master Teacher Representative
ELISEA R. BUENAOBRA-Teaching Personnel Representative
JONA SARAH D. AMBA-Non-Teaching Personnel Representative
JOAM CANAYNAY-Faculty Club Representative
MA. PAMELA C. SANTIAGO-Employee Association Representative
BRYAN H. DADIA/KIM JHOIE S. HERNANDEZ- Secretariats

IV. Functions of the School PRAISE Committee

The Committee shall:

1. Develop and implement the school's awards and incentives program.
2. Establish criteria and screening procedures for awards and recognition.
3. Evaluate and validate nominations for Gawad KAPITAN KIKO.
4. Recommend awardees for approval by the School Head.
5. Ensure fairness, transparency, and objectivity in the selection process.
6. Promote employee motivation, recognition, and service excellence within the school.

V. ACTIVITY MATRIX

Date	Activities	Venue	Persons Involved	Remarks
October 2, 2026	Launching and Orientation on Gawad KAPITAN KIKO 2026	School Audio Visual Room / Banyuhay ng Kakayahan	School Head, School PRAISE Committee, Teaching and Non-Teaching Personnel	Dissemination of guidelines, categories, criteria, and timeline
October 5-30, 2026	Submission of Nominations and Documentary Requirements	Office of the Principal	Nominators, Nominees, School PRAISE Committee	Acceptance of nomination forms and supporting documents
November 2-6, 2026	Validation and Preliminary Screening of Nominees	Office of the Principal	School PRAISE Committee	Verification and evaluation of submitted documents
November 9-13, 2026	Announcement of Qualified Nominees	School Official Communication Platforms	School PRAISE Committee	Posting of official list of qualified nominees

November 16–20, 2026	Portfolio Review, Interviews, and Validation Activities	Office of the Principal	School PRAISE Committee, Validators, Nominees	Assessment based on approved criteria and rating system
November 23–27, 2026	Deliberation and Selection of Finalists	School Based Management (SBM) Room	School PRAISE Committee	Ranking and identification of finalists per category
December 1–4, 2026	Final Deliberation and Confirmation of Awardees	School Based Management (SBM) Room	School Head and School PRAISE Committee	Approval of official awardees
December 7, 2026	Announcement of Awardees	School Official Communication Platforms	School Head, PRAISE Committee	Release of official results
December 11, 2026	Gawad KAPITAN KIKO Awards and Recognition Ceremony	TBA	School Officials, Personnel, Stakeholders, Awardees	Conferment of awards and incentives
December 14–18, 2026	Post-Activity Evaluation and Documentation	School PRAISE Office	School PRAISE Committee	Preparation of accomplishment report and recommendations
January 2027 onwards	Technical Assistance to the winners for Division Gawad 2027		School Head, PRAISE Committee	

Timeline Summary

- October 2026 – Orientation and Nomination Period
- October 2026 – Screening and Validation
- November 2026 – Evaluation and Deliberation
- December 2026 – Confirmation and Announcement of Awardees
- December 2026 – Awards Ceremony and Post-Evaluation

This schedule aligns with the fiscal year implementation of Gawad KAPITAN KIKO, ensuring sufficient time for nomination, evaluation, validation, deliberation, and recognition of outstanding teaching and non-teaching personnel.

VIII. Guidelines for Nomination

The Search for Gawad KAPITAN KIKO is anchored on the Civil Service Commission's Program on Awards and Incentives for Service Excellence (PRAISE), DepEd Order No. 9, s. 2002, and the Division Search for Gawad SiGaSig (Sipag, Galing, Sigla) sa Paglilingkod. It recognizes teaching and non-teaching personnel who demonstrate outstanding performance, exemplary service, innovation, and commitment to the school's vision, mission, and goals.

A. Scope

The search is open to qualified teaching and non-teaching personnel of Francisco E. Barzaga Integrated High School who have demonstrated exceptional accomplishments, innovations, and contributions beyond their regular duties and responsibilities. The search shall uphold the Equal Opportunity Principle and ensure a fair, transparent, and merit-based selection process.

B. Eligibility Requirements

A nominee must:

1. Hold a permanent position in the Department of Education.
2. Have rendered at least three (3) years of continuous government service.
3. Have obtained a performance rating of at least Very Satisfactory for the last three (3) rating periods, with no rating lower than Very Satisfactory.
4. Have no pending administrative, civil, or criminal case and must not have been subjected to any disciplinary actions.
5. Be actively in service and not on leave during the conduct of the search.
6. Have accomplishments, innovations, or contributions undertaken within the prescribed evaluation period.

C. Nomination Procedures

1. Nominations may be submitted by the School Head, immediate supervisor, colleagues, School PRAISE Committee, or through self-nomination endorsed by the immediate supervisor.
2. A nominee may be nominated to only one award category.
3. All nominations shall undergo preliminary screening and deliberation by the School PRAISE Committee.
4. Nomination documents must be submitted within the prescribed timeline.
5. Incomplete or late submissions shall not be accepted.

D. Documentary Requirements

Each nominee shall submit the following:

- a. Duly accomplished Gawad KAPITAN KIKO Nomination Form;
- b. Updated Personal Data Sheet (PDS);
- c. Updated Service Record;
- d. Certified True Copy of IPCRF/OPCRF for the last three years;
- e. Certificate of No Pending Administrative Case;(Certified by the School Head)
- f. Endorsement Letter from the nominator or immediate supervisor;
- g. Portfolio of accomplishments and supporting documents;
- h. Certificates, awards, recognitions, trainings, and other Means of Verification (MOVs);
- i. Notarized Certification on the authenticity of submitted documents, where applicable.

E. Nomination Write-Up

The nomination write-up shall:

1. Highlight outstanding accomplishments, innovations, and exemplary contributions.
2. Present accomplishments in clear, concise, and factual statements.
3. Emphasize the impact and significance of the nominee's contributions to the school and stakeholders.
4. Follow the prescribed format and page limitations set by the School PRAISE Committee.

F. Grounds for Disqualification

A nominee shall be disqualified for any of the following reasons:

- a. Submission of falsified information or documents;
- b. Incomplete documentary requirements;
- c. Pending administrative, civil, or criminal case;
- d. Violation of DepEd, CSC, or ethical standards;
- e. Failure to meet the eligibility requirements; or
- f. Any act deemed prejudicial to the integrity of the search process.
- g. Awardees from the previous search of the same category.

G. Selection Process

The School PRAISE Committee shall conduct:

1. Preliminary Screening - evaluation of submitted nomination documents and supporting evidence;
2. Validation and Deliberation - verification of accomplishments and assessment based on approved criteria;
3. Final Deliberation - determination and confirmation of awardees.

Only nominees who meet the established standards of excellence and obtain the required rating shall be declared recipients of the Gawad KAPITAN KIKO Awards.

H. Equal Opportunity Principle

The conduct of the search shall be non-discriminatory and shall not be influenced by age, sex, gender, religion, ethnicity, civil status, disability, political affiliation, or socioeconomic status. All qualified personnel shall be given equal opportunity to be nominated and recognized.

IX. Categories of Awards

A. Teaching Personnel Awards

1. Outstanding Master Teacher
2. Outstanding Teacher
3. Outstanding Researcher-Teaching Personnel
4. Outstanding Club/Organization Adviser
5. Outstanding Learner Support Advocate

B. Non-Teaching Personnel Awards

1. Outstanding Non-Teaching Personnel-Administrative Services
2. Outstanding Non-Teaching Personnel-Office Support Services
3. Outstanding Non-Teaching Personnel-Operations and Maintenance Services
4. Outstanding Researcher-Non-Teaching Personnel

C. Special Awards

1. Dangal ng FEBIHS Award

Conferred upon personnel who consistently demonstrates exemplary ethical conduct, integrity, and dedication to public service.

2. KAPITAN KIKO Service Excellence Award

Conferred upon personnel who have made exceptional contributions beyond their regular duties and significantly impacted school improvement.

3. Innovation and Continuous Improvement Award

Conferred upon personnel or teams who developed and implemented innovative practices, systems, or programs that improved school operations and learner outcomes.

4. Bayanihan Award

Conferred upon an individual or group that exemplifies teamwork, collaboration, and shared responsibility in delivering quality services.

5. Lifetime Service Recognition Award

Conferred upon retiring personnel who have rendered long, dedicated, and exemplary service to Francisco E. Barzaga Integrated High School.

6. Loyalty/Service Awards

Conferred upon teaching and non-teaching personnel who have rendered continuous, satisfactory, and dedicated service to the Department of Education and have demonstrated commitment, integrity, and loyalty to the organization over a significant period.

- **10 Years**-Bronze Loyalty Award
- **15 Years**-Silver Loyalty Award
- **20 Years**-Gold Loyalty Award
- **25 Years**-Ruby Loyalty Award
- **30 Years**-Pearl Loyalty Award
- **35 Years**-Sapphire Loyalty Award
- **40 Years and Above** – Diamond Loyalty Award

X. Criteria and Mechanics**A. Outstanding Teaching Personnel**

(JHS Teacher, SHS Teacher, Master Teacher, Adviser, subject Area Teacher, Club Moderator)

Criteria	Weight	Means of Verification (MOVs)
Performance Rating	25%	Certified True Copy of IPCRF for the last three years
Instructional Competence and Learning Outcomes	25%	Classroom Observation Tool (COT) ratings, Learning Action Cell (LAC) reports, learning outcome data, instructional materials developed, intervention programs
Outstanding Accomplishments	20%	Certificates of awards, research outputs, innovation documentation, publications, citations
Professional Growth and Development	15%	Certificates of training, seminars, workshops, graduate studies, professional certifications
Community and Stakeholder Engagement	5%	Partnership MOAs, activity reports, certificates of appreciation, photos with narrative reports
Exemplary Behavior and Conduct	10%	Certification of No Pending Administrative Case, commendations, testimonials, certification from immediate supervisor

B. Outstanding Non-Teaching Personnel

Criteria	Weight	Means of Verification (MOVs)
Performance Rating	30%	Certified True Copy of IPCRF
Outstanding Accomplishments and Innovations	35%	Process improvement reports, office accomplishments, innovation narratives, approved systems/tools developed
Professional Development	10%	Certificates of training, TESDA certifications, professional certifications
Professional Involvement	10%	Committee designations, special orders, participation certificates
Exemplary Behavior and Conduct	15%	Certificate of No Pending Case, commendations, customer feedback,

		recognition certificates
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C. Outstanding Researcher Award

Criteria	Weight	Means of Verification (MOVs)
Performance Rating	25%	Certified True Copy of IPCRF/OPCRF
Significant Research Accomplishments	25%	Completed research manuscripts, acceptance letters, publication certificates
Impact of Research	20%	Research utilization reports, adoption certificates, citations, implementation reports
Innovation	15%	Evidence of research-based programs, projects, or interventions adopted
Awards and Memberships	15%	Research awards, certificates of recognition, membership certificates in professional organizations.

E. Special Awards

- Dangal ng FEBIHS Award
- Service Excellence Award
- Innovation and Continuous Improvement Award
- Bayanihan Award

Criteria	Weight	Means of Verification (MOVs)
Impact of Contribution	35%	Accomplishment reports, program results, stakeholder testimonials
Innovation and Initiative	25%	Innovation proposal, implementation report, utilization evidence
Commitment and Service Excellence	20%	Awards, commendations, client satisfaction feedback
Integrity and Professional Conduct	20%	Certificate of No Pending Case, commendation letters, supervisor certification

General Evaluation Mechanics

A. First Stage: Portfolio Evaluation (70%)

The School PRAISE Committee shall evaluate submitted nomination folders based on the approved criteria and corresponding MOVs.

Only nominees who obtain a minimum score of 70% shall advance to the validation and interview stage.

B. Second Stage: Validation and Interview (30%)

The School PRAISE Committee shall:

- Validate submitted documents and accomplishments;
- Conduct interviews with nominees;
- Verify innovations, research outputs, awards, and other accomplishments;
- Gather feedback from stakeholders, where applicable.

Final Rating Formula

- Portfolio Evaluation = 70%
- Validation and Interview = 30%
- Final Rating = 100%

Nominees who obtain a final score of 80% and above shall be declared finalists. The nominee with the highest final score in each category shall be proclaimed as the Gawad KAPITAN KIKO Awardee.

RUBRICS FOR EVALUATION**OUTSTANDING TEACHING PERSONNEL CATEGORY**

Criteria	Weight	Outstanding (4)	Very Satisfactory (3)	Satisfactory (2)	Needs Improvement (1)
Performance Rating	25%	IPCRF ratings for the last three years are consistently Outstanding (4.50-5.00) with evidence of exceeding targets.	IPCRF ratings for the last three years are consistently Very Satisfactory (3.50-4.49).	IPCRF ratings meet expected standards (2.50-3.49).	IPCRF ratings are below expected standards or inconsistent performance.
Instructional Competence and Learning Outcomes	25%	Consistently demonstrates exemplary teaching practices; COT ratings are outstanding; develops innovative instructional materials and interventions resulting in significant learner achievement gains.	Demonstrates effective teaching practices; COT ratings are very satisfactory; develops quality instructional materials and interventions with positive learner outcomes.	Meets instructional standards ; instructional materials and interventions show moderate impact on learning outcomes .	Limited evidence of effective instructional practices and learner improvement .
Outstanding Accomplishments	20%	Received national/international awards, published research, developed recognized innovations, or produced significant contributions with documented	Received division/regional awards, conducted research, developed innovations, or made notable contributions.	Participated in projects, research, or innovations with limited recognition or impact.	Minimal evidence of accomplishments beyond regular duties.

		impact.			
Professional Growth and Development	15%	Completed extensive professional development activities, graduate studies, certifications, and demonstrates application of learning to practice.	Regularly attends relevant training and seminars; pursuing professional advancement.	Participates in required training and some voluntary development activities.	Limited engagement in professional development activities.
Community and Stakeholder Engagement	5%	Leads and sustains strong partnerships and community programs with measurable impact on learners and stakeholders.	Actively participates in community and stakeholder engagement activities.	Supports engagement initiatives when assigned.	Limited participation in community-related activities.
Exemplary Behavior and Conduct	10%	Demonstrates the highest ethical standards; no administrative case; receives commendations and positive testimonials; serves as a role model.	Consistently exhibits professional conduct and adheres to ethical standards.	Meets expected standards of professional behavior.	Has concerns regarding conduct, professionalism, or compliance.

OUTSTANDING NON-TEACHING PERSONNEL CATEGORY

Criteria	Weight	Outstanding (4)	Very Satisfactory (3)	Satisfactory (2)	Needs Improvement (1)
Performance Rating	30%	IPCRF rating is Outstanding (4.50-5.00) with evidence of consistently	IPCRF rating is Very Satisfactory (3.50-4.49) with performance that exceeds	IPCRF rating meets standards (2.50-3.49) and fulfills assigned	IPCRF rating is below required standards or shows inconsistent

		exceeding targets and delivering exceptional service.	most expectations.	duties.	performance.
Outstanding Accomplishments and Innovations	35%	Developed significant innovations, systems, tools, or process improvements with documented impact, adoption, and measurable results at division, regional, or national level.	Implemented effective innovations or improvements that enhanced office efficiency and service delivery.	Contributed to office improvements and participated in innovation initiatives with moderate impact.	Limited evidence of accomplishments or innovations beyond regular responsibilities.
Professional Development	10%	Completed extensive relevant training, TESDA certifications, professional certifications, and applies acquired competencies to work improvement.	Regularly participates in training and professional development activities.	Attending required training programs and demonstrated basic application of learning.	Limited participation in professional development activities.
Professional Involvement	10%	Holds key committee designations, leads special projects, and actively contributes to organizational initiatives beyond	Actively participates in committees, working groups, and special assignments.	Participates in assigned committees and activities when required.	Minimal involvement in professional or organizational activities.

		regular duties.			
Exemplary Behavior and Conduct	15%	Demonstrates highest ethical standards; no pending administrative case; receives commendations, recognition, and consistently positive stakeholder feedback.	Consistently exhibits professionalism, integrity, and positive workplace behavior.	Meets standards of conduct and maintains satisfactory workplace relationships.	Has concerns related to professionalism, conduct, or compliance with policies.

OUTSTANDING RESEARCHER CATEGORY

Criteria	Weight	Outstanding (4)	Very Satisfactory (3)	Satisfactory (2)	Needs Improvement (1)
Performance Rating	25%	IPCRF/OPCRF rating is Outstanding (4.50-5.00) with evidence of consistently exceeding performance targets.	IPCRF/OPCRF rating is Very Satisfactory (3.50-4.49) with above-average performance.	IPCRF/OPCRF rating meets standards (2.50-3.49).	IPCRF/OPCRF rating falls below expected standards or shows inconsistent performance.
Significant Research Accomplishments	25%	Completed multiple high-quality research studies, published in reputable journals, or accepted for publication at regional, national, or international	Completed and presented research studies with publication or acceptance at local or division levels.	Completed research manuscript with limited dissemination or publication.	Limited evidence of completed research outputs.

		levels.			
Impact of Research	20%	Research findings have been adopted, utilized, cited, or institutionalized, resulting in measurable improvements in policy, programs, or practice.	Research findings contributed to improvements in programs or practices and demonstrate documented utilization.	Research has demonstrated potential usefulness but limited evidence of application.	Minimal or no evidence of research utilization or impact.
Innovation	15%	Developed research-based programs, projects, interventions, or innovations that have been adopted and replicated by other offices, schools, or organizations.	Developed and implemented innovative research-based interventions with documented positive outcomes.	Contributed to innovation efforts with moderate evidence of effectiveness.	Limited evidence of innovation or research-based initiatives.
Awards and Memberships	15%	Received prestigious research awards and actively holds memberships or leadership positions in recognized professional organizations.	Received research recognition and maintained active membership in professional organizations.	Holds membership in professional organizations and participates in research-related activities.	Limited participation in professional organizations and no research-related recognitions.

SPECIAL AWARDS CATEGORY

Criteria	Weight	Outstanding (4)	Very Satisfactory (3)	Satisfactory (2)	Needs Improvement (1)
Impact of Contribution	35%	Contributions have resulted in significant and measurable improvements in organizational performance, stakeholder satisfaction, or program outcomes with documented evidence.	Contributions have positively influenced programs, projects, or services and demonstrate clear benefits to stakeholders.	Contributions support organizational goals with moderate impact.	Limited evidence of meaningful impact beyond regular duties.
Innovation and Initiative	25%	Initiated and implemented innovative programs, systems, or improvements that have been adopted and produced measurable results.	Demonstrates initiative in developing and implementing improvements that enhance efficiency or effectiveness.	Participates in innovation efforts and supports improvement initiatives.	Limited evidence of initiative or innovative contributions.
Commitment and Service Excellence	20%	Consistently demonstrates exceptional dedication, responsiveness, and quality service; receives commendations and highly positive stakeholder feedback.	Regularly exceeds expectations and maintains high standards of service delivery.	Meets service expectations and fulfills responsibilities effectively.	Service performance requires improvement or lacks consistency.
Integrity and	20%	Exemplifies the highest	Consistently demonstrates	Meets expected	Shows concerns

Professional Conduct		ethical standards; no pending administrative case; serves as a role model and receives commendations for professionalism.	professionalism, honesty, and adherence to organizational policies.	standards of conduct and professional behavior.	related to conduct, professionalism, or policy compliance.
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