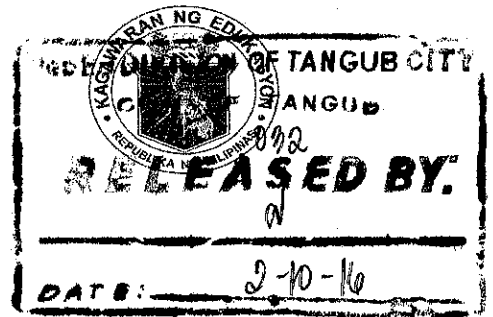




Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF TANGUB CITY  
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**DIVISION MEMORANDUM**  
No. 30, s. 2016

**TO:** Curriculum and Implementation Division  
School Governance and Operations Division  
Office of the Schools Division Superintendent  
Alternative Learning System (ALS)  
Coordinating Principals  
Principals, Head Teachers, TICs  
Elementary & Secondary

**From:** *for: Prinsipal T. A*  
VICTORIA V. GAZO, Ph. D., CESO V  
Schools Division Superintendent  
*2-10-16*

**SUBJECT: CORRIGENDUM TO DIVISION MEMORANDUM NO. 26, S. 2016 RE:  
SEARCH FOR 2016 MOST OUTSTANDING TEACHER, MULTI-  
GRADE TEACHER, MASTER TEACHER, TEACHER IN-CHARGE,  
DALSC, MOBILE TEACHER, HEAD TEACHER AND PRINCIPAL**

**Date:** February 10, 2016

1. In order to improve the efficiency in the delivery of services in our division, this Office is conducting the **Search for 2016 Most Outstanding Teacher, Multi-Grade Teacher, Master Teacher, Teacher In-Charge, DALSC, Mobile Teacher, Head Teacher and Principal** in the elementary and secondary schools.
2. There will be a School, District, and Division Level Searches to be conducted following the same criteria. All teachers and school heads will submit themselves for evaluation. Everybody shall be rated and those who qualify will be required to submit documents to the next higher level search. The results of the evaluation will be counted as part of the RPMS Rating as agreed during RPMS Commitment Planning.
3. It is expected that the schedule of activities provided will be followed.

Feb. 5 – 12, 2016 – Screening and Evaluation of Documents (School Level)

Feb. 15, 2016 – Submission of the Names & Documents of Qualified Teachers to the District

- Submission of Documents to the District for TIC, HT, Principal, DALSC & Mobile Teacher

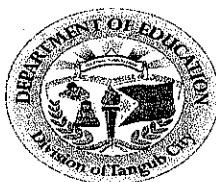
- Submission of Documents to the Division Office for the District Coordinating Principal

Feb. 16- 26, 2016 – District Level Search

Feb. 29, 2016 – Submission of Results for District Level Search w/ Documents to the Division Office

March 1- 11, 2016 – Verification and Evaluation of Documents by the Division Search Committee

March 7 – 10, 2016 – Demonstration Teaching for Candidates of Outstanding Teacher/Multi-Grade Teacher/Master Teacher/Teacher In-Charge/Mobile Teacher/DALSC



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**Search for Most Outstanding Master Teacher/Teacher/Multi-grade Teacher and Teacher In-Charge**

The (Name of School) \_\_\_\_\_ is honored to nominate \_\_\_\_\_ to DepEd Tangub 2016 Search for Most Outstanding Master Teacher/Teacher/Multi-grade Teacher and Teacher In-Charge in recognition of his/her exemplary dedication and performance in the teaching profession and in shaping the future of our youth and ultimately contribute to National Development.

Nominator: \_\_\_\_\_  
 Signature over printed name \_\_\_\_\_ Designation \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_  
 Performance Rating: Average (last 3 years) \_\_\_\_\_ Teaching Experience: \_\_\_\_\_

CRITERIA FOR EVALUATION AND SUPPORTING DOCUMENTS	POINTS	RATING
<b>I. Instructional Competence and Teaching Effectiveness -----</b> <b>A. Educational Attainment and Professional Dev't ----- 25 pts</b> A.1. Teaching experience (maximum 5 pts.) 1 year = 1 point, 2 years= 2 points 3 to 5 years – 3 points 6 to 10 years – 4 points 10 up       - 5 points A.2. Actual Teaching Load – 5 pts. No. of hrs./week – 1,800 and above – 5 pts. 1,600 – 1,799   - 4 pts. 1,400 – 1,599   - 3 pts. 1,200 – 1,399   - 2 pts. 1,200 below    - 1 pt. A.3. Educational Qualification – 5 pts. BS – 1 pt, MA (CAR) – 2 pts   Ed.D./ Ph. D. (CAR) – 4 pts. MA Degree – 3 pts.            Ed.D./Ph. D. – 5 pts. A.4. Performance Rating for the last 3 years – 5 pts. Highly Proficient    3.51 and above – 5 pts. Proficient            2.51 and above – 4 pts. Basic                  1.51 – 2.50    - 3 pts.		
<b>B. Outstanding Contributions ----- 30 pts.</b> B.1. Introduced and tried out innovative teaching approaches in the school/district which contributed to the improvement of instruction. – 10 pts. (2 pts. school level but not adopted, 5pts.-school level, 7 points-district) Documents to be submitted (Photocopies of Model Lesson Plans and teaching strategy/technique introduced) 2. Innovative Instructional Materials prepared and utilized and certified by the school head to improve teaching and pupil/student performance. – 10 pts.		

- 1 pt. per instructional material
3. Modern Technology utilized in teaching. – 5 pts.  
1 pt. per device prepared and utilized in teaching
- Documents to be submitted:  
Photocopies of Lesson Plan  
Photocopies of learning materials prepared with brief description  
Photocopies of innovative teaching devices
4. Research and Innovations – 5 pts.  
Certified true copies of action researches and innovations conducted related for teaching with approval from the Division Office  
(Except those presented for Post Graduate)

C. Leadership Potentials ----- 30 points

1. Involvement in co-curricular activities
- As trainer/adviser/coach - 2 pts.
  - Organized/trained socio cultural activities – 3 points
  - Coach of winners in academic and non-academic contest  
National Level – 5 pts., Regional Level – 4 pts.,  
Division Level – 3pts., District Level – 2pts. School-1pt.
  - Facilitator/Resource person/technical official – 5 pts.  
School./Dist. – 2pts., Division – 3 pts., Region – 5 pts.
  - Demonstration Teaching - 5 pts.  
Regional Level – 5 pts., Division Level – 4 pts.,  
School/District Level – 3 pts.
  - Division Search Results  
Classroom – 3<sup>stars</sup> – 5 pts., 2<sup>stars</sup> – 4 pts., 1<sup>star</sup> – 3pts.  
Tangub Rewards – 1<sup>st</sup> – 5 pts., 2<sup>nd</sup> – 4 pts., 3<sup>rd</sup> – 3 pts.,  
4<sup>th</sup> – 2 pts., 5<sup>th</sup> – 1 pt.

Documents to be submitted:

Photocopies of Certificates/Training Design/Matrix/Attendance

D. In-Service Trainings

School – 1 pt., District – 2 pts., Division – 3 pts.,  
Regional – 4 pts., National – 5 pts.

II. Community Involvement ----- 5pts.

Certificates and other evidence of participation in any activity/organization outside of teaching load.

1. Membership in organization - 2 pts.
2. Boys and Girls Scouting and etc. – 4 pts.  
Troop Leader – 4 pts., Assistant Troop Leader – 2 pts.
3. Other projects  
Ex. Clean up drive, tree planting, beautification – 4 pts.

III. Personal Qualities and Characters ----- 5 pts.

A. Model of morality and integrity – 3 pts.

- Demonstrates honesty, humility, diligence, courtesy, generosity, kindness, love and concern for children
- Demonstrate personal sacrifices for the good of the service.

Documents to be submitted:

1. Form 48 from June 2015 – Jan. 2016
2. Certification from School Head

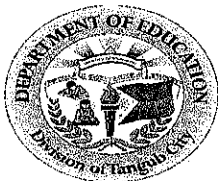
B. Good human relation in the school and the community – 2 pts.

Documents to be submitted:

1. Certification from FPTA President
2. Certification from the Brgy. Captain

IV. Demonstration Teaching for Division Finalists – 10pts.

Total: 100 pts.



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**Search for Most Outstanding Principal/ Head Teacher  
 Elementary and Secondary**

**Criteria for the Search:**

I. Outstanding Accomplishment	-	59 pts.
II. Reports and Records Management	-	23 pts.
III. Professional and Personal Character	-	18 pts.
	-----	
	Total	- 100 pts.

CRITERIA FOR EVALUATION AND SUPPORTING DOCUMENTS	POINTS	RATING
<b>I. Outstanding Accomplishments ----- 59 pts.</b> 1.1 Development of School Improvement Plan and Annual Improvement Plan <ul style="list-style-type: none"> <li>• Submit SIP/AIP before the date of implementation – 3 pts.</li> <li>• Submit SIP/AIP on the due date – 2 pts.</li> <li>• Submit SIP/AIP after the due date – 1 pt.</li> </ul> 1.2 SBM – Implementer <ul style="list-style-type: none"> <li>Level 3 – 7 pts.</li> <li>Level 2 - 6 pts.</li> <li>Level 1 – 5 pts.</li> </ul> 1.3 Performance Indicators in the School <ul style="list-style-type: none"> <li>Increase Promotion Rate – 11% up – 5 pts.</li> <li>6 – 10 % - 4 pts.</li> <li>1 – 5 % - 3 pts.</li> <li>Decrease Repetition Rate – 11% up – 5 pts.</li> <li>6 – 10% - 4 pts.</li> <li>1 – 5% - 3 pts.</li> <li>Decrease Drop Out Rate:                             <ul style="list-style-type: none"> <li>Zero Drop Out – 5 pts.</li> <li>6 – 10% - 4 pts.</li> <li>1 – 5% - 3 pts.</li> </ul> </li> </ul> 1.4 Prepare and submit updated Liquidation and Transparency Report <ul style="list-style-type: none"> <li>Before the due date - 5 pts.</li> <li>On the due date - 4 pts.</li> <li>After the due date - 3 pts.</li> </ul> 1.5 Conduct classroom visitation/observation monthly (Total no.) <ul style="list-style-type: none"> <li>95 – above - 7 pts.</li> <li>80 – 94 - 6 pts.</li> <li>65 – 79 - 5 pts.</li> <li>50 – 64 - 4 pts.</li> </ul> 1.6 Prepare and conduct/organize school based/cluster training program (including LAC Sessions) <ul style="list-style-type: none"> <li>4 times a year - 3 pts.</li> <li>3 times a year - 2 pts.</li> <li>Documents to be submitted:                             <ul style="list-style-type: none"> <li>Training Design &amp; Budget Proposal approved by the SDS</li> </ul> </li> </ul> 1.7 Physical Facilities and Beauties - 5 pts. <ul style="list-style-type: none"> <li>1<sup>st</sup> – 5 pts., 2<sup>nd</sup> – 4 pts., 3<sup>rd</sup> – 3 pts., 4<sup>th</sup> – 2 pts., 5<sup>th</sup> – 1 pt.</li> <li>Documents to be submitted: pictorial (before &amp; after), Program of Works</li> </ul>		

1.7 Mean Academic Performance NAT in the school SY 2014-2015.

- |                 |                    |
|-----------------|--------------------|
| 70-74 = 1 pt    | Secondary:         |
| 75-80 = 2 pts   | 60-64 = 1pt        |
| 81-85 = 3 pts   | 65-69 = 2 pts      |
| 86-90 = 4 pts   | 70 - 74 = 3 pts    |
| 91 -100 = 5 pts | 75-79 = 4 pts      |
|                 | 80 &above = 5 pts. |

1.9 Performance Rating (Last 3 Years)

- Outstanding - 5 pts.
- Very Satisfactory - 3 pts.

1.10 Awards Received (3 years back)

- National - 4 pts.
- Regional - 3 pts.
- Division - 2 pts.

II. Reports and Records Management - 23 pts.

1. Supervisory Plan

Crafted & implemented = 3 pts.

2. Prompt submission of EBEIS & NSBI reports online

- 1 week before deadline - 5 pts.
- 4 days before deadline - 4 pts.
- 2 days before deadline - 3 pts.
- On due date - 2 pts.

3. School MIS/School Report Card -- updated - 5 pts.

4. Research approved by Division/Regional Office

- Regional Level - 5 pts.
- Division Level - 4 pts.
- School Level - 3 pts.

Research Title: \_\_\_\_\_ Date: \_\_\_\_\_

5. Project Initiatives/innovations approved by Division - 5 pts.

6. Partnership (documented) = 3 pts.

III. Professional and Personal Character - 18 pts.

A. Professional Qualities

1. Educational Attainment and Professional Growth - 5 pts.

- Ph. D./Ed. D. - 5 pts.
- CAR Ph.D./Ed.D. - 4 pts
- MA Degree - 3 pts.
- MA CAR - 2 pts.

2. Seminar Workshops Attended

- National Level - 3 pts.
- Regional Level - 2 pts.
- Division Level - 1 pt.

3. School/Community Involvement - 5 pts.

- 1. Membership in Organization/Outside the School - 2 pts.
- 2. Participation in Community Project - 3pts.  
Cleanliness and beautification  
School and Community

B. Personal Qualities and Character - 5 pts.

1. Model of morality and integrity 2.5 pts

Documents to be submitted:

- a. Form 48 from June 2015 - Jan. 2016
- b. Certification from School Head

2. Good human relations in School and in Community - 2.5 pts

- a. Certification from FPTA President
- b. Certification from the Brgy. Captain

IV. Interview (for Division Level) - 7 pts.

Total 100%

March 14, 2016 – Interview for Outstanding Head Teacher and Principal  
March 15, 2016 – Southwest District Conference and Awarding Ceremony  
March 16, 2016 – South District Conference and Awarding Ceremony  
March 17, 2016 – North District Conference and Awarding Ceremony  
March 18, 2016 – Central District Conference and Awarding Ceremony

4. The qualified applicants for the Search for Most Outstanding Teacher, Multi-Grade Teacher & Master Teacher shall submit their documents to their school head while TICs, Head Teachers & Principals in the elementary and secondary schools including ALS DALSCs & Mobile Teachers may submit their documents to the district where their schools are located.
5. Only those documents found out to be complying the requirements will be recommended by the school heads for the district level search. School Heads will submit the names of qualified teachers with their documents for the said searchers to their respective district offices.
6. The cut-off percentage for each level qualifiers are as follows:

School Level	-	60%
District Level	-	70%
Division Level	-	75%
7. Each district should create a Search Committee to verify and evaluate the authenticity, completeness and validity of the submitted documents with the following composition:

Chair: South District – Mr. Roger F. Duhaylungsod  
Southwest District- Mr. Romel E. Huertas  
Central District – Mrs. Nadura M. Gomez  
North District – Ms. Gloria L. Capuyan  
Co chair: District Coordinating Principal  
Members: 1 Principal Elem., 1 SH Sec.  
President of the District Teachers' Association  
District PTA President
8. Only 1 will be declared Outstanding in each category out of 5 in the rank in the District Level. The 4 will be awarded as finalists.
9. All declared Outstanding in each category will be the finalists of the Division Search for the Most Outstanding Teacher, Multi-grade Teacher, SPED, ALS DALSC, Mobile Teacher, Teacher In-Charge, Head Teacher and Principal.
10. Candidates for the Outstanding Teacher/ Multi-grade Teacher/MT/TIC/Mobile Teacher/DALSC in each district will conduct Demonstration Teaching in their schools to be observed by the Division Search Committee while candidates for Outstanding Head Teacher and Principal will undergo an interview.
11. The Division Search Committee will verify and evaluate the authenticity, completeness and validity of submitted documents.
12. District Conference and Awarding Ceremony's venue will be of District's choice and attire may be cocktail or gown for female & formal attire or *barong* for male.
13. Enclosed are the criteria for each category.
14. Immediate and wide dissemination of this memorandum is hereby desired.