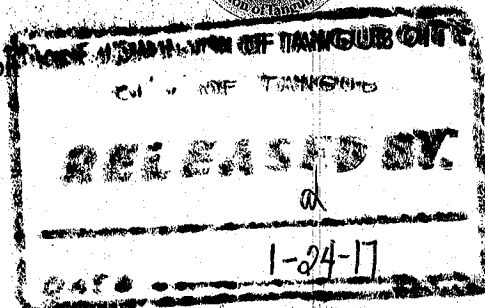




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Ancito Siete St., Tangub City
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DIVISION MEMORANDUM
No. 19, s. 2017

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
Teachers
Elementary & Junior High and Senior High School

From : *fw: Victoria V. Gazo*
VICTORIA V. GAZO, Ph. D., CESO V
Schools Division Superintendent
1-24-17

SUBJECT: ADDENDUM TO DIVISION MEMORANDUM # 7 S, 2017 SEARCH FOR 2017 MOST OUTSTANDING TEACHER, MASTER TEACHER, MULTI-GRADE TEACHERS, DALSC, MOBILE TEACHER, HEAD TEACHER, SPED TEACHER, PRINCIPAL AND NON-TEACHING EMPLOYEES

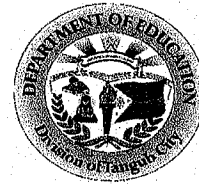
Date: January 23, 2017

1. In addition to Division Memorandum # 7, s., 2017 re: Search for 2017 Most Outstanding Teacher, Master Teacher, Multi-grade Teacher, DALSC, Mobile Teacher, Head Teacher, SPED Teacher, Principal and Non-Teaching Employees, this Division reiterates that there will be also a search for most outstanding Teacher In – Charge, Coordinating Principal and Education Program Supervisor.
2. Enclosed are the criteria for added search category.
3. All other provision stated in the previous memorandum still in effect.
4. Immediate and wide dissemination of this memorandum is hereby desired.

VVG/jbr/01-24-17



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Search for Most Outstanding Education Program Supervisor

CRITERIA FOR EVALUATION AND SUPPORTING DOCUMENTS

	%	POINTS	Rating
I. Instructional Supervisory Leadership	70%		
A. Technical Assistance given to the Principal and Teachers		30	
B. Functional Supervising Development Program/Plan		10	
C. Submitted Concept Paper Related to the Learning Area Assigned		10	
D. Conducted a Research Related to Curriculum		10	
E. Performance Rating (Last Two Years)		10	
II. Professional Growth			
A. Education	20%		
Doctoral = 20 pts	10%		
Doctoral CAR = 15 pts		20	
Master's Degree = 10 pts			
Master's CAR = 5 pts			
III. Personal Characteristics	10%		
A.1 Demonstrates positive traits both private and public = 2 pts			
A.2 Friendly, compassionate and tactful = 2 pts			
A.3 Team-player and has good working rapport with colleagues = 2 pts			
A.4 Initiates, facilitates and builds inter-community relations = 2 points			
A.5 Maintains wholesome relations with community stakeholders and local partners = pts			
<i>Note: Submit write-ups about the nominee by the following:</i>			
a. Immediate Superior			
b. Co-employee			
c. Co-member in civic and religious organization			
Total: 100 pts.	100%	100	

Scale in Performance Rating

RANGE	Score
4.800 - 5.000	10
4.600 - 4.799	9
4.400 - 4.599	8
4.200 - 4.399	7
4.000 - 4.199	6

RANGE	Score
3.800 - 3.999	5
3.600 - 3.799	4
3.200 - 3.599	3

Scale in Scoring Technical Assistance

Number of TA	Score
10 TAs	30
9 TAs	27
8 TAs	24
7 TAs	21
6 TAs	18

Number of TA	Score
5 TAs	15
4 TAs	12
3 TAs	9
2 TAs	6
1 TAs	3

Search for Most Outstanding Coordinating Principal

Criteria for the Search:

I. Outstanding Accomplishment	- 59 pts.
II. Reports and Records Management	- 23 pts.
III. Professional and Personal Character	- 18 pts.
IV. Plus Factor	- 5 pts.
V. Interview	- 5 pts.

Total - 110 pts.

CRITERIA FOR EVALUATION AND SUPPORTING DOCUMENTS	POINTS	RATING
<p>I. Outstanding Accomplishments ----- 59 pts.</p> <p>1.1 Development of School Improvement Plan and Annual Improvement Plan</p> <ul style="list-style-type: none"> • Submit SIP/AIP before the date of implementation – 3 pts. • Submit SIP/AIP on the due date ----- 2 pts. • Submit SIP/AIP after the due date ----- 1 pt. <p>1.2 SBM – Implementer</p> <ul style="list-style-type: none"> Level 3 -- 7 pts. Level 2 -- 6 pts. Level 1 -- 5 pts. <p>1.3 Performance Indicators in the School</p> <p style="padding-left: 20px;">Increase Promotion Rate – 11% up – 5 pts.</p> <p style="padding-left: 40px;">6 – 10 % - 4 pts.</p> <p style="padding-left: 40px;">1 – 5 % - 3 pts.</p> <p style="padding-left: 20px;">Decrease Repetition Rate – 11% up – 5 pts.</p> <p style="padding-left: 40px;">6 – 10% - 4 pts.</p> <p style="padding-left: 40px;">1 – 5% - 3 pts.</p> <p style="padding-left: 20px;">Decrease Drop Out Rate:</p> <p style="padding-left: 40px;">Zero Drop Out – 5 pts.</p> <p style="padding-left: 40px;">6 – 10% - 4 pts.</p> <p style="padding-left: 40px;">1 – 5% - 3 pts.</p> <p>1.4 Prepare and submit updated Liquidation and Transparency Report</p> <ul style="list-style-type: none"> Before the due date - 5 pts. On the due date - 4 pts. After the due date - 3 pts. <p>1.5 Conduct classroom visitation/observation monthly (Total no.)</p> <ul style="list-style-type: none"> 95 – above - 7 pts. 80 – 94 - 6 pts. 65 – 79 - 5 pts. 50 – 64 - 4 pts. <p>1.6 Prepare and conduct/organize school based/cluster training program (including LAC Sessions)</p> <ul style="list-style-type: none"> 4 times a year - 3 pts. 3 times a year - 2 pts. <p style="padding-left: 20px;">Documents to be submitted:</p> <p style="padding-left: 40px;">Training Design & Budget Proposal approved by the SDS</p> <p>1.7 Physical Facilities and Beauties - 5 pts.</p> <p style="padding-left: 20px;">1st – 5 pts., 2nd – 4 pts., 3rd – 3 pts., 4th – 2 pts., 5th – 1 pt.</p> <p style="padding-left: 20px;">Documents to be submitted: pictorial (before & after), Program of Works</p> <p>1.8 Increase of Mean Academic Performance NAT in the school</p> <ul style="list-style-type: none"> 11 and above - 5 pts. 8 – 10 - 4 pts. 5 - 7 - 3 pts. 2-4 - 2 pts. 0-1 - 1 pt. 		

- 1.9 Performance Rating
 - Outstanding - 5 pts.
 - Very Satisfactory - 3 pts.
- 1.10 Awards Received
 - National - 4 pts.
 - Regional - 3 pts.
 - Division - 2 pts.

II. Reports and Records Management ----- 23 pts.

1. Prepare and submit supervisory and accomplishment reports on or before the due date - 3 pts.
 - 1 day after the due date - 2 pts.
 - 2 days after the due date - 1 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. Innovations approved by Division - 5 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.
 - MA Full Pledge - 4 pts.
 - CAR - 3 pts.
 - With Masteral Units - 2 pts.
 2. Seminar Workshops Attended ----- 3 pts.
 - 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 - 3 pts.
 - Cleanliness and beautification
 - School and Community
- B. Personal Qualities and Character ----- 5 pts.**
1. Model of morality and integrity ---2.5 pts
 2. Good human relations in School and in Community - 2.5 pts

VI. Plus Factor ----- 5 pts

1. No. of SBM Level III & II in the district ----2.5
2. No. of Outstanding awardees in the district (current search) - 2.5

VII. Interview (for Division Level) ----- 5 pts.

Total: 110 pts.



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Search for Most Outstanding Teacher In-Charge

CRITERIA FOR EVALUATION AND SUPPORTING DOCUMENTS	POINTS	Score
I. Instructional Competence and Teaching Effectiveness -----		
A. Educational Attainment and Professional Dev't ----- 20 pts	20	
A.1. Teaching experience (maximum 5 pts.) -----5pts 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 Ph. D. (CAR) – 4 pts. MA Full Pledge – 3 pts. 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. Outstanding Contributions ----- 30 pts.	30	
B.1. Introduced and tried out innovative teaching approaches in the school/district which contributed to the improvement of instruction. ----- 10 pts. 2 pts. per innovative teaching introduced and used 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	30	
C.1 Involvement in co-curricular activities		
<ul style="list-style-type: none"> • As trainer/adviser/coach ----- 2 pts. • Organized/trained socio cultural activities ----- 3 pts. • Coach of winners in academic and non-academic contest – 5pts National Level – 5 pts., Regional Level - 4 pts., Division Level – 3pts., School/District Level- 2pts. • Facilitator/Resource person/technical official ----5 pts. School/.Dist. -2pts., Division -3 pts., Region - 5 pts. 		

<ul style="list-style-type: none"> • Demonstration Teaching -----5 pts. Regional Level – 5 pts., Division Level – 4 pts., School/District Level – 3 pts. • Division Search Results -----10pts. Classroom – 3^{stars} – 5 pts., 2^{stars} – 4 pts., 1^{star} – 3pts. Tangub Rewards – 1st – 5 pts., 2nd – 4 pts., 3rd – 3 pts., 4th – 2 pts., 5th – 1 pt. <p>Documents to be submitted: Photocopies of Certificates/Training Design/Matrix/Attendance</p>		
<p>D. In-Service Trainings -----5pts School – 1 pt., District – 2pts., Division – 3 pts., Regional – 4 pts., National – 5 pts.</p>	5	
<p>II. Community Involvement ----- 5pts. Certificates and other evidence of participation in any activity/organization outside of teaching load.</p> <ol style="list-style-type: none"> 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. 	5	
<p>III. Personal Qualities and Characters ----- 5 pts.</p> <p>A. Model of morality and integrity ----- 3 pts.</p> <ul style="list-style-type: none"> • Demonstrates honesty, humility, diligence, courtesy, generosity, kindness, love and concern for children • Demonstrate personal sacrifices for the good of the service. <p>B. Good human relation in the school and the community --2 pts.</p> <p>Documents to be submitted:</p> <ol style="list-style-type: none"> 1. Form 48 from June 2015 – Jan. 2016 2. Certification from School Head 3. Certification from FPTA President 4. Certification from the Brgy. Captain 	5	
<p>IV. Plus Factor (Properly documented innovation/project initiated financed through Income Generating Projects or stakeholders) -----5</p> <p>Php 1,000 – Php 5,000 -----1 pt Php 5099 – Php 10,000 -----2 pts Php 10,099 – Php 15,000-----3 pts Php 15,099 – Php 20,000 -----4 pts Above Php 20,000 -----5 pts</p>	5	
<p>V. Demonstration Teaching for Division Finalists ----- 5pts.</p>		
Total: 100 pts.	100	