



Republic of the Philippines
 Department of Education
 Region X
 DIVISION OF TANGUB CITY
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Division of Tangub City
 City of Tangub
RELEASED BY:
 DATE: 2-7-17

DIVISION MEMORANDUM

No. 26, 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 : VICTORIA V. GAZO, Ph. D., CESO V
 Schools Division Superintendent

SUBJECT: CORRIGENDUM TO DIVISION MEMORANDUM # 7 AND # 19 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: February 7, 2017

- Anent to Division Memorandum # 7 & # 19, s.,2017 re: Search for 2017 Most Outstanding Teacher, Master Teacher, Multi-grade Teacher, DALSC, Mobile Teacher, Head Teacher, SPED Teacher, Principal, Non-Teaching Employees, Teacher In – Charge, Coordinating Principal and Education Program Supervisor, this office reiterates the changes in the criteria for outstanding Head Teacher, Principal and Coordinating Principal as reflected below:

Old Criteria	New Criteria
Decrease Repetition rate 11% up - 5 pts 6-10% - 4 pts 1-5% - 3 pts	Number of repeaters 0 repeater - 5 pts 1 repeater - 4 pts 2 repeaters - 3 pts 3 repeaters - 2 pts 4 repeaters - 1 pt 5 & above - 0 pt
Educational Attainment & Prof. Growth Ph. D./Ed. D. - 5 pts. MA Full Pledge - 4 pts. CAR - 3 pts. With Masteral Units - 2 pts.	Educational Attainment & Prof. Growth Ph. D./Ed. D. - 5 pts. Ph.D./Ed.D. CAR & Units - 4 pts MA Full Pledge - 3 pts. CAR - 2 pts. With Masteral Units - 1 pt.

- All other provision stated in the previous memorandum still in effect.
- Immediate and wide dissemination of this memorandum is hereby desired.

**Search for Most Outstanding Principal/ASP/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
I. Outstanding Accomplishments ----- 59 pts.		
1.1 Development of School Improvement Plan and Annual Improvement Plan		
• 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.		
1.2 SBM - Implementer		
Level 3 -- 7 pts.		
Level 2 -- 6 pts.		
Level 1 -- 5 pts.		
1.3 Performance Indicators in the School		
Increase Promotion Rate - 11% up - 5 pts.		
6 - 10 % - 4 pts.		
1 - 5 % - 3 pts.		
Number of repeaters		
0 repeater - 5 pts		
1 repeater - 4 pts		
2 repeaters - 3 pts		
3 repeaters - 2 pts		
4 repeaters - 1 pt		
5 & above - 0 pt		
Decrease Drop Out Rate:		
Zero Drop Out - 5 pts.		
6 - 10% - 4 pts.		
1 - 5% - 3 pts.		
1.4 Prepare and submit updated Liquidation and Transparency Report		
Before the due date - 5 pts.		
On the due date - 4 pts.		
After the due date - 3 pts.		
1.5 Conduct classroom visitation/observation monthly (Total no.)		
95 - above - 7 pts.		
80 - 94 - 6 pts.		
65 - 79 - 5 pts.		
50 - 64 - 4 pts.		
1.6 Prepare and conduct/organize school based/cluster training program (including LAC Sessions)		
4 times a year - 3 pts.		
3 times a year - 2 pts.		
Documents to be submitted:		
Training Design & Budget Proposal approved by the SDS		
1.7 Physical Facilities and Beauties - 5 pts.		
1 st - 5 pts., 2 nd - 4 pts., 3 rd - 3 pts., 4 th - 2 pts., 5 th - 1 pt.		
Documents to be submitted: pictorial (before & after), Program of Works		
1.8 Increase of Mean Academic Performance NAT in the school		
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.
 - Ph.D./Ed.D. CAR & Units - 4 pts
 - MA Full Pledge - 3 pts.
 - CAR - 2 pts.
 - With Masteral Units - 1 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 - 3pts.
 - 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

IV. Plus Factor (

- V. Interview (for Division Level) - 10 pts.**

Total: 100 pts.