

CRITERIA for the SEARCH for 2017 MOST OUTSTANDING SCHOOL HEAD**(PRIVATE & PUBLIC SECONDARY AND ELEMENTARY)****QUALIFICATIONS:**

- At least 3 years of continuous service as full pledge public/private elementary/secondary school head
- Performance rating of very satisfactory for the last 3 years
- No pending administrative/criminal case

| CRITERIA | | POINTS |
|-----------------|--|---------------|
| I. | MANAGERIAL COMPETENCE | |
| | a. NAT MPS | 5 |
| | b. Level of SBM practice | 15 |
| II. | PROFESSIONAL COMPETENCE | |
| | a. Research, and Creative outputs, re-entry projects after attendance to seminars, conferences and workshops | 5 |
| | b. Trainings and workshops organized | 5 |
| | c. Published supplementary materials, articles, references & other papers | 5 |
| | d. Educational attainment/professional advancement | 5 |
| | e. Awards, distinctions received for the last 3 years | 5 |
| III. | SCHOOL LEADERSHIP | 10 |
| IV. | INSTRUCTIONAL LEADERSHIP | 10 |
| V. | HR MANAGEMENT AND PROFESSIONAL DEVELOPMENT | 5 |
| VI. | PARENT INVOLVEMENT AND COMMUNITY PARTNERSHIP | 10 |
| VII. | SCHOOL MANAGEMENT AND OPERATION | 10 |
| VIII. | PERSONAL AND PROFESSIONAL ATTRIBUTES AND INTERPERSONAL EFFECTIVENESS | 10 |
| TOTAL | | 100 |

I. MANAGERIAL COMPETENCE**a. NAT MPS -10 points**

| | |
|-------|----|
| 95-99 | 10 |
| 90-94 | 9 |
| 85-89 | 8 |
| 80-84 | 7 |
| 75-79 | 6 |
| 70-74 | 5 |
| 65-69 | 4 |
| 60-64 | 3 |
| 55-59 | 2 |
| 50-54 | 1 |

b. Level of SBM Practice (with SDO-Benguet Validation)-10 points

| | |
|---------|----|
| Level 3 | 10 |
| Level 2 | 7 |
| Level 1 | 5 |

II. PROFESSIONAL COMPETENCE**a. Research and creative outputs, re-entry projects after attendance to seminars, conferences and workshops- 5 points**

| | |
|----------|---|
| National | 5 |
| Regional | 4 |
| Division | 3 |
| District | 2 |
| School | 1 |

b. Trainings 7 Workshops organized – 5 points

| | |
|----------|---|
| National | 5 |
| Regional | 4 |
| Division | 3 |
| District | 2 |
| School | 1 |

c. Published supplementary materials, articles, references and other papers – 5 points

| | |
|----------|---|
| National | 5 |
| Regional | 4 |
| Division | 3 |
| District | 2 |
| School | 1 |

d. Educational attainment/professional advancement – 5 points

| | |
|--|---|
| Doctoral Degree | 5 |
| Completed Academic Requirements in Doctoral Degree | 4 |
| Master's Degree | 3 |
| Completed Academic Requirements in Master's Degree | 2 |

e. Awards, Distinction received for the last 3 years – 5 points

| | |
|---------------|----|
| international | 5 |
| National | 4 |
| Regional | 3 |
| Division | 2 |
| District | 1 |
| School | .5 |

Write the number after the indicators corresponding to the rate given to the nominee.

Note: to be evaluated by the immediate supervisor, teachers and non-teaching personnel, and by the different section heads at the SDO.

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------------------|--|---|---|--|---|---|---|
| No basis to answer | Never shows the behavior being described | Seldom shows the behavior being described | Occasionally shows the behavior being described | Neutral either demonstrated a strong inclination for or against the behavior described | Frequently shows the behavior being described | Most of the time shows the behavior being described | Always shows the behavior being described |

| | Indicators | Score |
|----------------------------------|--|-------|
| III. SCHOOL LEADERSHIP | | |
| 1. Data-based strategic planning | a. Utilizes eBIEIS/LIS and baseline data of all performance indicators in SIP/AIP preparation. | |
| | b. Involves all internal and external stakeholders in developing SIP/AIP. | |
| | c. Communicates effectively SIP/AIP to internal and external stakeholders. | |
| 2. Problem Solving | a. Resolves problems at the school level. | |
| | b. Assist teachers and students to understand problems and identify possible solutions. | |
| | c. Addresses the causes of the problem rather than the symptoms. | |
| | d. Explores several approaches in handling problems. | |

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| | e. Demonstrates a proactive approach to problem solving. | |
| 3. Building High Performance Teams | a. Involves stakeholders in meetings and deliberations for decision-making. | |
| | b. Provides opportunities for growth and development of members as team players. | |
| | c. Defines roles and functions of each committee. | |
| | d. Monitors and evaluates accomplishments of different committees. | |
| | e. Gives feedback on the team's performance using performance –based assessment tool. | |
| | f. Establishes a system for rewards and benefits for teachers and staff. | |
| 4. Coordinating with others | a. Collaborates with concerned staff on the planning and implementation of programs and projects. | |
| | b. Provides feedback and updates to stakeholders on status of progress and completion of programs and projects. | |
| | c. Mobilizes teachers/staff in sustaining a project. | |
| 5. Leading and Managing Change | a. Maintains an open, positive and encouraging attitude toward change. | |
| | b. Assists teachers in identifying strengths and growth areas through monitoring and observation. | |
| | c. Introduces innovations in the school program to achieve higher learning outcomes. | |
| | d. Monitors and evaluates the implementation of change programs included in SIP/AIP. | |
| | e. Observes and applies multi-tasking in giving assignments. | |
| | f. Advocates and executes plans for changes including culture' change in the workplace | |
| | g. Empowers teachers and personnel to identify, initiate and manage changes. | |
| IV. INSTRUCTIONAL LEADERSHIP | | |
| 1. Assessment for Learning | a. Manages the processes and procedures in monitoring student achievement | |
| | b. Ensures utilization of a range of assessment processes to assess student performance | |
| | c. Assesses the effectiveness of curricular/co-curricular programs and / or instructional strategies. | |
| 2. Developing Programs and or Adopting Existing Programs | a. Develops/adapts a research based school program. | |
| | b. Addresses deficiencies and sustains successes of current programs in collaboration with teachers, and learners | |
| 3. Implementing Programs for Instructional Improvement | a. Works with teachers in curriculum review. | |
| | b. Enriches curricular offerings based on local needs. | |
| | c. Manages curriculum innovation and enrichment with the use of technology. | |
| | d. Organizes teams to champion instructional innovation programs toward curricular responsiveness | |
| 4. Instructional Supervision | a. Prepares and implements an instructional supervisory plan | |
| | b. Conducts Instructional Supervision using appropriate strategy | |
| | c. Evaluates lesson plans as well as classroom and learning management | |
| | d. Provides in a collegial manner timely, accurate and specific feedback to teachers' regarding their performance. | |

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| | e. Provides expert technical assistance and instructional support to teachers. | |
| V. HR MANAGEMENT AND PROFESSIONAL DEVELOPMENT | | |
| 1. Creating a Professional Learning Community | a. Assesses and analyses the needs and interests of teachers and other school personnel, | |
| | b. Mentors and coaches employees and facilitates the induction of new ones | |
| | c. Recognizes potential of staff and provides opportunities for professional development | |
| | d. Ensures that the objectives of the school development plan are supported with resources for training and development programs. | |
| | e. Prepares, implements, and monitors school-based INSET for all teaching staff based on IPPD's | |
| | f. Monitors and evaluates school-based INSETs. | |
| 2. Managing Performance of Teachers and Staff | a. Assigns teachers and other personnel to their area of Competence. | |
| | b. Assists teachers and staff in setting and resetting performance goals. | |
| | c. Monitors and evaluates performance of teaching and nonteaching personnel vis-a-vis targets. | |
| | d. Delegates specific tasks to help manage the performance of teaching and non-teaching personnel. | |
| | e. Coaches deputized staff as needed on managing performance. | |
| | f. Creates a functional school-based performance appraisal committee. | |
| | g. Assists and monitors the development of IPPD of each teacher. | |
| VI. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP | | |
| 1. Parental Involvement | a. Establishes school and family partnerships that promote student peak performance. | |
| | b. Organizes programs that involve parents and other school stakeholders to promote learning. | |
| | c. Conducts dialogues, fora, training of teachers, learners and' parents on the welfare and improves performance of learners. | |
| 2. External Community Partnership | a. Promotes the image of the school through school summit, State of the School Address (SOSA), cultural shows, learners' project exhibits, fairs, etc. | |
| | b. Conducts dialogues and meetings with multi-stakeholders in crafting programs and projects. | |
| | c. Participates actively in community affairs. | |
| | d. Establishes sustainable linkages / partnership with other sectors, agencies and NGOs through MOA/ MOU or using Adopt-a-School Program policies. | |
| | e. Shares with other school heads the school's experience in the use of new technology. | |
| VII. SCHOOL MANAGEMENT AND OPERATION | | |
| 1. Managing School Operations | a. Manages the implementation, monitoring and review of the SIP/AIP and other action plans. | |
| | b. Establishes and maintains specific programs to meet needs of identified target groups. | |
| | c. Allocates/prioritizes funds for improvement and maintenance of school physical facilities and equipment. | |

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| | d. Oversees school operations and care and use of school facilities according to set guidelines. | |
| | e. Assigns/ hires appropriate support personnel to manage school operations. | |
| 2. Fiscal Management | b. Prepares a financial management plan. | |
| | c. Generates and mobilizes financial resources. | |
| | d. Manages school resources in accordance with DepEd policies and accounting and auditing rules and regulations and other pertinent guidelines. | |
| | e. Accepts donations, gifts, bequests and grants in accordance with RA 9155. | |
| | f. Manages a process for the registration, maintenance and replacement of school assets and dispositions of non-reusable properties. | |
| | g. Organizes a procurement committee and ensures that the official procurement process is followed. | |
| | h. Utilizes funds for approved school programs and projects as reflected in SIP/AIP. | |
| | i. Monitors utilization, recording and reporting of funds | |
| | j. Accounts for school fund. | |
| | k. Prepares financial reports and submits / communicates the same to higher education authorities and other education partners. | |
| VIII. PERSONAL AND PROFESSIONAL ATTRIBUTES AND INTERPERSONAL EFFECTIVENESS | | |
| | 1. <i>Decisiveness</i> . Acts immediately on needs/requests in accordance with the prescribed rules and regulations and accepted norms of conduct and behaviour. | |
| | 2. <i>Honesty/Integrity</i> . Demonstrates truthfulness, candidness and freedom from deceit. | |
| | 3. <i>Dedication/Commitment</i> . Renders service over and above the regular functions and even beyond the regular time. | |
| | 4. <i>Initiative/Resourcefulness</i> . Starts action, projects and perform task without being told and supervised. | |
| | 5. <i>Courtesy</i> . Shows polite, kind, and thoughtful behaviour toward the public/clientele in manner of speech and actuations. | |
| | 6. <i>Human Relations</i> . Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work situation. | |
| | 7. <i>Leadership</i> . Guide, influence, motivate and develop confidence of subordinates to work as a team and accomplish assigned task, leading the organizational unit to achieve its goals and objectives enthusiastically. | |
| | 8. <i>Stress tolerance</i> . Shows stability of performance under pressure or opposition. | |
| | 9. <i>Fairness/Justice</i> . Conforms to usual principles of law, is just and unbiased. | |
| | 10. <i>Proper Attire/Good Grooming</i> . Dresses in accordance with proper decorum and/or prescribed rules and regulations and is neat in appearance. | |
| | 11. <i>Punctuality</i> . Tardiness and under time | |
| | | TOTAL |

Scoring Rubrics

| School Leadership (10%) | | Instructional Leadership (10%) | | HR Management And Professional Development (5%) | |
|--|----|---------------------------------------|----|--|----|
| 168 | 10 | 98 | 10 | 91 | 5 |
| 151-167 | 9 | 88-97 | 9 | 73-90 | 4 |
| 134-150 | 8 | 78-87 | 8 | 55-72 | 3 |
| 118-133 | 7 | 69-77 | 7 | 36-54 | 2 |
| 101-117 | 6 | 59-68 | 6 | 18-35 | 1 |
| 84-100 | 5 | 49-58 | 5 | | |
| 67-83 | 4 | 39-48 | 4 | | |
| 50-66 | 3 | 29-38 | 3 | | |
| 34-49 | 2 | 20-28 | 2 | | |
| 17-33 | 1 | 9-19 | 1 | | |
| Parent Involvement And Community Partnership (10%) | | School Management And Operation (10%) | | Personal And Professional Attributes And Interpersonal Effectiveness (10%) | |
| 56 | 10 | 105 | 10 | 77 | 10 |
| 50-55 | 9 | 95-104 | 9 | 63-69 | 9 |
| 45-49 | 8 | 84-94 | 8 | 55-62 | 8 |
| 39-44 | 7 | 74-83 | 7 | 47-54 | 7 |
| 34-38 | 6 | 63-73 | 6 | 40-46 | 6 |
| 28-33 | 5 | 53-62 | 5 | 32-39 | 5 |
| 22-27 | 4 | 42-52 | 4 | 24-31 | 4 |
| 17-20 | 3 | 32-41 | 3 | 16-23 | 3 |
| 11-16 | 2 | 21-31 | 2 | 9-15 | 2 |
| 6-10 | 1 | 11-20 | 1 | 1-8 | 1 |

SEARCH FOR THE BEST PERFORMING SCHOOL HEALTH NURSE/DENTIST

Note: To be evaluated by the Immediate Superior for Medical Officer and Nurse-In-Charge for the Regular Nurses

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------------------|--|---|---|--|---|---|---|
| No basis to answer | Never shows the behaviour being described | Seldom shows the behaviour being described | Occasionally shows the behaviour being described | Neutral either demonstrated a strong inclination for or against the behaviour described | Frequently shows the behaviour being described | Most of the time shows the behaviour being described | Always shows the behaviour being described |

| CRITERIA | WEIGHT | RATING | EVIDENCES PRESENTED |
|--|--------|--------|---------------------|
| I. SKILLS and BEHAVIORAL COMPETENCIES | 30% | | |
| a. Demonstrates medical knowledge and skill | | | |
| b. Respectful of cultural sensitivities | | | |
| c. Follows work place protocols and procedures | | | |
| d. Workspace and paperwork is well organized (health record maintenance, data entry, etc.) | | | |
| e. Collaboration with other team members | | | |
| f. Service orientation, professionalism and ethics | | | |
| g. Demonstrate responsibility | | | |

| | | | | |
|--|----|-----|--|---|
| h. Oral and written communication/computer skills | | | | |
| II. ACCOMPLISHMENTS | | 65% | | |
| PROGRAMS and SERVICES | 35 | | | |
| a. Nutritional status and health assessment accomplishment/dental record | | | | <ul style="list-style-type: none"> ○ >95% accomplishment - 15 ○ List of referrals ○ Follow-up ○ Targets were reached |
| b. Referrals and Recommendations as to assessed need | | | | |
| c. Accomplishment in the Implementation of National Programs | | | | |
| d. M&E activities participation | | | | <ul style="list-style-type: none"> ○ Members of search committees like GPP, clean and green, etc. |
| e. Awards/recognition received as a PPA implementer/coordinator/adviser | | | | |
| TECHNICAL ASSISTANCE | 15 | | | |
| a. Assist in providing/facilitating access to health and nutrition facilities in schools | | | | <ul style="list-style-type: none"> ○ Established new clinic or increasing number of clinics in schools under his/her charge over the past 2 years-5 ○ Facilitated/coordinated/monitored and improved school managed canteen/GPP implementation in his/her schools- 4 ○ Newly organized ○ Maintained ○ Functional |
| b. Organization of health and nutrition clubs in schools | | | | <ul style="list-style-type: none"> ○ Needs identified which are health and nutrition related ○ Intervention/s ○ Funding |
| c. Inputs in eSIP/AIP of base school | | | | |
| PARTNERS AND DONORS | 10 | | | |
| a. Activities accomplished through coordination and linkage | | | | <ul style="list-style-type: none"> ○ Partners in conducting health assessment and NS ○ Partners in giving health education ○ Partners in promoting a healthful school environment ○ Partners in enhancing HN knowledge and skills |
| b. Feedback to partners and donors by submitting periodic reports and accomplishments in Health and nutrition programs to partners and stakeholders. | | | | <ul style="list-style-type: none"> ○ NS reports given to MNC and other partners and links |
| IPCRF/PASSA Evaluation | 5 | | | Consistently outstanding or increasing trend -5 |
| III. PERSONAL ATTRIBUTES | | 5% | | |
| 1. <i>Decisiveness</i> . Acts immediately on needs/requests in accordance with the prescribed rules and regulations | | | | |

| | | | | |
|---|--|------|--|---|
| and accepted norms of conduct and behaviour. | | | | |
| 2. <i>Honesty/Integrity.</i> Demonstrates truthfulness, candidness and freedom from deceit. | | | | |
| 3. <i>Dedication/Commitment.</i> Renders service over and above the regular functions and even beyond the regular time. | | | | |
| 4. <i>Initiative/Resourcefulness.</i> Starts action, projects and perform task without being told and supervised. | | | | |
| 5. <i>Courtesy.</i> Shows polite, kind, and thoughtful behaviour toward the public/clientele in manner of speech and actuations. | | | | |
| 6. <i>Human Relations.</i> Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work situation. | | | | |
| 7. <i>Leadership.</i> Guide, influence, motivate and develop confidence of subordinates to work as a team and accomplish assigned task, leading the organizational unit to achieve its goals and objectives enthusiastically. | | | | |
| 8. <i>Stress tolerance.</i> Shows stability of performance under pressure or opposition. | | | | |
| 9. <i>Fairness/Justice.</i> Conforms to usual principles of law, is just and unbiased. | | | | |
| 10. <i>Proper Attire/Good Grooming.</i> Dresses in accordance with proper decorum and/or prescribed rules and regulations and is neat in appearance. | | | | |
| 11. <i>Punctuality.</i> Tardiness and under time | | | | |
| <i>PLUS POINTS</i> | | 5 | | Rendered community service during calamities and/or emergencies |
| | | 100% | | |

NOTE: For (I.) Skills and behavioral competence and (III.) personal attributes use the scoring rubrics (0-7)

Note: Generic Evaluation for Level I and Level II, to be used by the Immediate Superior, peers and subordinates.

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------------------|--|---|---|--|---|---|---|
| No basis to answer | Never shows the behaviour being described | Seldom shows the behaviour being described | Occasionally shows the behaviour being described | Neutral either demonstrated a strong inclination for or against the behaviour described | Frequently shows the behaviour being described | Most of the time shows the behaviour being described | Always shows the behaviour being described |

| CRITERIA | POINTS |
|----------|--------|
|----------|--------|

| | |
|--|--|
| 1. Administration - Effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities | |
| 2. Knowledge of Work - Considers skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience. | |
| 3. Communication - Effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely information to management, co-workers, subordinates and customers. | |
| 4. Teamwork - Gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. | |
| 5. Decision Making/Problem Solving - Effectiveness in understanding problems and making timely, practical decisions. | |
| 6. Expense Management - Effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets. | |
| 7. Independent Action - Effectiveness in time management; initiative and independent action within prescribed limits. | |
| 8. Job Knowledge - Effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions; | |
| 9. Leadership - Effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort. | |
| 10. Managing Change and Improvement - Effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in facility's performance. | |
| 11. Customer Responsiveness - Responsiveness and courtesy in dealing with internal staff, external customers and vendors; employee projects a courteous manner. | |
| 12. Personal Appearance - Neatness and personal hygiene appropriate to position. | |
| 13. Dependability - complied with instructions and performs under unusual circumstances; consider record of attendance and punctuality. | |
| 14. Safety - Consider their contribution to accident prevention, safety awareness, and ability to care for office property and keep workspace safe and tidy. | |
| 15. Employee's Responsiveness - Responsiveness in completing job tasks in a timely manner. | |
| TOTAL | |

CRITERIA for the SEARCH for 2017 OUTSTANDING PUBLIC NON-TEACHING PERSONNEL (LEVEL I)

| CRITERIA | WEIGHT | RATING | EVIDENCES PRESENTED |
|--|--------|--------|---------------------|
| I. PERSONALITY AND CHARACTER | 30% | | |
| a. Good moral character, honest, and integrity | 5 | | |
| b. Dependability, Reliability and cooperative attitude | 5 | | |
| c. Public Relationship and with sense of humour | 5 | | |
| d. Patience, Tolerance and concern for others | 5 | | |
| e. Quality and consistency of exemplary conduct and | 10 | | |

| | | | | |
|---|----|-------------|--|--|
| Noteworthiness of behavioural Performance | | | | |
| NOTE: Submit write-ups on the relationship of the nominee with the following: | | | | |
| i. Immediate superior | | | | |
| ii. Teacher (2) | | | | |
| iii. other non-teaching personnel (1) | | | | |
| iv. Co-member in civic and religious organization (2) | | | | |
| II. PERFORMANCE | | 25% | | |
| f. Performance Rating for the last 2 years | 15 | | | |
| g. Active involvement in programs and projects which benefitted the division and personnel | 5 | | | |
| h. Has introduced and implemented self-initiated projects (with pictorials) | 5 | | | |
| III. INVOLVEMENT IN COMMUNITY WORK | | 10% | | |
| a. Active participation in community development projects/program/s (with picture and certificates) | 5 | | | |
| b. Positions of responsibility and professional/ Civic/Charitable/ Religious Organization | | | | |
| o President | 5 | | | |
| o Vice-President | 4 | | | |
| o Other Official Position | 3 | | | |
| o Member | 2 | | | |
| (with certification) | | | | |
| IV. RESOURCE MANAGEMENT | | 15% | | |
| a. Efficient use of office equipment | 5 | | | |
| b. Attendance and punctuality | 5 | | | |
| c. Submit reports complete and on time | 5 | | | |
| V. AWARDS, CITATIONS, COMMENDATIONS AND RECOGNITION RECEIVED | | 10% | | |
| National | 10 | | | |
| Regional | 8 | | | |
| Division | 6 | | | |
| District | 4 | | | |
| School | 2 | | | |
| VI. TRAININGS and SEMINAR WORKSHOPS ATTENDED | | 5% | | |
| National | 5 | | | |
| Regional | 4 | | | |
| Division | 3 | | | |
| District | 2 | | | |
| School | 1 | | | |
| VII. WORK-RELATED EXPERIENCE | | 5% | | |
| One (1) point per year (maximum of 5) | 5 | | | |
| TOTAL | | 100% | | |

**CRITERIA for the SEARCH for 2017 OUTSTANDING PUBLIC NON-TEACHING PERSONNEL
(LEVEL II)**

| CRITERIA | WEIGHT | RATING | EVIDENCES PRESENTED |
|--|--------|--------|---------------------|
| I. PROFESSIONAL COMPETENCE | 90% | | |
| A. Performance Evaluation (20 points) | | | |
| 10 | 20 | | |
| 9.8-9.9 | 18 | | |
| 9.6-9.7 | 16 | | |
| 9.4-9.5 | 14 | | |
| 9.2-9.3 | 12 | | |
| 9.0-9.1 | 10 | | |
| 8.8-8.9 | 8 | | |
| 8.6-8.7 | 6 | | |
| B. Recognition as trainer/speaker (10 points) | | | |
| National | 10 | | |
| Regional | 8 | | |
| Division | 6 | | |
| District | 4 | | |
| School | 2 | | |
| C. Awards Received (10 points) | | | |
| National | 10 | | |
| Regional | 8 | | |
| Division | 6 | | |
| District | 4 | | |
| School | 2 | | |
| D. Division/Regional/national trainings and seminar workshops attended | | | |
| National | 10 | | |
| Regional | 8 | | |
| Division | 6 | | |
| District | 4 | | |
| School | 2 | | |
| E. Research Conducted | 10 | | |
| 2. Fully implemented (results has been submitted to SDO) | 10 | | |
| 3. On-going Implementation (Approved by SDO) | 7 | | |
| 4. Approved by the SDO but not yet implemented | 4 | | |
| F. Innovation | 20 | | |
| Adopted at the Regional Level | 20 | | |
| Adopted at the Regional Level | 15 | | |
| Adopted at the Regional Level | 10 | | |
| Adopted at the Regional Level | 5 | | |
| G. Authorship | 6 | | |
| Sole authorship | 6 | | |
| Co authorship | 4 | | |
| Published article (1 point each) | | | |
| H. Related Experience | 4 | | |
| 1 point per year (maximum of 4 points) | | | |
| PERSONAL ATTRIBUTES | 10% | | |
| 12. <i>Decisiveness.</i> Acts immediately on needs/requests in accordance with the prescribed rules and regulations and accepted norms of conduct and behaviour. | | | |

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|--|-------|------|--|--|
| 13. <i>Honesty/Integrity.</i> Demonstrates truthfulness, candidness and freedom from deceit. | | | | |
| 14. <i>Dedication/Commitment.</i> Renders service over and above the regular functions and even beyond the regular time. | | | | |
| 15. <i>Initiative/Resourcefulness.</i> Starts action, projects and perform task without being told and supervised. | | | | |
| 16. <i>Courtesy.</i> Shows polite, kind, and thoughtful behaviour toward the public/clientele in manner of speech and actuations. | | | | |
| 17. <i>Human Relations.</i> Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work situation. | | | | |
| 18. <i>Leadership.</i> Guide, influence, motivate and develop confidence of subordinates to work as a team and accomplish assigned task, leading the organizational unit to achieve its goals and objectives enthusiastically. | | | | |
| 19. <i>Stress tolerance.</i> Shows stability of performance under pressure or opposition. | | | | |
| 20. <i>Fairness/Justice.</i> Conforms to usual principles of law, is just and unbiased. | | | | |
| 21. <i>Proper Attire/Good Grooming.</i> Dresses in accordance with proper decorum and/or prescribed rules and regulations and is neat in appearance. | | | | |
| 22. <i>Punctuality.</i> Tardiness and under time | | | | |
| | TOTAL | 100% | | |

CRITERIA FOR THE SEARCH FOR 2017 MOST HARMONIOUS SCHOOL (ELEMENTARY AND SECONDARY)

| CRITERIA | WEIGHT |
|--|--------------|
| I. Performance Indicators For The Last Three Years | 20% |
| a. Cohort Survival Rate (5 Points) | |
| b. Drop-Out Rate (5 Points) | |
| c. NAT (10 Points) | |
| II. Financial Management | 12% |
| III. Personnel Development | 12% |
| IV. School Environment | 17% |
| a. School Physical Facilities | |
| b. School Site Ownership | |
| V. School Health And Nutrition | 9% |
| VI. School-Based Child Protection | 6% |
| VII. Partnerships | 10% |
| VIII. Strategic Plan (eSIP) | 9% |
| IX. Awards Won w/in SY 2015-2016 | 5% |
| | |
| TOTAL | 100 % |

| CRITERIA | WEIGHT | RATING | EVIDENCES PRESENTED |
|--|--------|--------|---------------------|
| I. PERFORMANCE INDICATORS FOR THE LAST THREE YEARS | 20% | | |
| I. COHORT SURVIVAL RATE (5 points) | | | |
| 88% & ABOVE | 5 | | |
| 84-85% | 4 | | |
| 86-87% | 3 | | |
| 82-83% | 2 | | |
| 80-81% | 1 | | |
| J. DROP-OUT RATE (5 points) | | | |
| 0% | 5 | | |
| 1% | 4 | | |
| 2% | 3 | | |
| 3% | 2 | | |
| 4% | 1 | | |
| K. NAT (10 points) | | | |
| <u>ELEMENTARY</u> | | | |
| 85% and above | 10 | | |
| 83-84% | 8 | | |
| 81-82% | 6 | | |
| 79-80% | 4 | | |
| 77-78% | 2 | | |
| <u>SECONDARY</u> | | | |
| 75% and above | 10 | | |
| 71-74% | 8 | | |
| 68-70% | 6 | | |
| 65-67% | 4 | | |
| 63-66% | 2 | | |
| II. FINANCIAL MANAGEMENT | 12% | | |
| d. 100% liquidation of cash advance within one month upon release of cash advance. | 4 | | |
| e. Monthly school operating budget is prepared & implemented. | 4 | | |
| f. Transparency board is updated monthly. | 4 | | |
| III. PERSONNEL DEVELOPMENT | 12% | | |
| a. Monthly INSET/LAC sessions | 4 | | |
| b. All employees with properly accomplished IPDP | 4 | | |
| c. All employees with properly accomplished RPMS | 4 | | |
| IV. SCHOOL ENVIRONMENT | 17% | | |
| a. School site ownership (5 points) | | | |
| i. Presidential Proclamation/Special Patent/OCT-TCT | 5 | | |
| ii. Tax Declaration in the Name of the School | 4 | | |
| iii. Proof of Ownership/ occupancy (Deed of Absolute Sale; Deed of Donation; Contract of Usufruct; MOA/ Lease Agreement, etc.) | 3 | | |
| iv. Submitted application for titling (at CENRO/DENR for Pres. Proclamation or Special Patent or Municipal | 2 | | |

| | | | | |
|---|---|------|--|--|
| Assessor's Office for issuance of Tax Declaration) | 1 | | | |
| v. On-going negotiation for execution of proof of occupancy/ownership. | | | | |
| b. School Physical Facilities (12 points) | | | | |
| i. Classrooms have proper ventilation/lighting & enough Space for desks /furniture is sized to the age of the learners. | 2 | | | |
| ii. School has functional Library, clinic and canteen. | 2 | | | |
| iii. School facilities/premises are regularly maintained/ kept clean. Practice proper waste management. | 2 | | | |
| iv. School has safe facilities in place to address hazard threats such as fire exits/extinguishers & appropriate electrical wirings. | 2 | | | |
| v. School has facilities /equipment for recreation/sports. Sufficient space for lawn space & vegetation e.g. <i>Gulayan sa Paaralan</i> . | 2 | | | |
| vi. Comfort rooms are clean with adequate water supply | 2 | | | |
| SCHOOL HEALTH AND NUTRITION | | 9% | | |
| a. Learners are well nourished. | | | | |
| 91 -100% | 5 | | | |
| 81-90% | 4 | | | |
| 71-80% | 3 | | | |
| 61-70% | 2 | | | |
| b. Learners have good dental health | | | | |
| 91 -100% | 4 | | | |
| 81-90% | 3 | | | |
| 71-80% | 2 | | | |
| 61-70% | 1 | | | |
| SCHOOL-BASED CHILD PROTECTION | | 6% | | |
| a. Child protection/Anti bullying policies of the school is incorporated in the student handbook | 3 | | | |
| b. Functional School Child Protection Committee | 3 | | | |
| PARTNERSHIPS | | 10% | | |
| a. Stakeholders participation as SPT/PT members | 5 | | | |
| b. Growing number of stakeholders support /generation of resources- Brigada Eskwela | 5 | | | |
| STRATEGIC PLAN (SIP) | | 9% | | |
| a. eSIP with 1 st year AIP & PPMP accepted at SDO | 9 | | | |
| AWARDS WON W/IN THE CALENDAR YEAR | | 5 % | | |
| National | 5 | | | |
| Regional | 4 | | | |
| Division | 3 | | | |
| District | 2 | | | |
| School | 1 | | | |
| TOTAL | | 100% | | |

CRITERIA FOR THE SEARCH FOR 2017 MULTIGRADE SCHOOL

| CRITERIA | WEIGHT |
|--|--------------|
| I. Performance Indicators For The Last Three Years | 15% |
| a. Cohort Survival Rate (5 Points) | |
| b. Drop-Out Rate (5 Points) | |
| c. Failure Rate (5 Points) | |
| II. Financial Management | 15% |
| III. Personnel Development | 15% |
| IV. School Environment | 20% |
| a. School Site Ownership | |
| b. clean and green program | |
| c. Health and Nutrition | |
| d. Child Protection Policy | |
| e. Classrooms | |
| V. Partnerships | 15% |
| VI. Strategic Plan (eSIP) | 10% |
| VII. Awards Won w/in SY 2015-2017 | 10% |
| TOTAL | 100 % |

| CRITERIA | WEIGHT | RATING | EVIDENCES PRESENTED |
|---|--------|--------|---------------------|
| I. PERFORMANCE INDICATORS FOR THE LAST THREE YEARS | 15% | | |
| A. COHORT SURVIVAL RATE (5 points) | | | |
| 88% & ABOVE | 5 | | |
| 84-85% | 4 | | |
| 86-87% | 3 | | |
| 82-83% | 2 | | |
| 80-81% | 1 | | |
| B. DROP-OUT RATE (5 points) | | | |
| 0% | 5 | | |
| 1% | 4 | | |
| 2% | 3 | | |
| 3% | 2 | | |
| 4% | 1 | | |
| C. FAILURE RATE (5 points) | | | |
| 0% | 5 | | |
| 1% | 4 | | |
| 2% | 3 | | |
| 3% | 2 | | |
| 4% | 1 | | |

| | | | | |
|--|---|-----|--|--|
| II. FINANCIAL MANAGEMENT | | 15% | | |
| a. 100% liquidation of cash advance within one month upon release of cash advance. | 5 | | | |
| b. Monthly school operating budget is prepared & implemented. | 5 | | | |
| c. Transparency board is updated monthly. | 5 | | | |
| III. PERSONNEL DEVELOPMENT | | 15% | | |
| a. Monthly INSET/LAC sessions | 3 | | | |
| b. All employees with properly accomplished IPDP | 3 | | | |
| c. All employees with approved IPCRF | 3 | | | |
| d. All teachers are trained on MG Teaching | | | | |

| | | | | |
|--|--------|-----|--|--|
| e. Teachers performance (%) based on PASA/RPMS | 3 3 | | | |
| IV. SCHOOL ENVIRONMENT | | 20% | | |
| a. School site ownership | | 4% | | |
| 1. Presidential Proclamation/Special Patent/OCT-TCT | 4 | | | |
| 2. Tax Declaration in the Name of the School | 3 | | | |
| 3. Proof of Ownership/ occupancy (Deed of Absolute Sale; Deed of Donation; Contract of Usufruct; MOA/ Lease Agreement, etc.) | 2 | | | |
| 4. Submitted application for titling (at CENRO/DENR for Pres. Proclamation or Special Patent or Municipal Assessor's Office for issuance of Tax Declaration), or On-going negotiation for execution of proof of occupancy/ownership. | 1 | | | |
| b. Clean and Green Program | | 4% | | |
| 1. clean and orderly classroom | | | | |
| 2. waste management is evident | | | | |
| 3. comfort rooms are clean and water Sealed | | | | |
| 4. presence of gulayan sa paaralan | | | | |
| 5. beautification program | | | | |
| c. School Health And Nutrition | | 4% | | |
| a. Learners are well nourished. | | | | |
| 91 -100% | 5 | | | |
| 81-90% | 4 | | | |
| 71-80% | 3 | | | |
| 61-70% | 2 | | | |
| b. Learners have good dental health | | | | |
| 91 -100% | 4 | | | |
| 81-90% | 3 | | | |
| 71-80% | 2 | | | |
| 61-70% | 1 | | | |
| c. No junk foods in the canteen | 1 | | | |
| d. School-Based Child Protection | | 4% | | |
| a. Child protection/Anti bullying policies of the school is incorporated in the student handbook | 2 | | | |
| b. Functional School Child Protection Committee | 1 | | | |
| c. No incident of bullying | 1 | | | |
| e. Classrooms | | 4% | | |
| Classrooms are arranged/structured/ designed appropriate for MG teaching | | | | |
| V. PARTNERSHIPS | | 10% | | |
| a. Stakeholders participation as SPT/PT members | 5 | | | |
| b. Growing number of stakeholders support /generation of resources- Brigada Eskwela | 5 | | | |
| VI. STRATEGIC PLAN (SIP) | | 15% | | |
| a. eSIP with 1 st year AIP & PPMP | 7 | | | |

| | | | | |
|---|----|-------------|--|--|
| accepted at SDO | | | | |
| c. AIP for the last three (3) years – 2015 - 2017 | 8 | | | |
| VII. AWARDS WON W/IN THE CALENDAR YEAR | | 10% | | |
| National | 10 | | | |
| Regional | 8 | | | |
| Division | 6 | | | |
| District | 4 | | | |
| School | 2 | | | |
| TOTAL | | 100% | | |

CRITERIA FOR OUTSTANDING EMPLOYEE (LIBRARIAN)

| EVALUATION CRITERIA | SAMPLE EVIDENCES | POINTS | RATING |
|--|---|--------|--------|
| 1. Potential and Character | | | |
| a. Good Human relations in School and Community- 2.5 pts | -Certification from Barangay Captain/PTCA- 3 pts | 5 | |
| b. Interview by Division/District Search committee- 2.5 pts | -Certification from school head/teachers/students- 2 pts | | |
| 2. Performance rating for the last three years | Performance rating Outstanding-10 Very Satisfactory-7 Satisfactory-5 | 10 | |
| 3. Professional | | | |
| A. Education Doctoral - 10 Completed Academic Requirement (CAR)-7 MA-5 CAR for MA - 3 MA units 08 units and above) - 1 | Transcript of records, Certification for units earned issued by the institution | 10 | |
| B. Trainings attended related to Librarianship International - 10 National - 8 Regional - 6 Division - 4 District – 2 School- 0.5 | Certificate of participation/ recognition | 10 | |
| C. Relevant Training (served as a speaker, lecturer, facilitator, presenter in training workshop on Librarianship or Library Matters) International - 10 National – 8 Regional – 6 Division – 4 District – 2 School- 0.5 | Certificate of Recognition | 10 | |
| 4. Community Involvement | | | |
| A. Involvement/ Participation to any community activities for the last two years as: Chairman – 7 Co-chairman - 5 Member - 3 | -Certificate of appreciation/ recognition/ participation -active membership to library organizations (with recommendation from/certificate from PLAI Regional or | 7 | |

| | | | | | | |
|---|--|--------------|-------------|-------------|--|-------|
| | National Council) and RENEWED License | | | | | |
| 5. Action Research in Librarianship Division -8 District - 5 School - 3 | Copies of Action Research and approved proposal signed by approving authorities | | | | 8 | |
| 6. Accomplishment report for Library Activities and services | (activities for the last two years - Letter of request, Copy of approved proposal/ Activity request -Make report with photo attachment of any accomplishment made for Library Services for the last 2 school years (include special features & updated bulletin board) -Terminal/Completion reports of the programs/projects conducted -Include publications (if any) - Availability of a Library Development Plan (detailing Collection Development, Physical Facilities Improvement, Staff Development, Linkages, etc.) | | | | 20 | |
| 7. Awards of recognition from contest/competitions | Nat'l | Reg'l | Div. | Dis. | Certificate duly signed by the concerned authority 15 pts | |
| Champion/Outstanding/Best/First Place | 15 | 13 | 11 | 9 | | |
| First Runner-up/Second Place | 14 | 12 | 10 | 8 | | |
| Second Runner-up/Third place | 13 | 11 | 9 | 7 | | |
| Consortia/Collaboration/Linkages | MOU | | | | | 5 pts |
| Total | | | | | 100 pts | |

NOMINATION FORM

OFFICE/SCHOOL: _____

ADDRESS: _____

A. PERSONAL DATA

1. Nominee's Full Name: _____
(Surname) (Given Name) (Middle Name)

2. Home Address: _____

3. Telephone Numbers: _____
(Office/School) (Residence) (Cellphone)

4. Date of Birth: _____

5. Place of Birth: _____

6. Sex: _____

7. Civil Status: _____

8. Citizenship: _____

9. Number of Years in Service: _____

10. Present/ Position Rank: _____

B. Give at least three (3) reasons for nominating the employee/school.

1. _____

2. _____

3. _____

C. INFORMATION about the NOMINATOR:

1. Name: _____

2. Position: _____

3. Office/School/District: _____

I hereby nominate the above named candidate for the 2017 Search for harmonious schools and outstanding teaching-related and non-teaching personnel.

Name and Signature of Nominee