



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet, 2601
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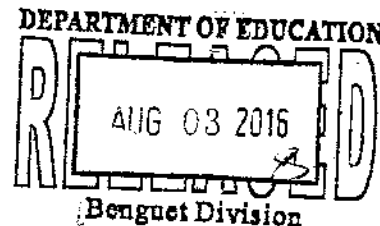


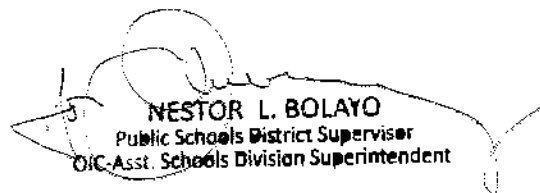
Division MEMORANDUM
No. **131** s. 2016

TO: Chiefs – CID & SGOD
Public Schools District Supervisors/Coordinating Principals
All Elementary and Secondary School Heads
Teachers
All others concerned

DATE: AUGUST 1, 2016

FROM: FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent




NESTOR L. BOLAYO
Public Schools District Supervisor
OIC-Asst. Schools Division Superintendent

SUBJECT: 2016 DIVISION-WIDE SEARCH FOR OUTSTANDING TEACHERS, PERSONNEL, SUPERVISORS, AND CURRICULUM IMPLEMENTERS

1. As part of giving due recognition to the efforts, initiatives and accomplishment of teachers, school heads, supervisors, curriculum implementers and other personnel in the delivery of quality basic education, the Schools Division of Benguet through the Curriculum Implementation Division (CID) is conducting a Division-Wide Search for the 2016 Most Outstanding teachers in selected subject areas, Most Outstanding Supervisors, Most Outstanding CID personnel and Best Curriculum Implementers.

2. As indicated in the CID Annual Implementation Plan, the search specifically aims to recognize and reward outstanding achievements in the delivery of basic education, and to encourage innovative and sustainable practices in improving learning outcomes.

3. The division-wide search involves the following awards:

- a) Best Curriculum Implementer (Elementary & Secondary),
- b) Outstanding MAPEH Teacher (Elementary and Secondary),
- c) *Natatanging Guro sa Filipino (Elementary at Secondary)*,
- d) Outstanding TLE Teacher (Elementary and Secondary),
- e) Gawad Parangal sa Araling Panlipunan (Elementary and Secondary),
- f) Outstanding Math & Science Teacher (Elementary and Secondary)
- g) Outstanding English Teacher (Elementary and Secondary)
- h) Outstanding EsP Teacher (Elementary and Secondary)
- i) Outstanding Education Program Supervisor/Public Schools District Supervisor
- j) Outstanding ALS implementer
- k) Outstanding CID Non-teaching Personnel

4. The awarding ceremony for the above-mentioned awards will be held on September 23, 2016 in time for the Benguet Teacher's Day Celebration. The winners will receive plaques of recognition.

5. Enclosed are the guidelines and criteria for the selection, required documents and nomination forms relative to the conduct of the searches:

- a. Enclosure No.1 - Nomination Form



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- b) Enclosure No.2 - Guidelines on Best Curriculum Implementer
- c) Enclosure No.3 - Guidelines on Outstanding MAPEH Teacher
- d) Enclosure No.4 - *Pamamaraan ng pagpili sa Natatanging Guro sa Filipino*
- e) Enclosure No. 5 - Guidelines on Outstanding TLE Teacher
- f) Enclosure No. 6 - Guidelines on Gawad Parangal sa Araling Panlipunan
- g) Enclosure No. 7 - Guidelines on Outstanding Math & Science Teacher
- h) Enclosure No. 8 - Guidelines on Outstanding English Teacher
- i) Enclosure No. 9 - Guidelines on Outstanding EsP Teacher
- j) Enclosure No. 10 - Guidelines on Outstanding Education Program Supervisor/
Public Schools District Supervisor
- k) Enclosure No. 11 - Guidelines on Outstanding ALS implementer
- l) Enclosure No. 12 - Guidelines on Outstanding CID Non-teaching Personnel

6. All school officials are enjoined to provide the search with the widest publicity and support.

7. Immediate dissemination of this memorandum is desired.

Encls.: As stated

References: DepEd Memorandum 375 s. 2008, DepEd Memorandum 07 s. 2010, CSC guidelines No. 110028 promulgated 2011, Regional memorandum 213 s. 2015

NOMINATION FORM

SCHOOL: _____

ADDRESS: _____

A. PERSONAL DATA

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

2. Home Address: _____

3. Telephone Nos: _____
(School) (Residence) (Cellphone)

4. Date of Birth: _____ 7. Civil Status: _____

5. Place of Birth: _____ 8. Citizenship: _____

6. Sex: _____

B. EDUCATIONAL BACKGROUND

Please list down below the degrees being pursued or earned by the nominee beginning with the most recent and other information called for.

Degree Earned/Degree Being Pursued	School	Year Completed	Academic distinction

C. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

1. Number of year of service as *(learning Area e.g. Filipino)* _____ Teacher: _____

2. Present/Position Rank: _____

3. Subject/s presently taught: _____

4. Performance Evaluation/ Rating Obtained in the last 3 years

YEAR	2014-2013	2015-2014	2015-2016
RATING			

5. Enumerate instructional materials produced and used by the nominee for the improvement of learning such as books, reference materials, workbooks, modules, evaluation instruments and course guide. Indicate where, when and how these materials are being utilized. *(Pls. use another sheet if necessary)*

List of Materials	Where, When, How

6. Give details of any research conducted by the nominee.

D. PROFESSIONAL AND COMMUNITY DEVELOPMENT

1. What worthwhile activities outside of teaching has the nominee been involved in?

2. List down awards of recognitions received from reputable organization: local, regional, university, college, national, international.

E. INFORMATION about the NOMINATOR:

1. Name of Nominator: _____

2. Position: _____

3. School/District: _____

I hereby certify to the best of my knowledge all information contained in this form are true and correct.

Name and Signature of Nominee

*I hereby nominate the above named candidate of the 2016 Search for Outstanding _____
Teacher with the data herein stated to support his/her nomination.*

(Signature over printed name of Nominator)

**Guidelines on the Search for 2016 Best Curriculum Implementer
(Elementary and Secondary)**

1. The search for 2016 Best Curriculum Implementer School (Elementary and Secondary) shall cover the SY 2015-2016.
2. The search aims to give recognition to performing elementary and secondary schools that are committed in implementing the curriculum.
3. The search is open to all public elementary and secondary schools.
4. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).
5. The Search shall undergo the district level then to the division level. The district committee shall only assess the documents within their district using the division guideline and criteria. The first place winner in every district shall be the entries to the division level search attached with the result of the district search signed by the District Review Committee Chairman (PSDS/Coordinating Principal).
6. The composition of the District and Division level search committee are as follows:
 - District Level: Chairman: Public Schools District Supervisor/Coordinating Principal
Members: District PRAISE Committee members
 - Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID
Co-chairman: Lucio B. Alawas, CES - SGOD
Members: Warden A. Baltazar, EPS - PE&Health
Aladin M. Dobinto, PSDS
Sonia D. Dupagan, EPS - LRMS
7. Assessment and evaluation shall follow the following methodologies:
 - a. document review
 - b. validation and interview (only the top 5 ranks after the document review in the division level search will undergo the validation and interview to determine placement winners).
8. The conduct of the search is scheduled as follows:

	Search Activities	Dates
1.	District Search/ Assessment/Evaluation	August 15-19, 2016
2.	Submission of District Result and Documents of District winners to the SDO by the PSDS/CP	August 26, 2016
3.	Division Search: Assessment/Evaluation/Validation/Interview	September 5-16, 2016
4.	Awarding: Division-Level - "Teachers Day"	September 22-23, 2016

9. The top 3 winners shall be awarded with certificate of recognition.

**Guidelines on the Search for 2016 Division Outstanding Employee
(MAPEH Teacher: Elementary and Secondary)**

1. The search for 2016 Outstanding Employee (MAPEH Teacher: Elementary and Secondary) shall cover the last 3 calendar years starting SY 2013 - 2014.
2. The search is open to all public elementary and secondary school teachers teaching MAPEH in any grade levels.
 - a. Elementary teachers are those who teaches the whole MAPEH component areas in any grade level.
 - b. Secondary teachers should be MAPEH major/minor who handles atleast 75% teaching load or 4 classes in MAPEH with an average of four (4) hours a day.
3. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).
4. The Search shall undergo the district level then to the division level. The School Heads shall assess their MAPEH Teachers in their own schools and recommends the best to the district committee. The district committee shall only assess the documents within their district using the division guideline and criteria. The first place winner in every district shall be the entries to the division level search attached with the result of the district search signed by the District Review Committee Chairman (PSDS/Coordinating Principal).
4. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).
5. The composition of the District and Division level search committee are as follows:

District Level: Chairman: Public Schools District Supervisor/Coordinating Principal
Members: District PRAISE Committee members

Division Level: Chairman: Rizalyn A. Guzman, Ed.D., CES - CID
Co-chairman: Warden A. Baltazar, EPS - PE & Health
Members: Sylvia J. Rimban, EPS - Music & Arts
Joseph L. Daganos, EPS - Social Studies
Francis F. Peckley, EPS - English
6. Assessment and evaluation shall follow the following methodologies:
 - a. document review
 - b. validation and interview (only the top 5 ranks after the document review in the division level search will undergo the validation and interview to determine placement winners.
7. The conduct of the search is scheduled as follows:

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8. The top 3 winners shall be awarded with certificate of recognition.

**Search for 2016 Division Outstanding Employee
(MAPEH Teacher: ELEMENTARY and SECONDARY)**

Criteria		Points					Samples of Expected MOVs (attachmments)	Rating/ Score
1 Instructional Competence and Teaching Effectiveness (40)								
a. Performance rating for the last 3 years	O	20	VS	15	Approved and duly signed Performance Ratings			
b. Assessment tools prepared for assessing performnce task per grading period	5				Summative Assessment tools utilized for performance task per grading period			
c. Instructional Materials prepared and utilized	5				Hard/electonic copies of materials made approved by the School Head			
d. Demonstration teacher for the last 5 years	Nat'l	Reg'l	Div.	Dist.	Sch	Note: The highest level will be counted		
	10	8	7	4	3	Certificate with Demonstration Lesson Plan duly signed by concerned authorities		
2 Research/Interventions/Innovations the teacher implemented/conducted for the last 3 years (15)						proposals/designs duly signed by concerned authorities		
3 School-Community Involvement (Co-curricular, & Extra Curricular Activities) (15)								
a. Officership/Advisorship/Coordinatorship/ membership to professional and Club organizations (8)	Nat'l	Reg'l	Div.	Dist.	Sch	List of Officers attached with an Oath of Office duly signed by the Inducting Officer.Approved Action Plan /Proposal duly signed by the School. Head. Accomplishment reports duly signed by concerned School Heads/authorities supported by approved Action Plans		
President/Chairman	8	6	5	4	3			
Vice Chairman	6	5	4	3	2			
Member	5	4	3	2	1			
b. Activities innitated/conducted or participated as: (7)								
Chairman	7				Accomplishment reports duly signed by concerned School Heads/authorities supported by approved Action Plans			
Vice/co-chairman	5							
Member	3							
4 Proessional Growth and Development (10)								
a. Current attendance to post graduate (maximum of 9 units/semester) (5)	units		9	6	3	TORs, Certification for units earned issued by the Institution		
			5	3	1			
b. Attendance to MAPEH related Trainings/ Workshops/writeshops, etc. for the last 3 yrs. 2014-2016 (5)	Nat'l	Reg'l	Div.	Dist.	Sch	Certificates of Participation/Attendance Note: The highest level will be considered for merit		
	5	4	3	2	1			
5 Awards of Recognition (10)								
Champion/Outstanding/Best/First Place	10	7	4	3	2	Certificates duly signed by concerned authority		
First runner-up/Second Place	9	6	3	2	1			
Second Runner-Up/Third Place	8	4	2	1	0.5			
6 Potentials (10)								
a. Specialized Skill	5				Certificates:for MAPEH related Skills			
b. Interview	5				Interview will be conducted if necessary/ to break tie scores			
TOTAL		100						

Note: Other MOVs to support the criteria may include digitals and printouts.

District Review Committee shall use this form/criteria and attach to the documents/folder of the teacher entry to the Division Level Search.

PAGPILI NG 2016 NATATANGING GURO SA FILIPINO

(Kategorya ng elementarya at sekundarya)

A. KWALIPIKASYON NG APLIKANTE:

1. Wala siyang nakabinbing kasong sibil o administratibo
2. Mayroon siyang tatlong taon o higit pang karanasan sa pagtuturo sa pampublikong paaralan
3. Siya ay aktuwal na nagtuturo ng asignaturang Filipino

B. Pamantayan ng Pagmamarka/Kriteriya (Ang bawat aytem ay nangangailangan ng dokumento)

KRITERIYA	PUNTOS					DOKUMENTONG MAGPAPATUNAY	Iskor/ Puntos
1. Personalidad at Pag-uugali	5 puntos					Katunayan ng Kahusayan sa Pag-uugali na pinirmahan ng otorisadong indibidwal o grupo tulad ng simbahan, sibikong samahan, kurseho ng matatanda, kooperatiba, atpb	
2. Kahusayan sa Pagtuturo	20 puntos						
a. Performance Rating sa 3 huling taon	5 puntos					Kopya ng IMS	
b. Nagawang Kagamitang Pampagtuturo	Nat'l	Reg	Div	Dist	iskol	Sertipiko, banghay-aralin	
c. Nagpakitang-Turo	10	8	6	4	2		
3. Pananaliksik at inobasyon sa pagtuturo	10 puntos					Kopya ng aprobadong dokumento	
4. Ibang Natatanging Nagawa							
a. Naging Tagapagsalita/Tagapagdalo	Nat'l	Reg	Div	Dist	iskol	Sertipiko	
	10	8	6	4	2		
b. Nagsilbing Trainer/Coach ng nagwaging mag-aaral	Nat'l	Reg	Div	Dist	iskol	Sertipiko	
	10	8	6	4	2		
c. Nakatanggap na Karangalan	Nat'l	Reg	Div	Dist	iskol	Katibayan	
	10	8	6	4	2		
d. Namuno ng pagsasanay	5 puntos 5- Dibisyon o mas mataas 4- District 3 - School					Inaprobahang Disenyo ng Pagsasanay, inaprobahang Ulat	
5. Pagpapaunlad sa Sarili at Propesyon							
a. Natapos na Pag-aaral	5- Doctorate 4- Kumpletong Doctoral Units 3- Kumpletong MA Units					Transcript of Records (Certified True Copy)	
b. Pagdalo sa Seminar	5- Internasyonal; 4- National; 3- Regional; 2-District; 1- Iskol					Sertipiko	
6. Potensyal							
a. Kasanayang Espesyal	2.5 puntos					Mga kaugnay na sertipiko	
b. Interbyu	2.5 puntos						
KABUUAN	100 PUNTOS						

Guidelines on the Search for Outstanding EPP/TLE/TVE Teacher

I. Objectives

The general objective of the search is to recognize the outstanding achievements of Technology and Livelihood Education (EPP), Technology and Livelihood Education and Technical Vocational Education (TVE) teachers and to encourage others in the field to uplift the quality of teaching EPP/TLE/TVE in the Division of Benguet.

Specifically it aims to:

1. Motivate the EPP/TLE/TVE teachers to excel in their area of specialization.
2. Encourage EPP/TLE/TVL to share best practices in teaching EPP/TLE/TVL.
3. Promote EPP/TLE/TVL as an avenue for a lifelong learning.

II. Guidelines for Implementation

1. The search is open to all full-time Edukasyong Pangkabuhayan at Pangkalusugan (EPP), Technology and Livelihood Education (TLE) and Technology Vocational Education (TVE) teachers.

Note. EPP will be represented by elementary teachers (Grade 4-6 teachers) while TLE-TVE will be represented by secondary teachers.

2. The nominee must be a Filipino citizen, male or female, presently teaching EPP/TLE/TVL and must have taught in the schools for at least five consecutive years or more.

3. The Search shall undergo the district level then to the division level. The district committee shall only assess the documents within their district using the division guideline and criteria. The first place winner in every district shall be the entries to the division level search attached with the result of the district search signed by the District Review Committee Chairman (PSDS/Coordinating Principal).

4. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).

5. The composition of the District and Division level search committee are as follows:

District Level: Chairman: Public Schools District Supervisor/Coordinating Principal
Members: District PRAISE Committee members

Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID
Co-chairman: Samuel S. Ayangdan, EPS - TLE
Members: Tito C. Bestre, EPS - ALS
Joseph L. Daganos, EPS - Social Studies
Wilfred C. Bagsao, EPS - Mathematics

6. Assessment and evaluation shall follow the following methodologies:

- a. document review
- b. validation and interview (only the top 5 ranks after the document review in the division level search will undergo the validation and interview to determine placement winners.

7. The conduct of the search is scheduled as follows:

	Search Activities	Dates
1.	District Search/ Assessment/Evaluation	August 15-19, 2016
2.	Submission of District Result and Documents of District winners to the SDO by the PSDS/CP	August 26, 2016
3.	Division Search: Assessment/Evaluation/Validation/Interview	September 5-16, 2016
4.	Awarding: Division-Level – “Teachers Day”	September 22-23, 2016

8. The top 3 winners shall be awarded with certificate of recognition.

III. Selection Procedure

For the school, district and division level, all supporting documents (within the last three years) submitted by the school nominee shall be rated according to the set of criteria below:

	CRITERIA	WEIGHT	SCORE	EVIDENCES PRESENTED
1.	EXCEPTIONAL MORAL CHARACTER (please see enclosure _____ to this memorandum)	15		
2	EXTRAORDINARY ACHIEVEMENT	25		
	a. Conducted seminars/as Speaker (6) School Level.....2 points Division Level....3 points Regional Level...4 points National Level... 6 points			
	b. Demonstration Teaching (5) Demonstration Observed by D.O..... 5 points Demonstration Observed by District..... 3 Points Demonstration Observed by School.....1 point			
	c. Introduced innovation (3) School Level.....1 point Division Level..... 2 points Regional Level..... 3 points			
	d. EPP/TLE/TVE Action Research (3) Conducted Research3 points Approved Proposal1 point			
	e. Introduced Functional Instructional Materials(2 points)			
	f. Coach/participant in Technolympics and TESDA Skills competitions (Max 6 points) School Winner.....2 points Division Winner..... 3 points Regional Winner..... 4 points National Winner..... 6 points			
3	Community Involvement and Leadership (Within 2 years)	10		
	1.(Adviser in co-curricular activities, Organized Skills training in the community, Ex. YECS, Technolympics Adviser) (Max 5 points) 5 or more years5 points Less than 5 yrs-3yrs 4 points Less than 3 years 3 points			

	<p>2. <i>Organized skills training in the community (Max 5 points)</i></p> <p>Within 2 years.....5 points Less than 2 years..... 2 points</p>			
4	<p>Professional Development (Within the last 5 years).</p>	10		
	<p>Attended training programs, seminars in EPP/TLE/TVE (Maximum of 10 points) -Participants in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions</p> <p>School Level..... 2 points Division Level..... 4 points Regional Level..... 6 points National Level..... 8 points International Level..... 10 points</p>			
5	<p>Performance rating for the last three (3) ratings periods should be at least Very Satisfactory. (Average of the numerical ratings multiplied by 25%)</p>	25		
6	<p>Academic and Technical Qualification</p>	15		
	<p>Doctorate Degree..... 10 points Complete Academic Requirements..... 9 points Master's Degree.....8 points Complete Academic Degree.....7 points TM II Holder..... 5 points TM I Holder.....4 points NCIII Holder..... 3 points NCII Holder..... 2points</p>			

Gawad Parangal sa Araling Panlipunan

1. The search aims to recognize teachers teaching Araling Panlipunan who have shown excellence and utmost dedication and commitment in public service in their respective schools/districts.
2. The search is open to all Elementary and Secondary Araling Panlipunan teachers.
3. The nominee/applicant to the search should meet the following qualifications; A) He/She must be teaching Araling Panlipunan for at least three years, B) He/She must have performance rating for the last three years, C) He/She must be of good moral character, D) No pending administrative case, E) He/She must have a community involvement for the last three years.
4. Documents must be evaluated in their respective schools/districts by the school/district search committee. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).
5. The composition of the District and Division level search committee are as follows:
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 Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID
 Co-chairman: Joseph L. Daganos, EPS - Social Studies
 Members: Francis F. Peckley, EPS - English
 Macarthy B. Malanes, EPS - Filipino
 Wilfred C. Bagsao, EPS - Mathematics
6. Assessment and evaluation shall follow the following methodologies:
 - a. document review
 - b. validation and interview (only the top 5 ranks after the document review in the division level search will undergo the validation and interview to determine placement winners.
7. The conduct of the search is scheduled as follows:

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CRITERIA FOR EVALUATION
Gawad Parangal sa Araling Panlipunan

EVALUATION CRITERIA	SAMPLE EVIDENCES	POINTS	RATING
A. Personal Qualities and Character	Write-up from Principal, co-teacher, PTA homeroom President	3 pts (1 pt per write up)	
B. Instructional Competence and Teaching Effectiveness			
1. performance rating for the last three years	Performance rating	15	
2. Education Doctoral - 5 CAR - 4 MA - 3 CAR for MA - 2 MA units (18 units and above) - 1	Transcript of records	5	
3. Trainings attended related to Araling Panlipunan National - 5 Regional - 3 Division - 2 District - 1	Certificate of participation/ recognition	7	
4. Relevant Training (The nominee served as a speaker, lecturer, facilitator, presenter in training workshop in Araling Panlipunan) National - 5 Regional - 3 Division - 2 District - 1	Certificate of Recognition	10	
5. Nominee served as trainer/coach in Araling Panlipunan Quiz Bee or any AP competition for the last five years National - 5 Regional - 3 Division - 2 District - 1	Certificate of Recognition	10	
6. Seminars or any activity coordinated in Araling Panlipunan Division - 5 District - 3 School - 2	Letter of request, Copy of approved proposal/ Activity request	10	
7. Involvement/Participation to any community activities for the last two years as: Chairman - 5 Co-chairman - 3 Member - 2	Certificate of appreciation/ recognition/ participation	5	

<p>8. Demonstration teaching</p> <ul style="list-style-type: none"> -mastery of the subject matter -classroom management -congruency of activities -effective use of LMs -use of technology in teaching 	<p>Copy of lesson plan, actual classroom observation by school search/district committee</p>	<p>20</p>	
<p>C. INTERVIEW</p> <ul style="list-style-type: none"> Delivery Smartness/ Alertness Clarity of response 	<p>Interview rubrics signed by the school search committee</p>	<p>10</p>	
<p>D. Action Research in Araling Panlipunan conducted in the</p> <ul style="list-style-type: none"> Division - 5 District - 3 School - 2 	<p>Copies of Action Research and approved proposal signed by school heads</p>	<p>5</p>	
<p>TOTAL</p>		<p>100</p>	

Search for Outstanding Math/Science Teacher

1. The search aims to recognize teachers teaching Math and Science who have shown excellence and utmost dedication and commitment in public service in their respective schools/districts.
2. The search is open to all Elementary and Secondary Math and Science teachers.
3. The nominee/applicant to the search should meet the following qualifications; A) He/She must be teaching Math or Science for at least three years, B) He/She must have performance rating for the last three years, C) He/She must be of good moral character, D) No pending administrative case, E) He/She must have a community involvement for the last three years.
4. Documents must be evaluated in their respective schools/districts by the school/district search committee. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).
5. The composition of the District and Division level search committee are as follows:
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 Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID
 Co-chairman: Wilfred C. Bagsao, EPS – Mathematics
 Members: Tito C. Bestre, EPS – ALS
 Warden A. Baltazar, EPS – PE & Health
 Sonia D. Dupagan, EPS - LRMDs
6. Assessment and evaluation shall follow the following methodologies:
 - a. document review
 - b. validation and interview (only the top 5 ranks after the document review in the division level search will undergo the validation and interview to determine placement winners.
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4.	Awarding: Division-Level - "Teachers Day"	September 22-23, 2016

8. The top 3 winners shall be awarded with certificate of recognition.

CRITERIA FOR EVALUATION
Search for Outstanding Math/Science Teacher

CRITERIA	WEIGHT	RATING	EVIDENCES PRESENTED
1. Instructional Competence and Teaching Effectiveness	40		
A. Performance Rating (Average of 3 rating period)	10		
B. Class Observation by the SH (5 observations per school year a total of 10 observations in 2 SY)	10		
C. Instructional Materials Made (attached titles and copy/ies)	10		
D. Action research/Research (attach compilation/terminal report)	10		
2. Accomplishment report for Math/Science Activities (activities for the last two years)	25		
<ul style="list-style-type: none"> - Make a report with photo attachment of any accomplishments made for math of science club for the last 2 school years (include special features & updated bulletin board) - Terminal/ completion reports of the programs/ projects conducted - Include publications (if any) 			
3. Community Involvement	10		
<ul style="list-style-type: none"> - List of community activities conducted or involvement and narrative report with photo if possible (5 pts) - Membership to Professional Organization Chairman ---5 pts Member --- 3 pts 			
4. Professional	5		
Seminars/Training attended National - 5 Regional - 3 Division - 2 District - 1 School - 0.5			
5. Professional and Community Awards Received (for the last five years)	5		
National - 5 Regional - 4 Division - 3 District - 2 School - 1			
6. Potential and Character	15		
a. Good Human relations in School and Community - 5 pts <ul style="list-style-type: none"> • Certification from Barangay Captain/PTCA - 3 • Certification from school head - 2 b. interview by Division/ District search committee - 10 pts			
TOTAL	100		

Search for Outstanding English Teacher

1. The search aims to recognize teachers teaching English who have shown excellence and utmost dedication and commitment in public service in their respective schools/districts.
2. The search is open to all Elementary and Secondary English teachers.
3. The nominee/ applicant to the search should meet the following qualifications; A) He/She must be teaching English for at least three years, B) He/She must have performance rating for the last three years, C) He/She must be of good moral character, D) No pending administrative case, E) He/She must have a community involvement for the last three years.
4. Documents must be evaluated in their respective schools/districts by the school/district search committee. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).
5. The composition of the District and Division level search committee are as follows:
District Level: Chairman: Public Schools District Supervisor/Coordinating Principal
Members: District PRAISE Committee members

Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID
Co-chairman: Francis F. Peckley, EPS - English
Members: Sylvia J. Rimban, EPS - Music & Arts
Wilfred C. Bagsao, EPS - Mathematics
Macarthy Malanes, EPS - Filipino
6. Assessment and evaluation shall follow the following methodologies:
 - a. document review
 - b. validation and interview (only the top 5 ranks after the document review in the division level search will undergo the validation and interview to determine placement of winners.
7. The conduct of the search is scheduled as follows:

	Search Activities	Dates
1.	District Search/ Assessment/ Evaluation	August 15-19, 2016
2.	Submission of District Result and Documents of District winners to the SDO by the PSDS/CP	August 26, 2016
3.	Division Search: Assessment/ Evaluation/ Validation/ Interview	September 5-16, 2016
4.	Awarding: Division-Level - "Teachers Day"	September 22-23, 2016

8. The top 3 winners shall be awarded with certificate of recognition.

CRITERIA FOR EVALUATION
Search for Outstanding English Teacher

CRITERIA	WEIGHT	RATING	EVIDENCES PRESENTED
1. Instructional Competence and Teaching Effectiveness	40		
A. Performance Rating (Average of 3 rating period)	10		
B. Class Observation by the SH (5 observations per school year a total of 10 observations in 2 SY)	10		
C. Instructional Materials Made (attached titles and copy/ies)	10		
D. Action research/Research (attach compilation/terminal report)	10		
2. Accomplishment report for English Activities	25		
(activities for the last two years) <ul style="list-style-type: none"> - Make a report with photo attachment of any accomplishments made for English club for the last 2 school years (include special features & updated bulletin board) - Terminal/completion reports of the programs/projects conducted - Include publications (if any) 			
3. Community Involvement	10		
<ul style="list-style-type: none"> - List of community activities conducted or involvement and narrative report with photo if possible (5 pts) - Membership to Professional Organization Chairman — 5 pts Member — 3 pts 			
4. Professional	5		
Seminars/Training attended National - 5 Regional - 3 Division - 2 District - 1 School - 0.5			
5. Professional and Community Awards Received (for the last five years)	5		
National - 5 Regional - 4 Division - 3 District - 2 School - 1			
6. Potential and Character	15		
a. Good Human relations in School and Community - 5 pts <ul style="list-style-type: none"> • Certification from Barangay Captain/PTCA - 3 • Certification from school head - 2 b. interview by Division/District search committee - 10 pts			
TOTAL	100		

Search for Outstanding EsP Teacher

1. The search aims to recognize teachers teaching EsP who have shown excellence and utmost dedication and commitment in public service in their respective schools/districts to uplift the quality of teaching Values in the country.
2. The search is open to all fulltime Elementary and Secondary EsP teachers.
3. The nominee/applicant to the search should meet the following qualifications;
 - A) He/She must be a Filipino citizen, male or female, presently teaching VE/EsP for three consecutive years or more,
 - B) The nominee for the award must be recommended by the school head,
 - C) He/She must have performance rating for the last three years,
 - D) He/She must be of good moral character as certified by the school head,
 - E) No pending administrative case,
 - F) He/She must have a community involvement for the last three years.
 - G) Nominees and finalist in the previous year's search (except the winners) are still qualified for re-nomination
4. Documents must be evaluated in their respective schools/districts by the school/district search committee. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).
5. The composition of the District and Division level search committee are as follows:

District Level: Chairman: Public Schools District Supervisor/Coordinating Principal
Members: District PRAISE Committee members

Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID
Co-chairman: Sylvia J. Rimban, EPS – Music & Arts
Members: Francis F. Peckley, EPS – English
Joseph L. Daganos, EPS – Social Studies
Sonia D. Dupagan, EPS - LRMDS
6. Assessment and evaluation shall follow the following methodologies:
 - a. document review
 - b. validation and interview (only the top 5 ranks after the document review in the division level search will undergo the validation and interview to determine placement of winners.
7. The conduct of the search is scheduled as follows:

	Search Activities	Dates
1.	District Search/Assessment/Evaluation	August 15-19, 2016
2.	Submission of District Result and Documents of District winners to the SDO by the PSDS/CP	August 26, 2016
3.	Division Search: Assessment/Evaluation/Validation/Interview	September 5-16, 2016
4.	Awarding: Division-Level – “Teachers Day”	September 22-23, 2016

8. The top 3 winners shall be awarded with certificate of recognition.

CRITERIA FOR EVALUATION
Search for Outstanding EsP Teacher

	WEIGHT	RATING	EVIDENCES PRESENTED
1. EXCEPTIONAL MORAL CHARACTER <i>(relationship with head, fellow teachers, parents, students and community)</i>	10%		
2. EXTRAORDINARY ACHIEVEMENTS (within the last 3 years) <i>(conducted seminar and demonstration teaching in VE, served as speaker, facilitator or resource person, introduced new innovations in teaching VE, conducted research, prepared instructional materials and received awards and recognition)</i>	25%		
3. COMMUNITY INVOLVEMENT AND LEADERSHIP (within the last 3 years) <i>(organized youth groups and conducted/ participated in community programs and projects)</i>	10%		
4. ACADEMIC BACKGROUND	10%		
5. PROFESSIONAL DEVELOPMENT (within the last 5 years) <i>(attended training programs, seminars in VE and membership in professional organizations related to Values Education)</i>	15%		
6. TEACHING PERFORMANCE (within the last 3 years)	25%		
TOTAL	100%		

Documents to be submitted by the VE Educator Nominee in the following order:

1. Duly accomplished nomination forms
2. Certification of good moral character
3. Certification of scholastic standing
4. Copy of profile activities with supporting documents
5. List of activities with supporting documents
6. List of community involvement and leadership with supporting documents

**Guidelines on the Search for Outstanding CID Personnel
(Education Program Supervisor/Public Schools District Supervisor)**

1. The search aims to recognize the exemplary and outstanding performance and accomplishments of education/district supervisors on their valuable contributions in the advancement and promotion of functional and effective teaching. This is to promote leadership and excellence in professional conduct and public service.
2. The nominee/applicant to the search should meet the following qualifications:
 - a. He/She must have a performance rating of very satisfactory for the last three years
 - b. He/She must be of good moral character with no pending administrative/civil/criminal case.
 - c. He/She must have a community involvement for the last three years.
3. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).
4. The composition of the Division level search committee are as follows:

Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID
Co-chairman: Lucio B. Alawas, CES - SGOD
Members:
5. Assessment and evaluation shall follow the following methodologies:
 - a. document review
 - b. validation and interview (only the top 5 ranks after the document review will undergo the validation and interview to determine placement winners)
6. The conduct of the search is scheduled as follows:

	Search Activities	Dates
1.	Submission of Documents	August 26, 2016
2.	Assessment/Evaluation	September 5-16, 2016
3.	Validation/Interview	
4.	Awarding: Division-Level - "Teachers Day"	September 22-23, 2016

9. The top 3 winners shall be awarded with certificate of recognition.

Criteria for Evaluation

**Search for Outstanding CID Personnel
(Education Program Supervisor/Public Schools District Supervisor)**

	CRITERIA	WEIGHT	SCORE	EVIDENCES PRESENTED
1.	OCCUPATIONAL COMPETENCE a. Instructional Competence (20) b. Curriculum Innovation/Creativity (20) c. performance of the Subject area/District in the national test (10)	50		
2.	OUTSTANDING ACCOMPLISHMENT a. outstanding employee award (5) b. innovation/ creativity (5) c. research (5) d. publication/ authorship(5) e. consultancy/ speakership (5)	25		
3.	PROFESSIONAL GROWTH a. education (5) b. training (5) c. position and accomplishment to professional organization (5)	15		
4.	PERSONAL CHARACTERISTICS	10		
	TOTAL	100		

Guidelines on the Division Search for the Most Outstanding ALS Implementers

I. Scope of the Program.

The search shall apply to all Fulltime District ALS Coordinators (DALC) and ALS Mobile Teachers (AMT) who are recognized as DepEd employees pursuant to CSC Resolution No. 01-1352 dated August 10, 2001.

II. Qualifications

Nominees must meet the following criteria:

1. Must be in the service at the time of nomination.
2. Have been rated at least Very Satisfactory or its equivalent for the last two consecutive performance ratings prior to their nominations; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and no pending administrative case at the time of nomination.

III. Guidelines for Implementation

1. The Search shall undergo the district level then to the division level. The district committee shall only assess the documents within their district using the division guideline and criteria. The first place winner in every district shall be the entries to the division level search attached with the result of the district search signed by the District Review Committee Chairman (PSDS/Coordinating Principal).

2. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).

3. The composition of the District and Division level search committee are as follows:

District Level: Chairman: Public Schools District Supervisor/Coordinating Principal
Members: District PRAISE Committee members

Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID

Co-chairman: Tito C. Bestre, EPS – ALS

Members: Rose N. Anapen, EP Specialist II

Rodriguez L. Belino, EP Specialist II

Macarthy B. Malanes, EPS - Filipino

4. Assessment and evaluation shall follow the following methodologies:

a. document review

b. validation and interview (only the top 5 ranks after the document review in the division level search will undergo the validation and interview to determine placement winners.

5. The conduct of the search is scheduled as follows:

	Search Activities	Dates
1.	District Search/ Assessment/Evaluation	August 15-19, 2016

2.	Submission of District Result and Documents of District winners to the SDO by the PSDS/CP	August 26, 2016
3.	Division Search: Assessment/Evaluation/Validation/Interview	September 5-16, 2016
4.	Awarding: Division-Level - "Teachers Day"	September 22-23, 2016

6. The top 3 winners shall be awarded with certificate of recognition.

IV. CRITERIA FOR EVALUATION

Evaluation Criteria	Weight	Score	Sample evidence to be presented
I. OCCUPATIONAL COMPETENCE	65		
A. outstanding accomplishments			
1. planned activities that are responsive to the needs and problems of the community	(10)		Action plan
2. Sourced-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects	(5)		Approved proposal
3. conceptualized literacy programs/projects	(5)		Project proposal
4. published articles on ALS programs/projects	(5)		Published article
5. served as resource person/trainer/facilitator National — 1.75 Regional — 1.5 Division — 1.25 District — .50	(10)		certificates
6. developed community-based learning materials	(10)		Certified true copy of materials
7. established functional data-base at the district/school level	(10)		Results of data generated, literacy mapping
8. conducted action research on community-based programs/projects	(10)		Copy of action research
II. PROFESSIONAL ADVANCEMENT	25		
1. educational attainment Doctoral ----5 CAR -----4.75 Masters degree ----4 CAR (MA)----3.75 College graduate ----3	(5)		Diploma/certification

2. In-Service Training Attended	(10)		
International ---3 National -----2.5 Regional -----2 Division -----1.5 District ----- 1			Certificate of participation/ attendance
3. Awards received National -----4 Regional -----3 Division -----2 District ----- 1	(10)		Certificate of recognition/ Appreciation/ commendation
III. PERSONAL QUALITIES AND CHARACTER	10		
1. demonstrated positive traits both private and public life -is friendly, compassionate and tactful -initiates, facilitates and builds inter-community relations -maintains wholesome relations with peers and inter-agency partners -demonstrates transparency, honesty, accountability and personal integrity			Signed testimonies of community members, DepEd key officials, partners, etc.
total	100		

Reference: DepEd Memorandum No. 7 s. 2010

Guidelines on the Search for Outstanding CID Personnel (Non-teaching Personnel)

1. The search aims to acknowledge significant contributions of non-teaching personnel in the promotion of dedication and commitment to the service and as effective partners of teachers and schools officials in achieving excellence. This is to encourage and inspire non-teaching personnel to work for the enhancement of reputation and image of the department. The division will give recognition to the continuous display of dedication in providing quality service to clients and for the gestures of commitment in achieving excellence in their respective field of work.

2. The nominee/applicant to the search should meet the following qualifications:

- a. He/She must have a performance rating of very satisfactory for the last three years
- b. He/She must be of good moral character with no pending administrative/civil/criminal case.
- c. He/She must have a community involvement for the last three years.

3. Documents shall be prepared in folder properly arranged following the sequence in the criteria. All documents shall be based on the criteria attached with documents/MOVs to support rating (e.g. print media/digital presentations/photo documents and the like).

4. The composition of the Division level search committee are as follows:

Division Level: Chairman: Rizalyn A. Guznian, Ed.D., CES - CID
 Co-chairman: Lucio B. Alawas, CES - SGOD
 Members: Sonia D. Dupagan, EPS - LRMS
 Warden A. Baltazar, EPS - PE & Health
 Sylvia J. Rimban, EPS - Music & Arts

5. Assessment and evaluation shall follow the following methodologies:

- a. document review
- b. validation and interview (only the top 5 ranks after the document review will undergo the validation and interview to determine placement winners)

6. The conduct of the search is scheduled as follows:

	Search Activities	Dates
1.	Submission of Documents	August 26, 2016
2.	Assessment/Evaluation	September 5-16, 2016
3.	Validation/Interview	
4.	Awarding: Division-Level - "Teachers Day"	September 22-23, 2016

7. The top 3 winners shall be awarded with certificate of recognition.

**Criteria for Evaluation
Search for Outstanding CID Personnel
(Non-teaching Personnel)**

	CRITERIA	POINTS	SCORE	EVIDENCES PRESENTED
1.	OCCUPATIONAL COMPETENCE a. work performance (20) b. work accomplishment (20) c. human relations (10)	50		
2.	OUTSTANDING ACCOMPLISHMENT a. outstanding employee award(10) b. innovation/creativity (5) c. training (5) d. position and accomplishment in professional organization (5)	25		
3.	ATTITUDE a. interest and dedication (5) b. cooperation and reliability (5) c. leadership (5)	15		
4.	PERSONALITY	10		
	TOTAL	100		



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BENGUET
 Wangal, La Trinidad, Benguet
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"SEARCH FOR THE MOST FUNCTIONAL LIBRARY"

CATEGORY:

CRITERIA	RATING				
	MOV	STANDARD	WEIGHT POINTS	POINTS	Weight Rating
I. Administration			5		
A. The designate librarian plans and develops programs for the library operations.	action plan	complete and implemented	2		
B. The library services and resources are maximized.	signed book card	10% of enrollees	3		
II. Human Resources			5		
A. Number of hour service	logbook	4 hours per	1		
B. Library Forms	book card due		1		
C. Update lists of holdings	accession book	updated	1		
D. Innovations and creativity	OPAC, Physical set up	meaningful and	1		
E. The designate librarian attends seminar-workshops, conferences and other continuing professional education	certification	2 seminar in a yr	1		
III. Holdings Management			30		
A. Collection Development			20		
1. The library acquires: print and electronic resources for the last three (3) years.	Official receipt/ accession book, information file, inventory	30 volumes per year, 5 pieces per year	2		
2. The library contains local history about the school and the community		5 books per year, 10 articles per year	2		
3. For an enrollment of less than 1000 students, the library should have:			2		
a. Elementary level		3000 book titles			
b. Secondary Level		5000 book titles			
4. Twenty percent (20%) of the total collections is published within the last ten (10) years			2		
a. Elementary level		600 book titles			
b. Secondary Level		1000 book titles			
5. The library meet the basic subscription of the following:			2		
a. Magazine		15 titles			
b. Profesional journal		10 titles			
6. The library subscribes:			2		
a. national newspaper (3 titles)		5 titles			
b. local newspaper		3 titles			
	1 title				
7. Pamphlets, information files, government documents and other materials appropriate to the curriculum and interests of students were provided.	actual display	5 titles each	2		

8. The library has map						
	a. geographic regional map	Official Receipt Actual display	1 vol.	1		
	b. special map (economic, weather, political, historical, etc.)		1 vol.	1		
	c. Globe	Official Receipt Actual display	2 pcs.	1		
	d. Video recordings on different subjects		100 titles	1		
	e. Sound recordings on different types of music		200 titles	1		
	f. CD-ROMS		50 titles	1		
	g. charts, photographs, pictures and other types of graphic materials		50 titles	1		
B. Selection and Organization				5		
	1. The librarian, teachers and administrators actively participates in the selection and acquisition of holdings	approved request	2 book titles, 2 CD titles	1		
	2. Submits purchase request to the school head.					
	3. Books were stamped and recorded in the accession	accession book	30 books per year	1		
	4. Catalogued and classified books	30 books per year	DDC	1		
	5. Holdings were displayed and organized according to standard system	labeled book	DDC	1		
C. Preservation and security				5		
	1. Library has a program for the care and preservation of the collections	Mended/ binded books	5 books, 2 books	2.5		
	2. Library has security measures for the safety of holdings	Baggage counter, electronic gadgets		2.5		
IV. Services and Utilization				20		
	A. The library is open before, during and after classes and/or Saturday/Sunday as a need arise.	Logbook	4 hours a day	2		
	B. Acquisition and other activities are well disseminated.	memo	yearly	2		
	C. There is coordination with the faculty for the promotion of the library.	approved schedule and pictures	yearly	2		
	D. Orientation of students and faculty is done at the beginning of the school year.	attendance with picture	June-July	2		
	E. Maintains statistical records of utilized collections.	statistics, actual physical set-up	daily updated open shelf per subject	2		
	F. Holdings can be search through Online Public Access Catalog (OPAC)			2		
	G. Clienteles are free to scan books on the shelves.			2		
	H. Shelves are labeled with corresponding subjects.			2		
	I. Library files communications, reports and other useful documents.			2		
	J. Prepares, submits communications, reports, others.			display approved		2
V. Physical Facilities				25		
	A. The library can accommodate the total population	floor plan	10% of the enrollment	2		
	B. The library meets the standard space requirement for the reading area.	floor plan	2.40 sq. m. per seat	2		

C. The library is equipped with:		actual facilities		1		
1. Reading Tables			15-25 % of the enrollment	1		
2. Armless chairs			15-25 % of the enrollment	1		
3. Librarians Tables			minimum of 2 tables	1		
4. Librarians Chair			minimum of 2 chairs	1		
5. Charging/ Circulation Desk			1 desk/table	1		
6. Card Catalog with trays			1 cabinet	1		
7. Periodical Index Cabinet			1 cabinet	1		
8. Shelf list card cabinet			1 box	1		
9. Book shelves preferably			All books should be properly shelved	1		
	single faced					
	double faced					
	wall shelves					
10. Information file cabinet		actual facilities	1 cabinet	1		
11. Newspaper per display rack			all magazine should be	1		
12. Dictionary and atlas stand			minimum of 3	1		
13. Storage Cabinet			1 cabinet	1		
14. Furniture for Informal reading			1 MOV	1		
15. Bulletin Board			minimum of cabinet	1		
16. Step tool			minimum of 4	1		
17. Book Truck				1		
18. Large picture files				1		
19. Equipment				1		
20. Computers (aside from those installed in the computer laboratory		1 for 1000 enrollment	1			
VI. Information Technology Facilities and Services						
A. The library is furnished with:						
	1. Information Technology	official Receipt	1 computer set	3		
	2. Communication Service		1 telephone	2		
VII. Financial Resources				5		
A. The library is provided with funds.		APP	approved P.O.	1		
B. The library is collecting fee for maintenance.		logbook	php8.00 per week	1		
C. The librarian attend seminars.		certificate	2 per year	3		
VIII. Linkages and Networking				5		
A. The library participates in resource sharing		MOA	1	2		
B. The library establishes linkages with other resource center in the community (ex. Barangay, special libraries) where to refer students for research & other resources of information.		request letter/ referral	1	3		
Total						