



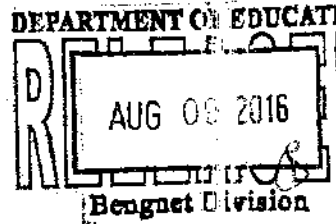
Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OFFICE OF BENGUET
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August 8, 2016

DIVISION MEMORANDUM

No. **136** s. 2016



To: Chiefs-CID & SGOD
Public Schools District Supervisors/Coordinating Principals
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Public and Private Elementary and Secondary Schools

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

SUBJECT: ADDENDUM TO DIVISION MEMORANDUM NUMBER 131 SERIES 2016 RE: 2016
DIVISION-WIDE SEARCH FOR OUTSTANDING TEACHERS, PERSONNEL, SUPERVISORS, AND
CURRICULUM IMPLEMENTERS

1. To be included in the search are the following:
 - a. Outstanding Public Elementary School Head
 - b. Outstanding Public Secondary School Head
 - c. Outstanding Private Elementary/Secondary School Head
 - d. Outstanding Public School Nurse
 - e. Outstanding Public Book Keeper
 - f. Outstanding Public Non-Teaching Personnel Level I (SG 1-9)
 - g. Outstanding Public Non-Teaching Personnel Level 2 (SG 10-24)
 - h. Most Harmonious Public Elementary School
 - i. Most Harmonious Public Secondary School
2. All accomplishments/attachments for the last three (3) years will only be considered.
3. Attached are the guidelines and criteria for the above additional search.
4. Time table for the search activities are the same 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 23, 2016

5. Wide dissemination of this memorandum is enjoined.

GENERAL GUIDELINES

1. The search for the 2016 most harmonious School, school heads (Public and private, elementary & secondary) and non-teaching personnel shall cover the SY 2015-2016.
2. The search aims to recognize the exemplary performance and outstanding accomplishments of the members of the academic community who manifest profound commitment and remarkable dedication to their specific duties and responsibilities in the field of work.
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 except for the private schools. The district search 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 Search Committee Chairman (PSDS/Coordinating Principal)/ District PRAISE .
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 PRAISE	
Chairman	Lucio B. Alawas, CES – SGOD
Co-chairman	Rizalyn A. Guznian, Ed.D., CES – CID
Members	SGOD

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. A separate search for outstanding school heads for elementary and /or secondary private schools will be conducted.

**CRITERIA for the SEARCH for 2016 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, workshops- 5 points

National	5
Regional	4
Division	3
District	2

School	1
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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 sections at the SDO.

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

		Indicators	Score
III. SCHOOL LEADERSHIP			
1. Data-based strategic planning	a.	Establishes eBIEIS/LIS and baseline data of all performance indicators.	
	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.	

	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.	
	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.	
	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

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

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. Work space 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				<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				
e. Awards/recognition received as a PPA implementer/coordinator/adviser				<ul style="list-style-type: none"> ○ Members of search committees like GPP, clean and green, etc.
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	S			Consistently outstanding or increasing trend -S
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 behavioural competence and (iii.) personal attributes use the scoring rubrics (0-7)

SEARCH FOR THE BEST PERFORMING BOOK KEEPER

Note: To be evaluated by the Immediate Superior, PSDS and/or SH where the book keeper is assigned, member, chair of the division/school inspectorate committee.

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 2016 OUTSTANDING PUBLIC
NON-TEACHING PERSONNEL (LEVEL I)**

CRITERIA		WEIGHT	RATING	EVIDENCES PRESENTED
IV. PERSONALITY AND CHARACTER		30%		
i. Good moral character, honest, and integrity	5			
j. Dependability, Reliability and cooperative attitude	5			
k. Public Relationship and with sense of humour	5			
l. Patience, Tolerance and concern for others	5			
m. Quality and consistency of exemplary conduct and Noteworthiness of behavioural Performance	10			
<p>NOTE: Submit write-ups on the relationship of the nominee with the following:</p> <ul style="list-style-type: none"> i. Immediate superior ii. Teacher (2) iii. other non-teaching personnel (1) iv. Co-member in civic and religious organization (2) 				
V. 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			
VI. 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)				
VII. RESOURCE MANAGEMENT		15%		
a. Efficient use of office equipment	5			
b. Attendance and punctuality	5			
c. Submit reports complete and on time	5			
VIII. AWARDS, CITATIONS, COMMENDATIONS AND RECOGNITION RECEIVED		10%		
National	10			
Regional	8			
Division	6			
District	4			

School	2			
IX. TRAININGS and SEMINAR WORKSHOPS ATTENDED		5%		
National	5			
Regional	4			
Division	3			
District	2			
School	1			
X. WORK-RELATED EXPERIENCE		5%		
One (1) point per year (maximum of 5)	5			
	TOTAL	100%		

CRITERIA for the SEARCH for 2016 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.				
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 2016 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 &	4		

implemented. f. Transparency board is updated monthly.				
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 Assessor's Office for issuance of Tax Declaration)	2			
v. On-going negotiation for execution of proof of occupancy/ownership.	1			
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%		