



Republic of the Philippines  
Cordillera Administrative Region  
Department of Education  
**SCHOOLS DIVISION OF BENGUET**

Wangal, La Trinidad, Benguet  
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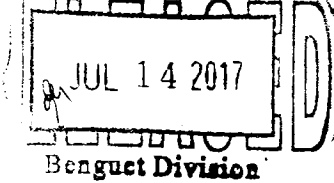


DEPARTMENT OF EDUCATION

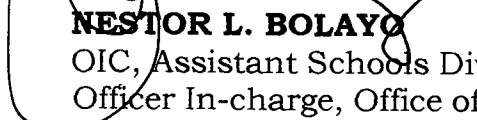
July 14, 2017

**DIVISION MEMORANDUM**

No. **137.2017**



**To:** Chiefs – CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/Coordinating Principals  
School Heads /EPS-II (ALS) and ALS Field Implementers  
ALS Stake Holders and All others concerned

**From:**   
**NESTOR L. BOLAYO**  
OIC, Assistant Schools Division Superintendent  
Officer In-charge, Office of the Schools Division Superintendent

**Subject: REVISED GUIDELINES ON THE SEARCH FOR THE  
OUTSTANDING ALS IMPLEMENTERS**

1. For the information and guidance of all concerned, enclosed is a copy of the Revised Guidelines on the search for outstanding ALS Implementer.
2. The purpose of the revised guidelines is to provide more detailed and update the guidelines enclosed in the Division Memorandum No. 127, s. 2017.
3. All existing Division Memoranda, particularly the provisions in enclosure no. 11 of said memo, which are inconsistent with this Division Memo, are rescinded. These guidelines shall remain in force and in effect, unless sooner repealed or amended.
4. Immediate dissemination of and strict compliance with this memorandum is desired.

Encl:

As stated

References:

Division Memorandum: (No. 127, s. 2017)

DepEd Memorandum: (No. 70, s. 2013)

## **Revised Guidelines on the Division Search for the Most Outstanding ALS Implementers**

### **I. Objectives**

The search aims to give due recognition to the ALS Implementers for their exemplary performance, dedication, and outstanding achievements in the promotion of literacy in their own district or community.

Specifically, it aims to:

1. Encourage ALS Field Implementers to deliver timely and efficiently the basic education and the technical know-how or the skills needed by the ALS Clientele specially the marginalized learners who are the last, the least and the lost.
2. Inspire ALS MTs and DALSCs to employ remediation on the implementation of InfEd programs in the absence of the national/DepEd budget.
3. Buoy up and support the professional growth and development of the ALS Field Implementers.

### **II. Scope of the Program.**

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

### **III. Categories of Awards**

The awards are for the following ALS Implementers:

1. Full-time District ALS Coordinators (DALSCs)
2. ALS Mobile Teachers (MTs)

### **IV. 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 (2) consecutive performance rating periods 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.

### **V. Required Nomination Documents**

The nomination folder should contain the original or certified photocopy of the following documents. Nonexistence of any of the following documents shall be ground for disqualification of entries:

1. Properly accomplished nomination form (Annex A) signed by the following District Level Search Committee:
2. Summary of Accomplishments signed by the nominee and certified by the District Level Committee.
3. CSC form 212 or Personal Data Sheet of the nominee with passport size (1 ½" x 2") photo with nametag taken within the last six (6) months.
4. Certification by the District Level Search Committee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination.
5. Detailed information on dismissed case/s, if any.
6. Photocopies of any document in support of the nomination.
7. All nominations with corresponding support documents endorsed by the nominator/s must be forwarded and addressed to:

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent  
Schools Division of Benguet  
Wangal, Ia Trinidad, Benguet

8. ***Any misrepresentation made in any of the documents submitted shall be ground for disciplinary action against the nominee and the certifying nominator/s.***

9. All District nominations must reach the SDO on or before August 29, 2017.

Below is the timetable for the conduct of said search/nomination:

No.	Activity	Dates
1	School Search/ nomination/Assessment/ Evaluation	July-August 4, 2017
2	District Search/nomination/Assessment/ Evaluation	August 7-25, 2017
3	Submission of District Result and Documents of District winners to the SDO by the PSDS/CP	On or before August 29, 2017
4	Division Search: Assessment/ Evaluation/ Validation/Interview	August 30- September 15, 2017
5	Awarding: Division-Level "Teachers Day"	September 28-29, 2017

## VI. Procedure for Evaluation/Judging all categories

1. Nominee shall prepared their documents in folder properly arranged and labeled following the sequence in the criteria and nomination documents. 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).
2. Documents like the outstanding accomplishments and Awards already used by the nominee as a result of being an Outstanding ALS Implementer in the previous search shall no longer accepted.
3. The nomination/search shall be done at the district level then to the division level. The District Level Search Committee shall include the following:

**Chairperson:** Public Schools District Supervisor/Coordinating Principal

**Members:** District PRAISE Committee Members

3. There will be separate evaluation processes for the two (2) categories (\*District ALS Coordinator, and \* ALS Mobile Teacher).
4. The District Level Search Committee will analyze, evaluate the pertinent records, and recommend the nominee (using the nomination form) based on the criteria per category specified in Annex B and C of these guidelines. Evidences should be in the form of Signed Testimonies and Certifications by relevant parties.
5. The nominated ALS Implementer per category as a result of the search or nomination by the District Level Search Committee will be the first place winner at the district level.
6. Only entries with the initial overall rating of 70% and above shall be given certificate of recognition at the district level and shall only be forwarded at the division level search. Below 69% initial overall rating shall no longer be forwarded to the division level.
7. Evaluation and judging at the division level using the same criteria will involve two (2) phases, namely:
 

**First:** a panel of evaluators for each category composed of five (5) Division Level Search Committee members will be tasked to analyze, reevaluate the pertinent records, on-site observations and interviews with the nominees, learners and other concerned stakeholders (e.g. residents of the community, LGU, District and significant others)to determine which entries will be selected as finalists. Three (3) entries will be selected per category and ranked as Outstanding Employee (District ALS Coordinator/ALS Mobile Teacher), First Runner Up (District ALS Coordinator/ALS Mobile Teacher), Second Runner Up (District ALS Coordinator/ALS Mobile Teacher).

### **Division Level Committee Members:**

Chairperson: Rizalyn A. Guznian, Ed.D. CES - CID

Co-chairperson: Tito C. Bestre, EPS-ALS

Members: Rose N. Anapen, EP Specialist-II (ALS)  
Rodríguez L. Belino, EP Specialist-II (ALS)  
Macarthy B. Malanes, EPS-Filipino

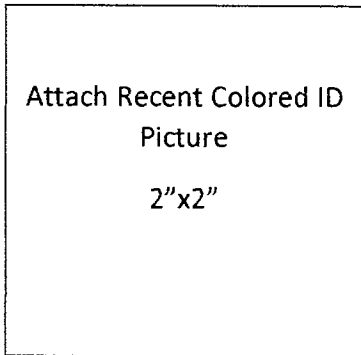
**Second:** a panel of evaluators for each category composed of the Division PRAISE Committee will certify as to the correctness and veracity done by the first evaluation committee on the three (3) entries selected as finalists/category.

8. Division Level winners per category will be awarded during Awarding Ceremony. The decision of the panel of evaluators is final and executory.

## VII. Awards

1. Winners in each category shall be awarded with certificate and plaque of recognition.

## Nomination Form



General Instruction: Please Type/encode all entries in the form, use additional sheet if necessary.

A. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
(Surname/Given Name/Middle Name)

Date of Birth: \_\_\_\_\_ Civil Status: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Home Address: \_\_\_\_\_  
(House No. Street, Barangay, Municipality, Province/City)

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**B. EDUCATIONAL BACKGROUND**

Level	Name of School	Inclusive Year	Degree Earned
Elementary			
Secondary			
Vocational			
College			
Post Graduate			

(Attachments. Certified Copy of Diploma)

**C. APPOINTMENT/DESIGNATION**

Item (Number)	Date of Appointment	Status	Remarks

(Attachments. Certified Copy of Appointment/Designation Papers)

**D. SERVICE REORD**

Position Held	Name of School/Office	Period Covered	Status

(Attachments. Certified Copy of Service Record)

### CERTIFICATION

We hereby swear to the best of our knowledge and belief that all information contained in this nomination form is true and correct, and the attached documents hereto are authentic.

\_\_\_\_\_  
(District PRAISE Committee Member)

\_\_\_\_\_  
(District PRAISE Committee Member)

\_\_\_\_\_  
(District PRAISE Committee Member)

\_\_\_\_\_  
(Cho-chairperson)

\_\_\_\_\_  
(Chairperson: PSDS/CP)

\_\_\_\_\_  
(Date)

**CRITERIA AND EVALUATION FORM  
ALS Mobile Teachers and District ALS Coordinator**

Evaluation Criteria	Sample evidence to be Presented	Weight	Score		
<b>I. OCCUPATIONAL COMPETENCE</b>		<b>70%</b>			
<b>1. Outstanding Accomplishments</b>					
1. Planned activities that are responsive to the needs and problems of the community	Action plan	<b>10</b>			
2. Sourced-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects	Approved proposal	<b>10</b>			
3. Conceptualized literacy programs/ projects	Project Proposal	<b>10</b>			
4. Published articles on ALS programs/projects	Published Article	<b>5</b>			
5. Served as resource person/trainer/facilitator <ul style="list-style-type: none"> <li>• National</li> <li>• Regional</li> <li>• Division</li> <li>• District</li> </ul>	Certificate of Appreciation/Recognition/Pictorials	<b>5</b> 1.75 1.50 1.25 0.50			
6. Developed community-based learning materials	Certified true copy of materials	<b>10</b>			
7. Established functional data-base at the District/School level	Results of Data Generated, Literacy Mapping	<b>10</b>			
8. Conducted action research on community-based programs/projects	Copy of Action Research conducted/Findings, Pictorials	<b>10</b>			
<b>II. PROFESSIONAL ADVANCEMENT</b>		<b>20%</b>			
<b>1. Educational Attainment</b>		<b>5%</b>			
<ul style="list-style-type: none"> <li>• Doctorate Degree <ul style="list-style-type: none"> <li>➤ Full-fledged</li> <li>➤ Completed Academic Requirements</li> <li>➤ Completed 36 units and above</li> <li>➤ Completed 23 units and below</li> </ul> </li> <li>• Master's Degree <ul style="list-style-type: none"> <li>➤ Full-fledged</li> <li>➤ Completed Academic Requirements</li> <li>➤ Completed 36 units and above</li> <li>➤ Completed 24-35 units</li> <li>➤ Completed 23 units and below</li> </ul> </li> <li>• College Graduate</li> </ul>				5.00 4.75 4.50 4.25 4.00 3.75 3.50 3.25 3.00 2.50	
<b>2. In-Service Training Attended</b>				<b>10%</b>	<b>Score</b>
<ul style="list-style-type: none"> <li>• International Level <ul style="list-style-type: none"> <li>➤ 5 in-service trainings and up</li> <li>➤ 4 in-service trainings</li> <li>➤ 3 in-service trainings</li> <li>➤ 2 in-service trainings</li> <li>➤ 1 in-service trainings</li> </ul> </li> </ul>				Certificate of Participation/ Attendance	3.00 2.90 2.80 2.70 2.60
<ul style="list-style-type: none"> <li>• National Level <ul style="list-style-type: none"> <li>➤ 5 in-service trainings and up</li> <li>➤ 4 in-service trainings</li> <li>➤ 3 in-service trainings</li> <li>➤ 2 in-service trainings</li> <li>➤ 1 in-service trainings</li> </ul> </li> </ul>					2.50 2.40 2.30 2.20 2.10

<i>Evaluation Criteria</i>	<i>Sample evidence to be Presented</i>	<i>Weight</i>	<i>Score</i>
<ul style="list-style-type: none"> <li>• <b>Regional Level</b> <ul style="list-style-type: none"> <li>➤ 5 in-service trainings and up</li> <li>➤ 4 in-service trainings</li> <li>➤ 3 in-service trainings</li> <li>➤ 2 in-service trainings</li> <li>➤ 1 in-service trainings</li> </ul> </li> </ul>	Certificate of Participation/ Attendance	2.00 1.90 1.80 1.70 1.60	
<ul style="list-style-type: none"> <li>• <b>Division Level</b> <ul style="list-style-type: none"> <li>➤ 5 in-service trainings and up</li> <li>➤ 4 in-service trainings</li> <li>➤ 3 in-service trainings</li> <li>➤ 2 in-service trainings</li> <li>➤ 1 in-service trainings</li> </ul> </li> </ul>	Certificate of Participation/ Attendance	1.50 1.40 1.30 1.20 1.10	
<ul style="list-style-type: none"> <li>• <b>District Level</b> <ul style="list-style-type: none"> <li>➤ 5 in-service trainings and up</li> <li>➤ 4 in-service trainings</li> <li>➤ 3 in-service trainings</li> <li>➤ 2 in-service trainings</li> <li>➤ 1 in-service trainings</li> </ul> </li> </ul>	Certificate of Participation/ Attendance	1.00 0.90 0.80 0.70 0.60	
<b>3. Awards Received</b>		<b>5%</b>	<b>Score</b>
<ul style="list-style-type: none"> <li>• National</li> <li>• Regional</li> <li>• Division</li> <li>• District</li> </ul>	Certificate of Recognition/Appreciation/ Commendation	2.0 1.5 1.0 0.5	
<b>III. Personal Qualities and Character</b>		<b>10%</b>	
1. Demonstrated positive traits both private and public life <ul style="list-style-type: none"> <li>• is friendly, compassionate and tactful</li> <li>• initiates, facilitates and builds inter-community relations</li> <li>• maintains wholesome relations with peers and inter-agency partners</li> <li>• demonstrates transparency, honesty, accountability and personal integrity</li> </ul>	Signed Testimonies of Community Members, DepEd Key Officials, Partners, etc.		
<b>Total</b>		<b>100%</b>	

Evaluated by:

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Cho-chairperson

\_\_\_\_\_ Chairperson

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(Date)

**CRITERIA FOR EVALUATION  
ALS Mobile Teacher and District ALS Coordinator**

<i>Evaluation Criteria (Weight)</i>	<b>Score</b>	<b>Criteria for ALS Mobile Teacher</b>	<b>Criteria for District ALS Coordinator</b>
<b>I. OCCUPATIONAL COMPETENCE (70%)</b>			
<b>A. Outstanding Accomplishments</b>			
1. Planned activities that are responsive to the needs and problems of the community (10%)  <b>Evidences Presented:</b> Action Plan	<b>4</b>	Was able to create action plans for activities appropriate to the needs of the Community. Action programs define specific responsibilities and timeline.	Was able to create action plans for activities appropriate to the needs of the Community. Action programs define specific responsibilities and timeline. Activity Plans are well coordinated with the group. All necessary information are well disseminated.
	<b>3</b>	Was able to create action plans for activities appropriate to the needs of the Community. Action programs lack either responsibilities or timeline	Was able to create action plans for activities appropriate to the needs of the Community. Action programs define specific responsibilities and timeline. Most of the activity Plans are well coordinated with the group. Almost all necessary information are well disseminated.
	<b>2</b>	Was able to create action plans for activities that maybe appropriate to the some of the needs of the Community. Action programs seem vague and difficult to implement.	Was able to create action plans for activities that maybe appropriate on some of the needs of the Community. Action programs seem vague and difficult to implement. Some of the activity plans are coordinated with the group. Incomplete information are disseminated.
	<b>1</b>	Was able to create action plans for activities however, they are not appropriate to the needs of the Community. Action program is not clear in terms of who and how it will be implemented. Action Programs are almost not doable.	Was able to create action plans for activities however, they are not appropriate to the needs of the community. Action program is not clear in terms of who and how it will be implemented. Action programs are almost not doable. No coordination with the group has been made. No information was disseminated to the group.
2. Sourced-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs / projects (10%)  <b>Evidences Presented:</b> Approved Proposal/s	<b>4</b>	Was able to submit a proposal and acquire some funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects.	
	<b>3</b>	Was able to submit a proposal and get commitments from NGOs, LGUs and other organizations for sum funds for the implementation of ALS programs/projects.	
	<b>2</b>	Was able to submit a proposal for funding from NGOs, LGUs and other organizations for the implementation of ALS programs/projects.	
	<b>1</b>	Was not able to create action plans and proposals to acquire funding from NGOs, LGUs and other organizations for the implementation of ALS programs/projects.	
3. Conceptualized literacy programs / projects (10%)  <b>Evidences Presented:</b> Project Proposal/s	<b>4</b>	Has conceptualized a literacy program/project and has established the framework for the full development of the program/project.	
	<b>3</b>	Has conceptualized a literacy program/project but has not established the framework for the full development of the program/project.	
	<b>2</b>	Has made some contributions in the conceptualization of a literacy program/project.	
	<b>1</b>	Has not conceptualized any literacy programs/projects.	
4. Published articles on ALS programs/projects (5%)  <b>Evidences Presented:</b> Published articles	<b>4</b>	Has published in any form - blog, newspaper/magazine article, newsletters/gazettes, etc. at least three (3) articles on ALS programs and projects	
	<b>3</b>	Has published in any form – blog, newspaper/magazine article, newsletters/gazettes, etc. at least two (2) articles on ALS programs and projects	

<b>Evaluation Criteria (Weight)</b>	<b>Score</b>	<b>Criteria for ALS Mobile Teacher</b>	<b>Criteria for District ALS Coordinator</b>
	2	Has published in any form - blog, newspaper/magazine article, newsletters/gazettes, etc. at least one (1) articles on ALS programs and projects	
	1	Has not published in any form - blog, newspaper/magazine article, newsletters/gazettes, etc. any articles on ALS programs and projects.	
5. Served as a resource person/Trainer/facilitator (5%): <ul style="list-style-type: none"> <li>• National – 1.75</li> <li>• Regional – 1.50</li> <li>• Division – 1.25</li> <li>• District – 0.50</li> </ul> <b>Evidences Presented:</b> Certificate of Appreciation/ Recognition/Pictorials	4	Served as a resource person/trainer/facilitator in National level trainings/seminars/workshops.	
	3	Served as a resource person/trainer/facilitator in Regional level trainings/seminars/workshops.	
	2	Served as a resource person/trainer/facilitator in Division/District level trainings/seminars/workshops.	
	1	Has served as a resource person/trainer/facilitator in Division/District level trainings/seminars/workshops.	
6. Developed community-based learning materials (10%)  <b>Evidences Presented:</b> Certified True Copy of Learning Materials.	4	Can identify community needs and develop appropriate community based learning materials.	
	3	Can develop community based learning materials which are aligned most of the time to the community needs.	
	2	Can develop community based learning materials which are sometimes aligned to the community needs.	
	1	Can develop community based learning materials however they may not be fit for the given community	
7. Established functional database at the District/CLC level (10%)  <b>Evidences Presented:</b> Results of Data Generated.  Literacy Mapping	4	Establishes and maintains a complete database of learners' records at the district/CLC level. Maintains a complete inventory of learning materials.	
	3	Establishes and maintains a database of learners' records at the district/CLC level although some information are missing. Maintains an inventory of learning materials although some materials are not accounted for.	
	2	Establishes and maintains a database of learners' records at the district/CLC level however, most of the information are missing. Maintains an inventory of learning materials however, most materials are not accounted for.	
	1	Does not establish or maintain any learner's record. Inventory of learning materials is not present.	
8. Conducted action research on community-based programs/projects (10%)  <b>Evidences Presented:</b> Copy of Action Research conducted/findings, pictorials	4	Continuously and regularly conducts action research on community-based programs/projects.	
	3	Conducts action research on selected community based programs/projects.	
	2	Conducts action research on selected community based programs/projects. Research is not sustained and no plans for action can be established.	
	1	Does not conduct any action research on any community-based programs/projects.	
<b>II. PROFESSIONAL ADVANCEMENT (20%)</b>			
<b>1. Educational Attainment (5%)</b>			
<ul style="list-style-type: none"> <li>• Post Graduate Studies: Doctoral Degree</li> </ul> <b>Evidences Presented:</b> Doctoral Degree Diploma/ Certification	4	Earned Doctoral Degree	
	3	Completed Academic requirements towards earning Doctoral degree.	
	2	Completed 24 to 30 units in the doctorate program.	
	1	Completed 1 to 23 units in the doctorate program.	
<ul style="list-style-type: none"> <li>• Post Graduate Studies: Master's Degree</li> </ul> <b>Evidences Presented:</b> Master's Degree Diploma/ Certification	4	Earned Master's Degree	
	3	Completed Academic requirements towards earning Master's degree.	
	2	Completed 24 to 30 units in the Master's program.	
	1	Completed 1 to 23 units in the master's degree program.	



<b>Evaluation Criteria (Weight)</b>	<b>Score</b>	<b>Criteria for ALS Mobile Teacher</b>	<b>Criteria for District ALS Coordinator</b>
<ul style="list-style-type: none"> <li>College Graduate</li> </ul> <b>Evidences Presented:</b> Diploma	4	Earned a college Degree	
	3	N/A	
	2	N/A	
	1	N/A	
<b>2. In-service Training Attended (10%)</b>			
<ul style="list-style-type: none"> <li>International Level</li> </ul> <b>Evidences Presented:</b> Certificate of participation/ Attendance	4	Attended 5 In-service trainings and up	
	3	Attended 3-4 In-service trainings	
	2	Attended 2 In-service trainings	
	1	Attended 1 In-service training	
<ul style="list-style-type: none"> <li>National Level</li> </ul> <b>Evidences Presented:</b> Certificate of participation/ Attendance	4	Attended 5 In-service trainings and up	
	3	Attended 3-4 In-service trainings	
	2	Attended 2 In-service trainings	
	1	Attended 1 In-service training	
<ul style="list-style-type: none"> <li>Regional Level</li> </ul> <b>Evidences Presented:</b> Certificate of participation/ Attendance	4	Attended 5 In-service trainings and up	
	3	Attended 3-4 In-service trainings	
	2	Attended 2 In-service trainings	
	1	Attended 1 In-service training	
<ul style="list-style-type: none"> <li>Division Level</li> </ul> <b>Evidences Presented:</b> Certificate of participation/ Attendance	4	Attended 5 In-service trainings and up	
	3	Attended 3-4 In-service trainings	
	2	Attended 2 In-service trainings	
	1	Attended 1 In-service training	
<ul style="list-style-type: none"> <li>District Level</li> </ul> <b>Evidences Presented:</b> Certificate of participation/ Attendance	4	Attended 5 In-service trainings and up	
	3	Attended 3-4 In-service trainings	
	2	Attended 2 In-service trainings	
	1	Attended 1 In-service training	
<b>3. Awards Received</b>	4	Received awards at the National Level	
	3	Received awards at the Regional Level	
	2	Received awards at the Division Level	
	1	Received awards at the District Level	
<b>III. Personal Qualities and Character</b>			
<b>1. Demonstrate positive traits both private and public life</b>			
<ul style="list-style-type: none"> <li>Is friendly, compassionate and tactful</li> <li>initiates, facilitates and builds inter-community relations</li> <li>maintains wholesome relations with peers and inter-agency partners</li> <li>demonstrates transparency, honesty, accountability and personal integrity</li> </ul> <b>Evidences Presented:</b> Signed testimonies of community members, District DepEd key officials, partners, etc.	4	Demonstrated positive traits in both private and public life with high degree of consistency. No negative feedback or complaint regarding misconduct has been received.	
	3	Demonstrated positive traits both in private or public life most of the time. No negative feedback or complaint regarding misconduct has been received.	
	2	Demonstrated positive traits both in private or public life most of the time. Minor and resolvable negative feedback or complaint regarding misconduct has been received.	
	1	Inconsistently demonstrated positive traits in both private or public life most of the time. Major and sometimes irresolvable resolvable negative feedback or complaint regarding misconduct has been received.	
<b>TOTAL</b>	<b>100%</b>		