



Republic of the Philippines  
Cordillera Administrative Region  
Department of Education  
**SCHOOLS DIVISION OF BENGUET**  
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July 31, 2015

**DIVISION MEMORANDUM**

No. 096 s. 2015

**To: Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
MAPEH Teachers**

**Subject: Search for 2015 Division Outstanding Employee  
(MAPEH Teacher: Elementary and Secondary)**

1. Relative to DepEd Order No. 78 s. 2007 re: **Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education**, the Schools Division Office-Benguet will be conducting the 2015 Search for Division Outstanding Employee(MAPEH Teacher: Elementary and Secondary) for 2015. This is to recognize the exemplary performance exhibited by the teachers in dispense of their duties and functions as public servant.
2. The search will be conducted through the District and Division Committees following the guidelines and criteria.
3. It is expected that all schools will be represented to the district search and that each districts will be represented to the Division Search.
4. Attached are the Guideline and Criteria for the search. Please be guided accordingly.
5. Widest dissemination of this memorandum is highly appreciated.
6. Enclosure as stated.

  
FEDERICO P. MARTIN, Ed.D.  
OIC, Schools Division Superintendent

**Guideline: Search for 2015 Division Outstanding Employee  
(MAPEH Teacher: ELEMENTARY and SECONDARY)**

1. This year starts the search for 2015 Outstanding Teacher (MAPEH Teacher) ELEMENTARY and SECONDARY . It shall cover the last 3 calendar years starting CY 2013 to CY2015. An annual search will be conducted in the next coming years.
2. The search is open to all public elementary and secondary school teachers teaching MAPEH in any grade levels.
  - a. Elementary teachers should at least teach the whole MAPEH component areas in any grade level.
  - b. Secondary teachers should at least handle 75% teaching load or 4 classes in MAPEH with or an average of four (4) hours a day.
3. Documents shall be prepared by the teacher applicant in folder, arranged following the sequence in the criteria and submitted to the School committee concerned. All documents submitted shall be based on the criteria attached with other supporting documents to support rating(MOVs)(e.g. Print media/digital presentations/photo documents and the like)
4. The Search shall undergo the School and District levels 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 best MAPEH Teacher per school within their district using the same guideline and criteria. The first place winners in every district shall be the entries to the Division level search attached with the result of the District Search signed by the District Committee Chairman (PSDS/Coordinating Principal).
5. The composition of the District and Division Level search committee are as follows;
  - District Level**  
Chairman: Public Schools District Supervisor and  
Members: District MAPEH coordinators  
District Sports Coordinator  
District PRAISE Committee members.
  - Division Level**  
Chairman: Assistant School Division Superintendent  
Members: Division PRAISE Committee Member (Chief SGOD/CID)  
Education Program Supervisors (2)
6. Assessment and Evaluation shall follow the following methodologies;
  - a. Document Review
  - b. Ocular Inspection/Validation
  - c. Interview

**Search for 2015 Division Outstanding Employee  
(MAPEH Teacher: ELEMENTARY and SECONDARY)**

Criteria		Points					Samples of Expected MOVs (attachmments)
<b>1</b>	<b>Instructional Competence and Teaching Effectiveness</b>	<b>40</b>					
	a. Performance rating for the last 3 years	20					Approved and duly signed Performance Ratings
	b. Performnce Assessment tools prepared per grading period	5					Summative Assessment tools utilized for performance task per grading period
	c. Instructional Materials made/prepared	5					Hard/electonic copies of materials made
	d. Demonstration teacher	Nat'l	Reg'l	Div.	Dist.	Sch	Note: The highest level will be counted
		10	8	6	3	2	Certificate with Demonstration Lesson Plan duly signed by concerned authorities
<b>2</b>	<b>Research/Interventions/Innovations implemented/conducted</b>	<b>10</b>					Completion reports attached with approved proposals/designs duly signed by concerned authorities
<b>3</b>	<b>School-Community Involvement (community, Co-curricular, &amp; Extra Curricular Activities)</b>	<b>20</b>					
	a. Officership/Advisorship/ membership to professional and Club organizations	Nat'l	Reg'l	Div.	Dist.	Sch	List of Officers attached with an Oath of Office duly signed by the Inducting Officer.
	President/Chairman	10	8	6	4	3	Approved Action Plan duly signed by the School Head
	Office Member	8	6	4	3	2	
	Member	7	5	3	2	1	
		10					Accomplishment reports duly signed by concerned School Heads/authorities supported by approved Action Plans
<b>4</b>	<b>Proessional Growth and Development</b>	<b>10</b>					
	a. Current attendance to post graduate (maximum of 9 units/semester)	units	9	6	3		TORs; Certification for units earned by the Institution
		5	3	1			
	b. Attendance to MAPEH related Trainings/Workshops/writeshops, etc. for the last 3 years	Nat'l	Reg'l	Div.	Dist.	Sch	Certificates of Participation/Attendance
		5	4	3	2	1	Note: The highest level will be considered for merit
<b>5</b>	<b>Awards/Recognitions/ Commendations received for the last 3 years(First 3 major prizes) MAPEH related</b>	<b>10</b>					
		Nat'l	Reg'l	Div.	Dist.	Sch	Certificates duly signed by concerned a ithority
	Champion/Outstanding/Best/First Place	10	7	4	3	2	
	First runner-up/Second Place	9	6	3	2	1	
	Second Runner-Up/Third Place	8	4	2	1	0.5	
<b>6</b>	<b>Potentials</b>	<b>10</b>					
	a. Specialized Skill	2.5					Certificates:MAPEH related Skills
	b. Interview	2.5					
	<b>TOTAL</b>	<b>100</b>					

Note: Other MOVs to support the criteria may include digitals and printout presentations

