



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City
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November 3, 2014

Division Memorandum
No. 257, S. 2014

2014 Search for Outstanding Education Program Supervisor (EPS), Public School District Supervisor (PSDS), School Heads, Teachers (Elementary and Secondary), District Alternative Learning System Coordinator (DALC), Alternative Learning System (ALS) Mobile Teacher and Non-Teaching Personnel

To : Education Program Supervisors (EPS)
Public Schools District Supervisors (PSDS)
Elementary and Secondary School Heads
Elementary and Secondary Teachers
District Alternative Learning System Coordinator (DALC)
Alternative learning System (ALS) Mobile Teacher
Non-Teaching Personnel

1. In consonance with the conduct of the Division Education Summit to be held on December 12, 2014 , the Division of Misamis Oriental will conduct a Division Search for :
 - Outstanding Education Program Supervisor (1)
 - Outstanding Public Schools District Supervisor (1)
 - Outstanding Elementary School Head (Top 15)
 - Outstanding Secondary School Head(Top 5)
 - Outstanding Elementary School Teacher (2 per district)
 - Outstanding Secondary School Teacher (1 per learning area , per cluster)
 - Outstanding District ALS Coordinator(1)
 - Outstanding ALS Mobile Teacher (1)
 - Outstanding Non-Teaching Personnel (Top 5)
2. This search is open to all Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), School Heads(Elementary & Secondary), Teachers (Elementary & Secondary),District ALS Coordinators,

ALS Mobile Teachers, and Non-Teaching Personnel. Those who are interested and qualified to join the said search shall submit their pertinent documents to the District Selection Committee for evaluation on or before November 14, 2014.

3. The District / Cluster Committee shall receive the documents of the applicants, evaluate its authenticity and submit the result per category to the Division Search Committee on or before **November 18, 2014**.
4. The following are the composition/ in-charge of every category.

- A. For the secondary schools, the selection of Outstanding Teachers per learning area shall be done by clustered municipality. The following are the cluster chairs:

Cluster 1 -Kibungsod NHS to Dampias NHS	- Johnny D. Redondo.
Cluster 2 –Salay NHS to Tagoloan	- Erlinda G. Dael,Ph.D.
Cluster 3 –Opol NSTS to Lugait	- Rudy O. Magdugo
Cluster 4 - MOGCHS	- Rhodora L.Gallares

- B. For the Outstanding EPS , PSDS, DALSC, ALS Mobile Teacher, and Non-Teaching Personnel, the following are the in-charge:

Chair: ASDS Jean G. Veloso

Members:

1. Bernadette P. Samaco
2. Erlinda G. Dael
3. Rudy O. Magdugo
4. Rhodora L. Gallares

- C. For the Outstanding School Heads (Top 15 for Elementary and Top 5 for Secondary), the following are the in-charge:

Chair: Erlinda G. Dael

Members:

1. Grace V. Gallana
2. Maria Teresa M. Absin
3. Johnny D.Redondo
4. Maylinda M. Paceño

- D. For the Outstanding Teachers in Elementary (2 per district), the PSDS of every district will serve as the chairperson. Only Top 2 per district will be submitted to the Division Search Committee, Attention Jean G. Veloso, ASDS, Chair.

5. Plaques will be given to the winners of all categories on December 12, 2014 during the Division Education Summit or 3rd Araw ng Parangal at the Atrium of Limketkai Mall, Cagayan de Oro City.
6. Enclosed are the Guidelines / Mechanics and the Criteria for the said Search.
7. Immediate and wide dissemination of this memorandum is desired.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent



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**Guidelines for the 2014 Search for Outstanding
Education Program Supervisor, Public School District Supervisor,
School Heads (Elementary & Secondary) , Teachers (Elementary &
Secondary), District Alternative Learning System Coordinator
(DALSC), Alternative Learning System (ALS) Mobile Teacher, and
Non-Teaching Personnel**

Rationale:

The Division of Misamis Oriental conducts the Search for Outstanding performance of Education Program Supervisor (EPS), Public Schools District Supervisor (PSDS), School Heads(Elementary & Secondary) ,Teachers (Elementary & Secondary), District Alternative Learning System Coordinator (DALSC), Alternative Learning System (ALS) Mobile Teacher, and Non-Teaching Personnel. The search aims to recognize the exemplary performance, outstanding competence and 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.

Through this search, giving of recognition to the exemplary competence, outstanding performance and accomplishment will lead to a strongly motivated EPSs, PSDSs School Heads, Teachers, DALSC , ALS Mobile Teacher, and Non-Teaching Personnel thus achieving excellence in their roles of strengthening and uplifting the educational services of schools in the Division.

The Division Search Committee is hoped to be supported by all Education Program Supervisor (EPS), Public School District Supervisor (PSDS), School Heads (Elementary & Secondary), Teachers (Elementary & Secondary), DALSC, ALS Mobile Teacher and Non-Teaching Personnel.

Who are Qualified to Apply?

A. EPS, PSDS, School Heads, Teachers , DALSC, ALS Mobile Teacher and Non-Teaching Personnel

I. General Requirements :

1. EPS, PSDS, School Heads (Elementary/ Secondary) Teachers (elementary and/ secondary),DALSC, ALS Mobile Teacher, and Non-Teaching Personnel of the Division of Misamis Oriental for at least 3 years.
2. Performance rating of Very Satisfactory (VS) at least 8.5 for the last 3 rating periods.
3. With permanent appointment to the position.
4. No pending administrative /civil/criminal case.
5. Copies of the duly authenticated performance rating, appointment and certificate of no pending case shall be included in the folder of the pertinent documents of the candidate .
6. Previous awardees and previous nominees who have been finalist twice or as semi-finalists thrice (regardless of the years they joined) are not allowed to join this search.

II. Criteria for evaluation of the Search for Outstanding EPS, PSDS, School Heads, and DALSC

CRITERIA FOR EPS,PSDS,SH.DALSC	%
<p>1.Personal qualities and character</p> <ul style="list-style-type: none"> • Model in morality and integrity both in public and private life (has demonstrated honesty , love of country humility, perseverance ,diligence ,courtesy, generosity , kindness, and human concern for his constituents).....5% • Manifest good human relations in school and community.....5% 	10%
<p>2.Administrative Competence and Effectiveness</p> <ul style="list-style-type: none"> • Demonstrates competence, dedication and commitment in administration and supervision as evidenced by high performance evaluation.....30% • Programs and projects which were used, practiced and implemented for the improvement of their respective schools/ workplace for the last 3 years.....25% • Educational attainment and professional advancement.....10% 	65%
<p>3. Professional and Community Involvement</p> <ul style="list-style-type: none"> • Membership in professional organization related to administration and supervision.....5% • Participate in community and civic movements.....5% • Professional / community service award.....10% • Participation in training programs.....5% 	25%
TOTAL	100%

B. Teachers(Elementary & Secondary), Mobile Teachers

I. General Requirements

1. Teacher in the elementary /secondary / Mobile of the Division of Misamis Oriental for at least three (3) years.
2. Performance Rating of Very Satisfactory (VS) at least 8.5 for the last three rating periods.
3. With permanent appointment to the position.
4. No administrative/civil/criminal case.
5. Must not have been on leave for more than 2 years immediately prior to the nomination.
6. Copies of the duly authenticated performance rating, appointment and certification of no pending case shall also be included in the folders of pertinent documents of the candidate.

II. Criteria for Evaluation of the Search for Outstanding Elementary /Secondary School Teacher/ Mobile Teacher

CRITERIA FOR OUTSTANDINGTEACHERS (ELEM./SEC./MOBILE)	%
<p>1. Personal qualities and character</p> <ul style="list-style-type: none"> • Model in morality and integrity both in public and private life (has demonstrated honesty , love of country ,humility, perseverance ,diligence ,good faith ,courtesy, kindness, respect for children/students and other members of the community).....5% • Manifest good human relations in school and community.....5% 	10%
<p>2. Instructional Competence and teaching Effectiveness</p> <ul style="list-style-type: none"> • Demonstrate competence ,dedication and commitment to the teaching profession as evidence by the high performance evaluation by immediate supervisor and peers....20% • Produced and used Instructional Materials for the Improvement of Teaching.....20% • Utilized innovative teaching approaches /strategies practices in the last 3 years15% • Actively participated in co-curricular activities in the last 3 years.....10% • Updated educational attainment and professional Advancement.....5% 	70%
<p>3. Professional and Community Involvement</p> <ul style="list-style-type: none"> • Membership in professional organization relevant to his field of specialization.....5% • Participated in community and civic movements.....5% • Professional /community service award.....5% • Participated in training program.....5% 	20%
TOTAL	100%