Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
DIVISION OF MISAMIS ORIENTAL
Don Apolinar Velez–Del Pilar Sts., Cagayan de Oro City 9000 (088)8564524 09178992245 www.depedmisor.net

Enclosure No.3a to Division Memorandum No. _____, s.2017

SEARCH FOR OUTSTANDING EDUCATIONAL LEADERS
DELIBERATION SHEET

CATEGORY: ☐ **Education Program Supervisor** ☐ **School Head** ***LEVEL:*** ☐ ***Elementary*** ☐ ***Secondary***
☐ **Public Schools District Supervisor** ☐ **District ALS Coordinator**

PERSONAL INFORMATION

Name: _____
(Last Name) *(First Name)* *(Middle Name)*

Home Address: _____
Street/Zone *Barangay* *Town/City* *Province* *Zip Code*

Division/Office: _____ Contact Nos.: _____

School/Station: _____ Email Address: _____

FOR THE DISTRICT SCREENING COMMITTEE:

CRITERIA	POINTS	RATING
1) PERSONAL QUALITIES AND CHARACTER (20 Points) Has demonstrated as Model of Morality. Manifest good human relations in school and community. (*Note: Submit write-ups about the nominne by the following:*)		
A. Immediate Superior	5	
B. Co-Administrator	5	
C. Teacher in School where candidate is currently assigned/Colleague at workplace	5	
D. Co-Member in Civic/Religious Organization (*2 write-ups*)	2.5 2.5	
2) ADMINISTRATIVE AND INSTRUCTIONAL COMPETENCE (60 Points) Demonstrate competence, dedication and commitment in administration and supervision		
A. Performance Rating: (*IPCRF SY 2016-2017, IPCRF SY 2015-2016, PASA SY 2014-2015 [June-Oct; Nov-March]*)	20	
B. Five (5) or more Programs and Projects which were used, practiced and implemented for the improvement of their respective schools/workplace for the last 3 years (*2015, 2016, 2017*) properly documented and arranged. (*Approved training design/proposals, matrix of activities, pictures, minutes of the meeting, etc.*)	20	
C. Educational Attainment and Professional Advancement (Transcript of Records or Certification) **10** - *Doctoral Degree* **7** - *CAR PhD* **5** - *Masteral Degree* **3** - *CAR - MA*	10	
D. Participation in training programs (Certificates) **10** - *International Level* **8** - *National Level* **6** - *Division Level* **4** - *Division Level* **2** - *District Level*	10	
3) PROFESSIONAL AND COMMUNITY COMPETENCE (20 Points)		
A. Membership in professional organization related to administration and supervision (*memo, letter of invitation, program, certificates, attendance, pictorials, etc.*)	10	
B. Participate in community and civic movements/advocacies (*memo, letter of invitation, program, certificates, attendance, pictorials, etc.*)	5	
C. Professional/Community Service Award	5	
GRAND TOTAL POINTS EARNED:	100	

WE CERTIFY TO THE COMPLETENESS, ACCURACY, AUTHENTICITY AND VERACITY OF THE DATA CONTAINED HEREIN.

District Screening Committee:

_____ Chairman
_____ Member
_____ Member
_____ Member
_____ Member

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Enclosure No.3b to Division Memorandum No. _____, s.2017

SEARCH FOR OUTSTANDING TEACHERS
DELIBERATION SHEET

CATEGORY: ☐ **Elementary** ☐ **Secondary** ☐ **Kindergarten** ☐ **Mobile Teacher**

PERSONAL INFORMATION

Name: _____
(Last Name) *(First Name)* *(Middle Name)*

Home Address: _____
Street/Zone *Barangay* *Town/City* *Province* *Zip Code*

District: _____ Contact Nos.: _____

School: _____ Email Address: _____

FOR THE DISTRICT SCREENING COMMITTEE:

CRITERIA	POINTS	RATING
1) PERSONAL QUALITIES AND CHARACTER (15 Points)		
Has demonstrated as Model of Morality. Manifest good human relations in school and community. (*Note: Submit write-ups about the nominne by the following:*)		
A. Immediate Superior	5	
B. Co-Teacher (*2 write-ups*)	5	
C. Co-Member in Civic/Religious Organization (*2 write-ups*)	5	
2) INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS (70 Points)		
Demonstrate competence, dedication and commitment to the teaching profession and the learners.		
A. Performance Rating: (*IPCRF SY 2016-2017, IPCRF SY 2015-2016, PAST SY 2014-2015 [June-Oct; Nov-March]*)	10	
B. Instructional devices and materials produced for the improvement of teaching. (*Certification from immediate superior, pictures of materials with description, documentation of materials during actual use*) *Note: 20 points for Teachers I-III / 15 points for MT*	20	
C. Evidence of technical Assistance (*for Master Teachers Only*)	5	
D. Activity Involvement/ Contest Attended as Coach **5** - *National Winner* **4** - *Regional Winner* **3** - *Division Winner*	5	
E. Educational Attainment and Professional Advancement (Transcript of Records or Certification) **5** - *Doctoral Degree* **4** - *CAR - PhD* **3** - *Master's Degree* **2** - *CAR - MA* **1** - *MA Units*	5	
F. Participation in training programs (Certificates) **10** - *International Level* **8** - *National Level* **6** - *Division Level* **4** - *Division Level* **2** - *District Level*	5	
G. Publication of Research Conducted (*Research approved up to Division Level*)	5	
H. Original creative outputs for the last five (5) years (*Labelled by year*)	10	
I. Original innovative teaching contribution/practices in the last five (5) years (*Labelled by year*)	10	
3) PROFESSIONAL AND COMMUNITY COMPETENCE (15 Points)		
A. Leadership in professional organization relevant to teaching (*memo, letter of invitation, program, certificates, attendance, pictorials, etc.*)	5	
B. Participate in community and civic movements/advocacies (*memo, letter of invitation, program, certificates, attendance, pictorials, etc.*)	5	
C. Impact and sustainability in profession and community	5	
GRAND TOTAL POINTS EARNED:	100	

WE CERTIFY TO THE COMPLETENESS, ACCURACY, AUTHENTICITY AND VERACITY OF THE DATA CONTAINED HEREIN.

District Screening Committee:

_____ Chairman
_____ Member
_____ Member
_____ Member
_____ Member

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Enclosure No.3c to Division Memorandum No. _____, s.2017

SEARCH FOR OUTSTANDING SPED TEACHERS
DELIBERATION SHEET

PERSONAL INFORMATION

Name: _____
(Last Name) *(First Name)* *(Middle Name)*

Home Address: _____
Street/Zone *Barangay* *Town/City* *Province* *Zip Code*

District: _____ Contact Nos.: _____

School: _____ Email Address: _____

FOR THE DISTRICT SCREENING COMMITTEE:

CRITERIA	POINTS	RATING
1) INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS (70 Points) Demonstrate competence, dedication and commitment to the teaching profession and the learners.		
A. Outstanding contribution for the Special Education Program (35 points)		
1) **Introduced/ Tried out Effective Approaches or Innovations in Teaching (*at least any 2 of the following*:)**		
• Presented abstract of the effective innovations and how these were utilized in the field certified by the Superintendent and Principal.		
• Certification from the Principal that the approaches contributed to the improvement of instruction for children with special needs.		
• Evidences certified by the Division/District Supervisors/Principal to show the effect of the learners/school as a result of innovations used/introduced such as increase in pupil's achievement level, recipient of different awards from the local schools, district, division, etc.	10	
2) **Written/Produced Instructional Materials for SPED**		
• Modules/Workshops published and utilized reference materials/books in school/district/division (*2 points per setof modules/workbook or 1 reference material*) **- 5 points**	5	
• Equipment teaching devices (*2 points per set*) **- 5 points**	5	
• Technical Paper or Articles in SPED (*1 point per paper or article*) **3 papers - 5 points**	5	
3) **Research Paper/Discussant/Demonstration Teacher** **10** - *Regional Level* **7** - *Division Level* **4** - *District Level*	10	
B. Leadership (30 points)		
1) Coordinated the organization of classes/implementation of SPED program in the district/division/ regional levels	10	
2) Conducted in-service training programs **10** - *Regional Level* **8** - *Division Level* **5** - *District Level*	10	
3) Participated in community programs/projects for the development in their areas of interest	10	
C. Awards (10 points) Recipient of community/school, district, division, and regional awards of recognition for outstanding services of education for the last five (5) years.	10	
D. Continuous and Dedicated Service (10 points)		
1) Rendered continuous and dedicated service in teaching profession **5** - *8-10 years* **3** - *4-7 years* **1** - *2-3 years*	5	
2) Rated as SPED Teacher with an outstanding performance for the last three (3) years	5	
E. Professional Advancement (5 points)		
1) Certified true copy of Transcript of Records (TOR) of the highest degree attained and degree being pursued **2.0** - *PhD/EdD* **1.75** - *with PhD/EdD units* **1.5** - *MA in SPED* **1.0** - *MA-CAR* **0.5** - *with MA Units*	2	
2) Trainings, workshops or seminar attended in Special Education	2	
3) Punctuality and Attendance	1	
2) PERSONAL QUALITIES AND CHARACTER (10 Points)		
A. Model of morality and integrity in Public and Private Life Unquestioned honesty and integrity, High work ethics, Trustworthy in the discharge of duty or of obligation, With high level of stress tolerance, Virtuous conduct	5	
B. Good human relations, in the community (*write-ups from the following: I* mmediate Supervisor, Colleagues (2), Co-Member in Civic and Religious Organization)	5	
GRAND TOTAL POINTS EARNED:	100	

WE CERTIFY TO THE COMPLETENESS, ACCURACY, AUTHENTICITY AND VERACITY OF THE DATA CONTAINED HEREIN.
District Screening Committee:

_____ Chairman
_____ Member
_____ Member
_____ Member
_____ Member

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Enclosure No.3d to Division Memorandum No. _____, s.2017

SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL
DELIBERATION SHEET

PERSONAL INFORMATION

Name: _____
(Last Name) *(First Name)* *(Middle Name)*

Home Address: _____
Street/Zone *Barangay* *Town/City* *Province* *Zip Code*

District: _____ Contact Nos.: _____

School: _____ Email Address: _____

FOR THE DISTRICT SCREENING COMMITTEE:

CRITERIA	POINTS	RATING
1) PERSONAL QUALITIES AND CHARACTER (15 Points) Has demonstrated as Model of Morality. Manifest good human relations in school and community. (*Note: Submit write-ups about the nominne by the following:*)		
A. Immediate Superior	5	
B. Co-Teacher (*2 write-ups*)	2.5 2.5	
C. Co-Member in Civic/Religious Organization (*2 write-ups*)	2.5 2.5	
2) JOB COMPETENCE AND EFFECTIVENESS (70 Points) Demonstrate competence, dedication and commitment to the work.		
A. Performance Rating: (*IPCRF CY 2016, IPCRF CY 2015, PAST CY 2014*)	35	
B. Activity Involvement **10** - *Chairman* **7** - *Co-Chairman* **5** - *Facilitator* **3** - *Member*	10	
C. Educational Attainment and Professional Advancement (Transcript of Records or Certification) **5** - *Doctoral Degree* **4** - *CAR - PhD* **3** - *Master's Degree* **2** - *CAR - MA* **1** - *MA Units*	5	
D. Participation in training programs (Certificates) **5** - *International Level* **4** - *National Level* **3** - *Division Level* **2** - *Division Level* **1** - *District Level*	5	
E. Publication of Research Conducted (*Research approved and implemented up to Division Level*)	5	
F. Work Innovation	10	
3) PROFESSIONAL AND COMMUNITY COMPETENCE (15 Points)		
A. Leadership in professional organization (*memo, letter of invitation, program, certificates, attendance, pictorials, etc.*)	5	
B. Participate in community and civic movements/advocacies (*memo, letter of invitation, program, certificates, attendance, pictorials, etc.*)	5	
C. Impact and sustainability in profession and community	5	
GRAND TOTAL POINTS EARNED:	100	

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District Screening Committee:

_____ Chairman
_____ Member
_____ Member
_____ Member
_____ Member