



Republic of the Philippines  
**Department of Education**  
**DIVISION OF MISAMIS ORIENTAL**

**MEMORANDUM**

No. 496, series 2019

TO : **CID Personnel**  
**SGOD Personnel**  
**Public Schools District Supervisors/District In-Charge**  
**Elementary and Secondary School Heads**  
This Division

FROM : **RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SUBJECT : **2019 REGIONAL SEARCH FOR OUTSTANDING TEACHING,**  
**TEACHING-RELATED, AND NON-TEACHING PERSONNEL**

DATE : September 3, 2019

1. Relative to Regional Memorandum No. 411, s. 2019 re: 2019 Regional Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel, this office is now accepting applicants for Outstanding Public Schools District Supervisors, School Heads, Public School Teachers and Non-Teaching Personnel from September 3 to September 20, 2019.
2. This search is open to all Elementary and Secondary teachers, school heads, administrators, and non-teaching personnel following the categories: Outstanding Elementary Teacher I, II, or III (Grades 1-3), Outstanding Elementary Teacher I, II, or III (Grades 4-6), Outstanding Secondary Teacher in English, Filipino, Mathematics, Science, Araling Panlipunan, MAPEH, TLE, and Edukasyon sa Pagpapakatao, Outstanding Elementary Master Teacher I, II, III, or IV, Outstanding Secondary Master Teacher I, II, III, or IV, Outstanding Senior High School Teacher in Academic, and TVL, Outstanding Kindergarten Teacher, Outstanding ALIVE Teacher, Outstanding IPeD Teacher, Outstanding SPED Teacher, Outstanding ALS Teacher (Mobile, DALC, and ABOT-ALAM Teacher), Outstanding Multigrade Teacher, Outstanding Elementary School Head Teacher I, II, or III or Teacher in-charge (TIC), Outstanding Secondary School Head Teacher I, II, or III or Teacher in-charge (TIC), Outstanding Elementary School Principal I, II, III, or IV, Outstanding Secondary School Principal I, II, III, or IV, Outstanding Public Schools District Supervisor (PSDS) or Principal In-charge of the District (PIC, ADAS (School), and ADAS (Schools Division Office).
3. The said papers shall be submitted to the Division Office, **Attn: Irish Karylle D. Monte, SEPS HRD**, subject for review and evaluation of the Division Screening Committee and approval of the Schools Division Superintendent.
4. Only one (1) applicant per category will be forwarded to the Regional Office for the Regional Level Screening.



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5. District Supervisors/In-Charge and School Heads are encouraged to conduct an initial screening for Teachers and Non-Teaching Categories in the district level from September 3-19, 2019, while School Heads will be initially screened by their respective District Supervisors/In-Charge in the district level. Deadline for the submission of entry in the Division Office is on **September 20, 2019**. On the other hand, PSDS and those winners in the different categories will be screened by the Division Selection Committee on **September 21-23, 2019**.
6. District and Division Level Screening shall follow the criteria set by the Regional Office during the selection. Interested applicants should strictly follow the eligibility and documentary requirements set in the attached Regional Memorandum.
7. Public School Teachers, School Heads and Public School District Supervisors-applicants for this regional search should have no non-readers in their respective schools and districts. On the contrary, applicants for the Outstanding ALS Teachers should have at least 10 A & E Passers.
8. Attached is the Regional Memorandum No. 411, s. 2019, for reference.
9. Wide and immediate dissemination of this Memorandum is hereby desired.

RBT/rom/*Lachica*



July 17, 2019

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**RELEASED**

**REGIONAL MEMORANDUM**

No. 41, s. 2019

**2019 REGIONAL SEARCH FOR OUTSTANDING TEACHING,  
TEACHING-RELATED, AND NON-TEACHING PERSONNEL**

To: **Schools Division Superintendents**  
*This Region*

1. Anchored on DepEd Order No. 9, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education* and DepEd Order No. 78, s. 2007 entitled *Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education* and in line with its quality policy to ensure excellent employees' performance through continual improvement, DepEd Region X announces the 2019 Regional Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel.

2. The program aims to recognize employees for their innovative ideas, superior accomplishments, exemplary performance, extraordinary acts or services, and other efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity.

3. The following are attached for your ready reference:

Attachment No. 1: Guidelines on the 2019 Regional Search  
for Outstanding Teaching, Teaching-Related,  
and Non-Teaching Personnel

Attachment No. 2: Criteria for the Search and Selection

Attachment No. 3: Nomination Form

Attachment No. 4: Tentative Summary of Score Sheet

Attachment No. 5: Committee on Search and Selection

4. For more information, all concerned may contact Neil A. Improgo, Quality Assurance Division, at 0917-715-0069 or email at [neilamimprogo@gmail.com](mailto:neilamimprogo@gmail.com).

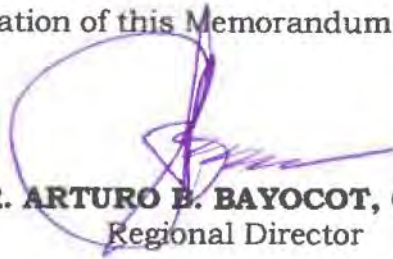


Certificate Number: AJA18-0170

*The LEARNER: The heart of DepEd Region X.*



5. Immediate and wide dissemination of this Memorandum is desired.

  
**DR. ARTURO B. BAYOCOT, CESO V**  
Regional Director

Reference: RM No. 622, s. 2018  
Regional Search for the 2018 Outstanding Teaching  
and Non-Teaching Personnel

To be indicated in the Perpetual Index  
under the following subjects:

PRAISE  
AWARDS  
PERSONNEL

- \* 2019 Regional Search for Outstanding Teaching,  
Teaching-Related, and Non-Teaching Personnel

QAD/neil



Certificate Number: AJA18-0170

*The LEARNER: The heart of DepEd Region X.*

# Guidelines on the 2019 Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel

## I. Rationale

In consonance with DepEd Order No. 9, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education* and DepEd Order No. 78, s. 2007 entitled *Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education* and in line with its quality policy to ensure excellent employees' performance through continual improvement, DepEd Region X recognizes and rewards employees for their innovative ideas, superior accomplishments, exemplary performance, extraordinary acts or services in the public interest and other efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity.

## II. Categories and Specific Qualification Requirements

The categories and specific qualification requirements are the following:

### A. Teaching and Teaching-Related Personnel

CATEGORIES	SPECIFIC QUALIFICATION REQUIREMENTS
1. Outstanding Elementary Teacher I, II, or III (Grades 1-3) 2. Outstanding Elementary Teacher I, II, or III (Grades 4-6) 3. Outstanding Secondary Teacher in English 4. Outstanding Secondary Teacher in Filipino 5. Outstanding Secondary Teacher in Math 6. Outstanding Secondary Teacher in Science 7. Outstanding Secondary Teacher in Araling Panlipunan 8. Outstanding Secondary Teacher in MAPEH 9. Outstanding Secondary Teacher in TLE 10. Outstanding Secondary Teacher in Edukasyon sa Pagpapakatao	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II, or III</li> <li>- Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads</li> <li>- For the elementary category, at least 3 years of teaching experience in the grade level which he/she is nominated</li> <li>- For the secondary category, at least 3 years of teaching experience in the subject area or major field which he/she is nominated</li> </ul>
11. Outstanding Elementary Master Teacher I, II, III, or IV 12. Outstanding Secondary Master Teacher I, II, III, or IV	<ul style="list-style-type: none"> <li>- Has permanent item as Master Teacher I, II, III, or IV</li> <li>- Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads</li> <li>- Has other designations like coordinator, mentor, grade/year level chairman, etc.</li> </ul>
13. Outstanding Senior High School Teacher in Academic 14. Outstanding Senior High School Teacher in TVL	<ul style="list-style-type: none"> <li>- Has permanent item as teacher in Senior High School</li> <li>- Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads in the track which he/she is nominated</li> <li>- With at least 3 years teaching experience in the track which he/she is nominated</li> </ul>

15. Outstanding Kindergarten Teacher	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II, or III or Kindergarten teacher</li> <li>- With at least 3 years teaching experience in Kindergarten</li> <li>- Has at least 2 teaching loads of Kindergarten sessions or 6 hours of teaching loads</li> </ul>
16. Outstanding ALIVE Teacher	<ul style="list-style-type: none"> <li>- A passer of the Qualifying Exam for Arabic language and Islamic Studies (QEALIS) with permanent item</li> <li>- With at least 3 years teaching experience handling ALIVE subjects</li> <li>- Has at least 5-6 teaching loads or 6 hours of teaching loads</li> </ul>
17. Outstanding IPed Teacher	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II or III tagged to IPed Program</li> <li>- With at least 3 years teaching experience handling IP learners</li> <li>- Has at least 5-6 teaching loads or 6 hours of teaching loads</li> </ul>
18. Outstanding SPED Teacher	<ul style="list-style-type: none"> <li>-Has permanent item as Teacher I, II or III or SPED teacher</li> <li>-With at least 3 years teaching experience handling SPED learners/classes</li> <li>- Has at least 5-6 teaching loads or 6 hours of teaching loads</li> </ul>
19. Outstanding ALS Teacher (Mobile, DALC and ABOT-ALAM Teacher)	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II or III or ALS/ABOT-ALAM teacher</li> <li>- With at least 3 years teaching experience handling ALS/ABOT-ALAM learners/classes</li> <li>- Has at least 5-6 teaching loads or 6 hours of teaching loads</li> </ul>
20. Outstanding Multigrade Teacher	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II or III or Multigrade teacher</li> <li>- With at least 3 years teaching experience handling multigrade classes</li> <li>- Has at least 5-6 teaching loads or 6 hours of teaching loads</li> </ul>
21. Outstanding Elementary School Head Teacher I, II, or III or Teacher In-charge (TIC)  22. Outstanding Secondary School Head Teacher I, II, or III or Teacher In-charge (TIC)	<ul style="list-style-type: none"> <li>- Has permanent item as Head Teacher I, II or III or designation as Teacher In-charge (TIC)</li> <li>- Has served for at least 3 years as HT or designated as TIC and managing a school</li> <li>- Should have the utilization of the allocated funds as per approved plan and liquidation of MOOE/government/school funds for the months covering January 2019 up to the month prior to the conduct of the interview by the Regional Search and Selection Committee</li> <li>- Has no outstanding unliquidated funds</li> </ul>

<p>23. Outstanding Elementary School Principal I, II, III, or IV</p> <p>24. Outstanding Secondary School Principal I, II, III, or IV</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Principal I, II, III, or IV</li> <li>- Has served for at least 3 years as Principal I, II, III, or IV</li> <li>- Should have the utilization of the allocated funds as per approved plan and liquidation of MOOE/government/school funds for the months covering January 2019 up to the month prior to the conduct of the interview by the Regional Search and Selection Committee</li> <li>- Has no outstanding unliquidated funds</li> </ul>
<p>25. Outstanding Public Schools District Supervisor (PSDS) or Principal In-charge of the District (PIC)</p>	<ul style="list-style-type: none"> <li>- Has permanent appointment as Public Schools District Supervisor (PSDS) or designation as Principal In-charge of the District (PIC)</li> <li>- Has served for 3 years as Public Schools District Supervisor (PSDS) and or as Principal In-charge of the District (PIC)</li> </ul>

**B. Non-Teaching Personnel**

<b>CATEGORIES</b>	<b>SPECIFIC QUALIFICATION REQUIREMENTS</b>
<ol style="list-style-type: none"> <li>1. ADAS (School)</li> <li>2. ADAS (Schools Division Office)</li> </ol>	<ul style="list-style-type: none"> <li>- Has permanent item in the current position</li> <li>- With at least 3 years of work experience relevant to the current position</li> <li>- Performance rating of at least Very Satisfactory for the last three years</li> </ul>

**III. Who are eligible to join?**

Aside from the specific qualification requirements, nominees for the search must meet the following:

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school and in the community;
3. A permanent employee in the DepEd for the last three (3) years;
4. With at least 3 years of work experience relevant to the current position;
5. Has been rated VERY SATISFACTORY for the last three (3) performance rating periods prior to the nomination;
6. Has not been found guilty of any administrative or criminal case.

To obtain objective information and assessment about the nominees, the Division and Regional Screening and Selection Committee (RSSC) may conduct validation/background check to further assess the nominee in terms of morality and integrity both in public and private life and the human relations aspect in the school/SDO and in the community.

#### **IV. Who are not qualified?**

1. Previous awardees/winners in a similar search in the regional or national level organized/sponsored by either the Department of Education or any private organization (regardless of the year/s they joined).
2. Teachers/principals/non-teaching personnel who have been suspended for any administrative or criminal offense.

#### **V. What are the prizes?**

Aside from the plaque and cash prize that await the winners, the honor of being named as winner in the regional search is truly beyond measure. The Regional Office will also nominate the winners in other regional and national searches organized/sponsored by private groups or organizations.

#### **VI. What are the stages in the search?**

##### **A. Teaching Personnel (Teachers)**

The following are the stages for this search:

Stage 1 – Paper Screening/Document Evaluation

Stage 2 – Demonstration Teaching

Stage 3 – Interview

##### **B. Teaching-Related Personnel**

**(Head Teacher/Teacher In-Charge, Principal, and Public Schools District Supervisors/Principal In-charge of the District)**

The following are the stages for this search:

Stage 1 – Paper Screening/Document Evaluation

Stage 2 – Interview

##### **C. Non-Teaching Personnel (ADAS in school and ADAS in schools division office)**

The following are the stages for this search:

Stage 1 – Paper Screening/Document Evaluation

Stage 2 – Interview

**Stage 1** - The paper screening/document evaluation shall include all supporting documents which are certified, authenticated, and verified by the SDO officials. Using the attached Criteria for Evaluation, the Division Screening and Selection Committee (DSSC) will conduct the preliminary paper screening/document evaluation of all nominees. The points earned for this stage will be the tentative score of the nominee when he/she proceeds to the Regional Final Selection. The tentative score earned is subject for verification/validation of the Regional Screening and Selection Committee (RSSC).



**Stage 2** - The DSSC will conduct the demonstration teaching for the teacher category. This will be in the form of on-the-spot preparation of instructional materials and lesson planning based on the topic that will be randomly selected according to subject area and grade level taught. The DSSC will use the attached criteria. The points earned in this stage will be the final score in the demonstration teaching of the nominee when he/she proceeds to the regional final selection.

**Stage 3** – All official nominees of the SDO to the Regional Final Selection for the teaching, teaching-related, and non-teaching categories will undergo the interview process. Only the RSSC will conduct the interview using the attached criteria. The interview shall gauge nominee's ability to answer questions related to work.

#### **VII. What are the steps in the search process?**

1. Using the attached guidelines and criteria, the Schools Division Office may conduct a school or district level search.
2. Winners in the school or district level search will advance to the division level search.
3. Each schools division is allowed to screen and select as many teacher, teacher-related, and non-teaching personnel.
4. The DSSC will screen/evaluate and rank all the nominees for each category using the attached criteria.
5. Only the TOP 1 for each category will be the official nominee of the SDO to the regional final selection.
6. The DSSC will endorse to the RSSC its official nominees. As guide, please refer to *item VIII* below on *How are the documents prepared and submitted to the region final selection?*
7. The RSSC will validate all the documents submitted by the DSSC, conducts the interview, and finalizes the winners of the search.

#### **VIII. How are the documents prepared and submitted to the region final selection?**

1. The official nominees of the schools division office in the regional final selection will scan and arrange the supporting and other required documents following the order in the criteria.
2. The scanned copy should be saved in a CD labeled with the nominees' complete name, contact number, name of school, schools division, and the category.
3. The DSSC will submit the individual CD of its official nominee to the **Office of the Regional Director, Attention: Neil A. Improgo, Quality Assurance Division**.
4. The official nominee will bring his/her hard copy (original copy) during the interview (regional final selection) for validation/verification.
5. Each document should be correctly labelled or tagged.
6. Aside from the supporting documents, the nominee should attach in the hard and soft copies the following requirements:

- a. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.
- b. Individual Tentative Summary of Score Sheet (see attachment) of each nominee following the criteria and points per indicator.
- c. Duly accomplished nomination form (see attachment)
- d. Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her integrity, morality, and good human relations both in public and private life as well as in the school and in the community.
- e. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)
- f. Certification that nominee has not been suspended for any administrative or criminal offense
- g. Certified true copies of Performance Ratings in the last three (3) years
- h. Summary of Ratings with average signed by the Schools Division Superintendent/Assistant Schools Division Superintendent/Chair of the Division Search and Selection Committee

**IX. Timeline on the conduct of the 2019 Search**

<b>Date</b>	<b>Activity</b>
August 1 -16, 2019	School Level Screening and Selection
August 19 -30, 2019	District Level Screening and Selection
September 2 - 20, 2019	Division Level Screening and Selection
September 23 - 30, 2019	Consolidation and Deliberation of Results
October 1 - 4, 2019	Presentation of the Final Results to the SDS
October 7 -11, 2019	Submission of SDO Results (Official Nominees to the Regional Final Selection) to the Office of the Regional Director
October 14 - 31, 2019	-Regional Level Screening and Selection -Interview -Regional Final Selection
November 4 - 8, 2019	Presentation of the Final Results to the Regional Director
November 11 -15, 2019	Video/Photoshoot of Regional Finalists
December 2019	Rehearsal of Winners
	Awarding of Winners

**X. What are the criteria for the search?**

**1. Outstanding Teacher**

<b>I. Instructional Competence and Teaching Effectiveness</b>		
a. Original Creative Outputs/ Innovative Teaching Strategies	-	10 points
b. Research Output/s	-	10 points
c. Co-curricular Involvement	-	10 points
d. Educational Attainment and professional advancement	-	10 points
e. Publication/Authorship	-	5 points
<b>II. Professional and Community Involvement</b>		
a. Participation in Training Programs	-	10 points
b. Leadership in Professional Organizations	-	10 points
c. Participation in Community and Civic Movement	-	9 points
d. Professional/Community Service Awards	-	6 points
<b>III. Demonstration Teaching</b>	-	10 points
<b>IV. Interview</b>	-	10 points
<b>TOTAL</b>	-	<b>100 points</b>

## 2. Outstanding Head Teacher/Teacher In-charge and Principal

### PART I. KEY RESULT AREAS

<b>I. Instructional Leadership</b>		
a. Improved Learning Outcomes	-	5 points
<b>II. Learning Environment</b>		
a. Management and Improvement of Physical Facilities	-	5 points
b. Provision of Safe Learning Environment	-	5 points
<b>III. Human Resource Management and Development</b>		
a. Conduct of HRMD Programs/ Teacher Development Programs	-	5 points
<b>IV. Parents' Involvement and Community Partnership</b>		
a. SBM Level of Practice	-	5 points
b. Stakeholders' Participation and Involvement	-	5 points
<b>V. School Leadership and Management Operations</b>		
a. School Performance Indicators	-	15 points
b. Financial Management	-	10 points

### PART II. PROFESSIONAL GROWTH AND OUTSTANDING ACCOMPLISHMENT

a. Education	-	4 points
b. Resource Speakership	-	4 points
c. Publication	-	4 points
d. Research	-	6 points
e. Innovation	-	7 points
f. Outstanding Accomplishment	-	10 points

<b>PART III. INTERVIEW</b>	-	10 points
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<b>TOTAL</b>	-	<b>100 points</b>
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### 3. Outstanding Public Schools District Supervisor/ Principal In-charge of the District

#### PART I. KEY RESULT AREAS

a. Instructional Supervision	-	15 points
b. Technical Assistance in School Management	-	15 points
c. Monitoring and Evaluation	-	15 points
d. Curriculum Development, Enrichment and Localization	-	10 points
e. Learning Outcomes Assessment	-	5 points

#### PART II. OTHER AREAS

a. Innovation	-	5 points
b. Research	-	5 points
c. Education and Professional Advancement	-	10 points
d. Publication/Authorship	-	5 points
e. Award/Outstanding Accomplishment	-	5 points

<b>PART III. INTERVIEW</b>	-	10 points
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<b>TOTAL</b>	-	<b>100 points</b>
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## **4. Outstanding Administrative Assistant**

### **PART I. WORK PRODUCTIVITY**

- |   |            |
|---|------------|
| 1. Quality and Consistency of Performance   | - 5 points |
| 2. Responsiveness to the Public/Clientele   | - 5 points |
| 3. Dedication and Diligence                 | - 5 points |
| 4. Honesty, Trustworthiness, and Sincerity  | - 5 points |
| 5. Difficulty and Risk Inherent in the Work | - 5 points |

### **PART II. OTHER AREAS**

- |  |             |
|--|-------------|
| 1. Innovation/Original Output                          | - 10 points |
| 2. Research Output                                     | - 5 points  |
| 3. Educational Attainment and Professional Advancement | - 10 points |
| 4. Publication/Authorship                              | - 5 points  |
| 5. Outstanding Accomplishment/Award                    | - 5 points  |

**PART III. SUMMARY OF ACCOMPLISHMENTS** - 20 points

**PART IV. INTERVIEW** - 15 points

**TOTAL** - **100 points**

**Attachment No. 2**

**CRITERIA FOR EVALUATION  
2019 REGIONAL SEARCH FOR OUTSTANDING ELEMENTARY AND SECONDARY TEACHER**

**A . Qualification for Nomination**

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

<b>Qualification Requirements</b>	<b>Supporting Document/s</b>	<b>Remarks</b>
1. A model of morality and integrity both in public and private life	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her morality and integrity both in public and private life from: a. government official b. private organization/NGO/religious group c. school head	
2. Has good human relations in the school and in the community	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her good human relations in the school and in the community from: Written testimony from: a. government official b. private organization/NGO/religious group c. school head d. co-teacher	
3. Has permanent item as Teacher I, II, or III	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads	Certified True Copy of Teaching Load	
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of 2016, 2017 and 2018 IPCRF	
7. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

<b>Other Requirements</b>	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

## **B. Paper Screening/Document Evaluation**

### **PART I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS**

#### **a. Original Creative Outputs/Innovative Teaching Strategies – 10 points**

The nominee will choose one creative output or one teaching approach/strategy/practice relative to curriculum enhancement which can be considered as best entry in the category. The output must be originally developed and produced by the nominee. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

#### **Supporting Documents:**

1. Description of creative output/strategy with pictures on how it is used/practiced in class.
2. Evidence/s on the contribution of the output to the improvement of teaching and learning signed by DepEd official/s.

<b>INDICATORS</b>	<b>POINTS</b>			<b>Score</b>
	<b>Not At All (0)</b>	<b>Somewhat (1)</b>	<b>Very Well (2)</b>	
1. Shows uniqueness and creativity				
2. Focuses on the knowledge, skills, and abilities appropriate to the grade level				
1. Reflects a variety of ways to differentiate instruction to support learners				
2. Aligns to K to 12 Curriculum				
3. Contributes to the improvement of teaching and learning as shown by measurable data				
<b>TOTAL SCORE</b>				



**b. Research Output/s - 10 points**

The research output/s should be properly documented, approved, and attested by DepEd officials. The nominee should be the sole researcher/author.

**Supporting documents:** (1) Copy of the title page, approval sheet, abstract, or any page of the research output where the approval/signature of DepEd official/s is found; (2) Certificate of Recognition/Appreciation or any certification signed by DepEd Officials.

INDICATORS	POINTS
<b>a. Number of research outputs regardless of level conducted (5 points)</b>	
5 research outputs - 5 points	
4 research outputs - 4 points	
3 research outputs - 3 points	
2 research outputs - 2 points	
1 research output - 1 point	
<b>b. Highest level of any of the research outputs (5 points)</b>	
Conducted in the national level - 5 points	
Conducted in the regional level - 5 points	
Conducted in the division level - 5 points	
Conducted in the cluster/district level - 5 points	
Conducted in the school level - 5 points	
<b>TOTAL SCORE</b>	

**c. Co-curricular Involvement - 10 points**

- The nominee must have served as adviser/coordinator/chairman of a student co-curricular club/organization (student government, school paper, English club, etc.) or president/chairman of a school committee (faculty club, Brigade Eskwela, SIP, SBM, etc. Each school year of service as adviser per club/organization is counted as one (1) point). Hence, two (2) school years of service in the same club/organization is two (2) points. Concurrent service for one (1) school year in another club/organization is another point.

**Supporting document:** Certification from the school head with summary of involvement

- The nominee must have served as coach/trainer of winning students (FIRST, SECOND, and THIRD PLACES ONLY) in individual or group competitions/contests organized/sponsored/endorsed/partnered by the DepEd.

**Supporting document:** Summary of winnings as teacher-coach/trainer signed by DepEd official with attached Certificate of Recognition

INDICATORS		POINTS
<b>a. Leadership in co-curricular organizations (5 points)</b>		
Number of school year/s in service as adviser/chair in club/organization/committee		
5 school years	- 5 points	
4 school years	- 4 points	
3 school years	- 3 points	
2 school years	- 2 points	
1 school year	- 1 point	
<b>b. Coach/trainer in students' competitions (5 points)</b>		
International level	- 1 winning to get 5 points	
National	- 1 winning to get 4 points	
Regional	- 1 winning to get 3 points	
Division	- 1 winning to get 2 points	
Cluster/district level	- 1 winning to get 1 point	
<b>Note: Only the highest level obtained shall be credited with the corresponding point/s</b>		
<b>TOTAL SCORE</b>		

**d. Educational attainment and professional advancement - 10 points**

**Supporting documents:** Certified true copy of Transcript of Records/certificate of number of units earned/diploma. For consultant/resource person/paper presenter/ trainer/writer/evaluator, original copy of Certificate of Recognition/Appreciation

INDICATORS		POINTS
<b>a. Educational attainment (5 points)</b>		
Doctorate degree	- 5 points	
CAR Doctorate	- 4 points	
Master's degree	- 3 points	
CAR Master's	- 2 points	
At least 27 MA units	- 1 point	
<b>b. Demonstration teacher/ consultant/resource speaker/ paper presenter/trainer/writer/evaluator (5 points)</b>		
International level	- 5 points	
National level	- 4 points	
Regional level	- 3 points	
Division level	- 2 points	
Cluster/district level	- 1 point	
<b>Note: One (1) DepEd organized/sponsored/endorsed/partnered seminar/activity of the highest level is required which shall be credited with the corresponding point/s</b>		
<b>TOTAL SCORE</b>		

**e. Publication/Authorship - 5 points**

The publication should be properly documented and attested by DepEd officials. The nominee should be the sole author. Publication/authorship does not include research work/thesis/dissertation.

**Supporting document:** Copy of the publication/article/newsletter/journal/book/etc.

INDICATORS	POINTS
<b>Publication (5 points)</b>	
International level - 5 points	
National level - 4 points	
Regional level - 3 points	
Division level - 2 points	
Cluster/district level - 1 point	
<b>Note: Only one (1) publication/article of the highest level is required and shall be credited with the corresponding point/s</b>	
<b>TOTAL SCORE</b>	

**PART II. PROFESSIONAL AND COMMUNITY INVOLVEMENT**

**a. Participation in training programs for the last three (3) years - 10 points**

Trainings/seminars/workshops/conferences must be related to education and should be organized/sponsored/partnered/co-hosted/endorsed by the DepEd. Each training/seminar/workshop/conference must have been conducted for a minimum of three (3) days. Hence, a three (3)-day seminar is equivalent to one (1) seminar only.

**Supporting document:** Original copy of Certificate of Participation which bears the DepEd seal and copy of DepEd endorsement (for those endorsed by DepEd)

INDICATORS	POINTS
2 International or 3 National - 10 points	
1 International or 2 National - 8 points	
1 National or 3 Regional - 6 points	
2 Regional or 3 Division - 4 points	
1 Regional or 2 Division - 2 points	
<b>Note: Only the highest level obtained shall be credited with the corresponding point/s.</b>	
<b>TOTAL SCORE</b>	

**b. Leadership in Professional Organizations - 10 points**

The nominee must have served as chairperson/president (or its equivalent highest position) of professional organizations related to teaching. Professional organizations must at the very least on the district/cluster level (e.g. Teachers' Association, Subject Area Association, etc.). Each school year of service as president/chair per organization is counted as one (1) point. Hence, two (2) school years of service in the same organization is two (2) points. Concurrent service for one school year in another organization is another point.

**Supporting document:** Designation as president/chairperson of professional organization indicating also the level (cluster, division, regional, national)

INDICATORS	POINTS
<b>a. Leadership in professional organizations related to teaching (5 points)</b>	
Number of school year in service as president/chair in professional organizations Note: Maximum of five (5) points only	
5 school years - 5 points	
4 school years - 4 points	
3 school years - 3 points	
2 school years - 2 points	
1 school years - 1 point	
<b>b. Highest level of any of the organizations (5 points)</b>	
National level - 5 points	
Regional level - 4 points	
Division level - 3 points	
Cluster/district level - 2 points	
<b>Note: Only the highest level obtained shall be credited with the corresponding point/s.</b>	
<b>TOTAL POINTS</b>	

**c. Participation in community and civic movement for the last three (3) years - 9 points**

1. Community and civic organizations/associations refer to groups that are not classified as professional organizations (e.g. NGOs, civil society groups, cooperatives, etc.) Membership in church/parish groups or organizations are not included.
2. The nominee must have initiated outreach/extension programs/activities in these community/civic/organizations/associations where he/she served as proponent/chairperson of the program/activity.

**Supporting documents:** (1) Designation/certification of involvement in organization/association; (2) Certification as proponent/chair of extension service/outreach program/activity; and (3) narrative report and documentation of activity/program signed by proper authorities.

INDICATORS		POINTS
<b>a. Involvement in community/civic/organizations/associations (5 points)</b>		
Note: Maximum of 5 points only		
Leadership (officer) in 2 organizations/associations	- 5 points	
Leadership (officer) in 1 organization/association	- 4 points	
Membership in 3 organizations/associations	- 3 points	
Membership in 2 organizations/associations	- 2 points	
Membership in 1 organization/association	- 1 point	
<b>b. Involvement in outreach/extension programs/activities (5 points)</b>		
Outreach/extension programs/activities initiated where nominee served as proponent/chairman		
<b>No. of Times</b>	<b>Points</b> (maximum of 4 points only)	
4	- 4 points	
3	- 3 points	
2	- 2 points	
1	- 1 point	
<b>TOTAL SCORE</b>		

**d. Professional/community service awards for the last three (3) years - 6 points**

**Supporting documents:** (1) Original copy of Certificate of Recognition and or  
(2) Rank List or Memorandum

INDICATORS		POINTS
<b>a. Award given by professional organization/association (6 points)</b>		
International level	- 6 points	
National level	- 5 points	
Regional level	- 4 points	
Division level	- 3 points	
Cluster/district level	- 2 points	
School level	- 1 point	
Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee", professional organization or association related to teaching. Only one (1) award of the highest level is required and shall be credited with the corresponding point/s.		
<b>TOTAL SCORE</b>		

### PART III. DEMONSTRATION TEACHING - 10 POINTS

For the rubrics, the Division Search and Selection Committee may refer to DepEd Order No. 7, s. 2015 entitled *Hiring Guidelines for Teacher I Positions for School Year (SY) 2015-2016*, DepEd Order No. 3, s. 2016 entitled *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*, and DepEd Order No. 9, s. 2016 entitled *Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions* in evaluating the teaching demonstration of the nominee.

INDICATORS	POINTS	TOTAL POINTS
A. Lesson Planning and Preparation - 10 points		
B. Classroom Management - 10 points		
C. Teaching-Learning Process - 10 points		
D. Language Proficiency - 10 points		
E. Assessment of Learning Outcomes - 10 points		
F. Reinforcement of Learning - 10 points		
<b>Total ÷ 6</b>		
Note: The number of points attained for each indicator shall be added and divided by 6 to get the rating. Total points for the six (6) indicators should not exceed 10 points.		

## **PART IV. INTERVIEW - 10 points**

The Regional Screening and Selection Committee shall interview nominees on topics such as:

- Professional experiences
- Classroom discipline
- Knowledge of content/materials
- Technology/computer skills
- Relationships with administration, staff, parents, and students
- Instructional skills
- Classroom management
- Planning skills
- Personal qualities

Applicants shall be rated based on the competencies and standards indicated below; thus, interview questions should be aligned with these.

### **I. Teaching Ability: Demonstrates an appropriate knowledge of content and pedagogy**

- Conveys ideas and information clearly
- Provides reasonable examples of effective lesson-planning, instructional strategies, and/or student assessment
- Makes content meaningful to students in the district
- Sets concrete, ambitious goals for student achievement
- Addresses the multiple and varied needs of students
- Focuses on achieving results with students
- Indicates confidence that all students should be held to high standards
- Maintains high expectations for students when confronted with setbacks; continues to focus on the students' academic success
- Reflects on successes and failures

### **II. Classroom Management: Demonstrates ability to deal effectively with negative student behavior**

1. Assumes accountability for classroom environment and cultures
2. Conveys reasonable understanding of potential challenges involved in teaching in a high-need school
3. Demonstrates ability to deal effectively with negative student behavior
4. Persists in offering viable or realistic strategies to deal with classroom management challenges
5. Remains productive and focused when faced with challenges
6. Conveys willingness to try multiple strategies or something new when things change or when confronted with challenges

- 7. Displays willingness to adapt classroom management style to meet the particular needs or culture of a school

**III. School Fit: Demonstrates skills and needs for development that can be a good fit with the school**

- Interacts with interviewer in appropriate or professional manner
- Respects the opinions of others
- Recognizes that families impact student performance
- Strategies create positive relationships with administrators, faculty, students
- Expresses personal and professional expectations and/or preferences that are in line with the school culture
- Demonstrates interests and skills that match the school's culture and needs
- Interacts appropriately with supervisors, colleagues, parents and students

INDICATORS	POINTS	FINAL POINTS
I. Teaching Ability - 10 points		
II. Classroom Management - 10 points		
III. School - 10 points		
<b>Total ÷ 3</b>		
<p>Note: The number of points attained for each indicator shall be added and divided by three (3) to get the FINAL POINTS for the interview. Points for each indicator should not exceed 10 points.</p>		



**CRITERIA FOR EVALUATION  
2019 REGIONAL SEARCH FOR OUTSTANDING ELEMENTARY  
AND SECONDARY SCHOOL HEAD TEACHER/TEACHER IN-CHARGE  
AND PRINCIPAL**

**A . Qualification for Nomination**

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

<b>Qualification Requirement</b>	<b>Supporting Document/s</b>	<b>Remarks</b>
1. A model of morality and integrity both in public and private life	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her morality and integrity both in public and private life from: a. government official b. private organization/NGO/religious group c. PSDS	
2. Has good human relations in the school and in the community	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her good human relations in the school and in the community from: a. government official b. private organization/NGO/religious group c. PTA President d. Faculty Association President	
3. Has permanent item as Principal I, II, III, or IV	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. At least 3 years of experience as principal	Certification from the SDO official	
5. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of IPCRF 2016, 2017 and 2018	
6. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	
<b>Other Requirements</b>		
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.		
2. Duly accomplished nomination form (see attachment)		
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)		
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee		
5. Individual Tentative Summary of Score Sheet (see attachment)		

## PART I. KEY RESULT AREAS

1. INSTRUCTIONAL LEADERSHIP		
Performance Indicators	Criteria	Points
<b>A. Improved Learning Outcomes (5 points)</b>	Average increase of NAT MPS for the last three (3) school years	
	10 above – 5 points	
	7-9 – 4 points	
	4-6 – 3 points	
	1-3 – 2 points	
	Below 1 – 1 point	
<p><b>Supporting document:</b> Summary report on NAT performance of the school for the last three (3) school years in tabular form signed by SDO officials.</p> <p><b>Note:</b> NAT performance of the school where the nominee was previously and presently assigned.</p>		
2. LEARNING ENVIRONMENT		
Performance Indicators	Criteria	Points
<b>B. Management of Physical Facilities (5 points)</b>	Projects on school improvement (construction, repair, beautification, etc.). Amount of projects should be from EXTERNAL funding/stakeholders	
	1M and above - 5 points	
	700,000 - 999,999 - 4 points	
	400,000 - 699,999 - 3 points	
	100,000 - 399,999 - 2 points	
	Below 100,000 - 1 point	
<p><b>Supporting document:</b> Brigada Eskwela report/reports on school improvement projects (program of work with pictures) for SY 2018-2019 signed by SDO officials.</p>		
Performance Indicators	Criteria	Points
<b>C. Provision of safe learning environment (5 points)</b>	Institutionalization of the following DepEd programs:	
	1. Child Protection Policy - 1 point	
	2. Disaster Risk Reduction Management - 1 point	
	3. Eco-Friendly School - 1 point	
	4. Barkada Kontra Droga - 1 point	
	5. Child Friendly School System - 1 point	
<p><b>Supporting document:</b> Summary of accomplishment reports signed by SDO officials.</p>		

### 3. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

A. Conduct of HRMD Programs/Teacher Development Programs (5 points)	Criteria	Points
Ex. Induction program, SLAC sessions, INSETs, trainings, seminars, workshops, etc.	Total number of SLACs, INSETs, trainings, seminars, workshops, etc. conducted for SY 2018-2019 and SY 2019-2020 in the previous and present school assignment	
	17-20 - 5 points	
	13-16 - 4 points	
	9 -12 - 3 points	
	5 - 8 - 2 points	
	1 - 4 - 1 point	

**Supporting document:** Summary report of trainings, seminars, workshops, etc. with documentation signed by SDO officials.

### 4. PARENTS' INVOLVEMENT AND COMMUNITY PARTNERSHIP

A. SBM Level of Practice (5 points)	Criteria	Points
	Level 3 (potential) - 5 points	
	Level 2 - 3 points	
	Level 1 - 1 point	

**Supporting document:** Certificate of recognition/memorandum (previous or present school assignment)

B. Stakeholders' Participation and Involvement (5 points)	Criteria	Points
	Strategic planning, SIP/AIP writing, communication of the SIP/AIP to stakeholders, school operating budget, etc.	
	1. SIP - 1 point	
	2. AIP - 2 points	
	3. SOB - 2 points	

**Supporting document:** Summary report and supporting papers on strategic planning on SIP, AIP, SOB with documentation for SY 2017-2018 and SY 2018-2019 signed by SDO officials.

## 5. SCHOOL LEADERSHIP AND MANAGEMENT OPERATIONS

A. School Performance Indicators (15 points)	Dropout Rate		Points
	0%	- 5 points	
	1-3%	- 4 points	
	4-5%	- 3 points	
	6-7%	- 2 points	
	8-10%	- 1 point	
	Completion Rate		Points
	95-100	- 5 points	
	90-94	- 4 points	
	85-89	- 3 points	
	80-84	- 2 points	
	75-79	- 1 point	
	Net Enrolment Rate		Points
	95-100	- 5 points	
	90-94	- 4 points	
85-89	- 3 points		
80-84	- 2 points		
below-79	- 1 point		

**Supporting documents:** Certification of performance indicators of the previous or present school assignment of the nominee for SY 2017-2018 and SY 2018-2019 signed by the appropriate office in the SDO.

B. Financial Management (10 points)	Criteria		Points
	Never been delayed in the liquidation of 90-100% utilized MOOE - 10 points		
	1-2 times delay on 80-100% utilized MOOE - 6 points		
	3 or more delays on 75-100% utilized MOOE - 3 points		

**Supporting document:** Summary of liquidation reports for SY 2017-2018 and SY 2018-2019 signed by SDO officials.

## 6. PROFESSIONAL GROWTH AND OUTSTANDING ACCOMPLISHMENT

A. Education (4 points)	Criteria		Points
	Doctoral degree - 4 points		
	CAR (Doctoral) - 3 points		
	MA degree - 2 points		
	CAR (MA) - 1 point		
<b>Supporting document:</b> Certified copy of transcript of records			

<b>B. Resource Speakership (4 points)</b> Note: At least 3-5 day training sponsored/organized by DepEd	<b>Criteria</b>	<b>Points</b>
	International - 4 points	
	National - 3 points	
	Regional - 2 points	
Division - 1 point		
<b>Supporting document:</b> Certificates of recognition		
<b>C. Publication (sole authorship) (4 points)</b> Note: Article published in reputable regional/national/international newspaper/journal/magazine. Book (international or national circulation) authorship must be copyrighted and with ISBN. Research/thesis/dissertation are not included	<b>Criteria</b>	<b>Points</b>
	Authorship of book (international or national circulation) - 4 points	
	2 articles published in national newspaper, magazine or journal - 3 points	
	1 national and 2 regional published in newspaper, magazine or journal - 2 points	
1 article published in regional newspaper or magazine - 1 point		
<b>Supporting document:</b> Original copy of the book/magazine/journal/newspaper where the article is found with the author's name or cover/preliminary pages of book for the last three (3) years.		
<b>D. Research (6 points)</b> Highest level of any of the research outputs	<b>Criteria</b>	<b>Points</b>
	Conducted international - 6 points	
	Conducted in the national level - 5 points	
	Conducted in the regional level - 4 points	
	Conducted in the division level - 3 points	
	Conducted in the district level - 2 points	
Conducted in the school level - 1 point		
<b>Supporting document:</b> (1) Certificate of Recognition/Appreciation or any certification signed by DepEd Officials and (2) copy of the title page, approval sheet, abstract, and any page of the research output where the approval/signature of DepEd official/s is found for the last three (3) years. <b>Note:</b> The nominee should be the sole researcher/author. Thesis and dissertation are not included.		
<b>E. Innovation (7 points)</b> The innovation must foster new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency), demonstrates an ability to think "beyond the box".	<b>Criteria</b>	<b>Points</b>
	Adopted in the central/national - 7 points	
	Adopted in the region - 5 points	
	Adopted in the division - 4 points	
	Adopted in the district - 3 points	
	Fully implemented in the school - 2 points	
Started the implementation - 1 point		

<b>Supporting document:</b> Copy of innovation with documentation and approved by DepEd Officials for the last three (3) years.			
<b>4. Professional/ community service awards/outstanding accomplishment award for the last three (3) years (6 points)</b>	<b>Criteria</b>		<b>Points</b>
	International level	- 6 points	
	National level	- 5 points	
	Regional level	- 4 points	
	Division level	- 3 points	
	Cluster/district level	- 2 points	
School level	- 1 point		
<b>Supporting documents:</b> (1) Original copy of Certificate of Recognition and or (2) Rank List or Memorandum			
Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee", professional organization or association related to teaching. Only one (1) award of the highest level is required and shall be credited with the corresponding point/s.			

## PART II. INTERVIEW (10 POINTS)

The Regional Screening and Selection Committee shall interview nominees based on DO 32, s. 2010 which defines the standards through the domains and strands which can be used as basis for the school heads' decision making, actions and performance of their functions. In addition to fundamental direction provided by the set of standards, knowledge, skills and values are clarified through the indicators defined per strand on every domain, to wit:

**Domain 1. School Leadership**

**Domain 2. Instructional Leadership**

**Domain 3. Creating Student-Centered Learning Climate**

**Domain 4. HR Management and Professionalism Development**

**Domain 5. Parent Involvement and Community Partnership**

**Domain 6. School Management and Operations**

**Domain 7. Personal and Professional Attributes and Interpersonal Effectiveness**

<b>Criteria</b>	<b>Points</b>
<b>10 points</b> - The nominee demonstrated exceptional job mastery in all domains/major areas of responsibility and has shown extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative.	
<b>7 points</b> - The nominee exceeded expectations and all domains, goals, objectives, and targets were achieved above the established standards.	
<b>4 points</b> - The nominee met expectations in terms of quality of work, efficiency, and timeliness. The most critical domains/annual goals were met.	
<b>1 point</b> - The nominee failed to meet expectations. One or more of the most critical domains/goals were not met.	

**CRITERIA FOR EVALUATION**  
**2019 REGIONAL SEARCH FOR OUTSTANDING PUBLIC SCHOOLS**  
**DISTRICT SUPERVISOR/PRINCIPAL IN-CHARGE OF THE DISTRICT**

**A. Qualification for Nomination**

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

<b>Qualification Requirement</b>	<b>Supporting Document/s</b>	<b>Remarks</b>
1. A model of morality and integrity both in public and private life	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her morality and integrity both in public and private life from: a. government official b. private organization/NGO/religious group c. Division EPS	
2. Has good human relations in the district and in the community	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her good human relations in the school and in the community from: Written testimony from: a. government official b. private organization/NGO/religious group c. President of the Municipal/City Federation of PTA d. School Principal assigned in the district	
3. Has permanent item as PSDS (for PSDS nominees)	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Has designation as District In-charge (for principal nominees)	Designation signed by the SDS	
5. At least 3 years of experience in the category which he/she is nominated	Certification from the SDS	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of 2016, 2017 and 2018 IPCRF	
7. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

<b>Other Requirements</b>	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

## **B. Paper Screening/Document Evaluation**

### **PART I. KEY RESULT AREAS - Performance for SY 2018-2019**

<b>A. INSTRUCTIONAL SUPERVISION - 15 POINTS</b>	
<b>Indicator</b>	<b>Points</b>
<b>1. Conducted Instructional Supervision to School Heads of the supervised schools (5 points)</b>	
Conducted 15 Instructional Supervision to School Heads per month with the submission of monthly supervisory plan and supervisory report	- 5 points
Conducted 10 instructional supervisions	- 4 points
Conducted 5 instructional supervisions	- 3 points
Conducted 3 instructional supervisions	- 2 points
Conducted 2 instructional supervisions	- 1 point
<b>Supporting documents:</b> Monthly supervisory plan and supervisory report signed by SDO officials.	

<b>Indicator</b>	<b>Points</b>
<b>2. Facilitated the conduct of a district training program based on strengths and development needs of schools heads and teachers (5 points)</b>	
100% of school heads and teachers in supervised schools were trained based on strengths and competency development needs with approved training design	- 5 points
80% of school heads and teachers	- 4 points
60% of school heads and teachers	- 3 points
40% of school heads and teachers	- 2 points
20% of school heads and teachers	- 1 point
<b>Supporting documents:</b> (1) Approved training design; (2) Attendance sheet; (3) Narrative report with pictures; and (4) other supporting documents.	



Indicator	Points
<b>3. Designed mechanism to decrease the number of frustration readers (5 points)</b>	
100% decrease in the number of frustration readers in supervised schools - 5 points	
80% of school heads and teachers - 4 points	
60% of school heads and teachers - 3 points	
40% of school heads and teachers - 2 points	
20% of school heads and teachers - 1 point	
<b>Supporting documents:</b> (1) Monitoring and supervision mechanism; (2) Narrative report with pictures; and (3) other supporting documents.	

<b>B. TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT – 15 POINTS</b>		Points
Indicator		
<b>1. Coached school heads in the preparation/ implementation/ enhancement of SIP, AIP, LAC Session Plan, LR Plan Implementation, OPCRF, Reading Program, Guidance Program, and IS Plan (5 points)</b>		
Coached school heads 7 of the mentioned activities/programs with the submission of coaching/mentoring and Supervisory Report - 5 points		
Coached school heads 5 of the mentioned activities/programs - 4 points		
Coached school heads 4 of the mentioned activities/programs - 3 points		
Coached school heads 3 of the mentioned activities/programs - 2 points		
Coached school heads 2 of the mentioned activities/programs - 1 point		
<b>Supporting documents:</b> (1) Monitoring and supervision mechanism; (2) Narrative report with pictures; and (3) other supporting documents.		

Indicator	Points
<b>2. Provided technical assistance to school heads to establish linkages with DOH, LGU, DA, PNP, DENR, government and non-government organizations, and other private entities/groups/organizations. (5 points)</b>	
Provided 7 TA on the mentioned activities with the submission of Technical Assistance Report - 5 points	
Provided 5 TA on the mentioned activities with the submission of Technical Assistance Report - 4 points	
Provided 4 TA on the mentioned activities with the submission of Technical Assistance Report - 3 points	
Provided 3 TA on the mentioned activities with the submission of Technical Assistance Report - 2 points	
Provided 2 TA on the mentioned activities with the submission of Technical Assistance Report - 1 point	
<b>Supporting documents:</b> (1) Technical Assistance Report with proper documentation and (2) other supporting documents.	

Indicator	Points
<b>3. Provided TA to School Heads on the implementation of DepEd mandated programs such as Gulayan sa Paaralan, Reading Program, Anti-Bullying, disaster preparedness, deworming and immunization, Brigada Eskwela, etc., and in implementing and assessing inclusive education programs such as SPED, ALIVE, SSES, MISOSA, E-IMPACT, IPED, ALS, etc. (5 points)</b>	
Provided 7 TA on the mentioned activities with the submission of Technical Assistance Report - 5 points	
Provided 5 TA on the mentioned activities with the submission of Technical Assistance Report - 4 points	
Provided 4 TA on the mentioned activities with the submission of Technical Assistance Report - 3 points	
Provided 3 TA on the mentioned activities with the submission of Technical Assistance Report - 2 points	
Provided 2 TA on the mentioned activities with the submission of Technical Assistance Report - 1 point	
<b>Supporting documents:</b> (1) Technical Assistance Report with proper documentation and (2) other supporting documents.	

<b>C. MONITORING AND EVALUATION – 15 POINTS</b>	Points
<b>Indicator</b>	
<b>1. Monitored the utilization of monthly school MOOE and other school funds such as canteen, PTA, and other generated funds. (5 points)</b>	
100% of the school heads in supervised schools were monitored in the utilization and preparation of liquidation of funds before the due date - 5 points	
80% of the school heads in supervised schools were monitored - 4 points	
60% of the school heads in supervised schools were monitored - 3 points	
40% of the school heads in supervised schools were monitored - 2 points	
20% of the school heads in supervised schools were monitored - 1 point	
<b>Supporting documents:</b> (1) Monitoring and supervision mechanism and (2) other supporting documents.	

Indicator	Points
<b>2. Conducted district pre-assessment of schools for SBM level of practice. (5 points)</b>	
100% of the supervised schools were assessed and assisted in the preparation for SBM - 5 points	
80% of the supervised schools were assessed and assisted - 4 points	
60% of the supervised schools were assessed and assisted - 3 points	
40% of the supervised schools were assessed and assisted - 2 points	
20% of the supervised schools were assessed and assisted - 1 point	
<b>Supporting documents:</b> (1) Technical Assistance Report with proper documentation and (2) other supporting documents.	

Indicator	Points
<b>3. Monitored and supervised private schools on the compliance of standards in the implementation of K to 12 curriculum (5 points)</b>	
100% of assigned private schools monitored on compliance to standards of K to 12 curriculum implementation (competencies, CG, etc.) with submission of monitoring report - 5 points	
80% of assigned private schools monitored - 4 points	
60% of assigned private schools monitored - 3 points	
40% of assigned private schools monitored - 2 points	
20% of assigned private schools monitored - 1 point	
<b>Supporting documents:</b> (1) Monitoring and Supervision Report with proper documentation and (2) other supporting documents.	

<b>C. CURRICULUM DEVELOPMENT, ENRICHMENT, AND LOCALIZATION – 10 POINTS</b>	Points
Indicator	
<b>1. Validated school-based developed contextualized learning resources (5 points)</b>	
Validated 10 school-based developed contextualized learning resource materials and approved for division validation - 5 points	
Validated 7 school-based developed contextualized LMs - 4 points	
Validated 5 school-based developed contextualized LMs - 3 points	
Validated 3 school-based developed contextualized LMs - 2 points	
Validated 1 school-based developed contextualized LMs - 1 point	
<b>Supporting documents:</b> (1) Validation Report with proper documentation and (2) other supporting documents.	

Indicator	Points
<b>2. Monitored the schools' implementation and utilization of the LRMS (5 points)</b>	
100% of the schools heads and teachers of the supervised schools registered in the LR Portal before end of July 2018 - 5 points	
80% of the schools heads and teachers of the supervised schools - 4 points	
60% of the schools heads and teachers of the supervised schools - 3 points	
40% of the schools heads and teachers of the supervised schools - 2 points	
20% of the schools heads and teachers of the supervised schools - 1 point	
<b>Supporting documents:</b> (1) Monitoring and Supervision Report with proper documentation and (2) other supporting documents.	

<b>E. LEARNING OUTCOMES ASSESSMENT – 5 POINTS</b>		<b>Points</b>
<b>Indicator</b>		
<b>1. Achieved increment in NAT performance in supervised schools (previous and present assignment) for the last three (3) years (5 points)</b>		
100% of the supervised schools achieved increment in NAT MPS in all learning areas	- 5 points	
80% of the supervised schools achieved increment in NAT MPS in all learning areas	- 4 points	
60% of the supervised schools achieved increment in NAT MPS in all learning areas	- 3 points	
40% of the supervised schools achieved increment in NAT MPS in all learning areas	- 2 points	
20% of the supervised schools achieved increment in NAT MPS in all learning areas	- 1 point	
<b>Supporting documents:</b> NAT performance for the last three (3) years signed by SDO officials.		

**PART II. OTHER AREAS**

**1. Original Creative Outputs/Innovation – 5 points**

**Supporting Documents:**

1. Description of creative output/innovation with pictures on how it is used/practiced in the district
2. Evidence/s on the contribution of the output to the improvement of teaching and learning signed by DepEd official/s.

<b>INDICATORS</b>	<b>POINTS</b>			<b>Score</b>
	<b>Not At All (0)</b>	<b>Somewhat (1)</b>	<b>Very Well (2)</b>	
1. Shows uniqueness and creativity				
2. Focuses on the knowledge, skills, and abilities appropriate to the learners				
3. Reflects a variety of effective ways to support learning				
4. Aligns to K to 12 Curriculum				
5. Contributes to the improvement of teaching and learning as shown by measurable data				
<b>TOTAL SCORE ÷ 2</b>				

## 2. Research Output/s - 5 points

The research output/s should be properly documented, approved, and attested by DepEd officials. The nominee should be the sole researcher/author.

### Supporting documents:

1. Copy of the title page, approval sheet, abstract, and any page of the research output where the approval/signature of DepEd official/s is found.
2. Certificate of Recognition/Appreciation or any certification signed by DepEd Officials.

INDICATORS		POINTS
<b>a. Highest level of any of the research outputs (5 points)</b>		
Conducted in the national level	- 5 points	
Conducted in the regional level	- 4 points	
Conducted in the division level	- 3 points	
Conducted in the cluster/district level	- 2 points	
Conducted in the school level	- 1 point	

## 3. Educational attainment and professional advancement - 10 points

### Supporting documents:

1. Certified true copy of Transcript of Records/certificate of number of units earned/diploma. For consultant/resource person/paper presenter/ trainer/writer/evaluator, certified copy of Certificate of Recognition/Appreciation

INDICATORS		POINTS
<b>a. Educational attainment (5 points)</b>		
Doctorate degree	- 5 points	
CAR Doctorate	- 4 points	
Master's degree	- 3 points	
CAR Master's	- 2 points	
At least 27 MA units	- 1 point	
<b>b. Consultant/resource speaker/ paper presenter/trainer/writer/evaluator (5 points)</b>		
International level	- 5 points	
National level	- 4 points	
Regional level	- 3 points	
Division level	- 2 points	
Cluster/district level	- 1 point	
<b>Note: One (1) DepEd organized/sponsored/endorsed/partnered seminar/activity of the highest level is required which shall be credited with the corresponding point/s</b>		
<b>TOTAL SCORE</b>		

#### 4. Publication/Authorship - 5 points

The publication should be properly documented and attested by DepEd officials. The nominee should be the sole author. Publication/authorship does not include research work/thesis/dissertation.

**Supporting document.** Copy of the publication/article/newsletter/journal/book/etc.

INDICATORS	POINTS
<b>Publication (5 points)</b>	
International level - 5 points	
National level - 4 points	
Regional level - 3 points	
Division level - 2 points	
Cluster/district level - 1 point	
<b>Note: Only one (1) publication/article of the highest level is required and shall be credited with the corresponding point/s</b>	

#### 5. Professional/community service awards for the last three (3) years - 6 points

**Supporting document:**

1. Original copy of Certificate of Recognition/Rank List/Memorandum

INDICATORS	POINTS
<b>a. Award given by professional organization/association (6 points)</b>	
International level - 6 points	
National level - 5 points	
Regional level - 4 points	
Division level - 3 points	
Cluster/district level - 2 points	
School level - 1 point	
<b>Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee", professional organization or association related to teaching. Only one award of the highest level is required and shall be credited with the corresponding point/s.</b>	

### PART III. INTERVIEW – 10 POINTS

This part highlights the outstanding accomplishments of the nominee manifested for the last three years. Below is the rating scale for the actual interview:

RATING SCALE	DEFINITION
<b>Outstanding (5 points)</b>	Objectives and standards are clearly and substantially surpassed. Consistently and significantly exceeds all performance expectations and standards. Highest performance level. Demonstrates a personal commitment to a high level of performance and results, even under challenging work goals.
<b>Exceeds Expectations (4 points)</b>	Frequently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the component.
<b>Meets Expectations (3 points)</b>	Performance is what is expected of a fully qualified and experienced person in this position. All objectives and standards are met. Consistently meets all performance expectations and standards. Job well done. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires normal supervision and follow-up. Almost always completes work or projects on schedule.
<b>Approaches Expectations (2 points)</b>	Objectives and standards are generally met but full results are not totally achieved. Occasionally falls short of consistently meeting performance expectations and standards. Some performance aspects were not met – needs slight improvement. Could result from being newly appointed to the position – continuing to learn all aspects of the position.
<b>Does Not Meet Expectations (1 point)</b>	Objectives and standards are consistently not met. Consistently fails to meet performance expectations. Needs significant improvement. Has been on the job long enough to have shown better performance. Excessive attention by supervisor is required. Does not grasp situation when explained. Corrective action is required.
<b>SCORE</b>	

**CRITERIA FOR EVALUATION  
2019 REGIONAL SEARCH FOR OUTSTANDING  
ADMINISTRATIVE ASSISTANT**

**A . Qualification for Nomination**

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

<b>Qualification Requirement</b>	<b>Supporting Document/s</b>	<b>Remarks</b>
1. A model of morality and integrity both in public and private life	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her morality and integrity both in public and private life from: a. government official b. private organization/NGO/religious group c. School Head for school category d. Administrative Officer V for SDO category	
2. Has good human relations in the school/SDO and in the community	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her good human relations in the school/SDO and in the community from: a. government official b. private organization/NGO/religious group c. Teaching and Non-Teaching Association President of the school or SDO	
3. Has permanent item as ADAS	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. At least 3 years of experience relevant to the current position	Certification from the School Head/SDS	
5. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of 2016, 2017 and 2018 IPCRF	
6. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	



<b>Other Requirements</b>	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

## **B. Paper Screening/Document Evaluation**

### **PART I. WORK PRODUCTIVITY**

<b>1. QUALITY AND CONSISTENCY OF PERFORMANCE</b>		
<b>Indicator</b>	<b>Criteria</b>	<b>Points</b>
Average of the performance ratings for the last three (3) years manifested exemplary noteworthiness that contributed to achievements of the institution.	4.900 – 5.000	- 5 points
	4.800 – 4.899	- 4 points
	4.700 – 4.799	- 3 points
	4.600 – 4.699	- 2 points
	4.500 – 4.599	- 1 point
<b>Supporting document:</b> IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee.		

<b>2. RESPONSIVENESS TO THE PUBLIC/CLIENTELE</b>		
<b>Indicator</b>	<b>Criteria</b>	<b>Points</b>
Extension/provision of prompt, courteous, and adequate service to the public/clients	Always extends/provides prompt, courteous, and adequate service to the public/clients	- 5 points
	Most often	- 4 points
	Often	- 3 points
	Rarely	- 2 points
	Never	-1 point
<b>Supporting documents:</b> (1) Accomplishment or narrative report; (2) Result of evaluation, survey or feedback of customers/clients; and (3) Other supporting documents signed by SDO official.		

<b>3. DEDICATION AND DILIGENCE</b>		
<b>Indicator</b>	<b>Criteria</b>	<b>Points</b>
The degree of love for work, sincerity, and industriousness in performing his/her task, duties, and responsibilities	Demonstrates Very High level of dedication and diligence in his/her work	- 5 points
	High	- 4 points
	Average	- 3 points
	Low	- 2 points
	Very Low	- 1 point
<b>Supporting documents:</b> (1) Accomplishment or narrative report; (2) Result of evaluation, survey or feedback of customers/clients; and (3) Other supporting documents signed by SDO official.		

<b>4. HONESTY, TRUSTWORTHINESS, AND SINCERITY</b>		
<b>Indicator</b>	<b>Criteria</b>	<b>Points</b>
The depth of honesty, truthfulness, dependability, sincerity, and transparency as manifested in his/her ideas, words, and acts as an employee	Very highly commendable depth of honesty, truthfulness, dependability, sincerity, and transparency	- 5 points
	Highly commendable	- 4 points
	Commendable	- 3 points
	Less commendable	- 2 points
	Least commendable	- 1 point
<b>Supporting documents:</b> (1) Accomplishment or narrative report; (2) Result of evaluation, survey or feedback of customers/clients; and (3) Other supporting documents signed by SDO official.		

<b>5. DIFFICULTY AND RISK INHERENT IN THE WORK</b>		
<b>Indicator</b>	<b>Criteria</b>	<b>Points</b>
The degree of sacrifice, danger, and hazard, substantially present in the work	Extremely high difficulty and risk in his/her work	- 5 points
	High difficulty	- 4 points
	Average	- 3 points
	Low	- 2 points
	Very low	- 1 point
<b>Supporting documents:</b> (1) Accomplishment or narrative report; (2) Result of evaluation, survey or feedback of customers/clients; and (3) Other supporting documents signed by SDO official.		

6. ATTENDANCE AND PUNCTUALITY		
Indicator	Criteria	Points
Regular attendance and punctuality are vital attributes for all employees. It is important for employees to attend work regularly and to arrive at work on time, because failure to do so detrimentally affects employee morale and productivity.	Outstanding (perfect attendance throughout the year and no tardiness) - 5 points	
	Very satisfactory (1-5 absences with 5-10 times tardy) - 4 points	
	Satisfactory (6-10 absences with 10-15 times tardy) - 3 points	
	Unsatisfactory (11-15 absences with 16-20 times tardy) - 2 points	
	Poor (more than 16 times absent and more than 21 times tardy) - 1 point	
<b>Supporting documents:</b> (1) Summary of Attendance and other supporting documents signed by school head/SDO official.		

## PART II. OTHER AREAS

### 1. Innovation /Original Creative Outputs – 10 points

**Supporting Documents:**

1. Description of creative output/innovation with pictures on how it is used/practiced in the school/division.
2. Evidence/s on the contribution of the output to the improvement of the office/employee signed by DepEd official/s.

INDICATORS	POINTS			Score
	Not At All (0)	Somewhat (1)	Very Well (2)	
1. Shows uniqueness and creativity				
2. Increases work productivity				
3. Effective and efficient in accomplishing tasks				
4. Contributes to the improvement of the overall work performance of the school/SDO				
5. Involves critical and strategic thinking to find and develop creative solutions to problems				
<b>TOTAL SCORE</b>				

**2. Research - 5 points**

The research output/s should be properly documented, approved, and attested by DepEd officials. The nominee should be the sole researcher/author.

**Supporting documents:**

1. Copy of the title page, approval sheet, abstract, and any page of the research output where the approval/signature of DepEd official/s is found.
2. Certificate of Recognition/Appreciation or any certification signed by DepEd Officials.

INDICATORS	POINTS
<b>a. Highest level of any of the research outputs (5 points)</b>	
Conducted in the national level - 5 points	
Conducted in the regional level - 4 points	
Conducted in the division level - 3 points	
Conducted in the cluster/district level - 2 points	
Conducted in the school level - 1 point	
<b>TOTAL SCORE</b>	

**3. Educational attainment and professional advancement - 10 points**

**Supporting documents:**

1. Certified true copy of Transcript of Records/certificate of number of units earned/diploma. For consultant/resource person/paper presenter/ trainer/writer/evaluator, certified copy of Certificate of Recognition/Appreciation

INDICATORS	POINTS
<b>a. Educational attainment (5 points)</b>	
Doctorate degree - 5 points	
CAR Doctorate - 4 points	
Master's degree - 3 points	
CAR Master's - 2 points	
At least 18 MA units - 1 point	
<b>b. Consultant/resource speaker/ paper presenter/trainer/writer/evaluator (5 points)</b>	
International level - 5 points	
National level - 4 points	
Regional level - 3 points	
Division level - 2 points	
Cluster/district level - 1 point	
<b>Note: One (1) DepEd organized/sponsored/endorsed/partnered seminar/activity of the highest level is required which shall be credited with the corresponding point/s</b>	
<b>TOTAL SCORE</b>	

**4. Publication/Authorship - 5 points**

The publication should be properly documented and attested by DepEd officials. The nominee should be the sole author. Publication/authorship does not include research work/thesis/dissertation.

**Supporting document:** Copy of the publication/article/newsletter/journal/book/etc.

INDICATORS	POINTS
<b>Publication (5 points)</b>	
International level - 5 points	
National level - 4 points	
Regional level - 3 points	
Division level - 2 points	
Cluster/district level - 1 point	
<b>Note: Only one (1) publication/article of the highest level is required and shall be credited with the corresponding point/s</b>	
<b>TOTAL SCORE</b>	

**5. Professional/community service awards for the last three (3) years - 6 points**

**Supporting document:** Original copy of Certificate of Recognition/Rank List/Memorandum

INDICATORS	POINTS
<b>a. Award given by professional organization/association (6 points)</b>	
International level - 6 points	
National level - 5 points	
Regional level - 4 points	
Division level - 3 points	
Cluster/district level - 2 points	
School level - 1 point	
<b>Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee", professional organization or association related to teaching. Only one award of the highest level is required and shall be credited with the corresponding point/s.</b>	
<b>TOTAL SCORE</b>	

### PART III. SUMMARY OF ACCOMPLISHMENTS - 20 POINTS

This part highlights the outstanding accomplishments of the nominee manifested for the last three years. Presentation of accomplishments should be in order of significance, complete with descriptions, justifications, and should adhere to the following pointers:

1. Use specific terms such as: assisted, contributed, facilitated, and the like;
2. State in brief, factual, and in bullet form;
3. Cite specific situations, problems/issues addressed, people/office benefited, etc.;
4. Encode highlights of outstanding accomplishments in A4 size bond paper, 1.5 spacing, Arial 11; and
5. Submit to the screening and selection committee the summary/highlights of outstanding accomplishments during the paper screening and document evaluation; and
6. Attach the document in the Individual Tentative Summary of Score Sheet.

RATING SCALE	DEFINITION
<b>Outstanding (5 points)</b>	Objectives and standards are clearly and substantially surpassed. Consistently and significantly exceeds all performance expectations and standards. Highest performance level. Demonstrates a personal commitment to a high level of performance and results, even under challenging work goals.
<b>Exceeds Expectations (4 points)</b>	Frequently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the component.
<b>Meets Expectations (3 points)</b>	Performance is what is expected of a fully qualified and experienced person in this position. All objectives and standards are met. Consistently meets all performance expectations and standards. Job well done. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires normal supervision and follow-up. Almost always completes work or projects on schedule.
<b>Approaches Expectations (2 points)</b>	Objectives and standards are generally met but full results are not totally achieved. Occasionally falls short of consistently meeting performance expectations and standards. Some performance aspects were not met – needs slight improvement. Could result from being newly appointed to the position – continuing to learn all aspects of the position.
<b>Does Not Meet Expectations (1 point)</b>	Objectives and standards are consistently not met. Consistently fails to meet performance expectations. Needs significant improvement. Has been on the job long enough to have shown better performance. Excessive attention by supervisor is required. Does not grasp situation when explained. Corrective action is required.
<b>Supporting document: Highlights of outstanding accomplishments written in A4 size bond paper, 1.5 spacing, Arial 11.</b>	
<b>SCORE</b>	

**PART IV. INTERVIEW – 20 POINTS**

<b>Interview Rubric</b>	<b>Domain 1:</b>	<b>Domain 2:</b>	<b>Domain 3:</b>
	<ul style="list-style-type: none"> <li>• Organization</li> <li>• Detail-oriented</li> <li>• Time Management</li> <li>• Resourcefulness</li> <li>• Strategic Planning</li> </ul> <p><b>(8 points)</b></p>	<ul style="list-style-type: none"> <li>• Adept in Technology</li> <li>• Verbal and Written Communication</li> </ul> <p><b>(6 points)</b></p>	<ul style="list-style-type: none"> <li>• Professional and ethical behaviors</li> </ul> <p><b>(6 points)</b></p>
	Has the ability to stay focused, can prioritize tasks and plan strategically, and manage time, energy, strength, mental capacity, physical space, etc. effectively and efficiently in order to achieve the desired outcome.	Has the ability to communicate effectively using latest technology with superiors, colleagues, and staff and knows how to effectively prepare, convey and receive messages in person as well as via phone, email, and social media.	Demonstrates respect for key moral principles that include honesty, fairness, equality, dignity, diversity and individual rights and conducts or characterizes a mark of a professional person
<b>8- Outstanding</b> <i>Includes specific elements, well-crafted details and specific examples with data elements.</i>			
<b>6- Very Satisfactory</b> <i>Specific elements and examples with documented performance /data elements.</i>			
<b>4 - Satisfactory</b> <i>Complete response to criteria.</i>			
<b>2 – Unsatisfactory</b> <i>Incomplete answer/response to criteria.</i>			
<b>1 – Needs Improvement</b> <i>No answer/response to criteria.</i>			
<b>SCORE</b>			
<b>TOTAL SCORE</b>			

**NOMINATION FORM**

**2019 Regional Search for Outstanding Teaching, Teaching-Related  
and Non-Teaching Personnel**

**THE SCREENING AND SELECTION COMMITTEE**

DepEd Region X  
Zone 1, Upper Balulang, Cagayan de Oro City

After reviewing the guidelines and criteria for the Regional Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel, I hereby nominate:

Name of Nominee: \_\_\_\_\_  
  First Name    Middle Name    Last Name

Contact Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address : \_\_\_\_\_

Division: \_\_\_\_\_

Category: \_\_\_\_\_

Current Position of Nominee : \_\_\_\_\_

Subject Area/Grade Level Taught (for teachers) : \_\_\_\_\_

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the Screening and Selection Committee is final and that we agree to abide by it.

Name of Nominator: \_\_\_\_\_

Position: \_\_\_\_\_

Signature of Nominator : \_\_\_\_\_

Date Signed: \_\_\_\_\_





<b>Other Requirements</b>	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

<b>CRITERIA FOR OUTSTANDING TEACHER</b>		
	<b>POINTS</b>	<b>SCORE</b>
<b>I. Instructional Competence and Teaching Effectiveness</b>		
a. Innovation	<b>10</b>	
b. Research	<b>10</b>	
c. Co-curricular Involvement	<b>10</b>	
d. Education and Professional Development	<b>10</b>	
e. Publication/Authorship	<b>5</b>	
<b>II. Professional and Community Involvement</b>		
a. Participation in Training Programs	<b>10</b>	
b. Leadership in Professional Organizations	<b>10</b>	
c. Participation in Community and Civic Movement	<b>9</b>	
d. Professional/Community Service Awards	<b>6</b>	
<b>III. Demonstration Teaching</b>	<b>10</b>	
<b>IV. Interview</b>	<b>10</b>	
<b>TOTAL SCORE</b>	<b>100</b>	
<i>(to be filled in by DSSC)</i>	<b>TENTATIVE SCORE</b>	
<i>(to be filled in by RSSC)</i>	<b>FINAL SCORE</b>	

The Committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

\_\_\_\_\_  
Chairman

*(Signature over Printed Name)*

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**2019 Regional Search for Outstanding  
Head Teacher/Teacher In-charge  
INDIVIDUAL TENTATIVE SUMMARY OF SCORE SHEET**

Recent 2x2  
picture of  
nominee

Name of Nominee: \_\_\_\_\_  
First Name
Middle Name
Last Name

Contact Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address : \_\_\_\_\_

Division: \_\_\_\_\_

Category: \_\_\_\_\_

Current Position of Nominee : \_\_\_\_\_

**A . Qualification for Nomination**

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

Qualification Requirements	Supporting Document/s	Remarks
1. A model of morality and integrity both in public and private life	Written testimonies from: a. government official b. private organization/NGO/ religious group c. school head	
2. Has good human relations in the school and in the community	Written testimonies from: Written testimony from: a. government official b. private organization/NGO/ religious group c. school head d. co-teacher	
3. Has permanent item	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads	Certified True Copy of Teaching Load	
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of 2016, 2017 and 2018 IPCRF	
7. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

<b>Other Requirements</b>	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

<b>CRITERIA FOR OUTSTANDING HEAD TEACHER/TEACHER IN-CHARGE</b>		
<b>PART I. KEY RESULT AREAS</b>	<b>POINTS</b>	<b>SCORE</b>
<b>I. Instructional Leadership</b>		
a. Improved Learning Outcomes	<b>5</b>	
<b>II. Learning Environment</b>		
a. Management and Improvement of Physical Facilities	<b>5</b>	
b. Provision of Safe Learning Environment	<b>5</b>	
<b>III. Human Resource Management and Development</b>		
a. Conduct of HRMD Programs/ Teacher Development	<b>5</b>	
<b>IV. Parents' Involvement and Community Partnership</b>		
a. SBM Level of Practice	<b>5</b>	
b. Stakeholders' Participation and Involvement	<b>5</b>	
<b>V. School Leadership and Management Operations</b>		
a. School Performance Indicators	<b>15</b>	
b. Financial Management	<b>10</b>	
<b>PART II. PROFESSIONAL GROWTH/AWARD</b>		
a. Education	<b>4</b>	
b. Resource Speakership	<b>4</b>	
c. Publication	<b>4</b>	
d. Research	<b>6</b>	
e. Innovation	<b>7</b>	
f. Award/Outstanding Accomplishment	<b>10</b>	
<b>PART III. Interview</b>	<b>10</b>	
	<b>TOTAL SCORE</b>	<b>100</b>
<i>(to be filled in by DSSC)</i>	<b>TENTATIVE SCORE</b>	
<i>(to be filled in by RSSC)</i>	<b>FINAL SCORE</b>	

The Committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

\_\_\_\_\_  
Chairman *(Signature over Printed Name)*

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**2019 Regional Search for Outstanding Principal  
INDIVIDUAL TENTATIVE SUMMARY OF SCORE SHEET**

Recent 2x2  
picture of  
nominee

Name of Nominee: \_\_\_\_\_  
First Name
Middle Name
Last Name

Contact Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address : \_\_\_\_\_

Division: \_\_\_\_\_

Category: \_\_\_\_\_

Current Position of Nominee : \_\_\_\_\_

**A . Qualification for Nomination**

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

Qualification Requirements	Supporting Document/s	Remarks
1. A model of morality and integrity both in public and private life	Written testimonies from: a. government official b. private organization/NGO/ religious group c. school head	
2. Has good human relations in the school and in the community	Written testimonies from: Written testimony from: a. government official b. private organization/NGO/ religious group c. school head d. co-teacher	
3. Has permanent item	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads	Certified True Copy of Teaching Load	
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of 2016, 2017 and 2018 IPCRF	
7. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

<b>Other Requirements</b>	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

<b>CRITERIA FOR OUTSTANDING PRINCIPAL</b>		
<b>PART I. KEY RESULT AREAS</b>	<b>POINTS</b>	<b>SCORE</b>
<b>I. Instructional Leadership</b>		
b. Improved Learning Outcomes	<b>5</b>	
<b>II. Learning Environment</b>		
a. Management and Improvement of Physical Facilities	<b>5</b>	
b. Provision of Safe Learning Environment	<b>5</b>	
<b>III. Human Resource Management and Development</b>		
b. Conduct of HRMD Programs/ Teacher Development	<b>5</b>	
<b>IV. Parents' Involvement and Community Partnership</b>		
c. SBM Level of Practice	<b>5</b>	
d. Stakeholders' Participation and Involvement	<b>5</b>	
<b>V. School Leadership and Management Operations</b>		
a. School Performance Indicators	<b>15</b>	
b. Financial Management	<b>10</b>	
<b>PART II. PROFESSIONAL GROWTH/AWARD</b>		
g. Education	<b>4</b>	
h. Resource Speakership	<b>4</b>	
i. Publication	<b>4</b>	
j. Research	<b>6</b>	
k. Innovation	<b>7</b>	
l. Award/Outstanding Accomplishment	<b>10</b>	
<b>PART III. Interview</b>	<b>10</b>	
	<b>TOTAL SCORE</b>	<b>100</b>
<i>(to be filled in by DSSC)</i>		<b>TENTATIVE SCORE</b>
<i>(to be filled in by RSSC)</i>		<b>FINAL SCORE</b>

The Committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

\_\_\_\_\_  
Chairman *(Signature over Printed Name)*

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**2019 Regional Search for Outstanding Public Schools District Supervisor/  
Principal In-charge of the District  
INDIVIDUAL TENTATIVE SUMMARY OF SCORE SHEET**

Recent 2x2  
picture of  
nominee

Name of Nominee: \_\_\_\_\_  
First Name
Middle Name
Last Name

Contact Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address : \_\_\_\_\_

Division: \_\_\_\_\_

Category: \_\_\_\_\_

Current Position of Nominee : \_\_\_\_\_

**A . Qualification for Nomination**

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

Qualification Requirements	Supporting Document/s	Remarks
1. A model of morality and integrity both in public and private life	Written testimonies from: a. government official b. private organization/NGO/ religious group c. school head	
2. Has good human relations in the school and in the community	Written testimonies from: Written testimony from: a. government official b. private organization/NGO/ religious group c. school head d. co-teacher	
3. Has permanent item	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads	Certified True Copy of Teaching Load	
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of 2016, 2017 and 2018 IPCRF	
7. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

<b>Other Requirements</b>	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

<b>CRITERIA FOR OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR/ PRINCIPAL IN-CHARGE OF THE DISTRICT</b>		
<b>PART I. KEY RESULT AREAS</b>	<b>POINTS</b>	<b>SCORE</b>
a. Instructional Supervision	<b>15</b>	
b. Technical Assistance in School Management	<b>15</b>	
c. Monitoring and Evaluation	<b>15</b>	
d. Curriculum Development, Enrichment and Localization	<b>10</b>	
e. Learning Outcomes Assessment	<b>5</b>	
<b>PART II. OTHER AREAS</b>		
a. Innovation	<b>5</b>	
b. Research	<b>5</b>	
c. Education and Professional Advancement	<b>10</b>	
d. Publication/Authorship	<b>5</b>	
e. Award/Outstanding Accomplishment	<b>5</b>	
<b>IV. Interview</b>	<b>10</b>	
<b>TOTAL SCORE</b>	<b>100</b>	
<i>(to be filled in by DSSC)</i>	<b>TENTATIVE SCORE</b>	
<i>(to be filled in by RSSC)</i>	<b>FINAL SCORE</b>	

The Committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

\_\_\_\_\_  
Chairman *(Signature over Printed Name)*

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member



**2019 Regional Search for Outstanding Administrative Assistant  
INDIVIDUAL TENTATIVE SUMMARY OF SCORE SHEET**

Recent 2x2  
picture of  
nominee

Name of Nominee: \_\_\_\_\_  
First Name
Middle Name
Last Name

Contact Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address : \_\_\_\_\_

Division: \_\_\_\_\_

Category: \_\_\_\_\_

Current Position of Nominee : \_\_\_\_\_

**A . Qualification for Nomination**

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

<b>Qualification Requirements</b>	<b>Supporting Document/s</b>	<b>Remarks</b>
1. A model of morality and integrity both in public and private life	Written testimonies from: a. government official b. private organization/NGO/ religious group c. School Head for school category d. Administrative Officer V for SDO	
2. Has good human relations in the school and in the community	Written testimonies from: a. government official b. private organization/NGO/ religious group c. Teaching and Non-Teaching Association President of the school or SDO	
3. Has permanent item	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads	Certified True Copy of Teaching Load	
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of 2016, 2017 and 2018 IPCRF	
7. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

<b>Other Requirements</b>	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

<b>CRITERIA FOR OUTSTANDING ADMINISTRATIVE ASSISTANT</b>		
<b>PART I. WORK PRODUCTIVITY</b>	<b>POINTS</b>	<b>SCORE</b>
1. Quality and Consistency of Performance	<b>5</b>	
2. Responsiveness to the Public/Clientele	<b>5</b>	
3. Dedication and Diligence	<b>5</b>	
4. Honesty, Trustworthiness, and Sincerity	<b>5</b>	
5. Difficulty and Risk Inherent in the Work	<b>5</b>	
<b>PART II. OTHER AREAS</b>		
1. Innovation	<b>10</b>	
2. Research	<b>5</b>	
3. Education and Professional Advancement	<b>10</b>	
4. Publication/Authorship	<b>5</b>	
5. Award/Outstanding Accomplishment	<b>5</b>	
<b>PART III. SUMMARY OF ACCOMPLISHMENTS</b>	<b>20</b>	
<b>PART IV. INTERVIEW</b>	<b>20</b>	
<b>TOTAL SCORE</b>	<b>100</b>	
<i>(to be filled in by DSSC)</i>	<b>TENTATIVE SCORE</b>	
<i>(to be filled in by RSSC)</i>	<b>FINAL SCORE</b>	

The Committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

\_\_\_\_\_  
Chairman *(Signature over Printed Name)*

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

## **Attachment No. 5**

The following is the suggested composition of the Search and Selection Committee on the 2019 Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel

### **DIVISION SEARCH AND SELECTION COMMITTEE**

Chair	:	Schools Division Superintendent
Vice Chair/s	:	Assistant Schools Division Superintendent/s
Members	:	Chief, Curriculum Implementation Division Chief, School Governance and Operations Division Chief Administrative Officer Education Program Supervisors President, Division Elementary School Principals Association (DESPA) President, Division Association of Public Secondary School Heads, Inc. (DAPSSHI) President, Division Association of District Supervisors (DAPS) President, Division Association of Education Supervisors (DAES)

### **REGIONAL SEARCH AND SELECTION COMMITTEE**

Chair	:	Regional Director
Co-Chair	:	Assistant Regional Directors
Vice-Chair	:	Chiefs, Functional Divisions
Members	:	Education Program Supervisors Unit and Section Heads President, Regional Education Program Supervisors Association President, Regional Association of Education Supervisors (RAES)