



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
A.Velez St, Cagayan de Oro City



October 26, 2015

Division Memorandum
No. 402 s. 2015

2015 Search for Outstanding Teacher and Employee Award

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

1. In consonance with the conduct of the Division 4th Araw ng Parangal to be held on December 11, 2015 the Division of Misamis Oriental will conduct a Division Search for Outstanding Teacher and Employee Award to wit;
 - Outstanding Education Program Supervisor (1)
 - Outstanding Public Schools District Supervisor (1)
 - Outstanding Elementary School Head (Top 15)
 - Outstanding Secondary School Head (Top 5)
 - Outstanding Elementary School Teacher (Top 100)
 - Outstanding Secondary School Teacher (Top 50)
 - Outstanding District ALS Coordinator (1)
 - Outstanding ALS Mobile Teacher (1)
 - Outstanding Non-Teaching Personnel (Top 5)
2. The search is open to all Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), School Heads (Elementary & Secondary), Teachers (Elementary & Secondary), District ALS Coordinators, ALS Mobile Teachers, and Non-Teaching Personnel & Kindergarten teachers.
3. Awardees shall be drawn from the teachers and employees who are nominated by the Supervisors/School Heads/Stakeholders/Division Section Heads/Co-teachers/Co-employees.

4. General guidelines are as follows:
 - a. Everyone is encouraged to nominate a teacher or employee using the prescribe ***nomination form. (Enclosure No.1)*** and submit to the Division Office for evaluation on or before November 18, 2015.
 - b. Nominee shall be EPS, PSDS, School Heads, (Elem./Secondary), Elem. & Secondary Teachers, DALC, Mobile Teacher, Kindergarten and non-teaching personnel of the Division of Misamis Oriental for three (3) years (as of November 18, 2015).
 - c. Performance rating of Very Satisfactory (VS) at least 8.5 for the last three (3) rating periods.
 - d. With permanent appointment to the position (3 years as of November 18, 2015)
 - e. No pending administrative/criminal/civil case
 - f. Must not have been on leave for more than 2 years immediately prior to the nomination.
 - g. Omnibus certification of absences for not more than 3 days and late for not more than 5 times prior to the nomination.
 - h. Previous awardees and previous nominees who have been finalist twice or as semi-finalists thrice (regardless of the years they joined) cannot be nominated for the said search.

5. The following are the members of the Division Selection Committee.

Chairman :	Dr. Myrna S. Motoomull	– CSO member
Members :	Hon. Kag. Atty. Vincent K. Pelaez	- Provincial Board Member Chairman, Committee on Education
	Mr. Cedric G. Dayta	- Div. Federated PTA President
Secretariat:	CID	

6. Plaques/Certificates will be given to the winners of all categories on December 11, 2015 during the Division 4th Araw ng Parangal at the Atrium of Limketkai Mall, Cagayan de Oro City.

7. Immediate and wide dissemination of this memorandum is desired.


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

CLL/rom

NOMINATION FORM

INSTRUCTION:

This FORM shall be filled out by the NOMINATOR and submitted to the Division Selection Committee in not more twenty(20) pages, including attachments.



PART I: BASIC INFORMATION

NOMINEE'S INFORMATION

Name of the NOMINEE: _____

Date of Birth: _____ Place of Birth: _____

Position: _____ School/District: _____

Mailing Address: _____

NOMINATOR'S INFORMATION

Name of NOMINATOR: _____

Position/Title: _____ Relation to the NOMINEE: _____

Mailing Address: _____

Contact Number: _____ Email: _____

Signature of the NOMINATOR/Date: _____

How long have you known the NOMINEE? _____

If yes, by whom and when? _____

PART II: ABSTRACT OF NOMINEE'S ACCOMPLISHMENT

INSTRUCTION: PLEASE PROVIDE AS COMPLETE AND CONCISE ANSWERS AS POSSIBLE

1. Please list and describe two (2) most outstanding accomplishments/contributions of the nominee in the last three (3) years.

2. Why would you consider each of the above accomplishments **REMARKABLE** and **WORTHY** of recognition in the search?

Accomplishment #1

Accomplishment #2

3. Describe the **IMPACT** of each accomplishment. **(What problems/need each of his/her accomplishment addressed/solved/minimized? How did it improved the school's performance? What was the condition before the NOMINEE's intervention? How did it result to higher level of organizational performance/productivity/efficiency/effectiveness? How did it enhance policy-making and governance? How much savings/income generated?)**

Accomplishment #1

Accomplishment #2

4. What was the distinct/critical **ROLE** performed by the **NOMINEE** in carrying out each accomplishment? **(How would the outcome be different without the NOMINEE's participation?)**

Accomplishment #1

Accomplishment #2

5. Would you consider the NOMINEE's accomplishment sustainable? Why?

Accomplishment #1

Accomplishment #2

PART III: DESCRIPTION of the NOMINEE'S PERSONAL ATTRIBUTES

1. What other awards, recognition and citations received by the NOMINEE?

School: _____
District: _____
Division: _____
Region: _____
National: _____
International: _____

2. How would you describe the **traits** of the **NOMINEE**?

As a Leader: _____

As a MEMBER of the community: _____

As a FAMILY MEMBER (if information is available): _____

3. How as the NOMINEE been described or is regarded by his/her **peers** in the school/district and stakeholders?

4. How would you describe the NOMINEE's **integrity**?

5. Other information that demonstrate NOMINEE's **ability** in leading people, driving results, optimizing resources, building coalitions/linkages.

PART IV: LIST OF REFERENCES

INSTRUCTION:

Please list **TWO REFERENCES** who are very familiar with the **NOMINEE's** accomplishments/contribution and personal attributes. Include their Name, Position, Affiliation/Organization, Address, Telephone, Fax, Mobile Numbers, and email address.

I attest to the **COMPLETENESS, TRUTHFULNESS** and **ACCURACY** of all facts and claims stated herein.

Signature over Printed Name of the NOMINATOR/date