



August 5, 2016

**DIVISION MEMORANDUM**

No. 328, s. 2016

**2016 Search for Outstanding Teacher and Employee Award**

To : **Education Program Supervisors**  
**Public Schools District Supervisors/In-Charge**  
**Elem/Sec/SHS School Heads**  
**District ALS Coordinators**  
**ALS Mobile Teacher**  
**Non- Teaching Personnel**  
This Division

1. In consonance with the celebration of the Education Week and World Teachers' Day on October 5, 2016, and the conduct of the Division 5<sup>th</sup> Araw ng Parangal to be held in December 2016, this Office will conduct a Division Search for Outstanding Teacher and Employee Award to wit:
  - Outstanding Education Program Supervisor
  - Outstanding Public Schools District Supervisor
  - Outstanding Elementary School Head
  - Outstanding Secondary/SHS School Head
  - Outstanding Elementary School Teacher
  - Outstanding Secondary School Teacher/Learning Area
  - Outstanding District ALS Coordinator
  - Outstanding ALS Mobile Teacher
  - Outstanding Non-Teaching Personnel
  - Outstanding Division Employee
  - Outstanding Security Guard
2. The Search is open to all Education Program Supervisors, Public School District Supervisors, Schools Heads, Senior Education Program Specialist, Education Program Specialist, School Heads, Teachers, District ALS Coordinators, ALS Mobile Teachers, Non- Teaching Personnel, Division Employee and Security Guard.
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. For Elementary level & District ALS Coordinator, the selection process shall start from the District Level. Each District shall create District Selection Committee chaired by the PSDS/District In-charge and select School Heads as members together with a Federated PTA Representative. The District/Cluster Committee shall receive the documents of the applicants, evaluate its authenticity and deliberate based on the criteria (Enclosure 2 Rubrics). Each district shall submit the list of top 3 in every category to the division office together with the corresponding deliberation sheet/points attached to the Nomination Folder. Said selection shall be done on September 12, 2016.



Department of Education  
Region X-Northern Mindanao  
Division of Misamis Oriental  
Del Pilar-Velez St., Cagayan de Oro City  
website: [www.depedmisor.net](http://www.depedmisor.net)  
Contact numbers (08822)724615, (088)8564454



5. For Secondary level, the selection will be done by cluster. School Heads of the nominees are directed to submit the nomination folder to the EPS in-charge on or before September 12, 2016. The following are the composition in-charge for every category:

Cluster 1 – Kibungsod NHS to Dampias NHS	– Johnny D. Redondo, EPS
Cluster 2 – Salay NHS to Tagoloan NHS	– Maria Teresa M. Absin, EPS
Cluster 3 – Opol NSTS to Lugait NHS	– Celieto B. Magsayo, EPS
Cluster 4 – MOGCHS	– Nelson B. Absin, EPS

6. For Non-teaching personnel, EPS, PSDS, SEPS, EPS-II and ALS Mobile Teacher, the nominees are directed to submit the nomination folder immediately to the Division Office thru Mr. Rudy O. Magdugo, SGOD Chief. The selection committee is stated below:

Chairman: ASDS Jean G. Veloso  
Members: Bernadette P. Samaco, AO V  
Rudy O. Magdugo, Chief SGOD  
Erlinda G. Dael, Chief CID  
Rhodora L. Gallares, EPS

7. Nominees are directed to submit one Nomination Folder to the District Office (for elementary and Cluster School (for secondary). Top 3 Nomination folders shall be submitted to the Division Office thru Rudy O. Magdugo, SGOD Office, for re-evaluation on or before September 15, 2016 in corresponding color to wit:

- |  |              |
|--|--------------|
| • Elementary School Heads –                | White Folder |
| • Secondary School Heads –                 | Red Folder   |
| • Elementary Teacher –                     | Green Folder |
| • Secondary Teacher –                      | Blue Folder  |
| • Non- Teaching/Division Personnel/Guard – | Brown Folder |

8. There shall only be one (1) Outstanding Employee to receive an award per category.

The following are the documents to be enclosed in order:

- Accomplished Nomination Form
- Authenticated Copy of Appointment
- Service Record or Certification of no LEAVE for more than 2 years signed by the Division Admin Officer
- Copy of IPCRF/OPCRF/PAST for the last three (3) rating periods
- Certificate of pending administrative, criminal case or civil case signed by the Division Admin Officer
- Certification on absences and tardiness incurred duly signed by the immediate head
- Certification of no Unliquidated Cash Advances and Disallowances for previous accountabilities as of July 2016. Said Certification shall be signed by the Division Accountant.
- Narratives on the most outstanding accomplishments/contributions of the nominee in the last three (3) years stating the description of the accomplished work and the impact of the accomplishments with justification why the accomplishments are considered exemplary or extraordinary which result from an idea or performance that benefitted the school and/or community with corresponding photos
- Other pertinent papers



9. General guidelines are as follows:

- a. Everyone is encouraged to nominate a teacher or employee using the prescribed nomination form (Enclosure No. 1).
- b. IPCRF/OPCRF/Performance rating of at least Very Satisfactory (VS) for the last three (3) rating periods.
- c. With permanent appointment to the position (3 Years as of September 15, 2016)
- d. No pending administrative/criminal/civil case.
- e. Must not have been on leave for more than 2 years immediately prior to the nomination.
- f. Self-certification of absences for not more than 3 days and late for not more than 5 times prior to the nomination within 1 year.
- g. 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.

10. The following are the members of the Division Selection Committee:

Chairman: Rudy O. Magdugo , Chief SGOD  
Vice- Chairman: Erlinda G. Dael, Ph.D., Chief CID  
Members: All Education Program Supervisors  
Marife D. Balaba, SEPS-HRD  
Catherine Anne B. Orasan, EPS-II- HRD

11. Plaques/Certificates will be given to the winners in all categories in December during the Araw ng Parangal.
12. Attached are the Criteria/Rubric for Evaluation of the Search for Outstanding Employee Award and Nomination Form.
13. Immediate and wide dissemination of this memorandum is highly desired.

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

CLL/rom/mdb



**SEARCH FOR THE OUTSTANDING TEACHING AND NON-TEACHING EMPLOYEES**

**A. RUBRICS FOR NOMINEE'S ACCOMPLISHMENTS**

Scope of the Interventions

Classroom Level .....	5
School Level.....	10
District Level.....	15
Division Level.....	20
Regional Level.....	25

Overall total for A is 25 times 2 accomplishments= 50

**B. RUBRICS FOR THE IMPACT OF ACCOMPLISHMENTS**

Impact on the School's Key Performance Indicators (KPI)

1. Increased Enrolment Rate
2. Decreased Dropout Rate
3. Increased Completion Rate
4. Increased Graduation Rate
5. Increased Achievement Rate

1 Key Performance Indicator (KPI).....	5
2 Key Performance Indicators (KPIs).....	10
3 Key Performance Indicators (KPIs).....	15
4 Key Performance Indicators (KPIs).....	20
5 Key Performance Indicators (KPIs).....	25

Overall Total for B is 25 times 2 Accomplishments = 50

GRAND TOTAL .....100

Prepared by :

\_\_\_\_\_

Chairman

\_\_\_\_\_

Member

\_\_\_\_\_

Member

Recommending Approval:

JEAN G. VELOSO  
Assistant Schools Division Superintendent

APPROVED :

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



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Prepared by :

\_\_\_\_\_

Chairman

\_\_\_\_\_

Member

\_\_\_\_\_

Member

Recommending Approval:

JEAN G. VELOSO  
 Assistant Schools Division Superintendent

APPROVED :

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



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

**SEARCH FOR THE OUTSTANDING TEACHING AND NON-TEACHING EMPLOYEES  
 INDIVIDUAL RATING SHEET**

Name of Nominee:.....  
 School and District:.....

**A. Nominee's Accomplishments** **50 pts.**

1. Name of Program/Intervention..... (25pts)

Scope	Points
Classroom Level	5 .....
School Level	10 .....
District Level	15 .....
Division Level	20 .....
Regional Level	25 .....

Total .....

2. Name of the Program/Intervention..... (25 pts.)

Scope	Points
Classroom Level	5 .....
School Level	10 .....
District Level	15 .....
Division Level	20 .....
Regional Level	25 .....

Total .....

**TOTAL POINTS ( PROGRAM 1 AND PROGRAM 2 )**.....

**B. IMPACT OF THE ACCOMPLISHMENTS** **50 pts.**

- School Key Performance Indicators (KPI)
- Increased enrolment rate
  - Decreased drop out rate
  - Increased Completion rate
  - Increased Graduation rate
  - Increased Achievement rate

1. Name of Program/Intervention.....(25pts)

Impact on the following Indicators	Points
1 KPI	5 .....
2 KPIs	10 .....
3 KPIs	15 .....
4 KPIs	20 .....
5 KPIs	25 .....

Total  
 Points .....



2. Name of Program/Intervention.....

25pt

Impact on the following Indicators

1 KPI	5	.....
2 KPIs	10	.....
3 KPIs	15	.....
4 KPIs	20	.....
5 KPIs	25	.....

Total  
 Points .....

**SUMMARY OF POINTS**

A. Nominee's Accomplishments .....

B. Impact of the Accomplishments .....

Overall  
 Total .....

.....  
 Member

.....  
 Member

.....  
 Member

.....  
 Member

.....  
 Chairman

# 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

Accomplishment #1

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Accomplishment #2

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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

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Accomplishment #2

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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

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Accomplishment #2

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

Accomplishment #1

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Accomplishment #2

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### 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?

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

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

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## 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.

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

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Signature over Printed Name of the NOMINATOR/date