



August 15, 2016

**DIVISION MEMORANDUM**

No. 553, s. 2016

**Addendum/Corrigendum to Division Memo No. 328 re: 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/ALIVE/MADRASSAH
- Kindergarten/Multigrade/SPED Teachers
- Non- Teaching Personnel
- This Division

1. This Office directs the concerned teachers and employees to submit the nomination forms for Outstanding Teachers and Employees on August 31, 2016.
2. The District Level and Cluster Selection shall be done on September 1, 2016.
3. All the Nomination Folders of the Top 3 nominees per category shall be submitted to the Division Office, c/o Mr. Rudy O. Magdugo, Chief SGOD on September 2, 2016.
4. Top 3 nominees shall enclose the BASIC INFORMATION SHEET in the nomination folder. The template is attached in this Memo. This shall be used during the Regional Level Selection.
5. This Selection shall include ALIVE, MADRASSAH, Kindergarten, Multigrade and SPED Teachers.

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

CLL/mdb



**INSTRUCTIONS:**

1. Please fill out this form completely. Use black ink and print legibly or encode in the computer.
2. Submit this original copy to the DepED ROX- CuAD on or before August 31, 8, 2016.

# BASIC INFORMATION SHEET

## PERSONAL INFORMATION

Full Name (MR./MS./MRS./DR.): \_\_\_\_\_

(please encircle appropriate title)

Surname

Given Name

Middle Name

Home Address:

Residence No.

Street

District/Town/Barangay

City/Province

Zip Code

Nickname:	Name of Spouse: (If any)	No. of Children: (If any)	Civil Status:
Date of Birth:	Place of Birth:	Age:	Gender:
Personal E-mail: Address:	Residence Tel. No.: (Area Code + Tel. No.)	Mobile No.:	Religion:

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

Address: \_\_\_\_\_ Division where school is located: \_\_\_\_\_

School Tel.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

(Area Code + Telephone No.)

Competition joining in:

Preschool

Elementary

Secondary

## APPLICANT'S QUALIFICATIONS

Appointment:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Substitute	<i>Details of Loads: *</i> a) School's definition of full load: _____ b) Actual Teaching load: _____ c) Actual Administrative load (if any): _____ <i>Administrative duties/ies if any:</i> _____
Teaching Load:	<input type="checkbox"/> Full-Load with administrative duty/ies	<input type="checkbox"/> NOT full-Load but with administrative duty/ies	
	<input type="checkbox"/> Full-Load with NO administrative duty/ies	<input type="checkbox"/> NOT full-Load and with NO administrative duty/ies	
Teaching Experience:	<input type="checkbox"/> 10 years or more	<input type="checkbox"/> below 10 years	No. of yrs. as a teacher: _____ Years of actual teaching: _____ Mo. & Yr. Started: _____
Performance Rating:	<input type="checkbox"/> Average in the last 5 years is Very Satisfactory with NO Poor rating in a given year		
Degrees Earned:	<input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Masteral Degree <input type="checkbox"/> Doctorate Degree		Highest Educational Attainment: _____
Past Outstanding Awards Received	<input type="checkbox"/> District <input type="checkbox"/> Division <input type="checkbox"/> Regional <input type="checkbox"/> National		Specify years you have been a Regional/National Awardee in the Search: _____, _____, _____
PRC License:	Holder of valid PRC Teacher's License <input type="checkbox"/> Yes <input type="checkbox"/> No		PRC I.D. No.: _____



Republic of the Philippines  
Department of Education  
**REGION X – NORTHERN MINDANAO**  
Zone 1 Upper Balabang  
Cagayan de Oro City



Telephone No. : (088) 850-7772, 840-7371 | email: region10@deped.gov.ph

Have you been <b>CONVICTED</b> of any of the following offense?		Expiration date: _____	
<input type="checkbox"/> Criminal	<input type="checkbox"/> Civil	<input type="checkbox"/> Administrative	
Yes _____ No _____			
Status: <input type="checkbox"/> Case Dismissed <input type="checkbox"/> In progress		Have you been <b>CHARGED</b> of any of the following offense?	
		<input type="checkbox"/> Criminal	<input type="checkbox"/> Civil
		Yes _____ No _____	
		Status: <input type="checkbox"/> Case Dismissed <input type="checkbox"/> In progress	

Important: Should a case have been filed against you even if it was dismissed or amicably settled, please indicate them by checking the appropriate box above. The DepED ROX – QuAD shall validate this later and failure to disclose will be a ground for **DISQUALIFICATION**. Please give details in a separate sheet of paper.

REPRODUCTION / PHOTOCOPYING OF THIS FORM IS AUTHORIZED

This may also be downloaded at \_\_\_\_\_

**II. CERTIFICATION BY THE NOMINEE (to be filled out by the nominee)**

This is to certify that I voluntarily submit myself to the rules of the Search. I agree to submit the accomplished nomination form should I be eligible to proceed to the next phase of the Search.

I also certify that I am physically fit to undergo the evaluation process of the Search. In this regard, I hereby exempt, discharge, release and free DepED ROX- QuAD, and the judges from any claim or liability arising from my participation in the Search.

I hereby certify to the best of my knowledge that all the information contained in this form is true and correct. I am aware that any willful misrepresentation of facts stated herein can be used as basis for my disqualification.

SIGNED THIS DAY OF \_\_\_\_\_ at \_\_\_\_\_

Date Place

**PRINTED NAME AND SIGNATURE OF NOMINEE**

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**III. CERTIFICATION BY THE NOMINATOR (to be filled out by the nominator/school)**

This is to certify that \_\_\_\_\_, who holds the position of \_\_\_\_\_

(Name of Nominee) (Present Position & Rank)

is a  full-time or permanent  substitute of this school. He/She is concurrently serving as \_\_\_\_\_

(Administrative Position, if applicable)

The nominee has a total teaching load of \_\_\_\_\_

For Elementary and Secondary: indicate no. of hours per week

I ALSO CERTIFY THAT \_\_\_\_\_ IS THE OFFICIAL NOMINEE OF THIS

(Name of Nominee)

SCHOOL FOR THE \_\_\_\_\_ COMPETITION, AND THAT ANYBODY NOMINATED ASIDE

(Preschool/Elementary/Secondary)

FROM HIM/HER WILL AUTOMATICALLY BE DISQUALIFIED.\*

\_\_\_\_\_

TITLE / PRINTED NAME / SIGNATURE

\_\_\_\_\_

POSITION/DESIGNATION

DATE SIGNED \_\_\_\_\_

Note: In case this nominee of your school does not meet any of the eligibility criteria of the Search, you may nominate another on or before the deadline for the submission of Basic Information Sheet which is set on **August 31, 2016**

\* Elementary schools are allowed to nominate 2 candidates, one each for the primary (Kinder-Grade 3) and intermediate (Grades 4-5).