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Division Memorandum
No. 42, s. 2019

TO: Education Program Supervisors
Public Schools District Supervisors
District ALS Coordinators
ALS Mobile Teachers

FROM: [Signature] **SOCORRO V. DELA ROSA, CESO VI**
Schools Division Superintendent

SUBJECT: **2019 Division Search for the Outstanding ALS Teachers, Most Functional Learning Center and Most Supportive LGU**

DATE: January 22, 2019

1. The Schools Division Office through the Curriculum Implementation Division, announces the 2019 Division Search for the Outstanding ALS Teachers, Most Functional Community Learning Center and Most Supportive LGU.
2. The Search for Outstanding ALS Teachers is an advocacy and social mobilization activity that is designed to support the professional growth and development of ALS implementers particularly the District ALS Coordinators (DALSC), ALS Mobile Teachers (MT), and Barangay Literacy Volunteers division wide.
3. Search for Most Functional Community Learning Center and Most Supportive LGU aims to recognize the best practices in implementing the ALS programs, activities and projects which help alleviate poverty, provide livelihood, address welfare needs, promote literacy and make education accessible for the OSYs and OSAs in the communities.
4. The Search has the following categories:
 1. Outstanding ALS Teachers (Winner of this this category automatically represent the Regional Search for Outstanding ALS Teachers).
 - a. Category A – District ALS Coordinators and ALS Mobile Teachers
 - b. Category B – Barangay Literacy Volunteers
 2. Most Functional Community Learning Center
 - a. Category A – Type 2 (semi-concrete structure mostly made out of light materials such as nipa, soft wood, etc., dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment)

3. b. Category B – Type 3 (typical barangay learning center, concrete and secured, mostly made out of cement and other concrete building materials, dedicated to ALS learning sessions)
c. Category C – Type 4 (one, two or three-storey building fully equipped with basic furniture and advanced ICT equipment for learning, dedicated to ALS learning sessions and related activities)
3. Most Supportive LGU – Municipal Local Government Unit that developed and implemented literacy policies, programs, and projects which have positively created impacts on the quality of life of the people. Winner of this category will automatically represent this Division to the Regional Search/Selection for the National Literacy Awards (NLA).

4. Enclosed are the following documents for reference:

- | | |
|-----------------|---|
| Enclosure No. 1 | Guidelines for the 2019 Division Search for the Outstanding ALS Teachers, Most Functional Community Learning Center and Most Supportive LGU |
| Enclosure No. 2 | Criteria for Evaluation/Judging; and |
| Enclosure No. 3 | Nomination Form |

5. For more details, all concerned may contact the Schools Division Office, Alternative Learning System, Virac, Catanduanes.

6. Immediate dissemination of this Memorandum is desired.

Encls.:

As stated

Reference:

DepEd Memorandum: No. 70, s. 2013

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

ALTERNATIVE LEARNING SYSTEM
OFFICIALS
PROJECTS
SEARCH
TEACHERS

(Enclosure No. 1 to Division MEMORANDUM No. ____, s. 2019)

GUIDELINES FOR THE 2019 DIVISION SEARCH FOR THE OUTSTANDING ALS TEACHERS

I. Scope of the Program

The Search shall apply to all District ALS Coordinators (DALSC), ALS Mobile Teachers (MT) and Barangay Literacy Volunteers division wide who are recognized Department of Education (DepEd) employees pursuant to CSC Resolution No. 01-1352 dated August 10, 2001.

II. Categories of Awards

The awards are for the following ALS implementers:

1. District ALS Coordinators (DALSC) and ALS Mobile Teachers
2. Barangay Literacy Volunteers

III. Qualifications

Nominees must meet the following criteria:

1. Must be in the service at the time of nomination;
2. With at least Very Satisfactory Rating or its equivalent for the last two (2) consecutive performance rating periods prior to their nominations, and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and no pending administrative or criminal case at the time of nomination.

IV. Criteria for Evaluation/Judging, All Categories

1. The nominees will be evaluated based on the following criteria:

A. OUTSTANDING ALS TEACHERS (DALSCs & Mobile Teachers and BLVs)

- a. Potential – 40% (Personality and Character – 10%, Job Competence – 20%, and Professional Growth – 10%)
- b. Achievements – 60% (Work Achievements – 20%, Impact on the Learners – 20%, and Community Development – 20%)

B. MOST FUNCTIONAL COMMUNITY LEARNING CENTER (Type 2, Type 3 & Type 4 Categories)

- a. Location – 15% (Strategically located in the community and accessibility to the ALS clientele)
- b. Structuring – 15% (Provisions of Barangay Officials Profile – 2%, Municipal Official Profile 2%, Data on enrolment and graduates – 1.75%, Needs and indigenous resources – 1.75%, Provisions of reading materials – 3%, Physical arrangement – 2.5%, Display area, facilities for ALS products)

- c. Functionality – 20% (Record of clientele served and nature of service rendered – 4%, Evidence of maximum utilization of reading materials – 4%, Report on researches conducted – 4%, Presence of ALS references/magazines/modules – 4%, Record of maximum involvement by personnel, Barangay Officials, OSY's and adults – 4%)
- d. Record Management – 15% (Accuracy and neatness of reports – 5%, Availability and usefulness of data/information – 5%, Punctuality in submitting required and updated reports – 5%)
- e. ALS – LIS – 5% (Presence of the copy of AF1-Masterlist of Mapped and Potential Learners – 1.5%, Records of No.of enrollment Nonformal & Informal- AF3 – 2.5%, Tracking of ALS Passers – 1%)
- f. Personnel MIS – 3% (Records of 201 file DALSCs & Mobile Teachers – 2%, Barangay Literacy Volunteers – 1%)
- g. Curriculum MIS – 7% (Adequate No.of modules – 4%, No.of Instructional Materials – 3%)
- h. Civil Works – 3% (Physical Facilities – 1%, Equipment – 2%)
- i. Legal MIS (Legislations) – 6% (DepEd Memorandum – 1%, DepEd Order/Bulletin – 1%, Executive Order – 1%, Division/Regional Memorandum – 2%, Regional Bulletin/Regional Letter – 1%)
- j. Research and Evaluation – 8% (Action Research – 2%, Action Plan – 1%, Approved ALS Proposals – 1%, Year-End Accomplishment Reports – 1%, Developed Evaluation Materials – 3%)
- k. Networking – 7% (Presence of Letters & minutes/documentation – 3%, Presence of Organizational Structure – 3%, Others – 1%)

C. MOST SUPPORTIVE LGU (Municipal)

- a. Rationale for the Program 10% (Planning & Development – 6%, Development and Annual Investment Plans – 2%, and Policies – 2%)
 - b. Program/Project Management and Implementation – 40% (Relevant and Effective Approaches – 18%, Monitoring and Evaluation – 15%, Organizational Structure and Management – 7%)
 - c. Management and Leadership – 25% (Resource Generation, Networking and Social Mobilization – 12%, Program Sustainability and Institutionalization – 4%, Leadership Qualities – 9%)
 - d. Effects/Impact (Individual/Learner or Collective/Community) – 25%
2. There will be separate evaluation processes for each of the three (3) categories (Outstanding ALS Teachers, Most Functional CLC and Most Supportive LGU).
 3. Evaluation and judging at the division level will involve two (2) phases, namely:

First Round (Paper Evaluation) – a panel of external evaluators for each category composed of non-DepEd employees will determine which entries go to second round of evaluation as finalists. Four (4) entries will be selected as finalists/category.

Second Round (On-site Evaluation) – a panel of external evaluators for each category composed of the same team who conducted the first round will be tasked to analyze the pertinent records, on-site observations of and interviews with the nominees, their learners and stakeholders (e.g. residents of the community, LGU officials, key DepEd officials). Four (4) entries will be selected/category and ranked as: Outstanding ALS Teacher, 1st Runner-Up, 2nd Runner-Up, and 3rd Runner-Up and 1st Runner-Up, 2nd Runner-Up, 3rd Runner-Up, and 4th Runner-Up for Most Functional CLC & Most Supportive LGU.

4. Division winners per category will be awarded during Awarding Ceremony. The decision of the Panel of Evaluators is final and executory.

V. **Required Nomination Documents**

The nomination folder should contain the original or certified photocopy of the following documents:

1. Properly accomplished nomination form signed by the Public Schools District Supervisor as Nominator.
2. Summary of accomplishments signed by the nominee, and certified by the nominator (SDS) and the agency head (Regional Director).
3. CSC form 212 or Personal Data Sheet of the nominee with passport size (1 ½" x 2") photo with nametag taken within the last six (6) months.
4. Official Minutes of the deliberation on the nomination by the division committee.
5. Certification that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude nor has any pending administrative or criminal case against him/her at the time of nomination.
6. Detailed information on dismissed case/s, if any.
7. Photocopies of any documents in support of the nomination.
8. All nominations with corresponding support documents endorsed by the nominator must be forwarded and addressed to:

SOCORRO V. DELA ROSA, CESO VI

Schools Division Superintendent
Schools Division Office of Catanduanes
Virac, Catanduanes

9. *Any misrepresentation made in any of the documents submitted shall be ground for disciplinary action against the nominee and the certifying nominator.*

10. Deadline for submission of nomination is February 25, 2019. All district nominations must reach the Division Office on or before this date.

VI. Timetable (January – March 2019)

- January 2019 - Information dissemination
- February 2019 - Preparation of documents/supporting papers
- February 25, 2019 - Deadline of Submission of nominations to SDO
- March 12 - 14, 2019 - 1st round evaluation
- March 19 – 21, 2019 - 2nd round evaluation
- March 26, 2019 - Awarding and Recognition