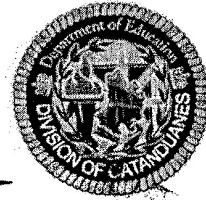


Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



September 15, 2014

DIVISION MEMORANDUM

No. 79, s. 2014

RECORDS SECTION
SEP 17 2:40 PM
17

2014 DIVISION SEARCH FOR OUTSTANDING SCHOOL HEAD

**TO: Education Program Supervisors I
Public Schools District Supervisors
Elementary & Secondary School Principals/Head Teachers
All Concerned**

1. This Office announces the Division Search for 2014 Outstanding School Heads anchored on quality assurance in delivery of duties and services.
2. The Search aims to:
 - a. recognize school heads who have manifested outstanding leadership and instructional management
 - b. motivate and inspire them to continue to improve the quality of their performance;
 - c. **instill deeper commitments** to public service.
3. The Search is open to all elementary and secondary school heads (head teachers, principals) with at least 5 years experience as a school head. The criteria for the search and general guidelines are hereby enclosed.
4. There shall be three (3) winners in the Municipal Level. The First Placer will be endorsed to the Division Search Committee for final screening on September 26, 2014.
5. Expenses incurred during the search is chargeable against local/school funds subject to the usual accounting and auditing rules and regulations.
6. Widest dissemination and strict compliance of this Memorandum is desired.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

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

PRINCIPAL

SEARCH

TEACHERS

2014 DIVISION SEARCH FOR OUTSTANDING TEACHER AND SCHOOL HEADS

A. About the Search

The search bestows honor upon the teaching profession by according special recognition to teachers and school heads who manifest profound commitment to the continuous development of schools through exemplary competence, remarkable dedication to their work and effective educational leadership.

This initiative is in support to the Civil Service Commission's program on Awards and Incentives for Service Excellence and an effort of DepEd Catanduanes to single out teachers and school heads who made significant contribution thereby providing models of excellence in the field of education.

B. Who are Eligible to Join?

1. Teachers and school heads in the elementary and secondary schools who have been actively teaching and managing schools respectively for the last five (5) years.
2. The average performance rating for the last three (3) years should be Outstanding. For those who have been on study leave, performance rating for three years closest to the period of nomination should be provided.

C. Who are not qualified?

1. Previous awardees and previous nominees who have been Regional and National Finalists regardless of the years they joined.
2. Aspirants who have been suspended reprimanded or have been sanctioned for **violation** of administrative policies, rules and regulations.

D. The Search Process

1. The Municipal Search Committee conducts search evaluation for nominees in the teacher and school heads' categories. There will be three (3) winners in the Municipal Level but only the First will be endorsed to the Division Search Committee for the final screening.
 - 2a. For Teachers (Elementary & Secondary)

The school through the School Head and School Organization shall nominate teachers to the Municipal Search.
 - b. For School Heads who have Outstanding Rating for the past three years, at least 5 years in the service, nominated by the School/District organizations are qualified to join the Municipal Search.
3. The following are the required documents for nomination.
 - a. Nomination Form
 - b. Recommendation Letter of the School Head/Teacher Association/PSDS
 - c. Folder of documents
 - d. Lesson Plan (The teacher shall prepare the LP and instructional materials for the 40-minute demo teaching which will be re-demonstrated in the division level.
4. Search Categories
Municipal Level (Elementary & Secondary)
 - a. Teacher – 3 winners
 - b. School Head – 3 winners

Note: Only the First Placer will be finalist for the Division Search.
5. The winners are proclaimed and given due recognition on Teachers' Day celebration through the:

- a. Gold Medallion by the Congressman for School Heads' awardees and gold medallion by the Governor for the teachers awardee.
- b. Cash Prize from SEF
- c. Plaque of Recognition
- d. Prizes in the Municipal Level c/o PSDS through the SEF or other sources.

6. The schedule of the Search

Preparation of Documents – September 16-22, 2014

Submission of Documents of the municipal nominees to the Division Search Committee c/o ASDS – September 26, 2014

Municipal Level – September 22-25, 2014

Division Level –

September 29, 2014 (Interview and Demo Lesson of the 11 Teacher Municipal Finalists)

September 30, 2014 (Interview – 11 Municipal School Head Finalists)

E. The Selection Committee

Category	Municipal Level	Division Level
<p>Outstanding Teacher and School Head</p>	<p>Chairman: PSDS of the two Districts Member: 1 Representative from Civil Society Organization or Municipal Official</p>	<p>Chairman: Mariano B. de Guzman Co-Chairman: Josefa V. Zape Members: Mary Jean S. Romero Domingo T. Robles Gina B. Pantino Nelson T. Sicio Miguel C. Ogalinola Rosa T. Tusi</p> <p>Secretariat & Documentation: Chairman: Lydia D. Abundo Members: Efrén Gurrobat Ruel Balane</p>

F. Awards Committee

Chairman: Nora T. Sales
 Member: Nelia O. Tan
 Amelia Cabrera
 Gina Custodio
 Angelo James Aguinalde



2014 DIVISION SEARCH FOR OUTSTANDING SCHOOL HEAD

Name: _____ No. of Years in Service: _____
 Designation: _____ Educational Attainment: _____
 School: _____ Average Performance Rating for the last 3 Years: _____
 District: _____ Recent SBM Rating _____

CRITERIA FOR ASSESSMENT FOR SUPPORTING DOCUMENTS		POINTS	RATING		
I. Administrative and Supervisory Competence		(20)			
A. Setting a clear vision, mission, goals and objectives of the school		2			
B. Leads in developing and implementing SIP/AIP		3			
• Programs and projects initiated		1			
• Work Teams		1			
C. Instructional Supervision		2			
• Monthly Supervisory Plan		1			
• Form 178		2			
• Accomplishment Report		2			
D. Conduct of School Conference/Meetings		1			
• Agenda		1			
• Program		1			
• Minutes		1			
• Conference		1			
E. Development of School Action Plan which includes instruction programs/project implementation		2			
F. Accurate Data Management (BEIS/SBM/SIP)		2			
G. Conflict Management		1			
II. School Performance		(20)			
A. Pupil/Student Performance in NAT for the last 3 years		6			
SCHOOL MPS					
	SY 2012	SY 2013	SY 2014	Increase/ Decrease	
90	above	-	6		
80	- 89	-	5		
75	- 79	-	4		
70	- 69	-	3		
69	below	-	2		
B. Pupil/Student winning in various contest				5	
District		-	6		
Division/Zonal		-	5		
Regional		-	4		
National		-	3		
Name of Winners (last 3 years)					
SY 2011-2012	Level (dist./ div./ reg.)	SY 2012-2013	Level (dist./ div./ reg.)	SY 2013-2014	Level (dist./ div./ reg.)
C. Action plan of different school clubs on curricular and co-curricular programs		3			

CRITERIA FOR ASSESSMENT FOR SUPPORTING DOCUMENTS	POINTS	RATING
<ul style="list-style-type: none"> • Report of Accomplishment • Narrative Report • Pictorials <p>D. Innovative accomplishment along DepEd Program and Thrusts</p> <ul style="list-style-type: none"> • Report of Accomplishment • Narrative Report 	6	
<p>III. Implements School Curriculum</p> <ul style="list-style-type: none"> • Instructional guides and materials <ul style="list-style-type: none"> - Competency Based - Effectiveness - Usability • Records of INSETS conducted <ul style="list-style-type: none"> - Title of INSET to teachers - Training Proposal (Based from IPPDF/Survey) - Training Matrix or Design - Attendance - Narrative Report - Documentation • Action Research to improve effectiveness of implementation • Interventions for improving MPS in the NAT <ul style="list-style-type: none"> - Plan/Design - Instructional Materials Used • School Reading Plan <ul style="list-style-type: none"> - Remedial Reading - Balanced Reading Program - Mentoring - Accomplishment Report - Analysis of Phil-IRI - Sample Innovation 	(10) 2 2 2 2 2	
<p>IV. Creating a Physical and Psychological Climate</p> <ul style="list-style-type: none"> • Classroom structuring of Teachers with bulletin boards with updated display/ subject: presence of mottoes, sayings, best work of pupils. • Landscaping <ul style="list-style-type: none"> - Site Development Plan - Orderly, clean surroundings • Functional Guidance Program <ul style="list-style-type: none"> - With designated guidance teacher - Updated pupils/students profiles - Record of assistance to pupils/students - Action Plan - Accomplishment REport - Record of Services - Action Plan/Accomplishment Report • Provision of Medical/Dental Service <ul style="list-style-type: none"> - Medical Dental with designated clinic teacher • Functional School Library <ul style="list-style-type: none"> - With designated school librarian - Record of Utilization of library materials - Schedule per class/grade level - Reading materials properly classified - Record of Orientation of designated librarian to pupils and students - Action Plan - Accomplishment Report • Feeding Program <ul style="list-style-type: none"> - Proposal (Funding, no. of pupils, etc.) - Schedule of Feeding/Recipes - Record of Involvement of Stakeholders 	(15) 2 2 2 1 2 2	

CRITERIA FOR ASSESSMENT FOR SUPPORTING DOCUMENTS	POINTS	RATING
<ul style="list-style-type: none"> - Accomplishment Report - Nutritional Status Report (before and after feeding) • Canteen <ul style="list-style-type: none"> - Proposal (Funding, no. of pupils, etc.) - Records/Inventory of daily sales - Utilization of proceeds - Accomplishment Report • Safe Playground 	<p style="margin-top: 100px;">2</p> <p style="margin-top: 100px;">2</p>	
<p>V. Management of Fiscal Resources</p> <ul style="list-style-type: none"> • Utilization of MOOE, SBM, SBRMS, SEF Funds and other grants • Liquidation of MOOE, SBM, SBRMS, SEF Funds and other grants • Records of Financial Statement on funds sourced from private persons, LGU, school funds raising activities 	<p>(10)</p> <p style="margin-top: 100px;">10</p>	
<p>VI. School Linkages</p> <ul style="list-style-type: none"> • Encourage participation of stakeholders in school affairs as evidenced by pictorials improvement plan, donations and grant for educational purposes. <ul style="list-style-type: none"> - Organized PTA (Activities, minutes of PTA meetings, fund-raising activities and projects) 5 - Involvement of teachers, pupils, students and School Head in community programs and projects like clean and green, purok activities, fiestas, nutritional celebration (with pictorials or program) 5 	<p>(10)</p>	
<p>Personal and Professional Attributes</p> <p>A. Model of Morality and Integrity in Public and Private Life</p> <ul style="list-style-type: none"> - Norms of conduct (Regional Memorandum) <ul style="list-style-type: none"> Commitment to public interest Professionalism Justness and sincerity Political Neutrality Responsiveness to the public Nationalism and Patriotism Commitment to democracy Simple living - Manifestation of at least 6-8, norms - 5 - Manifestation of at least 4-5, norms - 3 - Manifestation of at least 2-3, norms <p>B. Good Human Relations in School and Community 5</p> <p>C. Attendance and Punctuality 5</p> <ul style="list-style-type: none"> No absence and tardy - 5 1-2 instance - 3 3 and above - 2 Logbook (record) Form 3 	<p>(15)</p> <p style="margin-top: 10px;">5</p>	
TOTAL	100	

NOMINATION FORM

**2014 DIVISION SEARCH FOR THE OUTSTANDING
SCHOOLHEADS/TEACHERS**

Nominee: _____
Name of School: _____
Address: _____

LETTER OF NOMINATION AND CERTIFICATION

I hereby nominate the above-mentioned School Head/Teacher to the 2014 Division Search for Outstanding School Heads/Teachers.

I further certify that our school organized a School Level Search Committee and that the above mentioned School Head/Teacher after due deliberation was selected as Nominee for the Municipal/Division Level Search.

Chairman School/Municipal Level Search Committee

Date