

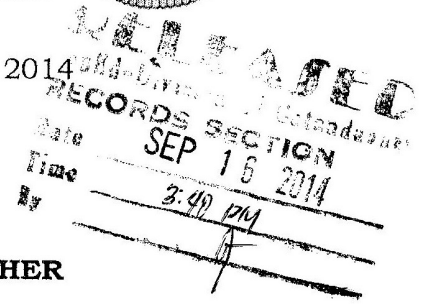
Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



September 15, 2014

**DIVISION MEMORANDUM**

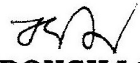
No. 80, s. 2014



**2014 DIVISION SEARCH FOR OUTSTANDING TEACHER**

**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 Teacher anchored on quality assurance in delivery of duties and services.
2. The Search aims to recognize teachers who made significant contribution in the quest of quality education and who have shown mission, dedication, and commitment for the excellence of educational services.
3. The Search is open to all elementary and secondary teachers with at least 5 years experience as a teacher. The guidelines and criteria for the selection are enclosed.
4. There shall be three (3) winners in the municipal level but only the First will be endorsed to the Division Search Committee on September 26, 2014 for final screening.
5. Expenses relative to the conduct of this activity by the Division Search Committee shall be borne form the SEF/Local/School Funds.
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**

Name: \_\_\_\_\_ No. of Years in Service: \_\_\_\_\_  
 Designation: \_\_\_\_\_ Educational Attainment: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade/Year/Subject Handled: \_\_\_\_\_  
 District: \_\_\_\_\_

CRITERIA FOR ASSESSMENT FOR SUPPORTING DOCUMENTS	POINTS	RATING																				
<b>I. Instructional Competence and Teaching Effectiveness</b>	<b>(50)</b>																					
<b>A. Dedication and Competence on Teaching</b>	<b>(18)</b>																					
* Average Performance Rating for the last 3 years 9.5 - and above - 6 9.0 - 9.4 - 5 8.5 - 9.0 - 4 8.0 - 8.4 - 3 7.9 - and above - 2	6																					
* Average Pupils/Students Performance in the NAT for the last 3 years <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>NAT 3</th> <th>NAT 6</th> <th>4th Year</th> </tr> </thead> <tbody> <tr> <td>SY</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SY</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SY</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Average</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> 90 and above - 6 80 - 89 - 5 75 - 79 - 4 70 - 74 - 3 60 - 69 - 2 59 and above - 1		NAT 3	NAT 6	4th Year	SY				SY				SY				<b>Average</b>				6	
	NAT 3	NAT 6	4th Year																			
SY																						
SY																						
SY																						
<b>Average</b>																						
* Updated Lesson Plan - Objectives behaviorally stated - Submitted and checked by School Head on time - Prepared daily	3																					
* Testimonials from students, peers, supervisor, school head. (School/District Selction Committee will be the one to select at random the stakeholders)	3																					
<b>B. Outstanding contribution to Education (with Report of Accomplishment)</b>	<b>(17)</b>																					
* Innovative Teaching Approaches introduced and tried out - In School - 1 - In District - 2 - In Division - 3 - In Region - 4	4																					
* Instructional/Evaluation materials prepared and utilized to improve teaching like: IMs/Workbooks prepared and Periodic Tests/Evaluative materials (one point each) - Competency-based - Usability - Coherence and Congruency	3																					
* Teaching devices prepared and utilized (one point each) - Usability - Durability - Effectiveness	3																					
* Research and Creative Outputs - Action Research conducted - Best Teaching practices/paper presentation (MTB-MLE, ECARP, Gulayan sa Paaralan, Clean and Green or in any subject areas School Level - 2 District Level - 3 Division Level - 4	4																					

<b>NOTE: Research is approved by higher Authority</b>			
* Published articles in line with education published in local and national newspaper or magazine. (1 point for each article)		3	
<b>C. Leadership Potentials</b>		<b>(15)</b>	
* Involvement in co-curricular activities		10	
- Pictorials			
- Certificate of Recognition			
- Accomplishment Report			
School - 2			
District - 4			
Division/Zonal - 6			
Regional - 8			
National - 10			
* Awards received as winning coach		5	
School - 1			
District - 2			
Division/Zonal - 3			
Regional - 4			
National - 5			
<b>II. Professional and Community Involvement</b>		<b>(15)</b>	
<b>A. Professional Qualities</b>		<b>(8)</b>	
* Educational Attainment and Personal Growth		3	
- Education			
CARMA - 1			
MA Graduate - 2			
Doctoral Graduates - 3			
- IPPD Utilization (Teacher initiates personal growth by herself/himself)		2	
• IPPD Forum			
• Intervention			
* Membership in Professional Organization (District Teacher, Organization, CPSTA, Math Association, RAP Science, English, AP, Filipino etc.)		1	
3 and above - 1.00			
2 - 0.75			
1 - 0.50			
* Attendance in Training Program/Conferences		2	
District (at least 5)			
Division (at least 3)			
Regional (at least 2)			
National (at least 1)			
<b>B. Community Involvement</b>		<b>(7)</b>	
* Membership in Organization outside of teaching (PTA, Barangay Justice, Purok, etc)		1	
3 and above - 1.00			
2 - 0.75			
1 - 0.50			
* Community livelihood projects initiated/sustained (livestock, mat weaving, basketry, food production, etc.)		3	
- Action plan/proposal			
- Accomplishment report			
- Pictorials			
- Certification of Barangay Official			
2 projects - 3			
1 project - 2			
* Other civic or religious activities (LECCOM, Parish Pastoral Council, Neo, etc.)		3	
3 - 5 activities - 3			
2 - activities - 2			
- Certification from Parish Priest/President of the Association, Mayor or Barangay Official			
- Narrative Report			
- Pictorials			
- Schedule of Activities			
<b>III. Personal Qualities and Character</b>		<b>(15)</b>	
A. - Model of Morality and integrity in Public and Private Life		5	

<ul style="list-style-type: none"> <li>- Norms of conduct (Reg'l Memo)/RA No. 6713               <ul style="list-style-type: none"> <li>Commitment to public interest</li> <li>Professionalism</li> <li>Justness and sincerity</li> <li>Political neutrality</li> <li>Responsiveness to the public</li> <li>Nationalism and Patriotism</li> <li>Commitment to Democracy</li> <li>Simple Living</li> </ul> </li> <li>- Manifestation of at least 6 - 8 - 5</li> <li>- Manifestation of at least 4 - 5 norms - 3</li> <li>- Manifestation of at least 2 - 3 norms - 2</li> </ul>		
B. Good Human Relations in School and Community		5
C. Attendance and Punctuality		5
<ul style="list-style-type: none"> <li>No of absences and tardy - 5</li> <li>1-2 instances - 3</li> <li>3 and above - 2</li> </ul>		
Logbook (required) Form 3		
<b>I. Demonstration (Demo Teaching)</b>		<b>(10)</b>
(Points on aspects such as lesson plan-objectives are behaviorally stated; lesson presentation-exposition, articulation; use of instructional materials, evaluation - congruency to objectives; classroom management, etc.		10
<b>II. Interview (Dep. Order No. 12, s. 2012)</b>		<b>(10)</b>
<ul style="list-style-type: none"> <li>• Personality (1 point for every indicator)               <ul style="list-style-type: none"> <li>- Appearance</li> <li>- Volition/Integrity</li> <li>- Politeness</li> <li>- Attitude</li> <li>- Self-confidence</li> </ul> </li> <li>• Potential (1 point for every indicator)               <ul style="list-style-type: none"> <li>- Ability to present ideas</li> <li>- Judgment</li> <li>- Emotional stability</li> <li>- Dependability</li> <li>- Stress tolerance</li> </ul> </li> </ul>		5
<ul style="list-style-type: none"> <li>• Performance in Demo Teaching (Demo Teaching conducted)               <ul style="list-style-type: none"> <li>7 and above - 10</li> <li>5 - - 8</li> <li>4 - - 6</li> <li>2 and above - 5</li> </ul> </li> </ul>		
<b>TOTAL</b>		<b>100</b>

**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