

August 25, 2015

**Division Memorandum
No. 90 s. 2015**

2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER

To: Chiefs (CID/SGOD)
Education Program Supervisor
Public Schools District Supervisors
Elementary and Secondary School Heads

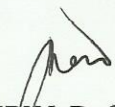
1. Pursuant to **DepEd Order No. 9, s. 2002, re: Establishing the Program on Award and Incentives for Service Excellence(PRAISE) in the Department of Education**, DepEd, Division of Catanduanes is conducting **Search for 2015 Outstanding Public School Principal and Public School Teacher**.
2. The Search aims to:
 - a. recognize teachers/principals who have manifested continuous development of schools through competence and leadership;
 - b. instill deeper commitment to public service;
 - c. Motivate, inspire and honor them to continue improving the quality of performance along access, relevance and governance
3. There shall be one(1) candidate per category/level as follows:

Teacher Category

 - a. Elementary
 - b. Secondary

Principal Category

 - a. Elementary
 - b. Secondary
4. The nomination form is available at the CID Office c/o Dr. Josefa V. Zape, Chief – CID which is for submission to that office on or before **September 11, 2015**.
5. The Public School District Supervisors shall be the one to endorse the nominee for elementary while for secondary, the Chairman of the Committee.
6. For dissemination.


NYMPHA D. GUEMO
Assistant Schools Division Superintendent
Officer-In-Charge

To be indicated in the perpetual index under the following subjects:

Search

Teachers

Principals

NOMINATION FORM
2015 Division Search for Outstanding Public School Principal/Teacher

I – CERTIFICATION OF THE NOMINEE

To the Division Search Committee:

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

Signature over Printed Name

Date

II – NOMINATED BY (To be filled out by the Nominator, Principal or Public Schools District Supervisor)

To the Division Search Committee:

I hereby nominate _____ to the 2015 Search for Outstanding Public School Principal/Teacher.

I further certify the authenticity/veracity of all documents submitted.

Secondary Principal/PSDS

III – I, CONCUR (To be filled out by the Chairman (Sec.)/PSDS)

Signature over Printed Name

Date

Enclosure No. 1 to Division Memorandum No. 90 s. 2015

**GUIDELINES FOR THE 2015 DIVISION SEARCH FOR OUTSTANDING
PUBLIC SCHOOL PRINCIPAL/TEACHER**

Scope of the Search

The Search shall apply to public elementary and secondary teachers and school heads in the Division.

Who are eligible for nomination?

Public elementary and secondary school teachers and principals.

What are the qualifications?

Nominees must possess the following qualifications:

- a. Experience - at least 3 years as public school teacher/principal
- b. Performance – Outstanding for the last 3 years
- c. With good moral character
- d. With SIP for School Principal
- e. Permanent Status of Appointment

Where will you get the Nomination Form?

A copy of the Nomination Form will be available at the Office of the CID Chief, SDO.

When will be the deadline of submission?

The submission of the Nomination Form together with the documents will be on September 11, 2015.

Enclosure No. 2 to Division Memorandum No. 90 s. 2015

**THE SEARCH PROCESS AND AWARDS FOR THE
2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER**

A. Nomination

1. Each municipality shall send one(1) nominee to the Division Selection Committee.
2. The nomination form for the teacher category shall be officially signed by the PSDS.
3. The following are the required attachments:
 - a. Transcript of Records
 - b. Service Records
 - c. PAST/PASSA
 - d. NAT Result (for the last 3 years)
 - e. Class/master program (teacher only)
 - f. SIP (school heads only)
 - g. Other supporting documents based on the criteria

B. Awards

- Plaque of Recognition to the Outstanding Teacher/Principal and Certificate of Participation for the Non-Winners.
- Cash Prize

GUIDELINES FOR THE EVALUATION OF THE NOMINEES

DIVISION LEVEL

1. The Search Committee is composed of the CID & SGOD Staff and PSDSs.
2. The Committee evaluates the required documents based on the criteria and determine if the documents submitted are valid.
3. The Committee observes the demonstration teaching of the nominees in their respective schools.
4. The Committee validates character/integrity through interview/written evaluation from the school's stakeholders.
5. The Committee finalizes the results.

**CRITERIA FOR EVALUATION FOR THE
2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER**

CATEGORY A – SEARCH FOR OUTSTANDING TEACHER

I - Instructional Competence	-	-	-	-	-	55
A. Demonstration Teaching	-	-	-	25		
B. Innovation/Creativity	-	-	-	10		
C. Awards received as Coach (last 3 years)	-	-	-	10		
D. Average Performance Rating (last 3 years)	-	-	-	5		
E. Involvement in co-curricular activities	-	-	-	5		
II – Action Research/Publication	-	-	-	-	-	10
III – Education	-	-	-	-	-	10
IV – Professional/Community Involvement	-	-	-	-	-	15
A. Speakership/Facilitator	-	-	-	5		
B. Community Service/Involvement/Membership	-	-	-	5		
C. Professional Recognition (Awardee)	-	-	-	5		
V – Interview	-	-	-	-	-	10
TOTAL	-	-	-	-	-	100

CATEGORY B – SEARCH FOR OUTSTANDING PRINCIPAL

I – School Leadership and Management	-	-	-	-	-	60
A. Performance Indicators	-	-	-	15		
• Drop-out Rate						
• Retention Rate						
• Failure Rate						
B. School MPS in the NAT (last 3 yrs.)	-	-	-	10		
C. Innovativeness	-	-	-	10		
D. Instructional Supervision	-	-	-	10		
• Monthly Supervisory Plan (last 3 yrs.)						
• Accomplishment Report (last 3 yrs.) (Attached Observations)						
E. Liquidation	-	-	-	10		
<i>(Certification from the Accounting Office – no overdue unliquidated Cash Advances-last year to present)</i>						
F. Submission of LIS/EBEIS <i>(current)</i>	-	-	-	5		
<i>(Certification from the Planning Office)</i>						
II – Research/Publication	-	-	-	-	-	10
III – Education	-	-	-	-	-	10
IV – Professional and Community Involvement	-	-	-	-	-	15
• Speakership/Facilitators						
• Community Service/Linkages/Membership						
• Professional Recognition (Awardee)						
V – Interview/Personal Attributes	-	-	-	-	-	5
TOTAL	-	-	-	-	-	100

**THE SEARCH COMMITTEES FOR THE
2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER**

Outstanding Teacher (Elementary and Secondary)

SCHOOL LEVEL

School Head	-	-	Chairman	-	-	DISTRICT LEVEL
2 Key Teachers	-	-	Members	-	-	PSDS
						2 School Heads in the District

Outstanding School Principal (Elem & Secondary)

Chairman	-	-	PSDS (elem.)/Secondary Principal
Members	-	-	2 School Heads

MUNICIPAL LEVEL

Outstanding Principal (Elem & Secondary)

Chairman	-	-	PSDS (elem.)/Secondary Principal
Members	-	-	2 School Heads

DEMONSTRATION TEACHING

ELEMENTARY

- Gina Pantino
- Cynthia Soneja
- Nelson Sicio

SECONDARY

- Romel Petajen
- Lydia Abundo
- Jezrahel Omadto

INTERVIEW

ELEMENTARY

- Rosa Tusi
- Amylou Celso
- Gina Custodio

SECONDARY

- Josefa V. Zape
- Sarah Chiong
- Gina Templonuevo

BACKGROUND INFORMATION

ELEMENTARY

- Amelia Cabrera
- Mary Jean Romero
- Nelson Isorena

SECONDARY

- Miguel Ogalinola
- Raquel Pahuyo
- Emiline Abrasaldo

DOCUMENTS

TEACHER CATEGORY

ELEMENTARY

- Rosa Tusi
- Erlinda Borbe
- Elias Abundo

SECONDARY

- Romel Petajen
- Brenda Villarey
- Herman Bodota

PRINCIPAL CATEGORY

ELEMENTARY

- Josefa V. Zape
- Belen Tapas
- Edgardo Valencia

SECONDARY

- Miguel Ogalinola
- Merly Gonzales
- Edgar Rima

2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL TEACHER

Name: _____
 Position: _____
 School: _____
 District: _____

No. of Years in Service: _____
 Grade/Year handled: _____
 Educational Attainment: _____

CRITERIA FOR EVALUATION

Indicators/Criteria	Points	Rating
I-Instructional Competence A. Demonstration Teaching(25 pts.) • Congruency of lesson objectives, lesson process & evaluation – 5 • Use of appropriate instructional materials, devices & technology – 4 • Language proficiency – 4 • Classroom management – 4 • Value infusion, activities, language use – 3 • Lesson execution – 5 B. Innovation/Creativity(10 pts.) • Conceptualized – 2 • Started the implementation – 4 • Fully implemented in School – 6 • Adopted in the district – 8 • Adopted in the division – 10 C. Awards Received as Coach(10 pts.) (last 3 years) School – 2 District – 4 Division – 6 Regional – 8 National – 10 D. Average Performance Rating(5 pts.) (last 3 years) 95 – above - 5 90-94 - 4 85-89 - 3 81-84 - 2 E. Involvement in Co-Curricular Activities (Certificate of Recognition, Action Plan, Accomplishment Report, Pictorials)- (5 pts.) School – 1 District – 2 Zonal/Division – 3 Regional – 4 National – 5	55	
II – Action Research/Publication • Conducted in school level – 4 • Conducted in the district level – 6 • Conducted in the division level – 10	10	

<p>III – Education</p> <ul style="list-style-type: none"> • With at least 18 units -4 • CAR in MA -5 • Master’s Degree – 7 • With at least 21 units in Doctoral Degree-8 • CAR in Doctoral Degree – 9 • Doctoral Degree -10 	10	
<p>IV – Professional/Community Involvement</p> <ul style="list-style-type: none"> • Speakership/Facilitatorship in Trainings (5) <ul style="list-style-type: none"> School level – 1 District level- 2 Division level – 3 Regional level – 4 National level – 5 • Community Service/ Involvement/ Membership -(5) <ul style="list-style-type: none"> Barangay: <ul style="list-style-type: none"> Member – 2 Chairman/Coordinator – 3 Municipality: <ul style="list-style-type: none"> Member – 4 Chairman/Coordinator – 5 • Professional Recognition(5) <ul style="list-style-type: none"> School level – 1 District level – 2 Division level – 3 Regional level – 4 National level – 5 	15	
<p>V – Interview</p> <p>Nominees shall be rated on the following attributes:</p> <ul style="list-style-type: none"> • Personality(5) - (Each indicator 1 pt) <ul style="list-style-type: none"> Appearance Voice & Speech Poise Alertness Self-confidence • Potential(5) <ul style="list-style-type: none"> Ability to present ideas Judgment Emotional Stability Decisiveness Stress Tolerance 	10	
TOTAL	100	

2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL

Name: _____
 Designation: _____
 School: _____

No. of Years in Service: _____
 Educational Attainment: _____
 District: _____

CRITERIA FOR EVALUATION

Indicators/Criteria	Points	Rating
<p>I – School Leadership & Management</p> <p>A. Performance Indicators (15 pts.)</p> <ul style="list-style-type: none"> • Drop-out Rate (5) <ul style="list-style-type: none"> Zero drop-out – 5 1% to 2% - 4 3% to 4% - 3 5% to 6% - 2 7% above – 1 • Retention Rate (5) <ul style="list-style-type: none"> 100% - 5 95% - 4 90% - 3 89% - 2 Below 85 – 1 • Failure Rate (5) <ul style="list-style-type: none"> Zero failure – 5 1% to 2% - 4 3% to 4% - 3 5% to 6% - 2 7% above – 1 <p>B. School MPS in the NAT (last 3 yrs.) –(10 pts.) School NAT x . 10</p> <p>C. Innovativeness (10 pts.)</p> <ul style="list-style-type: none"> • Proposal signed by the SDS • Report of Accomplishment • Output <ul style="list-style-type: none"> Conceptualized – 2 Started the implementation – 4 Implemented in School – 6 Adopted in the District – 8 Adopted in the Division – 10 <p>D. Instructional Supervision (10 pts.) (Monthly Supervisory Plan, Accomplishment Report, Number of Teachers observed)</p> <ul style="list-style-type: none"> 100% – 10 99%-90% - 8 89%-80% - 6 79%-60% - 4 59%-40% - 2 	60	

<p>E. Liquidation (10 pts.) (MOOE, SEF, PTA Funds, Donations, Other Funds-SSG, Publications)</p> <ul style="list-style-type: none"> • Timeliness • Financial Statement/Report • Utilization <ul style="list-style-type: none"> 100% – 10 99%-90% - 8 89%-80% - 6 79%-60% - 4 59%-40% - 2 <p>F. Submission of LIS/EBEIS (current)-(5 pts.)</p>		
<p>II – Research/Publication</p> <ul style="list-style-type: none"> • Research(5) Conducted in school level – 2 Conducted in the district level – 3 Conducted in the division level – 5 • Publication (5) 1 point per article but not to exceed 5 points 	10	
<p>III – Education</p> <ul style="list-style-type: none"> • With at least 18 units -4 • CAR in MA-5 • Master's Degree – 7 • With at least 21 units in Doctoral Degree-8 • CAR in Doctoral Degree – 9 • Doctoral Degree -10 	10	
<p>IV – Professional/Community Involvement</p> <ul style="list-style-type: none"> • Speakership(5 pts.) School level – 1 District level- 2 Division level – 3 Regional level – 4 National level – 5 • Community Service/Involvement/ Membership (5 pts.) Barangay: Member – 2 Chairman/Coordinator – 3 Municipality: Member – 4 Chairman/Coordinator – 5 • Professional Recognition(5 pts.) School level – 1 District level – 2 Division level – 3 Regional level – 4 National level – 5 	15	
<p>V- Interview/Personal Attributes (Personality & Potential)</p>	5	
TOTAL	100	