



**ALTERNATIVE
LEARNING
SYSTEM**

Republic of the Philippines
Department of Education
Region V (Bacolod)

DIVISION OF CATANDUANES

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RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
AUG 25 2015

DIVISION MEMORANDUM

No. 84 s. 2015

2015 Division Search for the Most Outstanding ALS Implementers

To: Public Schools District Supervisors,
Coordinating Principals

1. The Department of Education (DepEd), through the Bureau of Alternative Learning System (BALS), Division of Catanduanes, announces the 2015 Division Search for the Most Outstanding ALS Implementers.
2. The Search 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) and ALS Mobile Teachers (MT) division wide.
3. The Search aims to give due recognition to the ALS Implementers for their exemplary performance, dedication, and outstanding achievements in the promotion of literacy in the province.
4. Enclosed are the following documents for reference:

Enclosure No. 1	Guidelines for the 2015 Division Search for the Most Outstanding ALS implementers;
Enclosure No. 2	Criteria for Evaluation/Judging; and
Enclosure No. 3	Nomination Form
5. For more details, all concerned may contact the Alternative Learning System, Division of Catanduanes, ALS Division Office, Virac, Catanduanes at cp no. 09472832199.
6. Immediate dissemination of this Memorandum is desired.

[Signature]
NYMPHA D. GUEMO
Schools Division Superintendent
Officer In-Charge

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

**GUIDELINES FOR THE 2015 DIVISION SEARCH
FOR THE MOST OUTSTANDING ALS IMPLEMENTERS**

I. Scope of the Program

The Search shall apply to all District ALS Coordinators (DALSC) and ALS Mobile Teachers (MT) 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 award is for the **Most Outstanding ALS Implementers** in the division

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

1. The nominees will be evaluated based on the criteria contained in Enclosure No. 2. Evidences should be in the form of Signed Testimonies and Certifications by Relevant parties.
2. 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. Five (5) 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). Three (3) entries will be selected and ranked as: 1st place, 2nd place, and 3rd place.

3. Division winners will be awarded during the Awarding Ceremony on the 2015 Teacher's Day Celebration.. The decision of the Panel of Evaluators is final and executor.

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 (PSDS) and the agency head (SDS).
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 district 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:

NYMPHA D. GUEMO
 Schools Division Superintendent
 Division 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 September 4, 2015. All district nominations must reach the Division Office on or before this date.

VI. Awards and Prizes

2015 Most Outstanding ALS Implementers

- | | | |
|--------------|---|-------------------------------------|
| First Place | - | Cash and Plaque of Recognition |
| Second Place | - | Cash and Plaque of Recognition |
| Third Place | - | Cash and Plaque of Recognition |
| Fourth Place | - | Cash and Certificate of Recognition |
| Fifth Place | - | Cash and Certificate of Recognition |

VII. Timetable (August- September 2015)

Month	Activity
August 2015	Information dissemination and preparation of documents/supporting papers
September 4, 2015	Deadline of submission of nomination to the SDO
September 16, 2015	Deadline of submission of documents to SDO
September 17-18, 2015	First round Evaluation of documents
September 23-25, 2015	Second round/on-site evaluation
October 5, 2015	Awarding Ceremony

CRITERIA FOR EVALUATION
Search for the Most Outstanding ALS Implementer

Evaluation Criteria	Weight	Score	Sample Evidence to be Presented
I. Occupational Competence	70%		
A. Outstanding Accomplishments			
1. Planned activities that are responsive to the needs and problems of the community	10		Action Plan
2. Sourced-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects	10		Approved Proposal
3. Conceptualized literacy programs/projects	10		Project Proposal
4. Published articles on ALS programs/projects	5		Published Article
5. Served as a resource person/trainer/facilitator:	5		Certificate of Participation/ Appreciation/ Recognition/ Pictorials
• National	1.75		
• Regional	1.50		
• Division	1.25		
• District	0.50		
6. Developed community-based learning materials	10		Certified True Copy of Learning Materials
7. Established functional database at the District/School level	10		Results of Data Generated, Literacy Mapping
8. Conducted action research on community-based programs/projects	10		Copy of Action Research Conducted/ Findings, Pictorials
II. Professional Advancement	20%		
1. Educational Attainment			Diploma/ Certification
• Doctorate Degree	5%		
- Full-fledged	5.00		
- Completed Academic Requirements	4.75		
- Completed 36 units and above	4.50		
- Completed 23 units and below	4.25		

Evaluation Criteria	Weight	Score	Sample Evidence to be Presented
<ul style="list-style-type: none"> • Master's Degree <ul style="list-style-type: none"> - Full-fledged - Completed Academic Requirements - Completed 36 units and above - Completed 24-35 units - Completed 23 units and below 	4.00 3.75 3.50 3.25 3.00		
<ul style="list-style-type: none"> • College Graduate 	2.50		
2. In-service Trainings Attended	10%		
<ul style="list-style-type: none"> • International Level <ul style="list-style-type: none"> - 5 in-service trainings and up - 4 in-service trainings - 3 in-service trainings - 2 in-service trainings - 1 in-service training 	3.00 2.90 2.80 2.70 2.60		Certificate of Participation/ Attendance
<ul style="list-style-type: none"> • National Level <ul style="list-style-type: none"> - 5 in-service trainings and up - 4 in-service trainings - 3 in-service trainings - 2 in-service trainings - 1 in-service training 	2.50 2.40 2.30 2.20 2.10		
<ul style="list-style-type: none"> • Regional Level <ul style="list-style-type: none"> - 5 in-service trainings and up - 4 in-service trainings - 3 in-service trainings - 2 in-service trainings - 1 in-service training 	2.00 1.90 1.80 1.70 1.60		
<ul style="list-style-type: none"> • Division Level <ul style="list-style-type: none"> - 5 in-service trainings and up - 4 in-service trainings - 3 in-service trainings - 2 in-service trainings - 1 in-service training 	1.50 1.40 1.30 1.20 1.10		
<ul style="list-style-type: none"> • District Level <ul style="list-style-type: none"> - 5 in-service trainings and up - 4 in-service trainings - 3 in-service trainings - 2 in-service trainings - 1 in-service training 	1.00 0.90 0.80 0.70 0.60		

3. Awards Received <ul style="list-style-type: none"> • National • Regional • Division • District 	5% 2.0 1.5 1.0 0.5	Certificate of Recognition/ Appreciation/ Commendation
III. Personal Qualities and Character		
1. Demonstrates positive traits both private and public life <ul style="list-style-type: none"> • is friendly, compassionate and tactful • initiates, facilitates and builds inter-community relations • maintains wholesome relations with peers and inter-agency partners • demonstrates transparency, honesty, accountability and personal integrity 	10%	Signed Testimonies of Community Members, DepED Key Officials, Partners, etc.
Total		

Name	Year of School	Inclusive Year	Days

Year	Date of Appointment	School	Remarks

Nomination Form

Attach Recent Colored
ID Picture

2" x 2"

General Instruction: Please type all entries in the form, use additional sheet if necessary.

A. PERSONAL DATA

Name: _____ Age: _____ Sex: _____
(Surname/Given Name/Middle Name)

Date of Birth: _____ Civil Status: _____ Place of Birth: _____

Home Address: _____
(House No., Street, Municipality, Province/City)

Telephone Number: Office _____ E-mail _____
 Residence _____ Mobile No. _____

B. EDUCATIONAL BACKGROUND

<i>Level</i>	<i>Name of School</i>	<i>Inclusive Year</i>	<i>Degree Earned</i>
Elementary			
Secondary			
Vocational			
College			
Post Graduate			

(Attachments: Certified Copy of Diploma)

C. APPOINTMENT/DESIGNATION

<i>Item (Number)</i>	<i>Date of Appointment</i>	<i>Status</i>	<i>Remarks</i>

(Attachments: Certified Copy of Appointment/Designation Papers)

D. SERVICE RECORD

<i>Position Held</i>	<i>Name of School/Office</i>	<i>Period covered</i>	<i>Status</i>

(Attachments - Certified Copy of Service Record)

CERTIFICATION

We hereby swear to the best of our knowledge and belief that all information contained in this nomination form is true and correct and the attached documents hereto are authentic.

Public Schools District Supervisor
(Signature Over Printed Name)
Nominator

Date: _____

Education Program Supervisor - I, ALS
(Signature Over Printed Name)
Head of Agency

Date: _____