

and

TANGGAPAN NG PUNONG LALAWIGAN
City of Malolos

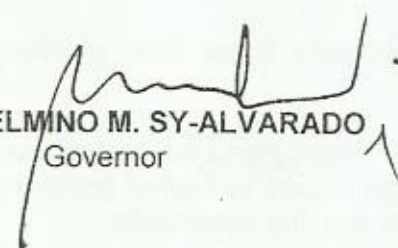
September 21, 2016


JOINT MEMORANDUM

No. 1, s. 2016

To: All Division and District Supervisors
Secondary Principals of Division of Bulacan,
City Divisions of San Jose del Monte,
Malolos and Meycauayan

1. This is to announce the **2016 SEARCH FOR BULACAN OUTSTANDING ADMINISTRATORS, TEACHERS AND SUPERVISORS** for elementary and secondary level, as per attached enclosures.
2. It is expected that this Memorandum will be given wide publicity.


WILHELMINO M. SY-ALVARADO
Governor


ROMEO M. ALIP, Ph.D., CESO V
Schools Division Superintendent

Republic of the Philippines
Department of Education
Region III
DIVISION OF BULACAN
And
TANGGAPAN NG PUNONG LALAWIGAN
City of Malolos

**2016 SEARCH FOR BULACAN OUTSTANDING ADMINISTRATORS, TEACHERS
AND SUPERVISORS**

INFORMATION

PHILOSOPHY OF THE AWARD

Filipinos share the vision of a just and progressive society. To attain this vision, education must imbue acquisition of practical knowledge with love of God and country, moral values, discipline and work ethics. Administrators and teachers play vital roles in the education process and those who excel in this task are worthy of recognition.

OBJECTIVES OF THE AWARD

To enhance the dignity of the teaching profession by giving recognition to Bulacan administrators and teachers who have served the youth with exemplary competence and dedication.

GUIDELINES FOR EVALUATION

1. Nomination to the Search is open to all division / district supervisors, public school administrators and teachers in the elementary and high school levels who have been serving actively for the last 5 years in Bulacan.

2. The nominee must have brought honor and prestige to the teaching profession through:

2.1 unquestioned morality, integrity and conscientiousness as evidenced by the respect and high regard of his/her teachers, students, peers, superiors, subordinates and the community.

2.2 outstanding performance as school administrators, teachers and supervisors, and

2.3 outstanding achievements in professional and civic endeavors aside from school or classroom management.

3. Only achievements within the last five (5) years preceding his/her nomination shall be considered in the evaluation of nominee (2011 to 2016)

RULES

1. The following are qualified to be nominated:

Elementary school administrators, those with-ranks ranging from the head teachers to principal III.

Secondary school administrators, all appointed officer-in-charge of secondary schools, department heads, head teachers, principals and assistant principals.

- 1.3 Elementary teachers, all classroom teachers including master teachers and teachers-in-charge
- 1.4 Secondary teachers, all secondary school teachers including master teacher
- 1.5 Public School District Supervisors
- 1.6 Education Program Supervisors (A separate criteria will be prepared by a committee headed by the Schools Division Superintendent)
- 2 The nominees should be actively serving during the last five (5) years in Bulacan preceding the date of nomination and has been serving in the same school in the district for 3 years on the time of nomination.
- 3 Previous nominees can be nominated again five (5) years after they have been awarded on the different category
- 4 All nominees must be submitted on the prescribed nomination form duly recommended by the Schools Division Superintendent/President-District Supervisors Association/District Teachers' Club President/School Head Club President conformed by the nominee; and indorsed by the Asst. Schools Division Superintendent for the elementary level.

For the secondary level, nominees should be recommended by the Secondary School Teacher's Club President/Secondary School Administrators' Club and indorsed by the Principal/Asst. Schools Superintendent In-charge of Secondary and conformed by the nominee.
- 5 All nomination forms together with the supporting papers/documents of nominees must be submitted to the office of the Superintendent, DepEd Malolos, Bulacan not later than December 20, 2016.
- 6 The Board of Judges shall consist of the following:
 - 6.1 one from the office of the schools division superintendent
 - 6.2 one representative from the promotional staff
 - 6.3 one representative from the teacher organization

SEARCH PROCEDURE

1. Nomination

- 1.1. The President of the District Supervisor's Association is entitled to submit to
 - 1.1.1.1. the office 3 nominees for the District Supervisors
- 1.2. The District Supervisor and/or District/Secondary School Nominating committee is entitled to submit to the office the following nominees duly signed by both nominee and nominator.

Elementary Level

- One (1) Elementary Teacher
- One (1) Head Teacher
- One (1) Principal

One (1) Secondary Teacher

One (1) OIC of the Secondary School/Department Head

One (1) Head Teacher

One (1) Principal

2. Screening Nominees

2.1. First screening should be done based on the credentials/supporting papers submitted.

3. Selection of Finalists

3.1 After screening the documents submitted, the finalists will be chosen.

3.2 Only the selected finalists will be visited, interviewed and evaluated.

3.3 The Board of Judges will select the winners for each level and category.

3.4 The decision of the Board of Judges is final.

4. Selection of Winners

4.1 One (1) Education Program Supervisor

4.2 One (1) Public School District Supervisor

4.3 Five (5) Elementary School Administrators
(3 School Principals and 2 Head Teachers)

4.4 Three (3) Secondary School Administrators
(2 Principals and 1 Head Teacher)

4.5 One (1) Department Head/OIC of the Secondary School

4.6 Eight (8) Elementary Teachers

4.7 Two (2) Secondary Teachers

5. Slots will not be filled up if the candidates will not meet the cut-off score set by the Board of Judges.

6. Prizes

Each awardee shall receive:

6.1 A cash prize of P 10,000.00

6.2 A plaque of recognition

6.3 A gold medallion

7. Proclamation of Winners

The awardees will be notified beforehand to attend the Awarding Ceremony to be held on **April 4, 2017 at the Hiyas ng Bulacan Convention Center, City of Malolos at 1:00 P.M.**

**Criteria For Evaluation
(All Levels)**

Part 1 (no points)

A candidate must possess the following qualifications.

1. Unquestionable morality and integrity as a person, as school personnel and as a citizen.
2. Desirable working relationship with his/her peers, superiors, subordinates, members of the staff and other school personnel.
3. Good standing in the community. Has not been found guilty of any charges against him/her.
4. Recommended by any of the school officials designated to endorse any of the candidates.

Part II (100 points) TEACHER

5% trustworthy

This includes job related assignments, positions, responsibilities and other tasks (including church and civic responsibilities) as officer and not as member only for at least 5 years.

Assigned Task	Level	Inclusive date	Remarks/Outcome
1. Chairman Grade I	School	2004 - 2009	Conducted test to Gr. I Prepared test materials
2. Chairman DEP Ed. Celebration	Division	2004 - 2009	Successful
3. School guidance counselor	School	2004 to present	Effective

Division level 1 pt. EDDIS .75 District .50 School .25

60% Effective

It is expected that outstanding teacher and officials demonstrates outstanding Performance based on the expectations set by DepEd.

Scope of the actual performance evaluation

- 20 pts. 1. Reading speed, accuracy and comprehension both oral and written in English.
- 20 pts. 2. Math Skills and Science processes (or any subject assigned in H.S.)
- 5 pts. 3. Classroom management
 - a.) discipline
 - b.) functional teaching aids
- 10 pts. 4. Pupil's notebooks, themes, experiments and test records.
- 4 pts. 5. Teacher 's skills in English Communication

10% Accomplished

This includes awards received as trainor winning contestants in the different contests conducted by DEPED.

	1 st	2 nd	3 rd
National	2	1.5	1
Regional	1.5	1	.75
Division	1	.75	.5
Sectoral	.75	.5	.25
District	.5	.25	.10

5% Competent

Implements projects and programs prescribed by DEP-Ed (For every activity - 5 pts.)

1. Zero Waste Management
2. Reading Improvement Program
3. School in a garden
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

10% Health Conscious and Values Oriented

Evidences of healthful school living, cleanliness and orderliness of the surroundings, application of health habits and practices among the pupils. Pupils exhibit desirable values in different situations and as need arises.

5% Excellent

3pts. A. The class he/she is handling has been among the top 10 classes in the district in (subject) during school year _____ (1 pt. for every school year)

- B. Performance Rating
Excellent - 2 pts.
VS - 1 pt.

5% Recognized

A. Awards granted by Civic and Church organizations

National - 3 pts.	Sectoral - .75
Regional - 2 pts.	District - .50
Division - 1 pt.	School - .25

B. Served as seminar organizer, speaker, chairman, etc.

Division level - 1 pt.	District - .50
Sectoral - .75	School - .25

Department of Education
Region III
DIVISION OF BULACAN

and

TANGGAPAN NG PUNONG LALAWIGAN
City of Malolos

CRITERIA FOR EVALUATION
(For Elementary School Head Teachers/Secondary School OIC,
Department Heads)

Description	Allotted Points	Points Evaluated by Evaluators
I. PERSONAL QUALITIES, CHARACTER AND COMMUNITY INVOLVEMENT	[20]	_____
A. Model of morality and integrity both in public and private life (sense of honesty, humility, diligence, good faith, courtesy, generosity, kindness and love, and solicitude for children or students, teachers and co-workers	(10)	_____
1. Evidences of good moral standing in the school and community administrator	5	_____
2. Certificates and other evidences awards or recognition from reputable organizations local / regional / university / college / national / international as school administrator	5	_____
B. Good Human Relations in the School and Community	(10)	_____
1. Certificates and other evidences of leadership or participation in any activity / projects in the school / in the community	5	_____
2. Evidences of any livelihood project undertaken (community outreach program)	5	_____
II. EDUCATIONAL QUALIFICATIONS, ACADEMIC EXPERIENCE	(10)	_____
Supporting documents needed:		
1. Certified true copy of transcript of records of the highest degree attained or course taken with the last 5 years	5	_____

- 2. Certification and other evidences of in-service trainings organized (as organizer lecturer, resource speaker group chairman, rapporteur, etc. with the last 5 years (2011 - 2016) 5 _____

III. ACHIEVEMENTS/PROFESSIONAL DEVELOPMENT / HONORS (40)

- A. Contribution to the total development of His / her school & its environment 20 _____

Supporting documents needed

- 1. Record of achievement of pupils for the past two (2) years, certified true copies of rank in the division, district & national test NAT result.
- 2. School testing program
- 3. Records of programs / trainings conducted
- 4. Existence of co-curricular activities
- 5. Recognition and awards won by school
- 6. Existence of innovative program which improved pupil performance
- 7. Records / photographs of utilization of indigenous resources
- 8. Reports on implementation of DepEd thrust-school within a garden

- B. Innovations, patented inventions, publications and other creative works 10 _____

Supporting documents needed

- 1. Copy of books published, research Conducted and others
- 2. Pictures or photo copies of a teaching devices, apparatuses used and developed as certified by the principal/district supervisor

- C. Expert Services, Trainings, Creative participation and Membership in Professional organization, Honor Societies and Honors received 10 _____

Supporting documents needed

- 1. Certification and other evidences of in-service trainings attended
- 2. Certification of membership in professional organizations
- 3. Certificates and other evidences of distribution/ awards received

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CRITERIA FOR EVALUATION
(For Elementary/Secondary Teachers)

Description	Alloted Points	Points Evaluated by Evaluators					
		R 1	R 2	R 3	R 4	R 5	TOTAL
I. PERSONAL QUALITIES, CHARACTER							
COMMUNITY INVOLVEMENT -----	[20]						
A. Model of morality and integrity both in public and private life (sense of honesty, humility, diligence, good faith, courtesy generosity, kindness and love and solicitude for children, students, teachers and co-workers -----	(10)						
1. Evidence of good moral standing in the school and community as teacher -----	5						
2. Certificates and other evidences of awards or recognition from reputable organizations; local/regional/ university/colleges/national/inter-national as classroom teachers ----	5						
B. Good Human Relations in the School and Community -----	(10)						
1. Certification and other evidences of leadership or participation in activities projects in the school or in the community -----	5						
2. Evidences of any livelihood project Undertaken (community outreach Program) -----	5						
II. EDUCATIONAL QUALIFICATIONS, ACADEMIC EXPERIENCE -----	[5]						

IV. INSTRUCTIONAL COMPETENCE IN THE TEACHING OF HIS / HER SUBJECT AREA (50)

1. Ratings on teaching learning process as evaluated by special team (To be administered by a special committee) ----- (40)

2. Certified true copy of performance evaluation/rating within the last two (2) years ----- (10)

R 1	R 2	R 3	R 4	R 5	TOTAL

TOTAL POINTS

100 points

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CRITERIA FOR EVALUATION
(For Public School District Supervisors, Elementary School Principals
Secondary School Principals

Description	Alloted Points	Points Evaluated by Evaluators					TOTAL
		R 1	R 2	R 3	R 4	R 5	
I. ACHIEVEMENT/IMPACT ON PEOPLE EDUCATIONAL SYSTEM AND COMMUNITY -----	[60]						
A. Improvement on the quality , equity and relevance dimensions of the the program -----	(10)						
SUPPORTING DOCUMENTS NEEDED Site/Bldg. Development plans/photographs of different school facilities and records of maximum utilization of school spaces.							
1. Certified true copies of rehabilitation/repairs done -----	2						
2. Maintenance program -----	2						
3. Update acquisition, allocation and maximum utilization of basic elementary instructional materials -	2						
4. Facilities/equipment -----	2						
5. Library Materials -----	2						
B. Contribution to the total development of her school and its environment -----	(40)						

III. PERSONAL ATTRIBUTES ----- [10]

A. Maintain high work standards, creative, innovative and adequate with high level of stress tolerance

SUPPORTING DOCUMENTS NEEDED

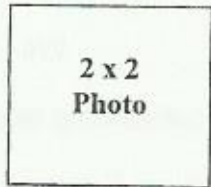
A.1 Testimonies from peers, teachers, supervisors, parents, PTA Officers obtained casually or formally through surveys indicating harmonious relationship in the schools/ community ----- 5

A.2 Reports /photograph on participation in program involving national issues and concerns e.g. population issues, drug prevention and control and others ----- 5

TOTAL POINTS 100

R 1	R 2	R 3	R 4	R 5	TOTAL

NOMINATION FORM



Please type all answers
Use additional sheets if necessary

School _____
Address _____

Level _____
District _____

A. PERSONAL DATA

1. Nominee's full name _____
(Surname) (Given Name) (Middle Name)
2. Home Address: _____
(No. & Street) (Town/District) (City/Province)
3. Tel. No. _____ School: _____ Residence _____
4. Date of Birth _____ 5. Civil Status _____
6. Place of Birth _____ 7. Citizenship _____ 8. Sex _____

B. EDUCATIONAL BACKGROUND

Please list down below the degrees being pursued or earned, beginning with the most recent, and other information called for:

Degree Earned/ Degree being pursued	School	Year Attended	Academic Distinction
Please use	another sheet if	necessary	

C. PROFESSIONAL DEVELOPMENT/INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

1. Number of years of service as a classroom teacher/Administrator _____
2. Performance Evaluation/Ratings obtained within the Last 2 years _____
Attached Xerox copy of the performance rating for the Past two (2) years
3. Present Position _____

D. Outstanding Accomplishments for the last five (5) years from 2011 – 2016

E. INFORMATION ON THE NOMINATOR(S)

1.1 For the District supervisor

Name of the Pres, of the District Supervisors Association _____

To the Committee on Awards:

We / I have the honor to nominate _____
as outstanding teacher/administrator/ Public School District Supervisor/Education
Program Supervisor for the year 2016.

Submitted herewith are the credentials / supporting papers and
documents of the nominee.

Nominator

Designation

Conforme:

Nominee