



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

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PARA SA
EDUKASYON

SCHOOLS DIVISION OF NUEVA ECIJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

February 20, 2016

DIVISION MEMORANDUM

No. 63 s. 2016

To: **Assistant Schools Division Superintendents**
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary Public School Teachers and School Heads

DEP-ED-NUEVA ECIJA
RELEASED
FEB 26 2016
RECORDS SECTION

**2016 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL
TEACHERS AND SCHOOL HEADS**

1. The Department of Education, Schools Division of Nueva Ecija announces the **2016 Division Search for Outstanding Public School Teachers and School Heads**.
2. The search aims to give honor upon the teaching profession by giving special recognition to teachers and schools heads that manifest profound commitment to the growth of the youth through exemplary competence, remarkable dedication to their works and effective educational leadership.
3. There are 18 awards in the Teacher Category and 10 awards in the School Head Category.
4. The awardees will receive trophies while the finalists will receive certificate of recognition.
5. The Screening and Selection Committee in the division and school levels shall screen and evaluate all the nominations for the awards.
6. The list of School Winners, together with the complete set of supporting documents must be submitted to the **Secretariat, 2016 Division Search for Outstanding Teachers and School Heads, DepEd, Schools Division of Nueva Ecija, Old Capitol Compound, Cabanatuan City, Nueva Ecija** not later than **July 15, 2016**.
7. The Awarding Ceremony is on **September 1, 2016**.
8. Immediate dissemination of this Memorandum is desired.


RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

Enclosures:

- (1) Nomination Form
- (2) Rules and Mechanics
- (3) Timetable of the Search
- (4) Criteria for Evaluation – Teacher Category
- (5) Criteria for Evaluation – School Head Category
- (6) Rubric for Assessing Interview Responses
- (7) Validation Tool





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Enclosure No. 1*

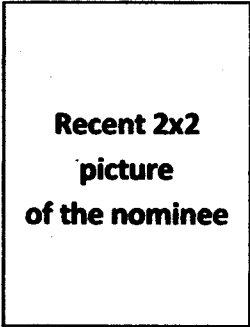
Directions:

Accomplish the nomination form and attach a one-page write-up (letter size bond paper, single space) about the nominee and why the nominee deserves the award.

NOMINATION FORM
2016 Division Search for Outstanding Teachers and School Heads

THE SCREENING AND SELECTION COMMITTEE

DepEd, Schools Division of Nueva Ecija
 Old Capitol Compound, Cabanatuan City



Mesdames/Sirs:

After reviewing the rules and criteria for the Division Search for Outstanding Teachers and School Heads, I hereby nominate:

Name of Nominee _____

Category _____

Level _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The Nominee and the undersigned understand that the decision of the Screening and Selection Committee is final and that we agree to abide by it.

Name of Nominator _____ Position _____

Signature of Nominator _____ Date Signed _____





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Enclosure No. 2*

RULES AND MECHANICS

2016 Division Search for Outstanding Teachers and School Heads

I. WHAT ARE THE AWARDS?

There are twenty eight (28) awards for the two categories: 18 in the Teacher Category and 10 in the School Head Category. The Final Screening and Selection Committee may choose not to give awards in any of the categories if the candidate/s fall short of the standards set by the Committee. The committee may also revoke an award given should the winner be found to have committed falsification of documents submitted or have been found guilty of any case that was pending during the search period.

Teacher Category

Elementary
Outstanding Kindergarten Teacher
Outstanding Grade 1 Teacher
Outstanding Grade 2 Teacher
Outstanding Grade 3 Teacher
Outstanding Grade 4 Teacher
Outstanding Grade 5 Teacher
Outstanding Grade 6 Teacher
Outstanding Master Teacher

Secondary
Outstanding English Teacher
Outstanding Filipino Teacher
Outstanding Math Teacher
Outstanding Science Teacher
Outstanding Araling Panlipunan Teacher
Outstanding TLE Teacher
Outstanding MAPEH Teacher
Outstanding ESP Teacher
Outstanding Master Teacher

Alternative Learning System
Outstanding ALS Implementer

Note: Master Teachers (regardless of rank/grade level and subject taught) can only join in the Outstanding Master Teacher category.

School Head Category

Elementary
Outstanding School OIC
Outstanding School Principal I
Outstanding School Principal II
Outstanding School Principal III
Outstanding School Principal IV

Secondary
Outstanding School OIC
Outstanding School Principal I
Outstanding School Principal II
Outstanding School Principal III
Outstanding School Principal IV

Note: School OIC refers to any teacher or head teacher who acts as a school head.





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II. WHO ARE ELIGIBLE TO JOIN?

A. Teacher Category

The nominee

1. Must be a model of morality and integrity both in public and private life;
2. Must have good human relations in the school and in the community;
3. Must be a Filipino citizen teaching in the elementary or secondary levels, or handling classes under the alternative learning system, with full-time or permanent appointment and full teaching load;
4. Must have been teaching in the present school/station at least for the last three years. However, for the Outstanding Master Teacher, he/she may not necessarily be teaching in the present station for the past three years for as long as he/she has been a master teacher for the past three years.
5. Must have outstanding performance ratings for the last three (3) years.
6. Must have not been found guilty of any administrative or criminal offense.

B. School Head Category

The nominee

1. Must be a model of morality and integrity both in public and private life;
2. Must have good human relations in the school and in the community;
3. Must be a Filipino citizen with full time appointment as Principal or School Officer-in-Charge (*School OIC refers to a Teacher or Head Teacher who serves as a school head*);
4. Must have served as school head for at least for the last three years;
5. Must have outstanding performance ratings for the last three (3) years;
6. Must have not been found guilty of any administrative or criminal offense.

III. WHO ARE NOT QUALIFIED?

1. Previous awardees in a similar search in the Regional Level or National Level organized/sponsored by either the Department of Education or any private organization (regardless of the year/s they joined).
2. Teachers/school heads who have been suspended for any administrative or criminal offense.

IV. WHO CAN NOMINATE?

A. Teacher Category

School Heads/District Supervisors/ Education Program Supervisors/Stakeholders (PTA Officers/Fellow Teachers in the present station) are authorized to nominate teachers to the Search.

B. School Head Category

District Supervisors/ Education Program Supervisors/ Stakeholders (PTA Officers/ Teachers in the present station) are authorized to nominate school heads to the Search.





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V. WHAT ARE THE CRITERIA?

There shall be three stages for this Search with the following percentages:

Stage 1 – Document Analysis (60%)

Stage 2 – Interview (20 %)

Stage 3 – Validation (20%)

The Document Analysis shall include all supporting documents submitted to the Search Committee which will be graded using specific criteria (*see enclosure*).

The Interview shall gauge the nominee's ability to answer questions relevant to the award category. A rubric on assessing interview responses will be used for this purpose (*see enclosure*).

The Validation aims to assess the nominee in terms of morality and integrity both in public and private life, and his/her human relations in the school and in the community. A validation tool will be provided to the screening and selection committees in the division and regional levels (*see enclosure*).

VI. WHAT ARE THE STEPS IN THE SEARCH PROCESS?

There shall be a School Level for this Search following these steps:

1. Nomination
 - a. The nominator accomplishes the nomination form.
 - b. The nominee prepares all documents following the criteria on Documents Analysis and have these certified by the authorized official (school head/division official).
 - c. The documents are submitted to the Secretariat of the Screening and Selection Committee in the division level.
2. Evaluation of the nomination forms and supporting documents by the Secretariat
 - a. The Secretariat evaluates the nomination forms and determines if the documents submitted are complete.
 - b. The Secretariat submits the nomination forms and supporting documents to the Preliminary Screening and Selection Committee (PSSC).
3. Evaluation of the nomination forms and pertinent documents, and preliminary judging by the Preliminary Screening and Selection Committee (PSSC)
 - a. The PSSC conducts the preliminary judging of the Search based on Documents Analysis only.
 - b. The **minimum raw score in Documents Analysis is 50 points** to qualify to the next level of the Search.
 - c. The PSSC prepares the short list of preliminary winners for submission to the Final Screening and Selection Committee (FSSC).
4. Final judging by the Final Screening and Selection Committee (FSSC)
 - a. The FSSC conducts the final judging upon receipt of the results of the preliminary judging by the PSSC on Documents Analysis.
 - b. The FSSC conducts the Interview and Validation to determine the winners.





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5. Submission of winners to the Division Search
 - a. The FSSC prepares the list of winners of the school level search.
 - b. The School Heads endorses the list of public school teacher winners while District Supervisors/ Education Program Supervisors/ Stakeholders (PTA Officers/ Teachers in the present station) endorse the list of school head winners.
 - c. The Secretariat of the School Search submits the list of school winners, together with their pertinent documents, to the Secretariat of the Division Search.
 - d. Only the first place winners in each level will qualify to the Division Search.

VII. WHAT IS THE COMPOSITION OF THE PSSC AND FSSC?

There shall be a Preliminary Screening and Selection Committee (PSSC), and Final Screening and Selection Committee (FSSC) in the Division Level of this Search with the following suggested composition:

Final Screening and Selection Committee (FSSC)

Chair : Schools Division Superintendent

Vice-Chair: Assistant Schools Division Superintendents

Members:

President of Division Teachers' Association (for the Teacher Category)

President of Division Principals' Association (for the School Head Category)

Chief, Administrative Officer

Preliminary Screening and Selection Committee (PSSC)

Teacher Category:

Chair: Chief, Curriculum Implementation Division

Members: Four (4) members of either of the following compositions:

- a. Two (2) Education Program Supervisors
One (1) PSDS
One SEPS/EPS
- b. Two (2) Education Program Supervisors
Two (2) SEPS/EPS

School Head Category:

Chair: Chief, School Governance Operations Division

Members: Four (4) members of either of the following compositions:

- a. Two (2) Education Program Supervisors
One (1) PSDS
One SEPS/EPS
- b. Two (2) Education Program Supervisors
Two (2) SEPS/EPS

Secretariat: HRD-SGOD





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VIII. WHAT ARE THE NECESSARY ATTACHMENTS?

1. Endorsement by the School Heads , PSDSs and or ASDSs
2. Duly accomplished nomination form with one-page write up about the nominee
3. Personal Data Sheet
4. Certification that nominee has not been suspended for any administrative or criminal offense
5. Certified true copies of Performance Ratings in the last three (3) years signed by the Schools Division Superintendent/Assistant Schools Division Superintendents
6. Supporting documents following the specific criteria on Documents Analysis. Photocopies must be certified true and verified against the original.





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Enclosure No. 3*

TIMETABLE

2016 Division Search for Outstanding Teachers and School Heads

Division Launch	March 14, 2016
School Level: Submission of Nomination Forms/Documents to the Division Secretariat	July 25, 2016
Division Level: Evaluation/Judging by SDOs Screening and Selection Committee Submission of list of Division Winners and supporting documents to the Division Secretariat Evaluation/Judging by Division Screening and Selection Committee	August 8-19, 2016
Division Recognition and Awarding Ceremonies	September 1, 2016





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Enclosure No. 4*

CRITERIA FOR EVALUATION

**2016 Division Search for Outstanding Teachers
(Elementary and Secondary)**

1. Instructional Competence	50 points
a. Outstanding Accomplishments	- 20 pts	
b. Demonstration Teaching	- 10 pts	
c. Research	- 10 pts	
d. Creativity and Innovation	-10 pts	
2. Professional Growth	40 points
a. Education	- 10 pts	
b. Speakership	- 15 pts	
c. Trainings	- 5 pts	
d. Publications	- 10 pts	
3. Community Development	10 points
a. Outreach Activities	- 10 pts	

TOTAL 100 points

1. Instructional Competence

a. Outstanding Accomplishments (For the Last 3 years) - 20 points

1. Outstanding Employee Awardee (10 points)

Only the highest level/place obtained shall be credited with the corresponding point/s.

School Level		District Level		Division Level		Regional Level		National Level	
1st	1 pt	1st	3 pts	1st	5 pts	1st	8 pts	1st	10 pts
2nd	.5	2nd	2 pts	2nd	4 pts	2nd	7 pts	2nd	9 pts
3rd	.25	3rd	1 pt	3rd	3 pts	3rd	6 pts	3rd	8 pts

Supporting document/s:

(1) Certificate of Recognition, (2) Rank List or Memorandum

2. Coach or trainer of winning students (first place winners only) in different competitions (10 Points)

Only the highest level obtained shall be credited with the corresponding point/s.

Level (First Place only)	Point
School (4 winnings to get 2 points) (2 winnings to get 1 point)	2
District/Cluster (2 winnings to get 4 points) (1 winning to get 2 points)	4
Division (1 winning to get 6 points)	6
Regional (1 winning to get 8 points)	8
National (1 winning to get 10 points)	10
International (1 winning to get 10 points)	10





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Notes:

- Competitions/contests must be those organized/sponsored by the DepEd. For those not organized/sponsored by the DepEd, such as those by other government agencies and private organizations, these must be related to education and must have an endorsement by the DepEd.
- Winnings for serving as adviser in group contests in journalism such as Best School Paper are not given points.

Supporting document/s:

- (1) Certificate of Recognition as teacher-coach of winning student
- (2) DepEd Endorsement (if the competition/contest is not organized/sponsored by the DepEd)

b. Demonstration Teaching (For the Last 3 years) - 10 points

Only the highest level obtained shall be credited with the corresponding point/s.

Level	Point
School Level (2 to get 2 points) (1 to get 1 point)	2
District/Cluster Level (2 to get 4 points) (1 to get 2 points)	4
Division Level (1 to get 6 points)	6
Regional Level (1 to get 8 points)	8
National Level (1 to get 10 points)	10

Supporting document/s:

- (1) Certification of demonstration teaching, (2) Copy of Lesson Plan used in demonstration teaching

c. Action Research - 10 points

Action research should be properly documented and approved by immediate superiors and attested by division or regional officials. Points shall be divided by the number of researchers in case of group/team research.

Level (1 research only)	Point
Conducted in the school level	2
Conducted in the district/cluster level	4
Conducted in the division	6
Conducted in the region	8
Conducted in the national level	10

Supporting document/s:

- (1) Copy of the action research





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d. Creativity and Innovation - 10 points

Innovative and creative work plan, module or instructional material, Continuous Improvement Program (CIP) projects, properly documented and approved by immediate superiors and attested by division or regional officials. Points shall be divided by the number of members in case of group/team projects.

Level	Point
Fully implemented in the school	2
Adopted in the district/cluster	4
Adopted in the division	6
Adopted in the region	8
Adopted in the national level	10

Supporting document/s:

- (1) Copy of the Innovation

2. Professional Growth

- 40 points

a. Education - 10 pts.

Level	Point
At least 27 MA units	2
Completed Academic Requirements for Master's Degree	4
Master's Degree	6
Completed Academic Requirements for Doctoral Degree	8
Doctoral Degree	10

Supporting document/s:

- (1) Certified true copy of Transcript of Records, (2) Certificate of Graduation/CAR,
 (3) Certificate of number of units earned (for those who do not have MA/doctoral degree but earned units only)

**b. Consultant / Resource Speaker / Paper Presenter /Trainer in Trainings/Seminars/Workshops
 (For the Last 3 years) - 15 pts.**

Only the highest level obtained shall be credited with the corresponding point/s.

Level	Point
School Level (3 seminars to get 1 point) (2 seminars to get 0.5)	1
District/Cluster Level (3 seminars to get 3 points) (2 seminars to get 2 points) (1 seminar to get 1 point)	3
Division Level (2 seminars to get 6 points) (1 seminar to get 3 points)	6
Regional Level (1 seminar to get 9 points)	9
National Level (1 to get 12 points)	12
International Level (1 to get 15 points)	15





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Notes:

- *Seminars/trainings/paper presentations/workshops must be those organized/sponsored by the DepEd.*
For those not organized/sponsored by the DepEd, such as those by other government agencies and Private organizations, these must be related to education and must have an endorsement by the DepEd.

Supporting document/s:

- (1) *Certificate of Recognition, (2) Letter of Invitation or Training Matrix/Program with the name of resource speaker, (3) DepEd Endorsement (for those not organized/sponsored by the DepEd)*

c. Trainings/Seminars/Workshops/Conferences attended (For the Last 3 years) - 5 points

Only the highest level obtained shall be credited with the corresponding point/s.

Level	Point
School Level (2 seminars to get 0.5 point)	0.5
District/Cluster Level (2 seminars to get 1 point) (1 seminar to get 0.5 point)	1
Division Level (2 seminars to get 2 points) (1 seminar to get 1 point)	2
Regional Level (1 seminar to get 3 points)	3
National Level (1 seminar to get 4 points)	4
International Level (1 seminar to get 5 points)	5

Notes:

- *Trainings/Seminars/Workshops/Conferences attended must have been conducted for at least 3 days. Hence, a 3-day seminar is equivalent to 1 seminar only.*
- *Trainings/Seminars/Workshops/Conferences attended must be those organized/sponsored by the DepEd. For those not organized/sponsored by the DepEd, such as those by other government agencies and private organizations, these must be related to education and must have an endorsement by the DepEd.*

Supporting document/s:

- (1) *Certificate of Participation, (2) DepEd Endorsement (for those not organized/sponsored by the DepEd)*

d. Publication/Authorship (For the Last 3 years) – 10 points

Articles/books must be related to education.

Only the highest level obtained shall be credited with the corresponding point/s.





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Level	Point
Articles published in a school organ/newsletter (3 articles to get 2 points) (2 articles to get 1 point) (1 article to get 0.5)	2
Articles published in a journal/newspaper/magazine of wide circulation (2 articles to get 4 points) (1 article to get 2 points)	4
Co-authorship of a book/More than 2 authors (1 books to get 6 points)	6
Co-authorship of a book/Two authors only (1 book to get 8 points)	8
Sole authorship of a book (1 book to get 10 points)	10

Note: *Articles published in private publication has no point in the criteria for publication/authorship.*

Supporting document/s:

*For articles: (1) Copy of the magazine, newspaper, newsletter
 For books: (1) Copy of the book*

3. Community Development (For the Last 3 years) - 10 points

a. Outreach Programs -10

Outreach programs/activities initiated where nominee served as **proponent/chairman**.

No. of Times	Points
1	2
2	4
3	6
4	8
5	10

Notes:

- *For outreach programs/activities where nominee served as member/participant only, the maximum point to be given is 1 point only regardless of the number of times of participation.*
- *For outreach programs undertaken with other government agencies and private organizations/NGOs, these must have documented coordination with the school and the DepEd.*

Supporting document/s:

- (1) *Action Plan signed by proper authorities*
- (2) *Narrative and pictorial reports attested by immediate superiors, school or division officials*
- (3) *Documentation (ex. endorsement) to show coordination with the school and the DepEd (for outreach programs undertaken with private organizations)*





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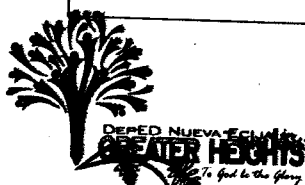
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Enclosure No. 5*

ECRITERIA FOR EVALUATION
2016 Division Search for Outstanding School Heads
(Elementary and Secondary)

KEY RESULT AREA (KRA)	PERFORMANCE INDICATOR	CRITERIA	SUPPORTING DOCUMENT
1. Instructional Leadership (20 pts)	1. Improved Learning Outcomes (10 points)	Average increase of NAT MPS for the past three school years 10 above - 10 pts. 7-9 - 8 pts. 4-6 - 6 pts. 1-3 - 4 pts. Below 1 - 2 pt2.	NAT results printed from NETRC Report on NAT performance for the past three school years (table and graph)
	2. Number of Students' winnings in contests (5 points) <i>Only the highest level shall be credited with the corresponding point/s.</i>	Number of students' winnings in contests for the past 3 school years (1 st - 3 rd place) a. DepEd-sanctioned Cluster/District - at least 20 winnings to get 1 point. Division - at least 15 winnings to get 2 pts. Regional - at least 10 winnings to get 3 pts. National - at least 5 winnings to get 4 pts. International - at least 2 winnings to get 5 pts. b. Invitational - at least 10 winnings to get 1 pt.	Memorandum on the contest Students' certificates
	3. Curriculum Development (5 pts.) <i>(There should be at least 5 activities each to get 1 point.)</i>	1. Co-curricular activities -1 pt. 2. Extra-curricular activities -1 pt. 3. Localization and indigenization of the curriculum -1 pt. 4. Use of community as laboratory of learning -1 pt. 5. Curriculum enrichment activities -1 pt.	Letter of invitation DepEd endorsement of the contest List of programs, projects and activities on curriculum development Documentation (pictures, videos)





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			List of Instructional Materials, Innovations and Curriculum enrichment activities per learning area
II. Learning Environment (15 pts)	<p>1. Management of physical facilities (5pts)</p> <p>2. Provision of safe learning environment (5 pts.)</p> <p>3. Functional ancillary services and laboratories (5 pts. maximum)</p>	<p>1. Projects on School Improvement (construction, repair, beautification, etc.)</p> <p>Amount of projects (from external funding) 1M and above - 5pts 700,000-999,999= 4 400,000-699,999 =3 100,000-399,999=2 Below 100,000 = 1</p> <p>1. Institutionalization of the following DepEd programs -Child Protection Policy - 1 pt. -Disaster Risk Reduction Management - 1 pt. -Eco-Friendly School - 1 pt. -Gender Awareness Development (GAD) - 1 pt. -Child Friendly School System-1 pt.</p> <p>1. Science Laboratories -1 pt. 2. TLE laboratories/shops - 1 pt. 3. Clinic -1 pt. 4. Guidance Office -1 pt. 5. Library/Learning Center -1 pt. 6. Canteen -1 pt.</p>	<p>Brigada Eskwela report Reports on School Improvement projects (program of works, pictures)</p> <p>Annual Plans and Accomplishment Reports for the following: -CPP -DRRM -Eco-friendly School/YES-O -GAD -CFSS</p> <p>Documentation of school facilities (photos, videos)</p> <p>Logbooks on utilization of school laboratories and ancillary services</p> <p>Inventory of materials and equipment</p>
III. Human Resource Management and Development (10 pts.)	<p>1. Conduct of HRMD programs</p> <p>Total no. of SLACS, INSETS, trainings etc. 17-20 (5pts.) 13-16 (4 pts.) 9-12 (3 pts.) 5-8 (2 pts.) 1-4 (1 pt.)</p> <p>Total no. of teachers</p>	<p>1. Teacher Development Programs - 5 pts.</p> <p>No. of -Induction program -SLAC sessions -INSETs -Trainings, Seminars, Workshops</p> <p>2. Teachers' Promotion -</p>	<p>-Training Needs Assessment (TNA) -School Plan for Professional Development -Documentations on school-based trainings -Teachers' certificates of trainings/seminars</p> <p>Copies of teachers'</p>

Note: Promotion

