



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Cor. Don Carlos and Guingona Sts., Malaybalay City



DIVISION ADVISORY

To: Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary/ Secondary School Heads
This Division

001
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 8-1-13 Time: 8:09 AM
By: Anabelle

EW.
From : **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

Date : August 1, 2013

Re : Addendum to Division Advisory re : Search for Outstanding School Administrators, EPSs', PSDSs', Master Teachers, Teachers, ALS Mobile Teachers, DALSC's, and Administrative Staff, etc.

This is to inform that the deadline for the submission of the list of nominees and their supporting documents is moved to August 8 , 2013. Further, the Division Office Administrative Staff and Nurses are included in the search. However, winners of national and regional search may not join this division search.

Validation and Demonstration Teaching will be done in the respective schools of the nominees.

Enclosed are the criteria and committee of evaluators of the different categories.

For information and guidance.

Encls.: As stated
To be indicated in the perpetual Index
Under the following subjects:
Contest
Search

alo/ELO

**CRITERIA FOR THE SEARCH FOR OUTSTANDING SCHOOL ADMINISTRATOR
(ELEMENTARY, SECONDARY)**

1. Achievement/Impact on people Educational System And Community	50
a. School Mission and Vision Statement	- 3
b. Awards of Recognition as trainer/Speaker	- 5
National	- 5
Region	- 4
Division	- 3
District	- 2
School	- 1
c. As District Athletic Manager/District BSP/GSP/etc.	- 3
District BSP/GSP Coordinator	
District Journalism Coordinator	
District Yes O Coordinator	
District Math Challenge Coordinator	
d. Division MANCOM minutes and attendance Documentation	- 3
e. Achievement on Curricular/Co-Curricular Achievements Undertaken Activities	- 3
National	- 3
Regional	- 2
Division	- 1
f. Accomplishment on Non-Formal Education (e.g. existence of livelihood educ. for parents/students)	- 4
g. School NAT Result(increased of 5% MPS)	- 3
h. Principals Performance Rating for the (2012)	- 3
9.6 - above	3
9 - 9.5	2
8.6 - 8.9	1
i. Improved Performance on the following indicators:	
Retention Rate	- 3
Completion Rate	- 3
Participation Rate	- 3
Survival Rate	- 3
Drop-out	- 3
j. Self-Generated projects accomplished for Last year (with pictorials)	- 5
k. Community Involvement (with pictorials)	- 3

II. Professional Competence			30
a. Awards Received		-	10
National	10		
Regional	7		
Division	5		
District	3		
b. Educational Attainment		-	10
Ph.D. Degree	10		
w/ at least 15 units Ph.D	8		
MA Degree	6		
w/ at least 25 units MA	4		
Bachelor's Degree	2		
c. Division/Regional/National trainings and Seminar Workshops Attended		-	10
National	-	10	
Regional	-	8	
Division	-	6	
District	-	4	
III. Personal Attributes			10
a. Model of Morality and Integrity in Public and Private Life		-	5
b. Good Human relation in School and Community		-	5
IV - Research			10
Fully Implemented (result has been submitted to D.O)	10		
On Going Implementation (approved by D.O.)	6		
Approved by the D.O but not yet Implemented	2		

Note:

- 1. In citing self generated projects, include the name of the project/activity, Description of the project and time frame, action taken, and actual result /outcome.**
- 2. Include one-page description of the candidate's relationship with the following:**
 - a. Civic**
 - b. Local Government Units**
 - c. HRP**
- 3. Submit write-ups about the nominee by the following:**
 - a. immediate superior**
 - b. co school head (1)**
 - c. co-member in civic and religious organization (1)**

CRITERIA FOR THE SEARCH FOR OUTSTANDING PROMOTIONAL STAFF**I. Professional Competence****90****a. Performance Evaluation**

Performance rating for last year (2012)	-	20
10	-	20
9.8 - 9.9	-	18
9.6 - 9.7	-	16
9.4 - 9.5	-	14
9.2 - 9.3	-	12
9.0 - 9.1	-	10
8.8 - 8.9	-	8
8.6 - 8.7	-	6

b. Recognition as trainer/speaker **10**

National	10
Regional	7
Division	5
District	3

c. Awards Received **10**

National	10
Regional	7
Division	5
District	3

d. Educational Attainment **10**

Ph.D. Degree	10
w/ at least 15 units Ph.D	8
MA Degree	6
w/ at least 25 units MA	4
Bachelor's Degree	2

e. Division/Regional/National trainings and Seminar Workshops Attended **10**

National	-	10
Regional	-	8
Division	-	6
District	-	4

f. Research conducted **10**

Fully Implemented (result has been submitted to D.O)	10
On Going Implementation (approved by D.O.)	6
Approved by the D.O but not yet Implemented	2

g. Innovation **10****h. Authorship** **6**

sole authorship	6
co authorship	4
published article	(1pt each)

i. Related Experience (1pt. per year) **4**

II. Personal Attributes

10

- | | | |
|-------------------------------------------------------------------------|---|---|
| a. Model of Morality and Integrity in Public
Public and Private Life | - | 5 |
| b. Good Human relation in School and Community | - | 5 |

Note: Submit write-ups about the nominee by the following:

- a. immediate superior*
- b. colleague (2)*
- c. co-member in civic and religious organization (2)*

CRITERIA FOR THE SEARCH FOR OUTSTANDING PSDS

1. Achievement/Impact on people Educational System And Community			30
a. District Mission and Vision Statement	-	5	
b. Minutes of District Meeting/s conducted Documentation	-	5	
c. District NAT Result(increased of 5% MPS)	-	5	
d. Improved Performance on the following indicators:			
Retention Rate	-	3	
Completion Rate	-	3	
Participation Rate	-	3	
Survival Rate	-	3	
Drop-out	-	3	
II. Professional Competence			70
a. Performance Evaluation			
Performance rating for last year (2012)	-		20
10	-	20	
9.8 - 9.9	-	18	
9.6 - 9.7	-	16	
9.4 - 9.5	-	14	
9.2 - 9.3	-	12	
9.0 - 9.1	-	10	
8.8 - 8.9	-	8	
8.6 - 8.7	-	6	
b. Awards Received	-		10
National	10		
Regional	7		
Division	5		
District	3		
c. Educational Attainment	-		10
Ph.D. Degree	10		
w/ at least 15 units Ph.D	8		
MA Degree	6		
w/ at least 25 units MA	4		
Bachelor's Degree	2		
d. Division/Regional/National trainings and Seminar Workshops Attended	-		10
National	-	10	
Regional	-	8	
Division	-	6	
District	-	4	
e. Abstracts of Researches conducted	-		10
Fully Implemented (result has been submitted to D.O)	10		
On Going Implementation (approved by D.O.)	6		
Approved by the D.O but not yet Implemented	2		

III. Personal Attributes		10
a. Model of Morality and Integrity in Public Public and Private Life	-	5
b. Good Human relation in School and Community	-	5

Note: Submit write-ups about the nominee by the following:

- a. immediate superior*
- b. colleague (2)*
- c. co-member in civic and religious organization (2)*

CRITERIA FOR THE SEARCH FOR OUTSTANDING TEACHER/MASTER TEACHER

I.	Personal Qualities and Character		10
a.	Has demonstrated as Model of Morality and Integrity in Public and Private Life	-	5
b.	Good Human relation in School and Community	-	5
<i>Note: Submit write-ups about the nominee by the following:</i>			
a.	<i>immediate superior</i>		
b.	<i>co-teacher (2)</i>		
c.	<i>co-member in civic and religious organization (2)</i>		
II.	Instructional Competence and Teaching Effectiveness		60
1.	Performance Evaluation		
1.1	Performance rating for 2012	-	10
1.2	Pupil Performance for 2012 – 2013	-	5
2.	Instructional Devices and Materials produced for the Improvement of teaching		
2.1	Instructional Materials produced	-	5 (MT) 10 Tchrs
2.2	Evidence of technical assistance rendered to fellow Teachers/School	-	5 (MT only)
3.	a. Involvement/ Coach in Co-curricular Activities	-	5
	Nat'l winner		5
	Regn winner		4
	Division		3
	School		2
	Participation		1
	b. Involvement / Coach in Academic Contest	-	5
	Nat'l winner		5
	Regn winner		4
	Division		3
	School		2
	Participation		1
4.	Educational Attainment		
	Professional Advancement		
a.	Academic Distinctions/Highest Degree Attained	-	5
	Ph.D. Degree		5
	w/ at least 15 units Ph.D		4
	MA Degree		3
	w/ at least 25 units MA		2
	Bachelor's Degree		1

b. Participants of trainings/Workshops/Seminars	-	5
National Level	5	
Regional	4	
Division	3	
District	2	
School	1	
c. Awards received (DepEd)	-	5
National Level	5	
Regional	4	
Division	3	
District	2	
School	1	
d. Abstracts of Researches conducted	-	10
Fully Implemented (result has been submitted to D.O)	10	
On Going Implementation (approved by D.O.)	6	
Approved by the D.O but not yet Implemented	2	
e. Publication		5
5. Demonstration Teaching		5
III. Professional and Community Involvement		20
a. Participation in activities outside of teaching	-	10
b. Awards from reputable organization (NGO, LGU)	-	10
Total	-	100

Note: Submit write-ups about the nominee by the following:

- a. *immediate superior*
- b. *colleague (2)*
- c. *co-member in civic and religious organization (2)*

CRITERIA FOR THE SEARCH FOR OUTSTANDING KINDERGARTEN TEACHER

I.	Instructional Competence and Teaching Effectiveness		70
	1. Performance Evaluation		
	1.1 Performance rating for last year (2012)	-	10
	9.5 and above	-	10
	9.0 – 9.4	-	8
	8.9 – 9.3	-	6
	8.6 – 8.8	-	4
	2. Instructional Devices and Materials Produced for the Improvement of Teaching	-	10
	5 devices/materials produced	-	10
	3 devices/materials produced	-	6
	2 devices/materials produced	-	4
	1 device/material produced	-	2
	3. Involvement in Co-curricular Activities, Programs/Thrusts	-	10
	International	-	10
	National	-	8
	Regional	-	6
	Division	-	4
	District	-	2
	4. Professional Growth		
	a. Academic Distinctions/Highest Degree Attained	-	5
	Ph.D.	-	5
	Masteral	-	3
	BEE/BSED Major in ECE/ECD	-	2
	b. Trainings/Workshops/Seminars	-	5
	International	-	5
	National	-	4
	Regional	-	3
	Division	-	2
	District/School	-	1
	c. Awards Received (DepEd)	-	5
	National	-	5
	Regional	-	4
	Division	-	3
	District/School	-	2
	d. Abstracts of Researches Conducted	-	5
	Fully Implemented with results	-	5
	Implemented (on-going)	-	3
	Not yet implemented but approved by the Division Office	-	2

	e. Speakership		-	5	
	National	-	5		
	Regional	-	4		
	Division	-	3		
	District/School	-	2		
	f. Demonstration Teaching		-	5	
	National	-	5		
	Regional	-	4		
	Division	-	3		
	District/School	-	2		
	g. Membership/Position/Accomplishments in Professional Organization		-	5	
	National	-	5		
	Regional	-	4		
	Division	-	3		
	District/School	-	2		
	h. Publication		-	5	
	4 published articles	-	5		
	3 published articles	-	4		
	2 published articles	-	3		
	1 published article	-	2		
II.	Community Involvement				20
	a. Outreach Activity		-	10	
	National Activity	-	10		
	Regional Activity	-	8		
	Division Activity	-	6		
	Within the locality	-	4		
	b. Networking/Linkage		-	10	
	3-4 Sponsors	-	10		
	2 Sponsors	-	8		
	1 Sponsor	-	6		
III.	Personal Qualities and Character				10
	a. Has demonstrated as Model of Morality and Integrity in Public and Private Life		-	5	
	b. Good Human relation in School and Community		-	5	
<i>Note: Submit write-ups about the nominee by the following:</i>					
	a. immediate superior				
	b. co-teacher (2)				
	c. co-member in civic and religious organization (2)				
	Total		-		100

CRITERIA FOR SELECTION AND DOCUMENTATION
FOR THE SEARCH FOR OUTSTANDING
SPECIAL EDUCATION TEACHERS

<p>1. <i>Instructional Competence and Teaching Effectiveness</i></p> <p>A. <i>Outstanding Contribution in the Special Education Program</i></p> <p>1. <i>Introduced/tried out effective approaches or innovations in teaching (at least 2) which Contributed to the improvement of instruction in meeting the needs of special children.</i></p> <p>2. <i>Written/produced instructional materials in SPED</i></p> <p style="margin-left: 20px;">a. <i>Modules/workshops published and utilized Reference materials/books in the school/district /region (2 pts. Per set of modules/workbook or 1 reference materials).</i></p> <p style="margin-left: 20px;">b. <i>Equipment/Teaching Devices (2 pts. Per set)</i></p> <p style="margin-left: 20px;">c. <i>Technical paper/published articles in SPED (1 pt. per paper or article) 3 papers</i></p> <p>3. <i>Resource speaker/ discussant/demonstration teacher</i></p> <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;"><i>Level</i></td> <td><i>Points</i></td> </tr> <tr> <td><i>District</i></td> <td><i>4</i></td> </tr> <tr> <td><i>Division</i></td> <td><i>7</i></td> </tr> <tr> <td><i>Regional</i></td> <td><i>10</i></td> </tr> </table> <p>4. <i>Participated in community programs/project for the Development/enhancement of the CSN s in their areas Of interest</i></p>	<i>Level</i>	<i>Points</i>	<i>District</i>	<i>4</i>	<i>Division</i>	<i>7</i>	<i>Regional</i>	<i>10</i>	<p>45</p> <p><i>10</i></p> <p><i>20</i></p> <p><i>10</i></p> <p><i>5</i></p>
<i>Level</i>	<i>Points</i>								
<i>District</i>	<i>4</i>								
<i>Division</i>	<i>7</i>								
<i>Regional</i>	<i>10</i>								
<p>B. AWARDS</p> <p><i>Recipient of community/school, district, division and Regional Awards of recognition for outstanding services on the education of CSNs For the last 10 years</i></p>	<p>15</p>								
<p>C. CONTINUOUS AND DEDICATED SERVICE</p> <p>1. <i>Rendered continuous and dedicated service In teaching CSN s</i></p> <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;"><i>Number of Years</i></td> <td><i>Points</i></td> </tr> <tr> <td><i>2 – 3</i></td> <td><i>1</i></td> </tr> <tr> <td><i>4 – 7</i></td> <td><i>2</i></td> </tr> <tr> <td><i>8 – 10</i></td> <td><i>5</i></td> </tr> </table> <p>2. <i>Rated as SPED teacher with an outstanding performance for the last 3 years</i></p>	<i>Number of Years</i>	<i>Points</i>	<i>2 – 3</i>	<i>1</i>	<i>4 – 7</i>	<i>2</i>	<i>8 – 10</i>	<i>5</i>	<p>10</p> <p><i>5</i></p> <p><i>5</i></p>
<i>Number of Years</i>	<i>Points</i>								
<i>2 – 3</i>	<i>1</i>								
<i>4 – 7</i>	<i>2</i>								
<i>8 – 10</i>	<i>5</i>								

D. PROFESSIONAL ADVANCEMENT		20
<ul style="list-style-type: none"> • <i>Certified true photocopy of transcript of record of the Highest degree attained and degree being pursued</i> 10 - <i>With Masteral units</i> - 2 - <i>M.A. academic requirements</i> - 4 - <i>M.A. in SPED</i> - 6 - <i>With units in Ph.D.</i> - 8 - <i>Ph.D./Ed.D</i> - 10 • <i>Certification signed by the sponsor and other evidence of participation in any training workshop or seminars in Special Education (Division, Regional, National and International level)</i> 5 • <i>Punctuality and Attendance</i> 5 		
E. PERSONAL QUALITIES AND CHARACTER		10
<ul style="list-style-type: none"> A. <i>Model of Morality and integrity in Public and Private Life</i> 5 <i>Unquestioned honesty and integrity</i> - 1 point <i>High Work ethics</i> - 1 point <i>Trustworthy in the discharge of duty or of obligation</i> - 1 point <i>With high level of stress tolerance</i> - 1 point <i>Virtuous conduct</i> - 1 point B. <i>Good Human Relations in School Community</i> 5 		
<u>TOTAL</u>		100

Note: Submit write-ups about the nominee by the following:

- a. *immediate superior*
- b. *colleague (2)*
- c. *co-member in civic and religious organization (2)*

CRITERIA FOR EVALUATION ALS MOBILE TEACHERS/DALSC's

<i>Evaluation Criteria</i>	<i>Weight</i>
<i>I. Occupational Competence</i>	<i>65%</i>
<i>A. Outstanding Accomplishments</i>	
<i>1. Planned activities that are responsive to the needs and problems of the community</i>	<i>5</i>
<i>2. Sourced –out funds from NGO's, LGU's and other organizations for the implementation of ALS programs / projects</i>	<i>10</i>
<i>3. Conceptualize Literacy programs / projects</i>	<i>10</i>
<i>4. Published articles on ALS programs / projects</i>	<i>5</i>
<i>5. Served as a resource person / trainer / facilitator:</i> <ul style="list-style-type: none"> • <i>National – 1.75</i> • <i>Regional – 1.50</i> • <i>Division – 1.25</i> • <i>District – .50</i> 	<i>5</i>
<i>6. Development community – based learning materials</i>	<i>10</i>
<i>7. Established functional data-base at the district / school level</i>	<i>10</i>
<i>8. Conducted action research on community – based programs / projects</i>	<i>10</i>
<i>II. Professional Advancement</i>	<i>15%</i>
<i>1. Educational Attainment</i> <ul style="list-style-type: none"> • <i>Doctoral</i> <ul style="list-style-type: none"> - <i>Full – fledged</i> <i>5</i> - <i>Completed Academic Requirements</i> <i>4</i> • <i>Master Degree</i> <ul style="list-style-type: none"> - <i>Full-fledged</i> <i>3</i> - <i>Completed Academic Requirements</i> <i>2</i> • <i>College Graduate</i> <i>1</i> 	<i>5%</i>

<p>2. In service trainings Attended</p> <ul style="list-style-type: none"> • <i>International Level - 10</i> • <i>National level - 8</i> • <i>Regional level - 6</i> • <i>Division Level - 4</i> • <i>District Level - 2</i> 	10%
<p>3. Awards Received</p> <ul style="list-style-type: none"> • <i>National - 10</i> • <i>Regional - 8</i> • <i>Division - 6</i> • <i>District - 4</i> • <i>School - 2</i> 	10%
III., Personal Qualities and Character	10%
<p><i>1. Demonstrated positive traits both private and public life</i></p> <ul style="list-style-type: none"> • <i>Is friendly, compassionate, and tactful</i> • <i>Initiates, facilitates, and builds inter community relations</i> • <i>Maintains wholesome relations with peers and inter agency partners</i> • <i>Demonstrates transparency, honesty, accountability, and personal integrity</i> 	
Total	100%

Note: Submit write-ups about the nominee by the following:

- a. immediate superior*
- b. colleague (2)*
- c. co-member in civic and religious organization (2)*

CRITERIA FOR THE SEARCH FOR OUTSTANDING ADMINISTRATIVE STAFF/ NURSES

1. Personality and Character 30

- 1.1 Good Moral Character, Honest and Integrity - 5
- 1.2 Dependability, Reliability and Cooperative Attitude - 5

- 1.3 Public relationship and Sense of Humor - 5
- 1.4 Patience, Tolerance and Concern for Other - 5
- 1.5 Quality and Consistency of Exemplary Conduct
And Noteworthiness of Behavioral Performance - 10

Note: Submit write-ups on the relationship of the nominee with the following:

- a. immediate superior**
- b. teacher (2)**
- c. other non-teaching personnel (1)**
- d.co-member in civic and religious organization (2)**

II. Performance

Outstanding Achievements 70

- 2.1 Performance Rating for the last two years - 15
- 2.2 Active involvement in programs and projects
which benefited the division and personnel - 5
- 2.3 Has introduced and implemented self-initiated
projects(with pictorials) - 10
- 2.4 The lowliness of the position in relation to the degree
of performance manifested - 10

Leadership

- 2.1 Active participation in community development
Projects/programs(with pictures and certifications) - 10
- 2.2 Active participation in professional/civic/
Charitable/religious organization
(with pictures and certificates) - 10
- 2.3 Position of responsibility and professional/civic/
Charitable/religious organization - 5
 - President - 5
 - Vice-President - 4
 - Other Official Position- - 3
 - Member - 2
- (with certification)**
- 2.4 Awards, Citations, Commendations - 5
and Recognition Received

CRITERIA FOR THE SEARCH FOR OUTSTANDING CLUB ADVISER

I.	Performance Rating		20
	1.1 Performance Rating for the last two years		
	9.5 and above	-	20
	9.0 – 9.4	-	15
	8.9 – 9.3	-	10
	8.6 – 8.8	-	5
II.	Club/Organization Development		5
	75% Membership		
	with 2 identified projects	-	5
	60% Membership with 1		
	Identified project	-	4
	50% and below Membership	-	3
III.	Participation to the Club’s Activity		25
	National	-	25
	Regional	-	20
	Division	-	15
	District	-	10
	School/Community	-	5
IV.	Projects and Activities Conducted		10
	Relevance of the Project	-	10
	Sustainability	-	8
	Impact/Involvement	-	6
	Innovation/Creativity	-	4
V.	Awards Received		30
	National	-	30
	Regional	-	25
	Division	-	20
	District	-	15
	School	-	10
VI.	Personal Qualities and Character		10
	a. Has demonstrated as Model of Morality and Integrity in Public and Private Life	-	5
	b. Good Human relation in School and Community	-	5
	Total	-	100

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE
MULTIGRADE TEACHER ACHIEVER**

A. Instructional Competence and Teaching Effectiveness 70pts

A. Competence in teaching MG Classes as evidenced by high performance evaluation obtained as teacher and pupil achievement in English, Science, Filipino and Math (15 pts.)

**A.1. Performance rating as MG teacher for the last 2 years
(maximum of 5 points)**

Very satisfactory 3pts. Outstanding 5pts.

A.2. Pupils Performance (maximum of 5pts.)

Academic performance of Pupils (mean Percentage Score) in English, Mathematics, Science and Filipino for the last 2 school years. (SY. 2011-2012; SY 2012-2013).

75%- above- 5pts.	54-5—2.5 pts.
74-70- 4.5 pts.	49-45-2 pts.
69-65- 4 pts.	44-40-1.5pts.
64-60-3.5 pts.	39 below- 1pt.
59-55-3pts.	

A.3. Percentage increase of class reading level for the last 2 years (maximum 5)

5% increase - 5pts.
4% increase - 4 pts.
3 % increase- 3 pts.
2 % increase - 2 pts.
1 % increase - 1 pt.

B. OUTSTANDING CONTRIBUTION IN THE EDUCATION OF MG CHILDREN (40)

B.1. Years in service as MG Teacher (maximum of 5 pts.)

3 years - 1 pt.	8-9 years - 4pts.
4-5 years - 2pts.	10 years above- 5 pts.
6-7 years - 3 pts.	

B.2. Introduced and tried out innovative teaching approaches which contributed to the improvement of instruction of MG Classes (10 Pts.)

2 pts. per innovative teaching strategy introduced/ used (maximum of 10)

B.3. Instructional /Teaching Devices prepared, utilized in teaching and shared with other schools (15pts.)

1 pt. per material (maximum) of 15 pts.)
Grades 1-11 (English, Math, Filipino)
Grades 111-IV (English, Math, Science, Filipino)

B.4. Evaluative materials prepared and utilized to improve teaching and pupils performance in Mg classes (5pts.)

1 pt. per evaluative material (maximum of 10 pts.)

B. 5. Research and creative output (5pts.)

1 pt. per research work (maximum of 3 pts.)
1 pt. per published/unpublished work (maximum of 2 pts.)

C. LEADERSHIP POTENTIALS (15 Pts.)

C.1. Involvement in co-curricular activities (10 pts).

a. As demonstration teacher (3 pts.)

District level 1pt.
Division level 2 pts.
Regional/National Level 3 pts.

b. As Facilitator (4 pts.)

Served as facilitator /resource speaker /discussant in seminars (school, district regional and national level.

1 pt. per instance (maximum of 4)

c. As Trainer /adviser/coach (3pt.)

1pt. per involvement (maximum of 3 pts.)

C.2. Awards received for the last 5 years (2 pts.)

.Recipient of School/district /division /regional awards of recognition for exemplary service as MG teacher.
. Recipient of local /municipal awards of recognition as model citizen /mother/family etc.

1pt. per project (maximum of 2 pts.)

**C.3. School projects initiated,implemented and being maintained (3pts.)
Include brief description of each project.**

1 pt. per project (maximum of 3pts.)

II.PROFESSIONAL AND COMMUNITY INVOLVEMENT (20PTS.)

A.Professional Qualities (10pts.)

A.1. Educational Attainment and Professional Growth (3pts.)
M.A.Degree 3pts.
M.A. Academic Requirement 2pts.
With Masteral units 1 pt.

A.2. Seminars /workshops /training attended (2pts.)
International/national 2pts. Division 1pt.
Regional 1.5pts. School/District 0.5 pt.

A.3. Punctuality and attendance (3pts.)
.Submits reports on or/before due dates.
.Is regular in coming to school and observes punctuality
. Arrives at least 15 minutes before official time

.Renders voluntary service beyond official time
.Participates in school activities.

- A.4. Subscription to the professional magazines for the last 2 years and shared insights with others (1pt.)
(Access to professional magazines on regular basis may be considered)

International / national	1pt.
Local	.5pt.

- A.5. Active membership in professional organization 1pt.

B. Community Involvement (10pts.)

- B.1. **Active membership in civic and religious organization (e.g. Barangay Disaster Brigade, Jaycees, CWL, Rotary, Lions Club, Knights of Columbus)**

0.5 per organization (maximum of 2 pts.)

- B.2. **Resource Generation ,Support and Networking (8 pts.)**

B.2.1. Initiated school /class activities that resulted to improvement of the community (e.g Barangay cooperatives ,livelihood projects ,functional literacy etc.)

2 pts. per school/class activity (maximum of 6 pts.)

B.2.2.Networking

Non-governmental services/ resources drawn to the school to help improve school /community environment 1 pt.per services / resources
(maximum of 2 pts.)

III. PERSONAL QUALITIES AND CHARACTER 10PTS.

Model of morality and integrity and good human relations in the community (maximum of 10 pts.)

.Demonstrates honestly, humility ,dedication,diligence,good faith,courtesy, generosity, kindness, love and concern for children

.Demonstrates personal sacrifices for the good of the service

.Demonstrates good relations with pupils, co- teachers, school head, community

.Submit 2 names of nominees ‘ immediate superiors with their write –ups about the nominee.

.Submit 3 names of nominees’ co-teachers and co-members in socio- civic or religious organization with their write –ups about the nominee

CRITERIA FOR THE SEARCH FOR OUTSTANDING COACH
(Elementary and Secondary Category)

- I. Personal Qualities and Character - 25**
Strands: Act as model for the learners & being a sport educator
- a. Demonstrate leadership, punctuality and commitment to serve as coach - 5
 - b. Maintains a respectable appearance and manifest desirable attitude - 5
 - c. Manifests positive effect of one's behavior during the training/competition - 5
 - d. Promotes fairness and camaraderie through discipline, courtesy and respect - 5
 - e. Has good human relation in school and community - 5
- II. Instructional Competence and Teaching Effectiveness - 50**
- 1. Performance Evaluation
 - 1.1 Performance Rating for the S.Y. 2012-2013 - 10
 - 2. Instructional Devices/Training Matrix produced for the holistic development of Athletes
 - 2.1 Evidence of training matrix/design duly signed by PESS Supervisor (Division, Regional & National Level) - 10
 - 2.2 Uses athletic information to construct training design - 5
 - 2.3 Sets clear, challenging and achievable targets during the training /competition - 5
 - 3. Educational Attainment
 - 3.1 Academic Distinctions/Highest Degree Attained - 5
 - 3.2 Trainings/workshops/seminars attended related to sports - 5
 - 3.3 Awards received related to sports - 5
 - 3.4 Accredited Coach (Classification) - 5
- III. Accomplishments: - 25**
- 1. Coached the athlete/s who garnered Medal/s in the Palarong Pambansa for at least 1 year - 10
 - 2. Coached the athlete/s who garnered Medal/s in the Regional Meet for at the last 3 years - 10
 - 3. Coached the athlete/s only in the Provincial/Division/ Milo Little Olympics level for the last 3 years - 5

TOTAL RATING = 100

COMMITTEE OF EVALUATORS

Category	Committee	
PSDS/EPS	Chair	Leticia N. Palle
	Co Chair	Pariso L. Orong
	Members	Romil Jabonero
		Apolinario L. Ravidas
		Rosie Salupado
School Administrator (Sec.& Elem.)	Chair	Analy L. Ocier
	Co Chair	Aurelio A. Tilanduca
	Members	Zelda Arceno
		Carlos G. Rara
		Amparo Bautista
Master Teacher (Sec.& Elem.)	Chair	Josie Zamora
	Co Chair	Liza Balintongog
	Members	Benjamin Buhawe
		Cynthia Berial
		Manuelito O. Melendez
Teacher (Sec.& Elem.)	Chair	Ralph T. Quirog
	Co Chair	Benjamin Macario
	Members	Paul Orong
		Josette Ygonia
		Fermin Rojas
Multi grade Teacher	Chair	Ma. Concepcion Reyes
	Co Chair	Jasmin Adriatico
	Members	Ma. Antonietta Reburiano
		Leny G. Ama
		Ricky Barcena
Administrative Staff/ Nurses	Chair	Dr. Jutchel Nayra
	Co Chair	Dr. Lorenzo O. Capacio
	Members	Dr. Jesus Muring
		Novem Sescon
		Virgilin Pizarro
Preschool /SPED Teacher	Chair	Dr. Ana Belen Muring
	Co Chair	Jovy G. Molina
	Members	Dr. Ellen Delante
		Naomi Francisco
		Narita Padua
Coach/Club Adviser	Chair	Lou Ann J. Cultura
	Co Chair	Luis S. Alajar
	Members	Noel A. Tan Nery
		Ferdinand Mortera
		Sonny Rojas

Division Executive Committee

Chair	EDILBERTO L. OPLENARIA, SDS
Co Chair	LETICIA N. PALLE
Members	DR. JUTCHEL L. NAYRA
	PARISO L. ORONG
	JOVY G. MOLINA