



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.

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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)**

<b>1. Achievement/Impact on people Educational System And Community</b>			<b>50</b>
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	

<b>II. Professional Competence</b>			<b>30</b>
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	
<b>III. Personal Attributes</b>			<b>10</b>
a. Model of Morality and Integrity in Public and Private Life		-	5
b. Good Human relation in School and Community		-	5
IV - Research			<b>10</b>
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)	-	<b>20</b>
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<br>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

<b>1. Achievement/Impact on people Educational System And Community</b>		<b>30</b>
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
<b>II. Professional Competence</b>		<b>70</b>
a. Performance Evaluation		
Performance rating for last year (2012)	-	<b>20</b>
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	-	<b>10</b>
National	10	
Regional	7	
Division	5	
District	3	
c. Educational Attainment	-	<b>10</b>
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	-	<b>10</b>
National	-	10
Regional	-	8
Division	-	6
District	-	4
e. Abstracts of Researches conducted	-	<b>10</b>
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	

<b>III. Personal Attributes</b>		<b>10</b>
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**

<b>I.</b>	<b>Personal Qualities and Character</b>		<b>10</b>
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>		
<b>II.</b>	<b>Instructional Competence and Teaching Effectiveness</b>		<b>60</b>
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
<b>III. Professional and Community Involvement</b>		<b>20</b>
a. Participation in activities outside of teaching	-	10
b. Awards from reputable organization (NGO, LGU)	-	10
<b>Total</b>	-	<b>100</b>

*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**

<b>I.</b>	<b>Instructional Competence and Teaching Effectiveness</b>		<b>70</b>
	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		
<b>II.</b>	<b>Community Involvement</b>				<b>20</b>
	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		
<b>III.</b>	<b>Personal Qualities and Character</b>				<b>10</b>
	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)				
	<b>Total</b>		-		<b>100</b>

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

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1. <i>Instructional Competence and Teaching Effectiveness</i>	<b>45</b>								
A. <i>Outstanding Contribution in the Special Education Program</i>									
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>	10								
2. <i>Written/produced instructional materials in SPED</i>	20								
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>									
b. <i>Equipment/Teaching Devices (2 pts. Per set)</i>									
c. <i>Technical paper/published articles in SPED (1 pt. per paper or article) 3 papers</i>									
3. <i>Resource speaker/ discussant/demonstration teacher</i>	10								
<table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">Level</td> <td>Points</td> </tr> <tr> <td>District</td> <td>4</td> </tr> <tr> <td>Division</td> <td>7</td> </tr> <tr> <td>Regional</td> <td>10</td> </tr> </table>	Level	Points	District	4	Division	7	Regional	10	
Level	Points								
District	4								
Division	7								
Regional	10								
4. <i>Participated in community programs/project for the Development/enhancement of the CSN s in their areas Of interest</i>	5								
B. <b>AWARDS</b>	<b>15</b>								
<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>									
C. <b>CONTINUOUS AND DEDICATED SERVICE</b>	<b>10</b>								
1. <i>Rendered continuous and dedicated service In teaching CSN s</i>	5								
<table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">Number of Years</td> <td>Points</td> </tr> <tr> <td>2 – 3</td> <td>1</td> </tr> <tr> <td>4 – 7</td> <td>2</td> </tr> <tr> <td>8 – 10</td> <td>5</td> </tr> </table>	Number of Years	Points	2 – 3	1	4 – 7	2	8 – 10	5	
Number of Years	Points								
2 – 3	1								
4 – 7	2								
8 – 10	5								
2. <i>Rated as SPED teacher with an outstanding performance for the last 3 years</i>	5								

<b>D. PROFESSIONAL ADVANCEMENT</b>		<b>20</b>
<ul style="list-style-type: none"> <li>• <i>Certified true photocopy of transcript of record of the Highest degree attained and degree being pursued</i> <span style="float: right;">10</span></li> <li>- <i>With Masteral units</i> <span style="float: right;">2</span></li> <li>- <i>M.A. academic requirements</i> <span style="float: right;">4</span></li> <li>- <i>M.A. in SPED</i> <span style="float: right;">6</span></li> <li>- <i>With units in Ph.D.</i> <span style="float: right;">8</span></li> <li>- <i>Ph.D./Ed.D</i> <span style="float: right;">10</span></li> <li>• <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> <span style="float: right;">5</span></li> <li>• <i>Punctuality and Attendance</i> <span style="float: right;">5</span></li> </ul>		
<b>E. PERSONAL QUALITIES AND CHARACTER</b>		<b>10</b>
<ul style="list-style-type: none"> <li>A. <i>Model of Morality and integrity in Public and Private Life</i> <span style="float: right;">5</span> <ul style="list-style-type: none"> <li><i>Unquestioned honesty and integrity</i> <span style="float: right;">1 point</span></li> <li><i>High Work ethics</i> <span style="float: right;">1 point</span></li> <li><i>Trustworthy in the discharge of duty or of obligation</i> <span style="float: right;">1 point</span></li> <li><i>With high level of stress tolerance</i> <span style="float: right;">1 point</span></li> <li><i>Virtuous conduct</i> <span style="float: right;">1 point</span></li> </ul> </li> <li>B. <i>Good Human Relations in School Community</i> <span style="float: right;">5</span></li> </ul>		
<u><b>TOTAL</b></u>		<b>100</b>

*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>
<b><i>I. Occupational Competence</i></b>	<b><i>65%</i></b>
<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"> <li><i>• National – 1.75</i></li> <li><i>• Regional – 1.50</i></li> <li><i>• Division – 1.25</i></li> <li><i>• District – .50</i></li> </ul>	<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>
<b><i>II. Professional Advancement</i></b>	<b><i>15%</i></b>
<b><i>1. Educational Attainment</i></b> <ul style="list-style-type: none"> <li><i>• Doctoral</i> <ul style="list-style-type: none"> <li><i>- Full – fledged            5</i></li> <li><i>- Completed Academic Requirements    4</i></li> </ul> </li> <li><i>• Master Degree</i> <ul style="list-style-type: none"> <li><i>- Full-fledged        3</i></li> <li><i>- Completed Academic Requirements    2</i></li> </ul> </li> <li><i>• College Graduate    1</i></li> </ul>	<b><i>5%</i></b>

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

*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**

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

**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

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**TOTAL RATING = 100**

**COMMITTEE OF EVALUATORS**

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

**Division Executive Committee**

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