



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Purok 6, Casisang, Malaybalay City

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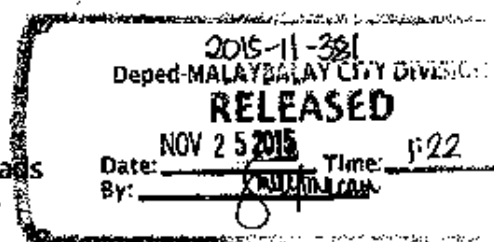
November 23, 2015

Division Search for 2015 Outstanding Employees

DIVISION MEMORANDUM

NO. 503 s. 2015

TO: Chief Education Supervisors, Governance and Curriculum
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Division



1. In view of the forthcoming Education Week Celebration, the field is hereby informed of the conduct of the "**Division Search for 2015 Outstanding Employee**" of which the awarding ceremony will form part of the highlights of the said occasion.
2. The conduct of the Search for Outstanding Teaching and Non-Teaching Employee is based on the Division strategic plan objective number 6 that seeks to give awards and recognition for good performance by giving what is due to someone in terms of accolades and promotion.
3. Each district is encouraged to conduct their District Search for Outstanding Employee and indorse to this office their respective Awardees as their Division level search nominees in the following categories:
 - I. **Teacher Category**
 - a. Outstanding Public kindergarten Teacher
 - b. Outstanding Public Elementary School Teacher
 - c. Outstanding Special Education Teacher (Regular SPED Teacher)
 - d. Outstanding Multigrade Teacher
 - II. **Master Teacher**
 - a. Outstanding Master Teacher
 - III. **Club Adviser**
 - a. Outstanding club adviser
 - IV. **Accredited Coach**
 - a. Outstanding Accredited Coach
 - V. **School Administrator**
 - a. Outstanding Elementary School Principal (Central School Category)
 - b. Outstanding School Principal (Non- Central School Category)
 - c. Outstanding Elementary School Head Teacher
 - d. Outstanding Elementary School administrator with pure Multigrade school

4. All full-fledged secondary school administrators shall likewise endorse their respective school outstanding employees (Including High School Annexes) of the following categories:

I. Teacher Category

a. Outstanding Public Secondary School Teacher

II. Master Teacher Category

a. Outstanding Public Secondary School Master Teacher

III. Club Adviser

a. Outstanding Public Secondary School Club Adviser

IV. Accredited coach

a. Outstanding Accredited Public Secondary School Coach in Palara

V. Secondary School Administrator

a. Outstanding Full-fledged Secondary School administrator(Secondary School- Annexes)

5. Division Staff/ Personnel

I. Alternative Learning System (ALS)

(All DALSCs) and Mobile Teachers are encouraged to submit their documents for assessments and evaluation.

a. Outstanding District ALS Coordinator

b. Outstanding ALS Mobile Teacher

II. Schools Division Superintendent Office (Non- Teaching Personnel) Categories

a. Outstanding Non-Teaching Employee in the Administrative Aide category

b. Outstanding Non-Teaching Employee in the Administrative Assistant category

c. Outstanding Non-Teaching Employee in the Section heads category- all the Administrative Officers (e.g HRMO, Accountant, Supply Officer, Cashier, and section heads etc.)

d. Outstanding Non-Teaching Employee in the Education Support Services category (EG planning, librarian, and Health (PHN)

III. Curriculum Implementation Division and School Governance and Operation Division are encouraged to submit their documents for assessment and evaluation.

a. Outstanding Public Schools District Supervisor (PSDS)

b. Outstanding Division Program Coordinator

c. Outstanding Education Program Supervisor

6. District awardees /Division Nominees for each category must reach the cut off total score of 50% per agreement in the executive committee meeting and will be declared finalist in the category.

7. Documents of all District awardees /Division nominees shall be submitted with their substantial support documents for each of the categories on or before **December 1, 2015** (Tuesday) Attention: **VICENTE G. SANMIGUEL- EPS II-HRD**, Division Awards Committee Chairperson.

8. Validation of nominees in other categories shall commence on **December 2-4, 2015**. While Validation and Demonstration Teaching of teacher nominees will be done in their respective schools on **December 3-4, 2015**.

9. Division committee evaluators' chairperson must submit the final result of the assessment and validation of their respective categories on or before **December 7, 2015 (Monday)** to **VICENTE G. SANMIGUEL- EPS II-HRD**, Division Awards Committee Chairperson.

10. The Awarding Ceremony will be held on **December 11, 2015 (Friday) 9:00am**. Venue will be announced later. All awardees/finalist must wear formal attire during the said event.

11. Enclosed are the specific criteria and division search committee of Evaluators in different categories.

12. For information, guidance and strict compliance.


EDILBERTO L. OPLENARIA, CESO VI
@IC-Schools Division Superintendent

To be Published in the website

Enclosure no. 1(Division Memorandum No.39 s. 2015)

DIVISION EXECUTIVE COMMITTEE

Chairperson	EDILBERTO L. OPLENARIA, CESO VI-SDS
Co-Chairperson	Susan S. Olana PhD (DASSA President)
Members:	Ralph T. Quirog- Chief Education Supervisor, CID Lorenzo O. Capacio, EdD - Chief Education Supervisor, SGOD Teofilo L. Ontoy (PESPA President)

DIVISION SEARCH COMMITTEE

Chairperson	VICENTE G. SANMIGUEL, EPS II-HRD
Co-Chairperson	JASMIN J. ADIATICO, EPS- CID
Members:	ANALY OCIER, EPS-CID PERLITA B. WALES, SEPS –Social Mobilization

DIVISION COMMITTEE EVALUATORS

CATEGORY	COMMITTEE	Elementary	Secondary
1. TEACHER CATEGORY (Elementary and Secondary)	Chairperson	Ralph T. Quirog	Rachel Valde
a. Outstanding Public Elementary School Teacher	Co-Chairperson	Lepelyn Valdez	Rosalio P. Arangco
b. Outstanding Public Secondary School Teacher	Members:	Perlita B. Wales	Myrna D. Pulido
c. Outstanding Special Education Teacher (Regular SPED Teacher)	Chairperson Co-Chairperson Member	Ellen Delante EDD Feleciano Sante Jr. Marsfith M. Mamawag	
d. Outstanding Multigrade teacher	Chairperson Co-Chairperson Member	Ma. Conception S. Reyes Rosie A. Salupado Virgillin Pizzaro	
e. Outstanding Kindergarten Teacher (Regular KVT) Alive /Madrasah Education	Chairperson Co-Chairperson Member	Imelda S. Bantilo Angelina Cacharo Ma. Antonette S. Ruberiano	
f. Outstanding ALIVE Teacher			
2. MASTER TEACHER (Elementary and Secondary)		Elementary	Secondary
a. Outstanding Elementary School Master Teacher	Chairperson Co-Chairperson Member	Josie D. Zamora John P. Rarogal Dinaflor L. Raagas	Jutchel L. Nayra, DPA Carlos Rara Liza Balintongog
b. Outstanding Secondary School Master Teacher			
3. CLUB ADVISER/ACCREDITED COACH		Elementary	Secondary
a. Outstanding Elementary School club Adviser			
b. Outstanding Secondary School club Adviser			
c. Outstanding Elementary School coach in Palaro			
d. Outstanding Secondary School coach in Palaro			
e. Outstanding Elementary School, School Paper Adviser	Chairperson Co-Chairperson Member	Lou-ann J. Cultura Noel Tan Nery Sonny Rojas	
4. SCHOOL ADMINISTRATOR (Elementary & Secondary)	CATEGORY	ELEMENTARY	SECONDARY
a. Outstanding Elementary School Principal (Central School Category)			

b. Outstanding Elementary School Principal (Non-Central School Category)	Chairperson Co-Chairperson Member	Analyn Ocier Susan S. Olana, PhD Jovy Molina Vicente G. San Miguel
a. Outstanding Elementary School Head Teacher		
b. Outstanding Elementary School administrator with pure multi-grade school		
c. Outstanding full-fledged secondary School administrator		
d. Outstanding Non-full-fledged secondary School administrator (secondary school annexes)		
ALTERNATIVE LEARNING SYSTEM (ALS)		
a. Outstanding District ALS Coordinator (DALSC)	Chairperson Co-Chairperson Member	Jasmin J. Adriatico Gretchen V. Catane Ethyl B. Lossier
b. Outstanding ALS Mobile Teacher		
SCHOOLS DIVISION SUPERINTENDENT OFFICE CATEGORIES		
a. Outstanding Non-teaching employee in the Administrative Aide Category	Chairperson Co-Chairperson Member	Purisma J. Yap Romil T. Jabonero, EdD Aba Q. Allaba, PhD
b. Outstanding Non-teaching employee in the Administrative Assistant Category		
c. Outstanding Non-teaching employee in the section heads Category		
d. Outstanding Non-teaching employee in the Education support Category		
CURRICULUM IMPLEMENTATION DIVISION CATEGORY		
a. Outstanding Public Schools District Supervisor (PSDS)	Chairperson Co-Chairperson Member	Lorenzo O. Capacio, EdD Paul Orong Novem Sescon
b. Outstanding Division Program Coordinator		
c. Outstanding Education Program Supervisor		

**CRITERIA FOR THE SEARCH FOR OUTSTANDING /TEACHER/MASTER
TEACHER/KINDERGARTEN TEACHER/ALIVE TEACHER**

I. Personal Qualities & Character 10

- a. Has demonstrated as Model of Morality 5
- b. Good human relation in school and community 5

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

- a. Immediate Superior
- b. Co-teacher (2)
- c. Co-member in civic and religious organization (2)

II. Instructional Competence and teaching Effectiveness 60

1. Performance Evaluation

- 1.1 Performance Rating for SY 2014-2015 10
- 1.2 Pupil Performance for SY 2014-2015 5

2. Instructional devices and Materials produced for the improvement of teaching

- 2.1 instructional material produced 5 (MT) 10 Teachers
- 2.2 evidence of technical assistance 5 (MT only)

3. A. involvement /coach in co-curricular activities 5

- a. National Winner -5
- b. Regional Winner -4
- c. Division Winner -3
- d. School Winner -2
- e. Participation -1

4. Educational Attainment

Professional Advancement

- a. Participants of training/workshops/seminars 5
(DepEd recognized and at least 3 days (aggregate))
 - International -5
 - National -4
 - Regional -3
 - Division -2
 - District -1
- b. Abstracts of researches conducted 10
 - b.1 Fully Implemented (result has been submitted to D.O.) 10
 - b.2 ongoing implementation(approved by D.O.) 6
 - b.3 approved by the D.O. but not yet implemented 2
- c. Publication 5

5. Actual Demonstration Teaching 10

III. Professional & Community Involvement 20

- a. Participation in activities outside 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 SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING SPECIAL EDUCATION TEACHER**

I. Instructional Competence and teaching Effectiveness	45
a. Outstanding contribution for the Special Education Program	
1. Introduced/tied out effective approaches or innovations in teaching (at least 2) which contributed to the improvement of instruction in meeting the needs of special children	20
2. Written /produced instructional materials in SPED	20
a. Modules /workshops published and utilized reference materials/books in school/district/region (2 points per set of modules/workbook or 1 reference materials.)	
b. Equipment teaching devices(2 points per set)	
c. Technical paper or articles in SPED (1 pt. per paper or articles) 3 papers	
3. Research Paper/discussant/Demonstration teacher	10
Level	points
Regional	10
Division	7
District	4
4. Participated in community programs/projects for the development /enhancement of the CSN's in their areas of interest	5
b. Awards	
Recipient of community/school, district, division and regional awards of recognition for outstanding services of the education of CSNs for the last ten (10) years.	
c. Continuous and dedicated service	10
1. Rendered continuous and dedicated service in teaching CSNs 5	
Level	points
8-10	5
4-7	2
2-3	1
2. Rated as SPED teacher with an outstanding performance for the last 3 years	5
d. Professional Advancement	10
• certification signed by a sponsor and other evidence of participation in any training workshops or seminars in Special Education (Division, Regional, National and International Level)	5
• Punctuality and attendance	5
e. Personal qualities and character	10
a. Model of morality and integrity in Public and private life	5
Unquestioned honesty and integrity	- 1 point
High work ethics	- 1 point
Trustworthy in the discharge of duty or of obligation	- 1 point
With high level of stress tolerance	- 1 point
Virtuous conduct	- 1 point
b. Good human relations in school community	5
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 SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING MULTIGRADE TEACHER**

(Based on DepEd Memorandum # 245 s. 2007)

Name of Candidate _____ School/District: _____

Area/ Indicators	Points	Rating
1. Instructional Competence and teaching Effectiveness	70%	
A. Competence in Teaching Multigrade Classes	15%	
a. 1 Performance rating for the last two years (SY 2013-2014, 2014-2015)	5	
a. 2 Pupils Performance rating for the last two years (SY 2013-2014, 2014-2015)	5	
a.3 Percentage increase of class reading level for the last two years	5	
B. Competence in Teaching Multigrade Classes	40%	
b.1 Years in service as multigrade teacher	5	
b.2 Introduced and tried out/ innovate teaching approaches which contributed to the improvement of multigrade classes	10	
b.3 Instructional device prepared and utilized for teaching	15	
b. 4 Evaluate/prepared/and utilized materials to improve teaching of pupils performance in MG classes	5	
b.5 Research and creative outputs	5	
C. Leadership Potentials	15%	
c.1 Involvement in co-curricular activities	10	
c.2 Awards receive in the last five (5) years	2	
c.3 Schools project initiated, implemented and being maintained	3	
2. Professional and Community Involvement	20%	
a. Professional Qualities	10%	
a.1 Educational Attainment for professional growth	3	
a.2 Seminar/ workshop/training attended	2	
a.3 subscription to professional magazine in the last two years	1	
a.4 active membership in professional organizations	1	
a.5 Punctuality and attendance	3	
b. Community Involvement	10%	
b.1 active membership in organization outside teaching	2	
b.2 resource generation, support and networking	8	
3. Professional and Community Involvement	10%	
a. Model of morality and integrity	5	
b. Good relations in and school and community	5	
Total Score		

Evaluator:

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

**SELECTION AND DOCUMENTATION FOR THE SEARCH FOR OUTSTANDING
MULTIGRADE TEACHER**

Supporting Documents Summary form

Date of deliberation: _____

Name of Nominee	District /School	Instructional Competence (70%)	Professional and Community Involvement (20%)	Personal Qualities and character (10%)	Total (100%)
1.					
2.					
3.					
4.					
5.					
6.					

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING CLUB ADVISER (Academic & Non Academic)**

I. Performance Rating		20
1.1 Performance rating for the last two years (SY 2013-2014,2014-2015)		
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 projects-	4	
50% and below Membership	- 5	
III. Participation to the Clubs 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. Model of morality and integrity	-5	
b. Good relations in and school and community	-5	
Total		100

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING COACH**

I. Personal Qualities and Character	25
Strands: act as model for the learners and 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. Good relations in and school and community	-5
II. Instructional Competence & Teaching Effectiveness	50
1. Performance Evaluation	
2.1 Performance rating for SY 2014-2015	-10
2. Instructional devices/training matrix produced for the holistic Development of the athletes.	
2.1 Evidence of training matrix/design duly signed by the 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 distinction/highest degree attained	-5
3.2 trainings/seminars/workshops attended related to sports	-5
3.3 awards received related to sports	-5
3.4 Accredited coach classification	-5
III. Accomplishment	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 least 3 years	-10
3. Coached the athlete/s who garnered medal/s in the Provincial/division/milo Olympics level for at least 3 years	-5
Total	100

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING SCHOOL ADMINISTRATOR
(Elementary & Secondary Level)**

1. Achievement/Impact on People educational system and Community	50
a. Contribution that supports the fulfillment of the DepEd Mission & Vision	-3
b. Awards of recognition as trainer/ speaker/facilitator	-5
National	-5
Regional	-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 Minutes and attendance Documentation	-1
e. Achievement on curricular/ co-curricular achievements	
Undertaken activities	-3
National	-3
Regional	-2
Division	-1
f. Accomplishment in Non- Formal Education (e.g Existence of livelihood education for parents and students)	-3
g. School NAT Result (Increased of 5%MPS)	-3
h. School Based-Management Accreditation	5
Level III- 5	
Level II - 3	
Level I - 2	
i. Brigada Eskwela & Gulayan Awards	5
National	-5
Regional	-3
Division	-2
j. Principal's Performance rating for SY 2014-2015	-5
9.54- 10, 9.07-9.53	5
8.6-9.06, 8.31-8.59	4
7.876-8.3, 7.46-7.875	3
7.026-7.45	2
6.6-7.025	1
Improved performance in the following indicators	-3
Retention rate	survival rate
Completion rate	dropout rate
Participation rate	
Exceeded the Division Target for SY2014-2015	
Achieved the Division target for SY 2014-2015	
Below the division target for SY 2014-2015	
k. Self- Generated projects accomplished for last year (with any proof/documents)	
I. Community Involvement (With pictorials)	
II. Professional Competence	10
a. Awards Received	
National	-10
Regional	-7
Division	-5
District	-3

b. Division/Regional/National trainings and seminar –workshop attended -5		
(DepEd recognized and at least 3 days (aggregate))		
International	-5	
National	-4	
Regional	-3	
Division	-2	
District/ School	-1	
c. Instructional Supervisory Documents		-5
III. Personal Attributes		10
a. Model of morality and integrity in public & public life	-5	
b. Good relations in and school and community	-5	
IV. Research		15
Fully implemented (results has been submitted to DO)	15	
Ongoing implementation (approved by DO)	10	
Fully implemented and adopted by the district (not approved by DO)	7	
Fully implemented and adopted by the school (not approved by DO)	5	
Approved by DO but not yet implemented	2	

Note:

1. In citing self-generated projects include the name of project/activity, description of the project and time frame, action taken, and actual result outcome.
2. Include one page description of the candidates relationship with the following;
 - a. Civic
 - b. Local Government unit
 - 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 SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING ALS MOBILE TEACHER/DALSCs**

Evaluation Criteria	Weight
1. Occupational Competence	65%
A. Outstanding Accomplishment	
1. Planned activities that are responsive to the needs and the problems in the community. (Action plan, Strategic Plan Etc.)	5
2. Sourced- out funds from NGO's LGU's and other organizations for the implementation of ALS programs/projects.(Approved activity designs, resolutions, etc.)	10
3. Conceptualize literacy programs and projects. Conceptualize functional literacy and projects 3.1 enrollment has increased by 10% or more -5 3.2 A & E Test passing rate has increased By 61%-100% - 10 By 45%-60% -8 By 35%-44% -6 By 25%-34% -4 By 10%-24% -2	15
4. Published articles on ALS programs/projects Publish articles in ALS programs/projects. (except news article) National -1.75 Regional -1.50 Division -1.25 District -.50	5
5. Developed of community-based learning materials(Approved by the Division Office)	10
6. Established functional data-based at the district school level (MIS, LIS, statistical data, ILA etc.)	10
7. Conducted action research on community- based programs /projects (Approved by the division Office)	10
II. Professional advancement.	15%
1. Educational attainment	5%
Doctoral	
• Full-Pledged	5
• Complete Academic Requirements	4
Master's Degree	
• Full-Pledged	3
• Complete Academic Requirements	2
2. In service trainings Attended International -10 National -8 Regional -6 Division -4 District -2	10%
3. Awards Received National -10 Regional -8 Division -6 District -4 School -2	10%
III. Personal Qualities and Character	10%
1. Demonstrate positive traits both private and public life	
• Is friendly compassionate and tactful	
• Initiates, facilitates, and builds intercommunity relations	
• Maintains wholesome relation with peers and inter agency partners	

• Demonstrate transparency, honesty accountability and personal integrity	
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 SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING ADMINISTRATIVE SUPPORT STAFF AND EDUCATION SUPPORT
STAFF**

I. Personal Qualities and Character	30
a. Good moral character, honesty and integrity	- 5
b. Dependability, reliability and cooperative attitude	- 5
c. Public relationship and sense of humor	- 5
d. patience tolerance and concern for other	-5
e. Quality and consistency of exemplary conduct and noteworthiness of behavioral performance	-5
<i>Note: Submit write-ups about the nominee by the following:</i>	
• Immediate Superior	
• teacher (2)	
• other non- teaching personnel	
• Co-member in civic and religious organization (2)	
II. Performance	40
1. Outstanding achievements	
1.1 Performance rating for the last 2 years SY 2013-2014, 2014-2015	-15
1.2 Active involvement in programs and projects which benefited the division and the whole personnel.	-5
1.3 Has introduced and implemented self-initiated Projects (with pictorials)	-10
1.4 The lowliness of the position in relation to the degree of performance manifested	-10
III. Leadership	30
1. active participation in community development projects/programs (With pictures & certificate)	-10
2. Active participation in professional/civic/charitable/religious Organization (With pictures & certificate)	-10
3. Position of responsibility and professional civic/charitable/religious Organization (With Certification)	-5
President	-5
Vice President	-4
Other Official Position	-3
Member	-2
4. Awards/citations/commendations and recognition received	-5
Total	100

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING EDUCATION PROGRAM SUPERVISOR**

I. Professional Competence		90
a. Performance Evaluation		
Performance rating for 2014-2015	-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 and speaker		10
National	-10	
Regional	-7	
Division	-5	
District	-3	
c. Awards received		10
National	-10	
Regional	-7	
Division	-5	
District	-3	
d. Division/regional trainings and seminar workshop attended		10
National	-10	
Regional	-7	
Division	-5	
District	-3	
e. Research conducted		10
Fully implemented (results has been submitted to DO)	10	
Ongoing implementation (approved by DO)	6	
Approved by DO but not yet implemented	2	
f. Innovation		20
Adopted at the regional level	20	
Adopted at the division level	15	
Adopted at the district level	10	
Adopted at the school level	5	
g. Authorship		6
Sole authorship	6	
Co-authorship	4	
Published article	(1 point each)	
h. Related experience (1 pt. per year)		10
II. Personal Attributes		10
a. Model of morality and integrity in public & public life	-5	
b. Good relations in and school and community	-5	
Total		100

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

- Immediate Superior
- Colleague (2)
- Co-member in civic and religious organization (2)