



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City




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DIVISION MEMORANDUM

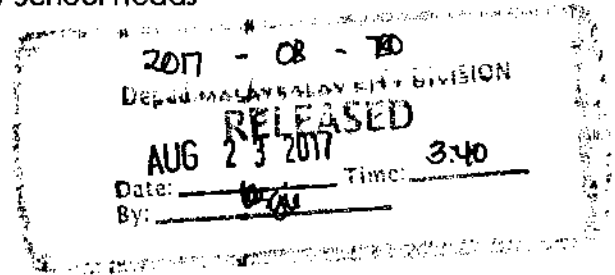
No. 413 s. 2017

TO: Chief Education Supervisors and Staff, SGOD and CID
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: August 22, 2017

SUBJECT: **2017 DIVISION SEARCH FOR OUTSTANDING HEAD TEACHER**(I-III Elem./Sec. Category), **SCHOOL PRINCIPAL** (I-II Elem./Sec. Category) **TEACHING RELATED PERSONNEL** (Public Schools District Supervisor, Education Program Supervisor, Senior Education Program Specialists, Education Program Specialists) **and NON-TEACHING RELATED PERSONNEL** (Administrative Officer, Project Development Officer (I-II) and Administrative Support Staff and School Health Unit)



1. For the information and guidance of all concerned, this Office will conduct the **2017 DIVISION SEARCH FOR OUTSTANDING HEAD TEACHER** (I-III Elem./Sec. Category), **SCHOOL PRINCIPAL** (I-II Elem./Sec. Category) **TEACHING RELATED PERSONNEL** (Public Schools District Supervisor, Education Program Supervisor, Senior Education Program Specialists, Education Program Specialists) **and NON-TEACHING RELATED PERSONNEL** (Administrative Officer, Project Development Officer (I-II) and Administrative Support Staff and School Health Unit) **which will be awarded on September 8, 2017.**

2. Each District is encourage to submit their respective representatives on the following category:

- a. **Head Teacher** (I-III Elem./Sec. Category)
- b. **SCHOOL PRINCIPAL** (I-II Elem./Sec. Category)

3. Division Office-based **Teaching Related Personnel** (Public Schools District Supervisor, Education Program Supervisor, Senior Education Program Specialists, Education Program Specialists) **and NON-TEACHING RELATED PERSONNEL** (Administrative Officer, Project Development Officer (I-II) and Administrative Support Staff and School Health Unit) is also encouraged to submit their nominees on August 30, 2017 to the Division Office attention: Vicente G. Sanmiguel, EPS-II-HRD/Division Coordinator for Planning and Research, Division Awards Committee Chairperson.

4. Moreover, this Office creates the Division Screening Committee for the 2017 Division Search for Outstanding Head Teacher, School Principal, Teaching Related and Non-Teaching Related Personnel in Enclosure No. 1.

5. The Division Screening Committee is advised to convene on **August 31, 2017 at the Division Multi-Purpose Hall** to evaluate the documents of the contestants. The list of winners shall be submitted to the Division Awards Committee Chairperson on September 1, 2017.

6. The criteria for the selection of outstanding Head Teacher, School Principal, teaching and non-teaching related category are stated in Enclosure Nos. 2-6.

7. Immediate and wide dissemination of this memorandum is highly desired.

Encl:

As stated

Copy furnished:

Records Unit

SEPS-HRD

To be posted on the website.

DIVISION EXECUTIVE COMMITTEE	
Chairperson	Edilberto L. Oplenaria, CESO VI
Co-Chairperson	Susan S. Olana PhD (DASSA President)
Members	Ralph T. Quirog, CES-CID
	Lorenzo O. Capacio, EdD-CES, SGOD
	Vicente G. Sanmiguel, Div. Awards and recognition Chairman
	Narita T. Padua (PESPA President)

DIVISION COMMITTEE EVALUATORS

CATEGORY	COMMITTEE	ELEMENTARY	SECONDARY
1. SCHOOL ADMINISTRATOR			
OUTSTANDING HEAD TEACHER (I-III Elem./Sec.), School Principal (I-II Elem./Sec.)	Chairperson: Co-Chairperson: Member:	Rachel R. Valde Ferdinand V. Mortera Jimdandy S. Lucine	Ralph T. Quirog Rosie A. Salupado Bonifacio M. Palo
2. Teaching Related Personnel			
Public Schools District Supervisor, Education Program Supervisor, Senior Education Program Specialists, Education Program Specialists	Chairperson: Co-Chairperson: Member:	Susan S. Olana, PhD Lorenzo O. Capacio, EdD Ethel Jane B. Lussier	
3. Non-Teaching Related Personnel			
Administrative Officer, Project Development Officer (I-II) and Administrative Support Staff	Chairperson: Co-Chairperson: Member:	Purissima J. Yap Virgilin R. Pizarro Gretchen V. Catane	

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING SCHOOL ADMINISTRATORS (HT1, II, III, PRINCIPAL I & 2)
(Elementary & Secondary Level)**

1. Achievement/Impact on People educational system and Community	50
Contribution that supports the fulfillment of the DepEd Mission & Vision	-3
Awards of recognition as trainer/ speaker/facilitator	-5
National	-5
Regional	-4
Division	-3
District	-2
School	-1
a. As district athletic Manager District BSP/GSP etc.	-3
District BSP/GSP Coordinator	
District Journalism Coordinator	
District YES-O Coordinator	
District Math Challenge Coordinator	
b. Division Minutes and attendance Documentation	-3
c. Achievement on curricular/ co-curricular achievements	
Undertaken activities	-3
National	-3
Regional	-2
Division	-1
d. Accomplishment in Non- Formal Education	-4
(e.g Existence of livelihood education for parents and students)	
e. School NAT Result (Increased of 5%MPS)	-3
f. Principal's Performance rating for SY 2015-2016	-8
9.54- 10	8
9.07-9.53	7
8.6-9.06	6
8.31-8.59	5
7.876-8.3	4
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 SY2015-2016	
Achieved the Division target for SY2015-2016	
Below the division target for SY2015-2016	

g. Self- Generated projects accomplished for last year (with any proof/documents)	
h. Community Involvement (With pictorials)	
II. Professional Competence	30
a. Awards Received	
National	-10
Regional	-7
Division	-5
District	-3
b. Division/Regional/National trainings and seminar –workshop attended-10 (DepEd recognized and at least 3 days (aggregate))	
International	-10
National	-9
Regional	-8
Division	-6
District	-4
School	-2
c. Instructional Supervisory Documents	-10
III. Personal Attributes	10
a. Model of morality and integrity in public & public life	-5
b. Good relations in and school and community	-5
I. Research	10
Fully implemented (results has been submitted to DO)	-10
Ongoing implementation (approved by DO)	
Fully implemented and adopted by the district (not approved by DO)	-4
Fully implemented and adopted by the school (not approved by DO)	-3
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 EDUCATION PROGRAM SUPERVISOR AND PUBLIC SCHOOLS
DISTRICT SUPERVISOR**

I. Professional Competence	90
a. Performance Evaluation	
Performance rating for 2015-2016	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)	
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)	

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING SENIOR EDUCATION PROGRAM SPECIALISTS, EDUCATION
PROGRAM SPECIALISTS, PROJECT DEVELOPMENT OFFICER**

I. Professional Competence	90
1. Performance Evaluation	
Performance rating for 2015-2016	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
2. Recognition as trainer and speaker	10
National	-10
Regional	-7
Division	-5
District	-3
3. Awards received	10
National	-10
Regional	-7
Division	-5
District	-3
4. Division/regional trainings and seminar workshop attended	10
National	-10
Regional	-7
Division	-5
District	-3
5. 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
6. 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
7. Authorship	6
Sole authorship	-6
Co-authorship	-4
Published article	(1 point each)

8. Related experience (1 pt. per year)	
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:

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

CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR OUTSTANDING ADMINISTRATIVE 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	-10
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>	
4. Immediate Superior	
5. teacher (2)	
6. other non- teaching personnel	
7. Co-member in civic and religious organization (2)	
II. Performance	40
1. Outstanding achievements	
1.1 Performance rating for the last 1 year	
SY 2015-2016	-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 ADMINISTRATIVE OFFICER and SCHOOL HEALTH UNIT**

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	-10
<i>Note: Submit write-ups about the nominee by the following:</i>	
8. Immediate Superior	
9. teacher (2)	
10. other non- teaching personnel	
11. Co-member in civic and religious organization (2)	
II. Performance	40
1. Outstanding achievements	
1.1 Performance rating for the last 1 year SY 2015-2016	-15
1.5 Active involvement in programs and projects which benefited the division and the whole personnel.	-5
1.6 Has introduced and implemented self-initiated Projects (with pictorials)	-10
1.7 The lowliness of the position in relation to the degree of performance manifested	-10
III. Leadership	30
5. active participation in community development projects/programs (With pictures & certificate)	-10
6. Active participation in professional/civic/charitable/religious Organization (With pictures & certificate)	-10
7. Position of responsibility and professional civic/charitable/religious Organization (With Certification)	-5
President	-5
Vice President	-4
Other Official Position	-3
Member	-2
8. Awards/citations/commendations and recognition received	-5
Total	100