

Records



Department of Education  
Region X- Northern Mindanaao

**DIVISION OF MALAYBALAY CITY**

Cor. Don Carlos and Guingona Sts., Malaybalay City



**DIVISION ADVISORY**

To: Public Schools District Supervisors  
Elementary/ Secondary School Heads

From: *Upler* EDILBERTO L. OPLENARIA *Pais*  
OIC, Schools Division Superintendent  
This Division

Date : September 19, 2012

Re : **JOINT NORTHERN MINDANAO REGIONAL ATHLETIC ASSOCIATION (NMRAA) MEET 2012  
AND EDUCATION WEEK CULMINATION CUM AWARDING CEREMONY ( GABI NG  
PARANGAL )**

In view of the Regional Memorandum No. 93, s. 2012 re : Joint Mindanao Regional Athletic Association (NMRAA) Meet 2012 and Education Week Culmination Cum Awarding Ceremony there will be **A Search for Outstanding Teachers, School Administrators, Education Program Supervisors and Administrative Staff to be awarded** on December 10, 2012, 7:00 pm at Mindanao Civic Center Gymnasium, Tubod, Lanao del Norte during the Gabi ng Parangal and Governor's- DepED Night.

All Public Schools District Supervisors are enjoined to recommend a nominee from their respective district for each of the following category :

- I. Teacher Category ( Chair – Allan Mansaladez )
  - a. Outstanding Public Elementary School Teacher
  - b. Outstanding Pre School Teacher
  - c. Outstanding Special Education Teacher (SPED Teacher)
  - d. Outstanding Mobile Teacher (ALS )
  - e. Outstanding Muli – Grade Teacher
- II. Master Teacher (Chair – Leticia N. Palle )
  - a. Outstanding Master Teacher
- III. School Administrator ( Chair – Josie D. Zamora )
  - a. Outstanding Elementary School Administrator ( Central Category)
  - b. Outstanding Elementary School Administrator (Non Central Category)
  - c. Outstanding Elementary School Administrator (Multi Grade School)
- IV. Public School District Supervisor ( Chair – Ralph T. Quirog )
  - a. Outstanding Public School District Supervisor/ Principal in Charge
- V. Club Adviser ( Chair Analay L. Ocier )
  - a. Outstanding Club Adviser
- VI. Coach (Chair – Lou Ann J. Cultura )
  - a. Outstanding Coach in Palaro
- VII. Administrative Staff ( Chair – Analay L. Ocier )
  - a. Outstanding Administrative Staff

All Secondary School Heads shall as well enjoined to recommend their nominee for the following category :

- I. Teacher Category ( Chair – Allan Mansaladez )
  - a. Outstanding Public Secondary School Teacher
- II. Master Teacher (Chair – Leticia N. Palle )
  - a. Outstanding Master Teacher
- III. School Administrator ( Chair – Josie D. Zamora )
  - a. Outstanding Secondary School Administrator ( Implementing Units)
  - b. Outstanding Elementary School Administrator (Non Implementing Units)
  - c. Outstanding Elementary School Administrator (TECH VOC School)
- IV. Club Adviser ( Chair - Analay L. Ocier )
  - a. Outstanding Club Adviser
- V. Coach ( Chair – Lou Ann Cultura )
  - a. Outstanding Coach in Palaro
- VI. Administrative Staff ( Chair- Analay L. Ocier )
  - a. Outstanding Administrative Staff

A certificate of recognition and cash prize of One Thousand Pesos (Php 1,000.00) will be given to the awardees.

Deadline for the submission of the list of nominees and their supporting documents shall be submitted to the Division Office attention to the respective chairperson on or before November 22, 2012.

Criteria for the respective category is herein enclosed.

For your information and immediate dissemination

Encls.: As stated  
Reference: DepEd Memorandum No. 22 s. 2012  
Regl Memorandum No. 93 s. 2012

To be indicated in the perpetual Index  
Under the following subjects:

Athletics  
Contest  
Search

alo/ELO

**CRITERIA FOR SELECTION AND DOCUMENTATION  
FOR THE 2012 OUTSTANDING TEACHER/KINDERGARTEN TEACHER**

1. Instructional Competence		60%
a. Teaching Competence	20%	
b. Outstanding Accomplishment	15%	
c. Pupil/Student Achievement	10%	
d. Research	5%	
e. Creativity/Innovation	10%	
2. Professional Growth		20%
a. Education	10%	
b. Training	5%	
c. Membership/Position/Accomplishments in Professional Organizations	5%	
3. Community Development		10%
a. Outreach Activity	5%	
b. Networking/Linkage	5%	
4. Personal Characteristics		<u>10%</u>
	<b>TOTAL</b>	<b>100%</b>

## CRITERIA FOR THE SEARCH FOR OUTSTANDING TEACHER MASTER TEACHER

<b>I. Personal Qualities and Character</b>		<b>20</b>
a.	Has demonstrated as Model of Morality and Integrity in Public and Private Life	10
b.	Good Human relation in School and Community	10
<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>II. Instructional Competence and Teaching Effectiveness</b>		<b>60</b>
1. Performance Evaluation		
1.1	Performance rating for the last 2 years (2010-2011)	10
1.2	Pupil Performance for the last 2 years (NAT 2010-2011)	10
1.3	Evidence of Promotion	5
2. Instructional Devices and Materials produced for the Improvement of teaching		
2.1	Instructional Materials produced	5
2.2	Evidence of technical assistance rendered to fellow Teachers/School	5
3. Involvement in Co-curricular Activities, Coach in Academic Contest/Programs/Thrusts		
3		10
4. Educational Attainment		
Professional Advancement		
a.	Academic Distinctions/Highest Degree Attained	3
b.	Participants of trainings/Workshops/Seminars	3
c.	Awards received(DepEd)	3
d.	Abstracts of Researches conducted	3
e.	Publication	
<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>

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

**THE CRITERIA WITH CORRESPONDING POINTS**

**I. Instructional Competence and Teaching Effectiveness**

**A. Outstanding Contribution in the  
Special Education Program**

**35 pts**

1. 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

**10 pts**

**Documents Needed:**

- Abstract of the effective/innovative approaches and how these were utilized in the field certified by superintendent and principal
- Certification from the principal that the approaches contributed to the improvement of instruction for children with special needs
- Evidences certified by the principal/district/division supervisors to show the effect on the learners/school as a result of innovations used/introduced such as increase in pupils' achievement level, recipient of different awards from the local schools/district/divisions, etc.

2. Written/produced instructional materials in SPED

**18 pts**

- a. Modules/workbooks published and utilized reference materials/books in the school/district/region (2 pts. per set of modules/workbook or 1 reference material)

**10 pts**

- b. Equipment/Teaching Devices  
(2 pts. per set)

**5 pts**

- c. Technical paper/published articles in SPED  
(1 pt. per paper or article) 3 papers

**3 pts**

**Documents Needed:**

- Photocopy of produced instructional materials certified by the district supervisor and principal
- Samples of visual aids produced and certified by the district supervisor and principal



3. Resource speaker/discussant/demonstration teacher

10 pts

Level	Points
District	2
Division	3
Regional	5

4. Participated in community programs/project for the development/enhancement of the CSNs in their areas of interest

5 pts

**Documents Needed:**

- Certification from the mayor/principal/barangay captain/priest of project undertaken properly authenticated by the regional director/superintendent
- Written/pictorial report of programs/project undertaken

**C. AWARDS**

10 pts

Recipient of community/school, district, division and regional awards of recognition for outstanding services on the education of CSNs for the last 10 years (maximum of 10 points)

Level	Points
• Community/school/district	- 2 points
• Division	- 3 points
• Regional	- 5 points

**Documents Needed:**

- Certified true copies of the awards of recognition received (include picture) signed by the principal/district and regional directors

**D. CONTINUOUS AND DEDICATED SERVICE**

10 pts

1. Rendered continuous and dedicated service in teaching CSNs

5 pts

Number of Years	Points
2-3	1
4-7	2
8 - 10 & above	5

2. Rated as SPED teacher with an outstanding performance for the last 3 years

3 pts

**Documents Needed:**

- True copy of the performance rating for the last 3 years certified by the principal and district supervisors
- Certified true photocopy of service record and certification from the principal

**E. PROFESSIONAL ADVANCEMENT**

5 pts

- Certified true photocopy of transcript of record of the highest degree attained and degree being pursued

2 pts

- With Masteral units	-	0.5
- M.A. academic requirements	-	1.10
- M.A. in SPED	-	1.5
- With units in Doctorate degree	-	1.75
- Ph. D./Ed.D	-	2.0

- 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)

2 pts

- Punctuality and Attendance

1 pts

- Submits report on/or before due dates
- Observes punctuality
- Arrives at least 15 minutes before official time
- Renders voluntary services beyond official time
- Demonstrates willingness in initiating school/community activities

**Documents Needed:**

- Reports on attendance (for the last 3 years)
- Certification from the school head/principal/ Supervisor in terms of submitting reports
- Certification from the school head/principal/ Supervisor on the school/community Activities initiated

**II. PERSONAL QUALITIES AND CHARACTER**

10 pts

**A. Model of Morality and Integrity in Public and private life**

5 pts

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  
Virtuous conduct

1 point

1 point

B. Good Human Relations in School Community

5 pts

Documents Needed:

- Submit write-up about the nominee on his/her personal qualities certified by the principal, district, supervisor and PTA president (at least 3)
- Submit three names of nominees' co-teachers and co-members in socio-civic or religious organization with their write-ups about the nominee, interview of some community officials, residents and nominees' peers by the Division Selection Committee ( to be done during their visit)

Total = 100 pts



**CRITERIA FOR SELECTION AND DOCUMENTATION  
FOR THE 2012 OUTSTANDING ALS MOBILE TEACHER**

Evaluation Criteria	Weight	Score	Sample Evidence to be Presented
<b>I. Occupational Competence</b>	<b>60%</b>		
A. Outstanding Accomplishments			
1. Planned activities that are responsive to the needs and problems of the community	10		Action Plan
2. Sourced –out funds from NGO's, LGU's and other organizations for the implementation of ALS programs / projects	10		Approved Proposal
3. Published articles on ALS programs / projects	5		Published article
4. Served as a resource person / trainer / facilitator:	5		Certification of Participation / Appreciation/ Recognition, pictorials
• National	5		
• Regional	4		
• Division	3		
• District	2		
5. Development community – based learning materials	10		Certified true copy of Learning materials
6. Established functional data-base at the district / school level	10		Results of data generated, literacy mapping
7. Conducted action research on community – based programs / projects	10		Copy of action research conducted / findings, pictorials
<b>II. Professional Advancement</b>	<b>20%</b>		
1. Educational Attainment	<b>5%</b>		
• Doctoral			Diploma / Certification
- Full – fledged	5.00		
- Completed Academic Requirements	4.75		
- Completed 36 units and above	4.50		
- Completed 23 units and below	4.25		
• Master Degree			
- Full-fledged	4.00		
- Completed Academic Requirements	3.75		
- Completed 36 units and above	3.50		
- Completed 24-35 units	3.25		
- Completed 23 units and below	3.00		
2. In service trainings Attended	<b>5%</b>		
• International Level	5.00		Certificate of Participation /

<ul style="list-style-type: none"> <li>• National level</li> <li>• Regional level</li> <li>• Division Level</li> <li>• District Level</li> </ul>	4.00 3.00 2.00 1.00		Attendance
<b>3. Awards Received</b> <ul style="list-style-type: none"> <li>• National</li> <li>• Regional</li> <li>• Division</li> <li>• District</li> </ul>	<b>10%</b> 10 8 6 2		Certificate of Recognition / Appreciation / Commendation
<b>III. Community Development</b>	<b>10%</b>		<b>Testimonies</b>
<b>IV. Impact of Learners</b>	<b>10%</b>		<b>Testimonies, Success</b>
<b>Total</b>	<b>100%</b>		

# **CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE 2012 MULTIGRADE TEACHER ACHIEVER**

I- **Supporting Documents**

A. **Instructional Competence and Teaching Effectiveness**

**70 pts.**

**1. Competences in Teaching MG Classes**

- a. Performance ratings as MG Teacher for the last 2 years
- b. Pupils Performance for the last 2 years.
- c. Percentage increase of class reading level

**2. Outstanding Contribution in the Education of MG Children**

- a. Number of years in service as MG Teacher
- b. Innovative Teaching Approaches Introduced and Tied-Out
- c. Assessment materials prepared and utilized to evaluate learning
- d. Instructional materials/devices prepared and utilized to improve teaching
- e. Research and creative output

**3. Leadership Potentials**

- a. Involvement in co-curricular activities
- b. Awards received

**B. Professional and Community Involvement**

**20 pts.**

**1. Professional Qualities**

- a. Educational Attainment and Professional Growth
- b. Punctuality and Attendance
- c. Membership in Professional Organization

**2. Community Involvement**

- a. Membership in organization outside of teaching
- b. Community livelihood projects initiated/sustained
- c. other community projects

**C. Personal Qualities and Character**

**10 pts.**

- 1. Model of Morality and integrity in public and Private Life
- 2. Good Human Relations in School and Community

**I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS (70 pts.)**

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

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

Very Satisfactory	3 pts.	Outstanding	-	5 pts.
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Documents to be submitted  
*Certified true copy of Service Record*  
*Certified true copy of performance ratings for the last 2 years*

- A.2 Pupils Performance (maximum of 5 pts.)  
Academic performance of Pupils (Mean Percentage Score) in English, Mathematics, and Science/Filipino for the last 2 school years. (SY 2010-2011; SY 2011-2012) based on District/Division Achievement Tests/NAT

75% - above – 5 pts.	54-50 – 2.5 pts.
74-70 – 4.5 pts	49-45 - 2 pts.
69-65 – 4 pts	44-40 – 1.5 pts.
64-60 – 3.5 pts.	39 below – 1 pt.
59-55 – 3 pts.	

**Documents to be submitted**

*Certified copy of District Consolidated Report of Test Results (where schools are ranked)*

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

5% increase	-	5 pts.
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 pts.)**

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

3 years	-	1 pt.	8-9 years	-	4 pts.
4-5 years	-	2 pts	10 yrs 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 pts.)**

**Documents to be submitted**

*Photocopies of model lesson plans utilizing said approaches/teaching strategies certification from Principal/supervisor mentioning of use (school, district, division, or regional)*

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

**1 pt. per material (maximum of 15 pts.)**

Grades I-II (English, Math, Filipino)

Grades III-IV (English, Math, Science, Filipino)

**Documents to be submitted**

*Photos of innovative teaching devices using indigenous/local materials prepared and utilized*

- B.4 Evaluative materials prepared and utilized to improve teaching and pupil's performance in MG classes. ( 5 pts.)

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

**Documents to be submitted**

*Photocopies of sample assessment instruments prepared and utilized (Periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school district, division, or regional level.*

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

1 pt. per research work (maximum of 3 pts.)

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

**Documents to be submitted**

*Certified true copies of action researches and other studies conducted related to teaching (except those presented for Post Graduate Studies) Copies of published/unpublished work of poetry, musical composition, or essay/article (state name of magazine and other periodicals where published, i.e The Philippine Journal to Education, The Modern Teacher, School paper, Local Newspapers and other journals)*

**C. Leadership Potentials**

**(15 pts.)**

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

- a. As Demonstration Teacher (3 pts.)

Served as model demonstration teacher of MG Classes (school, district, regional, and national levels)

District Level

1 pt.

Division Level

2 pts.

Regional/National Levels

3 pts.

(maximum of 3 pts)

**Documents to be submitted**

*Certification from the principal/supervisor as model demonstration teacher (include pictures)*

- b. As Facilitator (4 pts.)

Served as facilitator/ resource person/ discussant in seminars (school, district, regional, and national levels)

1 pt. per instance (maximum of 4 pts.)

**Documents to be submitted**

*Certification from the principal/supervisor as facilitator/ resource person/ Discussant/ demonstration-teacher (include pictures)*



**C. As Trainer/ Adviser/ Coach (3 pts.)**

- Organized/trained socio-cultural activities for MG children such as choral group, speech and drama, theater and arts, etc.
- Adviser of school clubs such as Math club, Science club, Future Homemakers club, etc.
- Coach of Pupil-winners in academic, literacy, musical, arts, dance and sports competitions
- Organized remedial and enrichment programs in Math, Science, English and other subject areas

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

**Documents to be submitted**

- Certification from the principal/supervisor for organizing socio-cultural activities such as choral group, speech and drama and theater and arts (include pictures)*
- Certification from the principal/supervisor as adviser of school clubs (include pictures)*
- Certified true copies of certificates as coach of pupil-winners in academic, literary, musical and sports competitions*
- Certification from the principal/supervisor for organizing remedial and enrichment programs (include pictures)*

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

- Recipient of School/district/division/regional awards of recognition for exemplary services as MG Teacher
- Recipient of local/municipal awards of recognition as model citizen/mother/father/family, etc.

**1 pt. per award (maximum of 2 pts.)**

**Documents to be submitted**

*Certified true copies of awards of recognition received*

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

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

**Documents to be submitted**

*Certification from the principal for initiating schools projects (include pictures)*

**II. PROFESSIONAL AND COMMUNITY INVOLVEMENT (20 pts.)**

**A. Professional Qualities (10 pts.)**

**A.1 Educational Attainment and Professional Growth**  
**M.A Degree**

**(3 pts.)**

**3 pts.**

M.A Academic Requirement  
with Masters units

2 pts.

1 pt.

**Maximum of 3 pts.**

**Documents to be submitted**

*Certified true copies of transcript of records for the highest degree obtained or being pursued.*

**A.2 Seminars/workshops/training attended (2 pts.)**

International/National	2.0 pts	Division	1.0 pt.
Regional	1.5 pts.	School/District	0.5 pt.

**Documents to be submitted**

*Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement*

**A.3 Punctuality and Attendance (3 pts.)**

- 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 services beyond official time
- Participates in school activities

**Documents to be submitted**

- Reports on attendance (for the last 2 years)*
- Certificate from the school head/principal/supervisor in terms of submitting the reports*
- Certificate from the school head/principal/supervisor on the required school activities attended*

**A.4 Subscription to the professional magazines for the last 2 years and shared insights with others (1 pt.)**

**(Access to professional magazines on a regular basis may be considered)**

International/National	-	1 pt
Local	-	.5 pt

**Documents to be submitted**

*Photocopy of journal on the articles read with their reaction*

*Certificate from the school head/teachers with whom the insights were shared*

**A.5 Active membership in professional organization (1 pt.)**

**Documents to be submitted**

*Certificate of membership from the president of the organization*

**B. Community Involvement (10 pts.)**

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

**0.5 per organization (maximum of 2 pts.)**

**Documents to be submitted**

*Certificate of membership from the president of the organization*

- 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.)**

**Documents to be submitted**

- a. Certificate of recognition/participation from the principal/district/supervisor/ barangay chairman*
- b. Other evidences such as photos, project by-laws, etc.*
- c. Description of activities (who, what, when, where, how, status)*

**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.)**

**Documents to be submitted**

- a. Certification of participation from the NGO*
- b. Evidences such as photos, etc.*
- c. Description of services drawn to the school (who, what, when, where, how, status)*

**III. PERSONAL QUALITIES AND CHARACTER**

**10 PTS.**

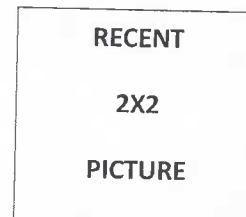
**Model of morality and integrity and good human relations in the school and in the community (maximum of 10 pts.)**

- 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

**Documents to be submitted**

- *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*

**NOTE:** *Interview with some community officials, residents and nominees' peers by the Division Selection Committee (to be done during their visit). **All documents should be authenticated by proper authorities.***



**NOMINATION FORM**

**I. PERSONAL DATA**

Full Name: (Mr./Miss/Mrs./Dr.) \_\_\_\_\_

	Surname	Given Name	Middle Name
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Home Address: \_\_\_\_\_

	Residence No.	Street	District/Town	City/Province
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Nickname: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Full Name of nominees' school: \_\_\_\_\_

School Address: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

Landline No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Has the nominee been charged of any administrative case?    No ☐    Yes ☐

If yes, please give details and current status. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS**

**A. Competence in Teaching Multigrade Classes (15 pts.)**

1. Number of years in the teaching service  
(inclusive as MG teacher, 3 years minimum) \_\_\_\_\_
2. Present Position: \_\_\_\_\_
3. Grades taught (Present): \_\_\_\_\_
4. Performance Ratings Obtained for the last Two Years Preceding the Search: \_\_\_\_\_



SY 2010-2011

SY 2011-2012

Rating

5. List Nominees' Administrative Functions/Duties (if any)

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**B. Outstanding Contribution in the Education of Multigrade Children (40 pts.)**

1. Innovative teaching approaches/strategies introduced/tried out (maximum of 10 pts.)  
Give a two-sentence description of each.

A.

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B.

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C.

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D.

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E.

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2. Instructional/teaching devices using indigenous/local materials prepared and utilized in improving MG instruction. **(maximum of 15 pts.)** (Grades I-II English, math, Filipino; Grades III-VI English, Math, Filipino, Science)

**Name of Devices**

**Where/When/How utilized**

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3. Evaluate materials prepared and utilized to improve teaching and pupils performance in MG classes **(maximum of 10 pts.)** (To include workbooks, modules, multilevel exercises and evaluation instruments).

**Title of Materials**

**Where/When/How utilized**

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4. Research and Creative Output (related to teaching) (5 pts.)

4.1 Action Research/studies conducted (maximum of 3 pts.)

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4.2 Published/unpublished works of poetry, musical composition, essay/article, etc. (maximum of 2 pts.)

Title

Where/When/How utilized

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C. Leadership Potential (15 pts.)

1. Involvement in co-curricular activities

a.) As demonstrator teacher (maximum of 3 pts.)

Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates

b.) As Facilitator/Resource Person/Discussant (4 pts.)

Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates

c.) As Trainer/Adviser/Coach (3 pts.)

Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates


2. Awards received for the last 10 years (include awards of recognition for exemplary services as MG teacher community awards for services, model citizen/father/mother/model family, etc.) **(maximum of 2 pts.)**

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3. School projects initiated, implemented and being maintained **(maximum of 3 pts.)**

School Projects	Inclusive Dates

### III. PROFESSIONAL AND COMMUNITY INVOLVEMENT (20 PTS.)

- A.1 Educational Attainment and Professional Growth **(maximum of 3 pts.)**

Degree Earned	School	Year Graduated	Awards Received

Degree being pursued	School	Years Enrolled	Total Units Earned

- A.2 Seminars, Workshops and other Training attended (last 5 years) **(maximum of 2 pts.)**

Title	Level (International, National, Regional, Division, District, School)	Conducting Agency	Inclusive Dates

A.3 Punctuality and Attendance (3 pts.)

School Year	Punctuality No. of Times Tardy	Attendance No. of Times Absent
2012-2013		
2011-2012		
2010-2011		

A.4 Subscription to professional magazine (1 pt.)

Title of Professional Magazine

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A.5 Membership in professional Organizations (1 pt.)

Professional Organization	Role Position	Years

B. COMMUNITY INVOLVEMENT (10 pts.)

1. Membership in organization outside of teaching (maximum of 2 pts.)

Organization outside Teaching	Role Position	Years

3. Resource Generation Support

2.1 Initiated school/class activities that resulted to improve the community. (4 pts.)

Professional Organization	Role Position	Years

2.2 Initiated community activities that resulted to improve the school/class. (2 pts.)

School/Class Activities	Role Position	Inclusive Dates

2.3. Networking (2 pts.)

Non-Government Organizations	Support/Services to the School/Community	Inclusive Dates

I hereby certify that all information contained in this form is true and correct.

Full Name of Nominator: \_\_\_\_\_

Designation; \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date



### SUPPORTING DOCUMENTS INDIVIDUAL FORM

Name of Nominee: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Division: \_\_\_\_\_ Region: \_\_\_\_\_

Area/Indicators	Rating
<b>I. Instructional Competence and Teacher Effectiveness (70 pts.)</b> A. Competence in Teaching MG Classes a.) Performance Rating for the last 2 years b.) Pupils' Performance for the last 2 years c.) Percentage increase of class reading level for the last 2 years B. Outstanding Contribution in the Education of MG Children a.) Years in service as MG Teacher b.) Introduced and tried out innovative teaching approaches which contributed to the improvement of MG classes c.) Instructional devices prepared and utilized in teaching d.) Evaluative materials prepared and utilized to improve teaching and pupils' performance in MG classes e.) Research and creative outputs C. Leadership Potentials a.) Involvement in co-curricular activities b.) Awards received in the last 5 years c.) Schools projects initiated, implemented and being maintained	
<b>II. Professional and Community Involvement (20 pts.)</b> A. Professional Qualities a.) Educational Attainment and Professional Growth b.) Seminar/workshops/trainings attended c.) Punctuality and Attendance d.) Subscription to professional magazines for the last 2 years e.) Active membership In Professional organizations B. Community Involvement a.) Active membership in organization outside teaching b.) Resource generation, support and networking	
<b>III. Personal Qualities and Character (10 pts.)</b> A. Model of Morality and Integrity B. Good Human relations in the school and community	
<b>TOTAL SCORE</b>	

\_\_\_\_\_  
 Evaluator  
 (Signature over printed name)

(Enclosure No. \_\_\_\_\_ to DepED Memorandum No. \_\_\_\_\_, s. 2012)

Department of Education  
**BUREAU OF ELEMENTARY EDUCATION**  
**2012 SEARCH FOR MULTIGRADE**  
**TEACHER ACHIEVER**

### CLASSROOM OBSERVATION GUIDE AND INTERVIEW INDIVIDUAL FORM

Name of Nominee: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Division: \_\_\_\_\_ Region: \_\_\_\_\_

Area/ Indicators	Ave. Rating	Total Score
I. Classroom Observation (see observing guide) (50 pts.)		
II. Interview (50 pts.)		
a.) Fluency and Spontaneity (4) _____		
b.) Organization (4) _____		
c.) Emotional Stability (4) _____		
d.) Potential (3) _____		

\_\_\_\_\_  
 Evaluator

(Signature Over Printed Name)

**NOTE:** SMTA Form 4 of each nominee should be attached along with the nominee's classroom observation Guide to the Nominees Summary Form (Form 5).

Department of Education  
BUREAU OF ELEMENTARY EDUCATION  
2012 SEARCH FOR MULTIGRADE  
TEACHER ACHIEVER

**COMMUNITY SUPPORT INTERVIEW GUIDE**  
**INDIVIDUAL FORM**

SMTA Form 7 of each nominee should be attached to the Nominees Summary Form (Form 5).

Name of Nominee : \_\_\_\_\_  
School : \_\_\_\_\_  
Division : \_\_\_\_\_ Region : \_\_\_\_\_

- I. Community perception of the MG school.
  - a. How do you perceive the MG school in your community?
  - b. To what extent do you think is the school involved in the activities of the community?
  - c. On the scale of 1-10, with 10 as the highest, how would you rate the school?
- II. Community involvement in MG school activities
  - a. Are you aware of the activities of the school?
  - b. What kinds of assistance do you provide to the school?
  - c. Does the school organize regular PTA?
  - d. To your knowledge, how active are the parents in the PTA?
- III. Community perception about the nominee
  - a. Briefly describe your perception of the nominee.
  - b. How do you know the nominee?
  - c. If you were to make a recommendation for the nominee, how would you write it?
  - d. Do you have confidence in the teaching abilities of the nominee? Explain briefly.

**TOTAL SCORE:** \_\_\_\_\_

\_\_\_\_\_  
Evaluator  
(Signature Over Printed Name)

**CRITERIA FOR THE SEARCH FOR OUTSTANDING SCHOOL HEAD  
(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	-	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
NAT	- 3	
Regional	- 2	
Division	- 1	
f. Accomplishment on Non-Formal Education (District Level)	-	4
g. School NAT Result(increased of 5% MPS)	-	3
h. Principals Performance Rating for the 1 <sup>st</sup> year(2011)	-	3
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 Involment(with pictorials)	-	3
<b>II. Professional Competence</b>		<b>30</b>
a. Supervisor's Award	-	10
b. Educational Attainment	-	10
BS in Education	-	3
M.A in Education,	-	7
Ph.D or Ed.D	-	10

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c. Division/Regional/National trainings and Seminar Workshops Attended	-	10
National	-	10
Regional	-	8
Division	-	6
District	-	4
<b>III. Personal Attributes</b>		<b>20</b>
a. Model of Morality and Integrity in Public and Private Life	-	10
b. Good Human relation in School and Community	-	10
<b>Total</b>	-	<b>100</b>

**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

**CRITERIA FOR PSDS:**

Public Schools District Supervisor/ Coordinating Principal	
PASSA for SY 2010-2011 & 1 <sup>st</sup> Semester 2011-2012	40 %
Awards (Individual or District/ School)	30 %
<ul style="list-style-type: none"> <li>- National -30</li> <li>- Regional-25</li> <li>- Division- 20</li> </ul>	
Innovation	20%
Psycho-Social Attributes	10 %
<b>Total</b>	<b>100 %</b>



## CRITERIA FOR THE SEARCH FOR OUTSTANDING CLUB ADVISER

<b>A. Projects and Activities Conducted</b>		<b>40 %</b>
A.1 Relevance of the Project	30 pts	
A. 2 Sustainability	30 pts	
A. 3 Impact/ Involvement	20 pts	
A. 4 Innovation/ Creativity	20 pts	
<b>B. Participation to the Club's Activity</b>		<b>20 %</b>
National	10 pts	
Regional	20 pts	
Division	30 pts	
Community	40 pts	
<b>C. Awards/Citations Received</b>		<b>15 %</b>
National	40 pts	
Regional	30 pts	
Division	20 pts	
Community	10 pts	
<b>D. Club /Organization Development</b>		<b>15 %</b>
Membership	40 pts	
Structure	30 pts	
Organization	30 pts	
<b>E. Personal Attributes</b>		<b>10%</b>
<b>Total</b>		<b>100 %</b>

alo/ELO

## CRITERIA FOR THE SEARCH FOR OUTSTANDING ADMINISTRATIVE STAFF

### 1. Personality and Character

	<b>30</b>
1.1 Good Moral Character, Honest and Integrity	-
1.2 Dependability, Reliability and Cooperative Attitude	5
	5
1.3 Public relationship and Sense of Humor	-
1.4 Patience, Tolerance and Concern for Other	5
1.5 Quality and Consistency of Exemplary Conduct	-
And Noteworthiness of Behavioral Performance	5
	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

	<b>70</b>
2.1 Performance Rating for the last two years	-
2.2 Active involvement in programs and projects	15
which benefited the division and personnel	
2.3 Has introduced and implemented self-initiated	-
projects (with pictorials)	5
2.4 The lowliness of the position in relation to the degree	-
of performance manifested	10
	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	-
President	5
Vice-President	-
	4
Other Official Position-	-
Member	3
	2
(with certification)	
2.4 Awards, Citations, Commendations	
and Recognition Received	-
	5



Department of Education  
Region X  
**DIVISION OF MALAYBALAY CITY**  
Malaybalay City



**Performance Measurement Tool for Coaches**

Name: \_\_\_\_\_ Event: \_\_\_\_\_  
School: \_\_\_\_\_ MOAA Task: \_\_\_\_\_  
School Head: \_\_\_\_\_ District: \_\_\_\_\_

COACHING/TRAINING PERFORMANCE RATING			Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	TOTAL
Strands	Performance Indicators		1	2	3	4	
1. Acts as a positive role model for the learners and takes pride for being a sport educator	1.1	demonstrate leadership, punctuality, and commitment to serve					
	1.2	maintains a respectable appearance and manifest desirable attitude					
	1.3	manifests positive effect of one's behavior during the training/competition					
	1.4	allocates time for personal/professional development through participation in seminars/workshops/sports activities					
2. Creates an environment that promotes fairness and camaraderie	2.1	promotes fairness and camaraderie through discipline, courtesy and respect					
	2.2	implements sports policies					
3. Familiar with the athletes' record based on actual performance/ accomplishments and demonstrates concern for holistic development of athletes	3.1	uses athletic information to construct training design					
	3.2	recognizes the strengths and weaknesses of athletes					
	3.3	identifies athlete's role/position in the team					
	3.4	sets clear, challenging and achievable targets during the training and competition					
	3.5	identifies learning gaps and takes actions to enable the athletes to catch up					
4. Reflects on the extent of the attainment of learning goals	4.1	reflects on the quality of his/her own teaching					
	4.2	accepts personal accountability for athletes' achievement					
	4.3	uses self-evaluation to identify and to correct weaknesses					
<b>ACCOMPLISHMENTS</b>							
5. Actual Accomplishment of the Coach	Coached the Athlete/s who garnered Medal/s in the Palarong Pambansa for at least 1 year						
	Coached the Athlete/s who garnered Medal/s in the Palarong Pampook for the last 5 years						
	Coached the Athlete/s who garnered Medal/s in the Palarong Pampook for the last 2 years						
	Coached the Athlete/s only in the Provincial level						
<b>TOTAL RATING</b>							

Interpretation of the Total Rating:

\_\_\_\_\_ 53-60 **Outstanding**  
 \_\_\_\_\_ 45-52 **Very Good**  
 \_\_\_\_\_ 37-44 **Good**  
 \_\_\_\_\_ 29-36 **Fair**  
 \_\_\_\_\_ 15-28 **Needs Improvement**

Rated By: \_\_\_\_\_ Date: \_\_\_\_\_

MOAA Evaluation Committee

Noted: \_\_\_\_\_ Date: \_\_\_\_\_

MOAA Athletic Manager