



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

119
DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 8/12/13 Time: 10:56 AM
By: [Signature]

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

Date : August 12, 2013

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

In view of the result of the deliberation of the Chairperson and Vice Chairperson of the Committee of Evaluators there were some items in the criteria that have been changed and added. Moreover, deadline for submission of documents is postponed to August 13, 2013 (Tuesday).

Enclosed are the criteria and committee of evaluators of the different categories in which changes are marked ***bold and italicized***.

For information and guidance.

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

alo/ELO

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

1. Achievement/Impact on people Educational System And Community	50
a. School Mission and Vision Statement	- 3
b. Awards of Recognition as trainer/Speaker/ <i>facilitator</i>	- 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	- 3
Documentation	
e. Achievement on Curricular/Co-Curricular	- 3
Achievements Undertaken Activities	
National	- 3
Regional	- 2
Division	- 1
f. Accomplishment on Non-Formal Education	- 4
(e.g. existence of livelihood educ. for parents/students)	
g. School NAT Result(increased of 5% MPS)	- 3
h. Principals Performance Rating for (2012)	- 8
6.6 - 7.025	1
7.026 - 7.45	2
7.46 - 7.875	3
7.876 - 8.3	4
8.31 - 8.59	5
8.6 - 9.06	6
9.07 - 9.53	7
9.54 - 10	8
i. Improved Performance on the following indicators:	3
Retention Rate	Survival Rate
Completion Rate	Drop-out
Participation Rate	
Exceeded the Division Target for SY 2011 -2012	3
Achieved the Division Target for SY 2011 -2012	2
Below the Division Target for SY 2011 -2012	1

j. Self-Generated projects accomplished for Last year (with any proof/documents)	-	5	
k. Community Involvement (with pictorials)	-	3	
II. Professional Competence			30
a. Awards Received	-	10	
National	10		
Regional	7		
Division	5		
District	3		
b. Division/Regional/National trainings and Seminar Workshops Attended <i>(DepED recognized and at least 3 days (aggregate))</i>	-	10	
<i>International</i>	-	10	
National	-	9	
Regional	-	8	
Division	-	6	
District	-	4	
<i>School</i>	-	2	
c. <i>Instructional Supervisory documents</i>		5	
III. Personal Attributes			10
a. Model of Morality and Integrity in Public Public and Private Life	-	5	
b. Good Human relation in School and Community	-	5	
IV - Research			10
Fully Implemented (result has been submitted to D.O)		10	
On Going Implementation (approved by D.O.)		6	
<i>Fully implemented and adopted by the district (not approved by D.O)</i>		4	
<i>Fully implemented and adopted by the school(not approved by D.O)</i>		3	
Approved by the D.O but not yet Implemented		2	

Note:

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

CRITERIA FOR THE SEARCH FOR OUTSTANDING PROMOTIONAL STAFF

I. Professional Competence			90
a. Performance Evaluation			
Performance rating for last year (2012)	-		20
10	-	20	
9.8 - 9.9	-	18	
9.6 - 9.7	-	16	
9.4 - 9.5	-	14	
9.2 - 9.3	-	12	
9.0 - 9.1	-	10	
8.8 - 8.9	-	8	
8.6 - 8.7	-	6	
b. Recognition as trainer/speaker			10
National	10		
Regional	7		
Division	5		
District	3		
c. Awards Received			10
National	10		
Regional	7		
Division	5		
District	3		
d. Division/Regional/National trainings and Seminar Workshops Attended			10
National	-	10	
Regional	-	8	
Division	-	6	
District	-	4	
e. 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		
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	
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 | - | 5 |
| Public and Private Life | | |
| 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/
KINDERGARTEN TEACHER**

I.	Personal Qualities and Character	10
a.	Has demonstrated as Model of Morality and Integrity in Public and Private Life	- 5
b.	Good Human relation in School and Community	- 5
<i>Note: Submit write-ups about the nominee by the following:</i>		
a.	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 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.	Participants of trainings/Workshops/Seminars	- 5
	(DepED recognized and at least 3 days (aggregate))	
	International	- 5
	National	- 4
	Regional	- 3
	Division	- 2

	District	-	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. Actual Demonstration Teaching				10
III. Professional and Community Involvement			20	
a. Participation in activities outside of teaching		-		10
b. Awards from reputable organization (NGO, LGU)		-		10
	Total	-		100

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

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

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

1. <i>Instructional Competence and Teaching Effectiveness</i>	45
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>	20
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
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. AWARDS	15
<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. CONTINUOUS AND DEDICATED SERVICE	10
1. <i>Rendered continuous and dedicated service In teaching CSN s</i>	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

D. PROFESSIONAL ADVANCEMENT			10
•	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)	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 EVALUATION ALS MOBILE TEACHERS/DALSC's

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

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

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 and Recognition Received	-	5

CRITERIA FOR THE SEARCH FOR OUTSTANDING CLUB ADVISER

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

CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE MULTIGRADE TEACHER ACHIEVER

A. Instructional Competence and Teaching Effectiveness

70pts

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

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

Very satisfactory	3pts.	Outstanding	5pts.
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A.2. Pupils Performance (maximum of 5pts.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. LEADERSHIP POTENTIALS**(15 Pts.)****C.1. Involvement in co-curricular activities (10 pts).****a. As demonstration teacher (3 pts.)**

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

b. As Facilitator (4 pts.)

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

1 pt. per instance (maximum of 4)

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

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

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

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

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

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

1 pt. per project (maximum of 3pts.

II.PROFESSIONAL AND COMMUNITY INVOLVEMENT**(20PTS.)****A.Professional Qualities (10pts.)**

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

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

International/national	2pts.	Division	1pt.
Regional	1.5pts.	School/District	0.5 pt.

A.3. Punctuality and attendance (3pts.)

- .Submits reports on or/before due dates.
- .Is regular in coming to school and observes punctuality
- . Arrives at least 15 minutes before official time

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

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

International /national	1pt.
Local	.5pt.

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

B. Community Involvement (10pts.)

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

0.5 per organization (maximum of 2 pts.)

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

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

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

B.2.2. Networking

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

III. PERSONAL QUALITIES AND CHARACTER 10PTS.

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

- .Demonstrates honestly, humility ,dedication,diligence,good faith,courtesy, generosity, kindness, love and concern for children
- .Demonstrates personal sacrifices for the good of the service
- .Demonstrates good relations with pupils, co- teachers, school head, community
- .Submit 2 names of nominees ' immediate superiors with their write -ups about the nominee.
- .Submit 3 names of nominees' co-teachers and co-members in socio- civic or religious organization with their write -ups about the nominee

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

I. Personal Qualities and Character - 25

Strands: Act as model for the learners & being a sport educator

- a. Demonstrate leadership, punctuality and commitment to serve as coach - 5
- b. Maintains a respectable appearance and manifest desirable attitude - 5
- c. Manifests positive effect of one's behavior during the training/competition - 5
- d. Promotes fairness and camaraderie through discipline, courtesy and respect - 5
- e. Has good human relation in school and community - 5

II. Instructional Competence and Teaching Effectiveness - 50

- 1. Performance Evaluation
 - 1.1 Performance Rating for the S.Y. 2012-2013 - 10
- 2. Instructional Devices/Training Matrix produced for the holistic development of Athletes
 - 2.1 Evidence of training matrix/design duly signed by PESS Supervisor (Division, Regional & National Level) - 10
 - 2.2 Uses athletic information to construct training design - 5
 - 2.3 Sets clear, challenging and achievable targets during the training /competition - 5
- 3. Educational Attainment
 - 3.1 Academic Distinctions/Highest Degree Attained - 5
 - 3.2 Trainings/workshops/seminars attended related to sports - 5
 - 3.3 Awards received related to sports - 5
 - 3.4 Accredited Coach (Classification) - 5

III. Accomplishments: - 25

- 1. Coached the athlete/s who garnered Medal/s in the Palarong Pambansa for at least 1 year - 10
- 2. Coached the athlete/s who garnered Medal/s in the Regional Meet for at the last 3 years - 10
- 3. Coached the athlete/s only in the Provincial/Division/ Milo Little Olympics level for the last 3 years - 5

TOTAL RATING = 100

COMMITTEE OF EVALUATORS

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

<i>ALS and DALSC</i>	<i>Chair</i>	<i>Jasmin Adriatico</i>
	<i>Co Chair</i>	<i>Luis S. Alajar</i>
	<i>Members</i>	<i>Manny Pimentel</i>
		<i>Wendy Egoy</i>
		<i>Hainah Jane Olvida</i>

Division Executive Committee

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