



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



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DIVISION MEMORANDUM

No. 278 s. 2014

097
DepEd-MALAYBALAY CITY DIVISION

August 05, 2014

RELEASED

Date: 8/7/14 Time: 10:53AM
By: Amzelie

2014 DIVISION SEARCH FOR OUTSTANDING EMPLOYEE

TO : Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Alternative Learning System (ALS)
All Others Concerned
This Division

1. In view of the forthcoming 5th **Division Anniversary Celebration**, the field is hereby informed of the conduct of the “**2014 Division Search for Outstanding Employee**” of which the awarding ceremony will form part of the highlights of the said occasion.
2. Each Schools District are encouraged to conduct their District Search for Outstanding Employee and indorse to this office their respective awardees as their Division level Search nominees for each of the following categories:
 - I. Teacher Category
 - a. Outstanding Pre School Teacher (Regular KVT 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 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
3. All Full-fledged Secondary School Administrators shall likewise indorse 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 Club adviser
 - IV. Accredited Coach
 - a. Outstanding Accredited Coach in Palaro
 - V. Secondary School Administrator
 - a. Outstanding Full-fledged Secondary School Administrator
 - b. Outstanding Non-Full-fledged Secondary School Administrator (Secondary Schools – Annexes)


4. Division Staff/Personnel

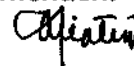
- I. **Alternative Learning System (ALS)**
(All DALSCs and Mobile Teachers are encouraged to submit their documents for assessment and evaluation.
 - a. Outstanding District ALS Coordinator (DALSC)
 - b. Outstanding ALS Mobile Teacher
- II. **Non-Teaching Personnel Categories**
(All Non-Teaching Personnel are encouraged to submit their documents for assessment and evaluation)

- 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 Administrative Officers (e.g. HRMO, Accountant, Supply Officer, Cashier and Section Head Designates, etc.)
- d. Outstanding Non-Teaching Employee in the Education Support Services Category e.g. Planning, Librarian and Health (PHN)

III. Division Instructional/Promotional Staff/ Program Coordinators
(All Division Instructional/Promotional Staff /Program Coordinators are encouraged to submit their documents for assessment and evaluation)

- a. Outstanding Public Schools District Supervisor (PSDS)
 - b. Outstanding Division Program Coordinators
 - c. Outstanding Education Program Supervisor (EPS)
5. Deadline of submission of the list of district awardees/Division nominees with their substantial support documents for each of the categories shall be on or before **August 18, 2014 (Monday)** *Attn: Jasmin J. Adriatico – EPS, Division Awards Committee Chairperson.*
6. Validation and Demonstration Teaching of teacher nominees will be done in their respective schools.
7. Enclosed are the Specific Criteria and Division Committee of Evaluators of the different categories.
8. For information, guidance and strict compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent



Enclosure No. 1

DIVISION EXECUTIVE COMMITTEE	
Chairperson	EDILBERTO L. OPLENARIA
Co-Chairperson	PARISO L. ORONG (DASSA President)
Members:	1. JASMIN J. ADRIATICO (Chief EPS-Curriculum)
	2. RALPH T. QUIROG (Chief EPS – Governance)
	3. TEOFILO L. ONTOY JR. (PESPA President)

DIVISION COMMITTEE OF EVALUATORS:

CATEGORY	COMMITTEE	
1. TEACHER CATEGORY (Elementary and Secondary)	Chairperson	RALPH T. QUIROG
a. Outstanding Public Elementary School Teacher	Co-Chairperson	RACHEL R. VALDE
b. Outstanding Public Secondary School Teacher	Members:	1. BENJAMIN E. MACARIO
		2. PAUL ORONG
		3. FERMIN A. ROJAS
c. Outstanding Special Education Teacher (Regular SPED Teacher)	Chairperson	ELLEN N. DELANTE
	Co-Chairperson	IMELDA A. BENTILLO
	Members:	1. TEOFILO L. ONTOY JR.
		2. NAOMI FRANCISCO
		3. RICKY BARCENA
d. Outstanding Multigrade Teacher	Chairperson	MA. CONCEPCION S. REYES
	Co-Chairperson	ROSIE A. SALUPADO
	Members:	1. LENY G. AMA
		2. ZELDA ARCENO
		3. VIRGILIN PIZARRO
e. Outstanding Kindergarten Teacher (Regular KVT)	Chairperson	ANA BELEN S. MURING Ph.D.
• ALIVE/Madrasah Education	Co-Chairperson	ROSIE A. SALUPADO
f. Outstanding ALIVE Teacher	Members:	1. NARITA A. PADUA
		2. CYNTHIA T. BERAL
		3. MA. ANTONNIETTA S. REBURIANO
2. MASTER TEACHER (Elementary and Secondary)	Chairperson	JOSIE D. ZAMORA
a. Outstanding Master Teacher (Elementary)	Co-Chairperson	CARLOS G. RARA
b. Outstanding Master Teacher (Secondary)	Members:	1. LIZA BALINTONGOG
		2. JESUS V. MURING Ph.D
		3. DINAFLO R. RAAGAS
3. CLUB ADVISER/ ACCREDITED COACH (Elementary and Secondary)	Chairperson	LOU ANN J., CULTURA
a. Outstanding Club Adviser (Elem.)	Co-Chairperson	NOEL A. TAN NERY
b. Outstanding Club Adviser (Sec.)	Members:	1. SONNY A. ROXAS

c. Outstanding Accredited Coach (Elem.)		2. FERDINAND V. MORTERA
d. Outstanding Accredited Coach (Sec.)		3. BENJAMIN BUHAWE
4. SCHOOL ADMINISTRATOR (Elementary and Secondary)	Chairperson	ANALY L. OCIER
a. Outstanding School Principal (Central School category)	Co-Chairperson	JOVY G. MOLINA
b. Outstanding School Principal (Non-Central School category)	Members:	1. LUIS L. ALAJAR
c. Outstanding Elementary School Head Teacher		2. PARISO L. ORONG
d. Outstanding Elementary School Administrator with Pure Multigrade School		3. COSLITA K. MURING
e. Outstanding Full-fledged Secondary School Administrator		
f. Outstanding Non-Full-fledged Secondary School Administrator (Secondary Schools – Annexes)		
5. Alternative Learning System (ALS)	Chairperson	JASMIN J. ADRIATICO
a. Outstanding District ALS Coordinator (DALSC)	Co-Chairperson	NOEL A. TAN NERY
b. Outstanding ALS Mobile Teacher	Members:	1. MA. CONCEPCION S. REYES
		2. MANNY T. PIMENTEL
		3. CELESTE AMOR PASAMONTE
6. Non-Teaching Personnel Categories	Chairperson	DR. LORENZO O. CAPACIO
a. Outstanding Non-Teaching Employee in the Administrative Aide Category	Co-Chairperson	JOSIE D. ZAMORA
b. Outstanding Non-Teaching Employee in the Administrative Assistant Category	Members:	1. ANA BELEN S. MURING PHD.
c. Outstanding Non-Teaching Employee in the Section Heads Category		2. ROMIL T. JABONERO
d. Outstanding Non-Teaching Employee in the Education Support Services Category		3. AMPARO BAUTISTA
7. Division Instructional/ Promotional Staff/ Program Coordinators	Chairperson	JASMIN J. ADRIATICO
a. Outstanding Public Schools District Supervisor (PSDS)	Co-Chairperson	RALPH T. QUIROG
b. Outstanding Division Program Coordinators	Members:	1. JUTCHEL L. NAYRA, DPA
c. Outstanding Education Program Supervisor (EPS)		2. PARISO L. ORONG
		3. NOVEM A. SESCON

**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 |

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 <i>SY 2013 - 2014</i> | - 10 |
| 1.2 | Pupil Performance for <i>SY 2013 - 2014 (NAT MPS)</i> | 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

- | | | |
|---------------|---|--|
| Nat'l winner | 5 | |
| Regn winner | 4 | |
| Division | 3 | |
| School | 2 | |
| Participation | 1 | |

b. Involvement / Coach in Academic Contest

- | | | |
|---------------|---|--|
| 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))*

- | | |
|----------------------|-----|
| <i>International</i> | - 5 |
| <i>National</i> | - 4 |
| <i>Regional</i> | - 3 |
| <i>Division</i> | - 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. Instructional Competence and Teaching Effectiveness | | 45 |
| A. Outstanding Contribution in the Special Education Program | | |
| 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. | | 20 |
| 2. Written/produced Instructional materials in SPED | | 20 |
| a. Modules/workshops published and utilized Reference materials/books in the school/district /region (2 pts. Per set of modules/workbook or 1 reference materials). | | |
| b. Equipment/Teaching Devices (2 pts. Per set) | | |
| c. Technical paper/published articles in SPED (1 pt. per paper or article) 3 papers | | |
| 3. Resource speaker/ discussant/demonstration teacher | | 10 |
| Level | Points | |
| District | 4 | |
| Division | 7 | |
| Regional | 10 | |
| 4. Participated in community programs/project for the Development/enhancement of the CSN s in their areas Of interest | | 5 |
| B. AWARDS | | 15 |
| Recipient of community/school, district, division and Regional Awards of recognition for outstanding services on the education of CSNs For the last 10 years | | |
| C. CONTINUOUS AND DEDICATED SERVICE | | 10 |
| 1. Rendered continuous and dedicated service In teaching CSN s | | 5 |
| Number of Years | Points | |
| 2 - 3 | 1 | |
| 4 - 7 | 2 | |
| 8 - 10 | 5 | |
| 2. Rated as SPED teacher with an outstanding performance for the last 3 years | | 5 |

D. PROFESSIONAL ADVANCEMENT		10
•	<i>Certification signed by the sponsor and other evidence of participation in any training workshop or seminars in Special Education (Division, Regional, National and International level)</i>	5
•	<i>Punctuality and Attendance</i>	5
E. PERSONAL QUALITIES AND CHARACTER		10
A. Model of Morality and integrity in Public and Private Life		5
	<i>Unquestioned honesty and integrity</i> - 1 point	
	<i>High Work ethics</i> - 1 point	
	<i>Trustworthy in the discharge of duty or of obligation</i> - 1 point	
	<i>With high level of stress tolerance</i> - 1 point	
	<i>Virtuous conduct</i> - 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)

Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

CRITERIA SEARCH FOR MULTIGRADE TEACHER ACHIEVER

(Based on Dep Ed Memorandum # 245 s. 2007)

Name of Candidate _____ School/DISTRICT _____

Area /Indicators	Points	Rating
1.Instructional Competence and Teaching Effectiveness 70%		
A. Competence in Teaching MG Classes 15%		
a.Performance Rating for the last 2 years	5	
b.Pupils Performance for the last 2 years	5	
c.Percentage increase of class reading level for the last 2 years	5	
B. Outstanding Contribution in the Education of MG Children 40%		
a. Years in service as MG teacher	5	
b. Introduced and tried out innovative teaching approaches which contributed to the improvement of MG classes	10	
c. Instructional devices prepared and utilized in teaching	15	
d. Evaluative materials prepared and utilized to improve teaching and pupils performance in MG classes	5	
e. Research and creative outputs	5	
C. Leadership Potentials 15%		
a. Involvement in co- curricular activities	10	
b. Awards received in the last 5 years	2	
c. Schools Projects initiated, implemented and being maintained	3	
11. Professional and Community Involvement 20%		
A. Professional Qualities 10%		
a. Educational attainment and Professional Growth	3	
b. Seminars/workshops /trainings attended	2	
c. Punctuality and attendance	3	
d. Subscription to professional magazines for the last 2 years	1	
e. Active membership in professional organizations	1	
B. Community Involvement 10%		
a. Active membership in organization outside teaching	2	
b. Resource generation, support and networking	8	
111. Personal Qualities and Character 10%		
a. Model of Morality and Integrity	5	
b. Good human relations in the school and community	5	
Total Score		

Evaluator:

Member
(Signature Over Printed Name)

Member
(Signature over Printed Name)

Chairman

Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBAYBALAY CITY

**SEARCH FOR MULTIGRADE TEACHER ACHIEVER
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 Score 100
1.					
2.					
3.					
4.					
5.					
6.					

Signature Over
Printed Name

Evaluator /Member

Evaluator/Member

Evaluator/Chairman

Approved:

EDILBERTO L. OLENARIA
Schools Division Superintendent

Enclosure No. 7

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 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. 2013-2014 - 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

**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/facilitator	-	5
National	-	5
Region	-	4
Division	-	3
District	-	2
School	-	1
c. As District Athletic Manager/District BSP/GSP/etc.	-	3
District BSP/GSP Coordinator		
District Journalism Coordinator		
District Yes O Coordinator		
District Math Challenge Coordinator		
d. Division MANCOM minutes and attendance Documentation	-	3
e. Achievement on Curricular/Co-Curricular Achievements Undertaken Activities	-	3
National	-	3
Regional	-	2
Division	-	1
f. Accomplishment on Non-Formal Education (e.g. existence of livelihood educ. for parents/students)	-	4
g. School NAT Result(increased of 5% MPS)	-	3
h. Principals Performance Rating for (2013- 2014) -		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 2012 -2013		3
Achieved the Division Target for SY 2012 -2013		2
Below the Division Target for SY 2012 -2013		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	
School	-	2	
<i>c. 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 EVALUATION ALS MOBILE TEACHERS/DALSC's

<i>Evaluation Criteria</i>	<i>Weight</i>
I. Occupational Competence	65%
A. Outstanding Accomplishments	
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%

<p>2. In service trainings Attended</p> <ul style="list-style-type: none"> • <i>International Level</i> - 10 • <i>National level</i> - 8 • <i>Regional level</i> - 6 • <i>Division Level</i> - 4 • <i>District Level</i> - 2 	10%
<p>3. Awards Received</p> <ul style="list-style-type: none"> • <i>National</i> - 10 • <i>Regional</i> - 8 • <i>Division</i> - 6 • <i>District</i> - 4 • <i>School</i> - 2 	10%
III., Personal Qualities and Character	
<p>1. Demonstrated positive traits both private and public life</p> <ul style="list-style-type: none"> • <i>Is friendly, compassionate, and tactful</i> • <i>Initiates, facilitates, and builds inter community relations</i> • <i>Maintains wholesome relations with peers and inter agency partners</i> • <i>Demonstrates transparency, honesty, accountability, and personal integrity</i> 	
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 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 - 5
and Recognition Received

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)*