



DEPARTMENT OF EDUCATION

Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

Purok 6, Casisang, Malaybalay City

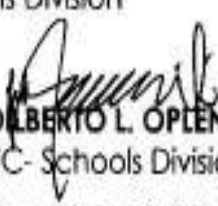
Telefax: 088 - 314 - 0094 email: depedmalaybalay@gmail.com



DIVISION MEMORANDUM

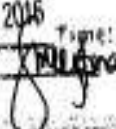
NO. 683 s. 2016

TO: Chief/ Education Program Supervisors and Staff, SGOD and CID
Public Secondary School Heads
This Division

FROM: 
EDLBERTO L. OPLENARIA, CESO VI
OIC- Schools Division Superintendent

DATE: December 12, 2016

SUBJECT: **2016 DIVISION SEARCH FOR MOST OUTSTANDING HEAD TEACHER I, HEAD TEACHER II, HEAD TEACHER III (ELEMENTARY AND SECONDARY CATEGORY) PRINCIPAL I & II (ELEMENTARY AND SECONDARY CATEGORY), PUBLIC SCHOOLS DISTRICT SUPERVISOR, EDUCATION PROGRAM SUPERVISOR, SENIOR EDUCATION PROGRAM SPECIALISTS, EDUCATION PROGRAM SPECIALISTS, PROJECT DEVELOPMENT OFFICER, ADMINISTRATIVE OFFICER AND ADMINISTRATIVE SUPPORT STAFF**

2016-12-
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: DEC 16 2016 Time: 1:00
By: 

1. The field is hereby informed of the conduct of the "2016 DIVISION SEARCH FOR MOST OUTSTANDING HEAD TEACHER I, HEAD TEACHER II, HEAD TEACHER III (ELEMENTARY AND SECONDARY CATEGORY) PRINCIPAL I & II (ELEMENTARY AND SECONDARY CATEGORY), PUBLIC SCHOOLS DISTRICT SUPERVISOR, EDUCATION PROGRAM SUPERVISOR, SENIOR EDUCATION PROGRAM SPECIALISTS, EDUCATION PROGRAM SPECIALISTS, PROJECT DEVELOPMENT OFFICER, ADMINISTRATIVE OFFICER AND ADMINISTRATIVE SUPPORT STAFF" which will be awarded on December 29, 2016.

2. Each district is encouraged to submit their respective representatives in the Head Teacher and Principal categories, conduct assessment and submit only their District representatives. Division office-based teaching-related personnel (EPS, PSDS & SEPS, EPS II and PDO) is also encourage to submit their nominees together with the school-based nominees on **December 20, 2016** to the Division Office attention: **VICENTE G. SANMIGUEL, EPS II-HRD**, Division Awards Committee Chairperson.

3. Documents final evaluation is scheduled on December 20, 2016 at the Division Multipurpose hall. All committee chairman, co-chairman and members are advised to report to the venue at exactly 9:00 am until the evaluation is done.

4. Enclosed are the specific criteria and division committee of Evaluators of different categories.

5. For information, guidance and strict compliance.

Encl:

As stated

Copy furnished:

Records Unit

To be posted on the website.

DIVISION EXECUTIVE COMMITTEE	
Chairperson	EDIBERTO L. OPLENARIA, CESO VI-SDS
Co-Chairperson	Susan S. Olana Ph.D (DASSA President)
Members:	Ralph T. Quirog- CES, CID
	Lorenzo O. Capacio, EdD - CES, SGOD
	Vicente G. Sanmiguel, Division Awards & recognition Chairman
	Teofilo L. Ontoy (PESPA President)

DIVISION COMMITTEE EVALUATORS

CATEGORY	COMMITTEE	Elementary	Secondary
1. SCHOOL ADMINISTRATOR			
a. Outstanding Elementary School Principal I and II	Chairperson Co-Chairperson Member	Perlita B. Wales Noel A. Tan Nery Marsifith M. Mamawag	Ralph T. Quirog Rachel R. Valde Rosie A. Salupado
b. Outstanding Secondary School Principal I & II			
a. Outstanding Elementary School Head Teacher I, II, III			
b. Outstanding Secondary School Head Teacher I, II, III			
2. TEACHING RELATED PERSONNEL			
a. Outstanding EPS, PSDS & SEPS, EPS II and PDO	Chairperson	Susan S. Olana, PhD	
	Co-Chairperson	Lorenzo O. Capacio, EdD	
	Member	Guia Ma. G. Gamutin	
3. NON-TEACHING RELATED PERSONNEL			
a. Administrative Support Staff, Administrative Officer	Chairperson	Angelina A. Cacharo, PhD	
	Co-Chairperson	Lucilyn M. Cahucom	
	Member	Purísima J. Yap	

**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
a. Contribution that supports the fulfillment of the DepEd Mission & Vision	-3
b. Awards of recognition as trainer/ speaker/facilitator	-5
National	-5
Regional	-4
Division	-3
District	-2
School	-1
c. As district athletic Manager District BSP/GSP etc.	-3
District BSP/GSP Coordinator	
District Journalism Coordinator	
District YES-O Coordinator	
District Math Challenge Coordinator	
d. Division Minutes and attendance Documentation	-3
e. Achievement on curricular/ co-curricular achievements	
Undertaken activities	-3
National	-3
Regional	-2
Division	-1
f. Accomplishment in Non- Formal Education	-4
(e.g Existence of livelihood education for parents and students)	
g. School NAT Result (Increased of 5%MPS)	-3
h. 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	
i. Self- Generated projects accomplished for last year	
(with any proof/documents)	
j. Community Involvement (With pictorials)	
II. Professional Competence	
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))	

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)		
• 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, ADMINISTRATIVE
OFFICER**

J. Professional Competence		90
i. 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	
j. Recognition as trainer and speaker		10
National	-10	
Regional	-7	
Division	-5	
District	-3	
k. Awards received		10
National	-10	
Regional	-7	
Division	-5	
District	-3	
l. Division/regional trainings and seminar workshop attended		10
National	-10	
Regional	-7	
Division	-5	
District	-3	
m. 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	
n. 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	
o. Authorship		6
Sole authorship	6	
Co-authorship	4	
Published article	(1 point each)	
p. 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 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	-5
e. Quality and consistency of exemplary conduct and noteworthiness of behavioral performance	-5
Note: Submit write-ups about the nominee by the following:	
• Immediate Superior	
• teacher (2)	
• other non- teaching personnel	
• Co-member in civic and religious organization (2)	
II. Performance	40
1. Outstanding achievements	
1.1 Performance rating for the last 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**

I. Personal Qualities and Character	30
a. Good moral character, honesty and integrity	- 5
b. Dependability, reliability and cooperative attitude	- 5
c. Public relationship and sense of humor	- 5
d. patience tolerance and concern for other	-5
e. Quality and consistency of exemplary conduct and noteworthiness of behavioral performance	-5
Note: Submit write-ups about the nominee by the following:	
• Immediate Superior	
• teacher (2)	
• other non- teaching personnel	
• Co-member in civic and religious organization (2)	
II. Performance	40
1. Outstanding achievements	
1.1 Performance rating for the last 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