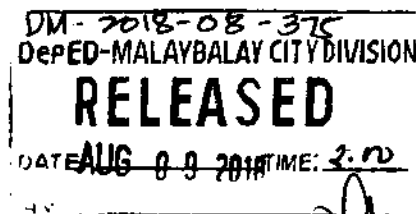




Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 375, s. 2018



TO: Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
Elementary and Secondary School Heads
Section and Unit Heads
This Division

FROM:  **REBONGAMIL R. BAGUIO**
Schools Division Superintendent

DATE: August 8, 2018

SUBJECT: **2018 Institutional CONferment (ICON Awards)**
(SEARCH FOR MOST OUSTANDING EMPLOYEES)

1. To acknowledge the exemplar accomplishments of the Division Employees (teaching, teaching-related and non-teaching personnel) leading to the achievement of the vision, mission and core values of the department, the field is hereby informed of the conduct of the **“2018 Institutional CONferment ICON Awards (Search for Most Outstanding Employees)**.

2. The conduct of the Search for Most Outstanding Teaching, Teaching-Related and Non-Teaching Employee is based on Program on Awards and Incentives for Service Excellence (PRAISE) of the Civil Service Commission that seeks to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy or other improvements in government operations, or for other extraordinary acts or services in the public interest.

3. Each district is encouraged to conduct District Search for Most Outstanding Employee and indorse to this Office their nominees' awardees as their District level representatives in the following categories;

I. ICON of Curriculum, Instruction, Teaching and Learning (Elementary, Secondary and Division Personnel)

- a. Kindergarten Teacher
- b. Teacher I (Elementary and Junior High School)
- c. Teacher II (Elementary and Junior High School)
- d. Teacher III (Elementary and Junior High School)
- e. Special Education Teacher (Regular SPET I)
- f. Multigrade Teacher

- g. Master Teacher I (Elementary and Junior High School)
- h. Master Teacher II (Elementary and Junior High School)
- i. Alive Teacher
- j. IP Teacher (one category only for Elementary and Secondary and only for D2,D7 and D10)
- k. ALS Mobile Teacher
- l. Senior High School Teacher
 - a. Academic Track
 - HUMMS
 - STEM
 - ABM
 - GAS
 - b. TVL Track
 - AFA
 - Home Economics
 - Industrial Arts
 - ICT
 - c. Sports Track
 - d. Arts and Design Track
- m. Supervisors (PSDS and EPS)
- n. Private School
 - a. Teacher (Kindergarten, Elementary, Junior and Senior High School)
 - b. School Administrator

II. ICON of Services and Leadership (Elementary, Secondary and Division Personnel)

- a. Elementary School Administrator (Principal and Head Teacher)
- b. Secondary School Administrator (Principal, Asst. Principal and Head Teacher)
- c. Club/School Paper adviser and Accredited Coach
- d. Operations Implementation Personnel (Senior/Education Program Specialist, PDO, Librarian, Nurse, Engineer and Planning Officer)
- e. Operations Support Personnel (ADA, ADAS, AO, Registrar, ITO and legal officer)

III. ICON of Learning Resource (Teachers who were able to submit IMs that was Quality Assured)

IV. ICON of Research (Teachers who were able to present their researches in regional, national and international levels)

V. ICON of Stakeholders Engagement (Partners in educational advancement advocacies)

(Note: III-V categories are already identified by respective program implementers)

4. District awardees /Division Nominees for each category must reach the cut off total score of 50% per agreement in the executive committee meeting and will be declared finalist in the category.

5. Documents of all District awardees /Division nominees shall be submitted with their substantial support documents executing omnibus certification notarized by public attorney for each of the categories on or before **August 17, 2018 (Friday)** Attention: **VINCE G. SANMIGUEL- Senior Education Program Specialist, Division Awards Committee Chairperson.**

6. Validation of nominees in all categories shall commence on **August 20, 2018** and committee chairperson must submit the final result of the assessment and validation of their respective categories on or before **August 23, 2018** (Thursday).

7. The Awarding Ceremony dubbed as **ICON'S NIGHT** will be announced in a separate memorandum.

8. Enclosed are the specific criteria and division search committee of Evaluators in different categories. Only those nominees who obtain the cut off score of **60pts** will be declared as outstanding on each category.

9. Expenses relative to the aforementioned activity is charged to Research Conference fund, MOOE and Local Stakeholders convergence fund.

10. For information and guidance.

Encls.: As stated

Copy furnished:

Records Unit

Planning & Research Section

To be posted in the website.

PRS/vince

EXECUTIVE COMMITTEE

Chairperson	Rebonfamil R Baguio-SDS
Co-Chairperson	Sunny Ray F. Amit ASDS
Members:	Susan S. Olana PhD (DASSA President) Ralph T. Quirog- Chief Education Supervisor, CID Lorenzo O. Capacio, EdD - Chief Education Supervisor, SGOD Narita T. Padua (PESPA President)

SEARCH COMMITTEE

Chairperson	Vicente G. Sanmiguel, SEPS
Co-Chair	Edwin Cariaga-OIC SEPS-HRD Jasmin J. Adriatico, LPT- CID
Members:	Manny B. Pimentel, PSDS-CID Marsfifth M. Mamawag, OIC-SEPS –Social Mobilization & Networking

DIVISION COMMITTEE EVALUATORS

I. ICON of Curriculum, Instruction, Teaching and Learning (Elementary, Secondary and Division Personnel)

CATEGORY	COMMITTEE COMPOSITION	
a. Kindergarten Teacher	Chairperson Co-Chairperson Member	Imelda S. Bentillo Josie D. Zamora Virgilin Pizzaro
b. Alive Teacher		
c. IP Teacher		
d. ALS Mobile Teacher	Chairperson Co-Chairperson Member	Jasmin J. Adriatico Ma. Concepcion S. Reyes Ethyl Jane Binayao
e. Multigrade Teacher		
f. Special Education Teacher	Chairperson Co-Chairperson Members	Noel A. Tan Nery Feliciano Sante Jr. Ethyl Jane Binayao
g. Teacher I-III (Elementary and Junior High School)		
h. Master Teacher I-II (Elementary and Junior High School)	Chairperson Co-Chairperson Member	Rosie A. Salupado Ferdinand V. Mortera Aba Q. Allaba, PhD
i. Senior High School Academic, TVL, Sports and Arts and Design Tracks		
j. Supervisors (PSDS and EPS)	Chairperson Co-Chairperson Member	Rachel Valde Analy Ocier Lepelyn Valdez
k. Private School (School Administrator, Kindergarten, Elementary, Junior High School and Senior High School)		
	Chairperson Co-Chairperson Member	Ralph T. Quirog Bonifacio M. Palo Marsfifth M. Mamawag
	Chairperson Co-Chairperson Member	Lorenzo O. Capacio, EdD Susan S. Olana, PhD Edwin A. Cariaga, EdD
	Chairperson Co-Chairperson Member	Edelina M. Eborra Luis S. Alajar Romel Jabonero, EdD

II. ICON of Services and Leadership (Elementary, Secondary and Division Personnel)

a. Elementary School Administrator	Chairperson Co-Chairperson Member	Manny B. Pimentel Coslita K. Muring Vicente G. San Miguel, EdD
b. Secondary School Administrator		
c. School Club/School Adviser/ Coach	Chairperson Co-Chairperson Member	Lou-ann J. Cultura Jesus V. Muring, EdD Manuel Dinlayan III, DPA
d. Operations Support Personnel		
e. Operations Implementation Personnel	Chairperson Co-Chairperson Member	Purissima J. Yap Jutchel L. Nayra, DPA Emelyn D. Razo

**CRITERIA FOR ICON OF CURRICULUM, INSTRUCTION,
TEACHING AND LEARNING
TEACHER/MASTER TEACHER/KINDERGARTEN TEACHER/ALIVE TEACHER/ALS
MOBILE TEACHER/IP TEACHER AND SENIOR HIGH SCHOOL**

I. Personal Qualities & Character 20

- a. Has demonstrated as Model of Morality 10
- b. Good human relation in school and community 10

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 the last two years (5pts)

Outstanding	5
Very Satisfactory	3
Satisfactory	1

2. Instructional devices and Materials produced for the improvement of teaching

2.1 instructional material produced (15pts)

Adopted by national level-	15
Division Level	10
District	8
School	5

2.2 evidence of technical assistance

a. Involvement coach related to teaching only (10pts)

National Winner	10
Regional Winner	8
Division Winner	6
School Winner	3

3. Educational Attainment (10pts)

3.1. Doctoral Degree 10

With PhD/EdD Units	8
Master's Degree	6
With Master's Degree Units	4

3.2 Professional Advancement (5pts)

a. Participants of training/workshops/seminars

(DepEd recognized and at least 3 days of attendance)

International	5
National	4
Regional	3
Division	2

b. Publication of Researches conducted for the last two years (5pts)

International	5
National	4
Regional	3
Division	2

4. Original innovative teaching contribution/practices in the last two years (10pts)

III. Professional & Community Involvement (20pts)

a. leadership in organization related to teaching 5

b. Participation in community and civic movements/advocates 10

c. Impact and sustainability of professional or community contribution 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 ICON OF CURRICULUM, INSTRUCTION, TEACHING AND LEARNING

ICON for SPECIAL EDUCATION

I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

A. Outstanding contribution for the Special Education Program (35pts)

1. Introduced/tied out effective approaches or innovations in teaching (at least 2) which contributed to the improvement of instruction in meeting the needs of special children 10pts

Documents needed:

- ❖ *Abstract of the effective /innovative approaches and how these were utilized in the field certified by the superintendent or 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 innovation used/introduced such as increase in pupil's achievement level, recipient of different awards from the local schools/district/ division etc.*

2. Written /produced instructional materials in SPED 15pts

- a. Modules /workshops published and utilized reference materials/books in school/district/region (2 points per set of modules/workbook or 1 reference materials.) 5
- b. Equipment teaching devices (2 points per set) 5
- c. Technical paper or articles in SPED (1 pt. per paper or articles) 3 papers 5

3. Research Paper/discussant/Demonstration teacher 10pts

Level	points
Regional	10
Division	7
District	4

B. Leadership

1. coordinated the organization of classes/implementation of SPED program in the district / division /regional level. 10pts

2. conducted in-service training programs 10pts

Regional	10
Division	8
District/School	5

3. Participated in community programs/projects for the development /enhancement in their areas of interest 10pts

Documents needed:

- *Certification from the mayor/principal/barangay captain/priest/pastor/ minister of project undertaken properly*
- *Written /pictorial report of programs/project undertaken*

C. Awards 10pts

Recipient of community/school, district, division and regional awards of recognition for outstanding services of the education for the five years (5) years.

Region	10
Division	8
Community/School/District	5

D. Continuous and dedicated service 10pts

1. Rendered continuous and dedicated service in teaching profession

Level	points
8-10	5

4-7	2
2-3	1

2. Rated as SPED teacher with an outstanding performance for the last 3 years 5

E. Professional Advancement (3pts) 5pts

Doctoral Degree	3
With PhD/EdD Units	2.50
Master's Degree	2
With Master's Degree Units	

- certification signed by a sponsor and other evidence of participation in any training workshops or seminars in Special Education (Division, Regional, National and International Level) (2pts) 1
- Punctuality and attendance 1

II. Personal qualities and character 10pts

a. Model of morality and integrity in Public and private life (5pts)

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 (5pts)

Total 100pts

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

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

CRITERIA FOR ICON OF CURRICULUM, INSTRUCTION, TEACHING AND LEARNING

ICON for MULTIGRADE CLASSES

(Based on DepEd Memorandum # 245 s. 2007)

Name of Candidate _____ School/District: _____

Area/ Indicators	Points	Rating
1. Instructional Competence and teaching Effectiveness	70%	
A. Competence in Teaching Multigrade Classes	15%	
a. 1 Performance rating for the last two years (SY 2013-2014, 2014-2015)	5	
a. 2 Pupils Performance rating for the last two years (SY 2013-2014, 2014-2015)	5	
a.3 Percentage increase of class reading level for the last two years	5	
B. Competence in Teaching Multigrade Classes	40%	
b.1 Years in service as multigrade teacher	5	
b.2 Introduced and tried out/ innovate teaching approaches which contributed to the improvement of multigrade classes	10	
b.3 Instructional device prepared and utilized for teaching	15	
b. 4 Evaluate/prepared/and utilized materials to improve teaching of pupils performance in MG classes	5	
b.5 Research and creative outputs	5	
C. Leadership Potentials	15%	
c.1 Involvement in co-curricular activities	10	
c.2 Awards receive in the last five (5) years	2	
c.3 Schools project initiated, implemented and being maintained	3	
2. Professional and Community Involvement	20%	
a. Professional Qualities	10%	
a.1 Educational Attainment for professional growth	3	
a.2 Seminar/ workshop/training attended	2	
a.3 subscription to professional magazine in the last two years	1	
a.4 active membership in professional organizations	1	
a.5 Punctuality and attendance	3	
b. Community Involvement	10%	
b.1 . active membership in organization outside teaching	2	
b.2 resource generation, support and networking	8	
3. Personal Qualities and character	10%	
a. Model of morality and integrity	5	
b. Good relations in and school and community	5	
Total Score		

**ICON FOR ADMINISTRATIVE SERVICES, SCHOOL GOVERNANCE AND OPERATIONS
(ELEMENTARY, SECONDARY AND DIVISION PERSONNEL)**

**ICON for LEADERSHIP
(CLUBS/SCHOOL PUBLICATION ADVISER)**

I. Performance Rating		20
1.2 Performance Rating for the last Three years (5pts)		
Outstanding	20	
Very Satisfactory	15	
Satisfactory	10	
II. Participation of the Club/Student		25
National	-25	
Regional	-20	
Division	-15	
District	- 10	
School /community	- 5	
IV. Projects and Activities Conducted		15
Relevance of the Project	-15	
Sustainability	-10	
Impact/ Involvement	-8	
Innovation/ Creativity	-6	
V. Awards Received		30
National	-30	
Regional	-25	
Division	-20	
District	- 15	
School	- 10	
VI. Personal Qualities and Character		10
a. Model of morality and integrity	-5	
b. Good relations in and school and community	-5	
Total		100

**ICON FOR ADMINISTRATIVE SERVICES, SCHOOL GOVERNANCE AND OPERATIONS
(ELEMENTARY, SECONDARY AND DIVISION PERSONNEL)**

**ICON for LEADERSHIP
(COACH)**

I. Personal Qualities and Character	25
Strands: act as model for the learners and 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. Good relations in and school and community	5
II. Instructional Competence & Teaching Effectiveness	50
1. Performance Evaluation	
1.1 Performance Rating for the last Three years (10pts)	
Outstanding	10
Very Satisfactory	8
Satisfactory	6
2. Instructional devices/training matrix produced for the holistic development of the athletes. (40pts)	
2.1 Evidence of training matrix/design duly signed by the 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 distinction/highest degree attained	5
3.2 trainings/seminars/workshops attended related to sports	5
3.3 awards received related to sports	5
3.4 Accredited coach classification	5
III. Accomplishment	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 least 3 years	10
3. Coached the athlete/s who garnered medal/s in the Provincial/division/milo Olympics level for at least 3 years	5
Total	100

**ICON FOR ADMINISTRATIVE SERVICES, SCHOOL GOVERNANCE AND OPERATIONS
(ELEMENTARY, SECONDARY AND DIVISION PERSONNEL)**

**ICON FOR LEADERSHIP
(SCHOOL ADMINISTRATOR)**

1. Achievement/Impact on People educational system and Community		60
a. Awards of recognition as trainer/ speaker/facilitator		5
National	5	
Regional	4	
Division	3	
District	2	
School	1	
b. Achievement on curricular/ co-curricular achievements		
Undertaken activities		5
National	5	
Regional	4	
Division	3	
c. School Based-Management Accreditation		5
Level III	5	
Level II	3	
Level I	2	
d. Brigada Eskwela/ Gulayan sa Paaralan / Child Friendly School Awards		5
National	5	
Regional	3	
Division	2	
I. Principal's Performance Rating for the last Three years		10
Outstanding	10	
Very Satisfactory	8	
Satisfactory	6	
Improved performance in the following indicators		10
Retention rate	survival rate	
Completion rate	dropout rate	
Participation rate		
<i>Documents Required</i>		
❖ <i>KPI during the DMEA</i>		
e. Technical Assistance Provided in Classroom Instruction		15
<i>Documents Required</i>		
❖ <i>Observation tool with rating (e.g ITPPR/STAR)</i>		
❖ <i>Instructional Observation plan</i>		
❖ <i>Documentation/pictures</i>		
15-more Classroom Instruction Observation	15	
10-14 Classroom Instruction Observation	10	
5-9 Classroom Instruction Observation	5	
f. Community extension and Involvement (With pictorials)		5
II. Professional Competence		20
a. Awards Received		10
National	10	
Regional	7	
Division	5	
District	3	
b. Division/Regional/National trainings and seminar –workshop attended (DepEd recognized and at least 3 days of attendance)		5

	International	5	
	National	4	
	Regional	3	
	Division	2	
	District / School	1	
c.	Instructional Supervisory Documents		5
d.	Educational Attainment	5	
	Phd	5	
	Phd CAR	4	
	MA	3	
	MA CAR	2	
III.	Personal Attributes		5
a.	Model of morality and integrity in public & public life	3	
b.	Good relations in and school and community	2	
IV.	Research		15
	Fully implemented (results has been submitted to DO)	15	
	Ongoing implementation (approved by DO)	10	
	Fully implemented and adopted by the district (not approved by DO)	7	
	Fully implemented and adopted by the school (not approved by DO)	5	
	Approved by DO but not yet implemented	2	
	Total		100

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)

**ICON FOR LEADERSHIP
(Operations Implementation Personnel)**

I. Personal Qualities and Character		30
a. Good moral character, honesty and integrity	6	
b. Dependability, reliability and cooperative attitude	6	
c. Public relationship and sense of humor	6	
d. patience tolerance and concern for other	6	
e. Quality and consistency of exemplary conduct and noteworthiness of behavioral performance	6	
<i>Note: Submit write-ups about the nominee by the following:</i>		
• 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 Three years 15		
Outstanding	15	
Very Satisfactory	10	
Satisfactory	8	
1.2 Active involvement in programs and projects which benefited the division and the whole personnel.	5	
<i>Documents Required</i>		
❖ <i>Pictorial and project brief summary</i>		
1.3 Has introduced and implemented self-initiated Projects	10	
<i>Documents Required</i>		
❖ <i>Pictorial and project brief summary</i>		
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	10	
2. Active participation in professional/civic/charitable/religious Organization	10	
<i>Documents Required</i>		
❖ <i>Pictorial and project brief summary (for III.1 and 2)</i>		
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

**ICON FOR SERVICES
(Operations Support Personnel)**

I. Personal Qualities and Character	30
a. Good moral character, honesty and integrity	6
b. Dependability, reliability and cooperative attitude	6
c. Public relationship and sense of humor	6
d. patience tolerance and concern for other	6
e. Quality and consistency of exemplary conduct and noteworthiness of behavioral performance	6
<i>Note: Submit write-ups about the nominee by the following:</i>	
• 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 Three years	15
Outstanding	15
Very Satisfactory	10
Satisfactory	8
1.5 Active involvement in programs and projects which benefited the division and the whole personnel.	5
<i>Documents Required</i>	
❖ Pictorial and project brief summary	
1.6 Has introduced and implemented self-initiated Projects	10
<i>Documents Required</i>	
❖ Pictorial and project brief summary	
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	10
6. Active participation in professional/civic/charitable/religious Organization	10
<i>Documents Required</i>	
❖ Pictorial and project brief summary (for III.1 and 2)	
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

**ICON OF CURRICULUM, INSTRUCTION, TEACHING AND LEARNING
PUBLIC SCHOOLS DISTRICTSUPERVISORS/ EDUCATION PROGRAM SUPERVISOR**

I. Professional Competence		90
a. Performance Evaluation		
a.1 Performance Rating for the last Three years	20	
Outstanding	20	
Very Satisfactory	15	
Satisfactory	10	
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. Technical Assistance Provided in Classroom Instruction	20	
Documents Required		
❖ Observation tool with rating (e.g ITPPR/STAR)		
❖ Instructional Observation plan		
❖ Documentation/pictures		
15-more Classroom Instruction Observation	20	
10-14 Classroom Instruction Observation	15	
5-9 Classroom Instruction Observation	10	
g. Authorship	10	
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)

Enclosure no. 11 (Division Memorandum No. _____ s. 2018)

**SELECTION AND DOCUMENTATION FOR ICON OF CURRICULUM,
INSTRUCTION, TEACHING AND LEARNING**

**TEACHER/MASTER TEACHER/KINDERGARTEN TEACHER/ALIVE TEACHER/ALS
MOBILE TEACHER/IP TEACHER AND SENIOR HIGH SCHOOL**

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Instructional Competence (60%)	Professional and Community Involvement (20%)	Personal Qualities and character (20%)	Total (100%)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent

**SELECTION AND DOCUMENTATION FOR ICON OF CURRICULUM,
INSTRUCTION, TEACHING AND LEARNING**

ICON for Multigrade Classes

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 (100%)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent

Enclosure no. 13 (Division Memorandum No. _____ s. 2018)

SELECTION AND DOCUMENTATION FOR ICON OF CURRICULUM, INSTRUCTION, TEACHING AND LEARNING

ICON for SPECIAL EDUCATION

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Outstanding contribution for the special education program (35%)	leadership (30%)	Awards (10%)	Continuous and dedicated service (10%)	Professional Advancement (5%)	Personal Qualities and character (10%)	Total (100%)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent

SELECTION AND DOCUMENTATION FOR ICON OF LEADERSHIP

CLUB/SCHOOL PUBLICATION ADVISER

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Performance Rating (20%)	Participation of the club /student (25%)	Project and activities conducted (15%)	Awards received (30%)	Personal Qualities and Character (10%)	Total (100%)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent

SELECTION AND DOCUMENTATION FOR ICON OF LEADERSHIP

COACH

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Instructional competence and Teaching Effectiveness (50%)	Accomplishment (25%)	Personal Qualities and Character (25%)	Total (100%)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent

SELECTION AND DOCUMENTATION FOR ICON OF LEADERSHIP

SCHOOL ADMINISTRATOR

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Achievement /Impact on People educational system and community (60%)	Professional Competence (20%)	Personal Qualities and attributes (5%)	Research (15%)	Total (100%)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

 Member
 (Signature over printed name)

 Member
 (Signature over printed name)

 Chairman
 (Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
 Schools Division Superintendent

SELECTION AND DOCUMENTATION FOR ICON OF LEADERSHIP

OPERATIONS IMPLEMENTATION PERSONNEL
(Senior/Education Program Specialist, PDO, Librarian, Nurse, Engineer and Planning Officer)

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Personal Qualities and attributes (30%)	Performance (40%)	Leadership (30%)	Total (100%)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent

SELECTION AND DOCUMENTATION FOR ICON OF SERVICES

OPERATIONS SUPPORT PERSONNEL

(ADA, ADAS, AO, ITO and legal officer)

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Personal Qualities and attributes (30%)	Performance (40%)	Leadership (30%)	Total (100%)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent

**SELECTION AND DOCUMENTATION FOR
ICON OF CURRICULUM, INSTRUCTION, TEACHING AND
LEARNING**

PUBLIC SCHOOLS DISTRICT SUPERVISORS/ EDUCATION PROGRAM SUPERVISOR

SUPPORTING DOCUMENTS SUMMARY FORM

Date of deliberation: _____

Name of Nominee	District /School	Professional Competence (90%)	Personal attributes (10%)	Total (100%)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

REBONFAMIL R. BAGUIO
Schools Division Superintendent



Department of Education
Region x - Northern Mindanao
Division of Malaybalay city



Sayre Highway P-6, Casisang, Malaybalay City

Website: depedmalaybalay.net email: depedmalaybalay@gmail.com

Tel: (088) 221 - 4597 / Telefax: (088)813 - 2894

Enclosure No. __ of Division Memorandum No. _____, s. 2018

Republic of the Philippines)
City of Malaybalay)S.S.

OMNIBUS SWORN STATEMENT

I, _____, of legal age, _____, _____ and
residing at _____
(NAME OF APPLICANT) (STATUS) (CITIZENSHIP)

_____, after having been duly sworn in accordance with
(ADDRESS)
law, do hereby depose and state that:

1. Each of the documents submitted in satisfaction of my application for 2018 Most Outstanding Employees is an authentic copy of the original, and complete and all statements and information provided therein are true and correct.
2. I am authorizing the selection committee or its duly authorized representative(s) to verify all documents submitted as to its completeness and authenticity.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ of _____,
2018 (DAY) (MONTH)

In the City of Malaybalay, Bukidnon.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2018 in the City of
Malaybalay, Bukidnon. Affiant exhibiting to me her CTC No. _____ issued on _____
2018 at Malaybalay City.

Doc. No. _____
Book No. _____
Page No. _____
Series of 2018