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DEPED MALAYBALAY CITY DIVISION
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Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM
No. 263, s. 2020

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

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: July 2, 2020

SUBJECT: **2020** Institutional **CON**ferment (**ICON**)
(SEARCH FOR MOST OUSTANDING EMPLOYEES)

1. To acknowledge the exemplary 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 and in line with the 11th year Celebration of the Division, the Search is on for the "**2020** Institutional **CON**ferment **ICON (Search for Most Outstanding Employees)**.

2. The conduct of the Search for Most Outstanding Teaching, Teaching-Related and Non-Teaching Employee is based on **Pr**ogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (**PRAISE**) and **PRIME-HRM** Core; Reward and Recognition of the Civil Service Commission. The PRIME-HRM Core; Reward and Recognition seeks to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service. It also seeks to recognize and reward officials and employees, individually for their suggestions, inventions, superior accomplishments, extraordinary acts or services in the public interest.

3. Each district is encouraged to conduct District Search for ICON Employees in each category and indorse to this Office their nominees' as their District level representatives.

4. District awardees /Division Nominees for each category must reach the cut off total score of **60 points** per agreement in the executive committee meeting and will be declared finalists in the category.

Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph

5. Documents of all District awardees /Division nominees shall be submitted with their substantial support documents executing self-omnibus certification for each of the categories on or before **August 28, 2020** (Wednesday) Attention: **VICENTE G. SANMIGUEL, EdD**- Senior Education Program Specialist, Division Awards Committee Chairperson.

6. Validation of nominees in all categories shall commence on **September 7, 2020** and committee chairperson must submit the result of the assessment and validation of their respective categories on or before **September 18, 2020** (Friday).

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 **60**pts will be declared as outstanding on each category.

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

10. Queries related to this can be relied to **Vince G. Sanmiguel, EdD** Senior Education Program Specialist, Planning and Research Section at 09778091156.

Encls.: As stated
Copy furnished:
Records Unit
Planning & Research Section
To be posted in the website.

PRS/vince

Enclosure no. 1(Division Memorandum No._____ s. 2020)

*Guidelines on the **2020** Institutional **CON**ferment*

I. Rationale

Anent to DepEd Order no. 9, s. 2002 entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education and DepEd Order no. 78 s. 2007 entitled Strengthening the Program on Awards and incentives for Service Excellence (PRAISE) of the Department of Education that ensures excellence performance among employees that leads to organizational productivity. 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.

II. Categories and Specific Qualification Requirements

The categories of the 2020 *Institutional **CON**ferment* (**ICON**) are the following;

Categories	*Qualifications*
I. Curriculum, Instruction, Teaching and Learning (Elementary, Secondary and Division Personnel)	
a. Kindergarten Teacher	-Has permanent item as Kindergarten teacher -With at least 3 years teaching experience in Kindergarten -Has at least 2 teaching loads of Kindergarten sessions or 6 hours of teaching loads
b. Teacher I, II and III (Elementary Grades 1-3)	- Has permanent item as Teacher I, II, or III -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads

	-Has at least 3 years of teaching experience in the grade level which he/she is nominated
c. Teacher I, II and III (Elementary Grades 4-6)	- Has permanent item as Teacher I, II, or III -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads -Has at least 3 years of teaching experience in the grade level which he/she is nominated
d. Multigrade Teacher	- Has permanent item as Teacher I, II, or III Multigrade Teacher -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads -Has at least 5-6 teaching loads or 6 hours of teaching loads
e. Special Education Teacher (Regular SPET I)	-Has permanent item as SPET I, II or III -With at least 3 years teaching experience handling SPED learners/classes -Has at least 5-6 teaching loads or 6 hours of teaching loads
f. Master Teacher I (Elementary)	- Has permanent item as Master Teacher I, -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads -Has other designations like coordinator, mentor, grade/year level chairman, etc.
g. Master Teacher I (Junior High School)	- Has permanent item as Master Teacher I, -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads -Has other designations like coordinator, mentor, grade/year level chairman, etc.
h. Master Teacher II (Elementary)	- Has permanent item as Master Teacher II -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads -Has other designations like coordinator,

	mentor, grade/year level chairman, etc.
i. h. Master Teacher II (Junior High School)	- Has permanent item as Master Teacher II -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads -Has other designations like coordinator, mentor, grade/year level chairman, etc.
j. ALIVE Teacher	-Passer of the Qualifying Exam for Arabic language and Islamic Studies (QEALIS) with permanent item -with at least 3 years teaching experience handling ALIVE subjects -Has at least 5-6 teaching loads or 6 hours of teaching loads
k. IP Teacher (one category only for Elementary and Secondary)	- Has permanent item as Teacher I, II, or III -With at least 3 years teaching experience handling IP learners -Has at least 5-6 subject load or 6 hours of teaching loads
l. ALS Mobile Teacher	-Has permanent item as Teacher I, II, or III - at least 3 years of teaching experience handling ALS/ABOT-ALAM learners/classes -Has at least 5-6 subject load or 6 hours of teaching loads
m. ICON Secondary School Teacher in English, Filipino, Mathematics, Science, Araling Panlipunan, MAPEH, TLE, Edukasyon sa Pagpakatao	- Has permanent item as Teacher I, II, or III -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads -Has at least 3 years of teaching experience in the subject area or major field which he/she is nominated
n. Senior High School Teacher a. Academic Track b. TVL Track	-Has permanent item in Senior High School -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads in the track he/she is nominated

	-Has at least 3 years of teaching experience in the track he/she is nominated
o. Supervisors (PSDS and EPS)	- Has permanent item as EPS/PSDS -With at least 3 years of experience as EPS/PSDS
p. Private School Teacher (Kindergarten, Elementary, Junior and Senior High School)	- A Private School Teacher with active Contract in the nominating school with Permit to operate /Government Recognition -Either classroom adviser or subject teacher with 5-6 subject load or 6 hours of teaching loads -Has at least 2 years of teaching experience in the grade level which he/she is nominated.
o. School Administrator	- A Private School administrator with active Contract in the nominating school -with Designation from the Board as School Administrator/Principal -Has at least 2 years of management experience in the school which he/she is nominated.

Categories	***Qualifications***
II Services and Leadership (Elementary, Secondary and Division Personnel)	
a. Elementary School Administrator (Principal, Head Teacher and Teacher in Charge)	-Has permanent item as Principal I, II, Head Teacher I, II, III or designation as Teacher In-charge (TIC) -Has served for at least 3 years as Principal, HT or designated as TIC and managing a school -Should have the utilization of the allocated funds per approved plan and liquidation of MOOE/government/school funds for the months covering January 2019 up to the month prior to the conduct of the interview by the Division Search and Selection Committee -Has no outstanding unliquidated funds
b. Secondary School Administrator (Principal. Asst. Principal, Head	-Has permanent item as Principal I, II, Head Teacher I, II, III or designation as Teacher In-charge (TIC)

Teacher and Teacher in Charge)	-Has served for at least 3 years as Principal, HT or designated as TIC and managing a school -Should have the utilization of the allocated funds per approved plan and liquidation of MOOE/government/school funds for the months covering January 2019 up to the month prior to the conduct of the interview by the Division Search and Selection Committee -Has no outstanding unliquidated funds
c. Club/School Paper adviser and Accredited Coach (Sports)	- Has permanent item as Teacher I, II, or III - with designation as club, school paper or coach/sports coordinator from the school head. -Has at least 3 years of experience as club/school paper adviser or coach.
d. Operations and Implementation (Senior/Education Program Specialist, PDO, Librarian, Registrar, Dentist, Medical Officer, Nurse, Engineer, and Planning Officer)	- Has permanent item in the current position -Has at least 3 years of experience in the current position. -with outstanding accomplishment in the Programs and project implemented -With very satisfactory performance in the last 3 years.
e. Operations Support (ADA, ADAS II and III (non-finance), AO, ITO and legal officer)	- Has permanent item in the current position -Has at least 3 years of experience in the current position. -with outstanding accomplishment in the Programs and project implemented -With very satisfactory performance in the last 3 years.
f. Operations and Finance Personnel (ADAS II and III) a. School b. Division	- Has permanent item as ADAS I, II or III. -Has at least 3 years of experience as ADAS -With very satisfactory performance in the last 3 years.
g. Student Leadership (Elementary and Secondary one per district)	- A bonafide learner of the school where she/he is nominated in the last 2 years -Has at least a year of experience as student leader of the school where she/he

	is nominated -with outstanding accomplishment in the student organization or club. -With written nomination from the school head that the student leader is the winner of the school and district search. - must be a model of good conduct and must not have record of any suspension from school. - have academic excellence record in the past 3 years without failing grades.
III. ***ICON*** *for Innovation* ***a. School*** ***b. Division Office***	- the innovation has impact for the last 1 year in the workplace / teaching and learning environment that affects efficiency/effectiveness. - the innovation has direct impact in the work process which contribute to the efficiency, economy or other improvements in government operations to serve the public interest. - the innovation is original invention of the proponent.
IV. *ICON of Learning Resource (Teachers who were able to submit IMs that was Quality Assured)*	
V. *ICON of Research (Teachers who were able to present their researches in regional, national and international levels)*	
VI. *ICON of Stakeholders Engagement (Partners in educational advancement advocacies)*	
VII. *DRRM ICON (Partners in educational advancement advocacies in DRRM)*	
VIII. *ICON of Gulayan sa Paaralan*	
IX. *EBEIS ICON*	
X. *ICON of Health Education Implementation*	
Note: *IV-X categories are already identified by respective program implementers*	

III. Who are eligible to join?

Aside from the specific qualification requirements, nominees for the search must meet the following:

1. A model of morality and integrity both the public and private life;

2. Has good human relations in the school and in the community;
3. A permanent employee of the DepED for the last three (3) years
4. With at least 3 years work experience relevant to the current position;
5. Has been rated VERY SATISFACTORY for the last three (3) performance rating periods prior to the nomination;
6. Has not been founded guilty of any administrative or criminal case.

To obtain objective information and assessment about the nominees, the Division Screening and Selection Committee (DSSC) will conduct validation/ background check to further assess the nominee in terms of morality and integrity both in public and private life and the human relations aspect in the school/district and in the community.

IV. Who are not qualified?

1. Previous awardees /winners in a similar search in the regional or national level organized/ sponsored by either the Department of Education or any private organization (regardless of the year/s they joined).
2. Teachers/principals/non-teaching personnel who have been suspended for any administrative or criminal offense.

V. What are the prizes?

The declared **ICON** in each category will received a medal and certificate while runners-up will receive a certificate. The declared **ICON** in each category will have the honor to represent the Division in the regional search considering that the honor of being named as **ICON** is truly beyond measure.

VI. What are the stages in the search?

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

The following are the stages for this search:

Stage 1- Paper Screening/ Document Evaluation

Stage 2- Demonstration Teaching
Stage 3- Interview

B. ICON of Services and Leadership (Elementary, Secondary and Division Personnel and student leadership)

The following are the stages for this search:
Stage 1- Paper Screening / Document Evaluation
Stage 2- Interview

Stage 1 – Paper screening/ document evaluation shall include all supporting documents which are certified, and verified by the district officials. Using the attached Criteria for Evaluation, the District Screening and Selection Committee (DSSC) will conduct the preliminary paper screening/ document evaluation of all nominees. The points earned for this stage will be the tentative score of the nominee when he/she proceeds to the Division Final Selection. The tentative score is subject for verification/validation of the Division Screening and Selection Committee (DSSC).

Stage 2- The District SSC will conduct the demonstration teaching for the teacher category. This will be the form of on-the-spot preparation of instructional materials and lesson planning based on the topic that will be randomly selected according to subject area and grade level taught. The District SSC will use the attached criteria. The points earned in this stage will be the final score in the demonstration teaching of the nominee when he/she proceeds to the Division final selection.

Stage 3- All official nominees of the District to the to the Division Final Selection for the A. **ICON** of Curriculum, Instruction, Teaching and Learning (Elementary, Secondary and Division Personnel) and **ICON** of Services and Leadership (Elementary, Secondary and Division Personnel and student leadership) will undergo the interview process. Only the Division SSC will conduct the interview using the attached criteria. The

interview shall gauge nominee's ability to answer questions related to work.

VII. What are the steps in the search process?

1. Using the attached guidelines and criteria, the Schools and District Office may conduct a school or district level search.
2. Winners in the school or district level search will advance to the division level search.
3. Each school's and district are allowed to screen and select as many teachers, teacher-related-, and non-teaching personnel.
4. The District SSC will screen/evaluate and rank all the nominees for each category using the attached criteria.
5. Only the **TOP 1** of each category will be the official nominee of the District to the Division final selection.
6. The District SSC will endorse to the Division SSC its official nominees. As guide, please refer to the item VIII below on *how are the documents prepared and submitted to the Division final selection?*
7. The Division SSC will validate all the documents submitted by District SSC, conducts the interview, and finalizes the winners of the search.

VIII. How are the documents prepared and submitted to the Division final selection?

1. The **official nominees of the District office in the Division final selection will scan and arrange** the supporting and other required documents following the order in the criteria.
2. The **scanned copy should be saved in CD labeled with the nominees' complete name, contact number, name of school and School ID, District and the category**.
3. The District SSC will submit the individual CD of its official nominee to the **Office of the Schools Division Superintendent, Attention: Vicente G. Sanmiguel, EdD Chairman of the Division Awards Committee.**

4. The official nominee will bring his/her hard copy (original copy) during the interview (Division final selection) for the validation and verification.
5. Each document should be correctly labelled and tagged.
6. Aside from the supporting documents, the nominee should attach in the hard and soft copies the following requirements.
   a) Endorsement by the District Supervisor with all the names of the nominees and their corresponding categories.
   b) Individual Tentative summary of Score Sheet (see attachment) of each nominee following the criteria and points per indicator.
   c) Duly accomplished nomination form (see attachment)
   d) Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her integrity, morality, and human relations both in public and private life as well as in the school and in the community.
   e) Accomplished Personal Data Sheet (CS Form 212 Revised 2017)
   f) Certification that the nominees has not been suspended for any administrative or criminal offense.
   g) Certified true copies of Performance Ratings in the last three (3) years.
   h) Summary of ratings with the average signed by the school principal/head Chair of the school /District Search and Selection.

IX. Timeline on the conduct of the 2020 ICON Search.

Date	Activity
August 10-14, 2020	School Level Screening and Selection
August 24-28, 2020	District Level Screening and Selection
August 31,2020	Submission of District Results (Official Nominees to the Division Final Selection) to the Office of the SDS
September 7-11,2020	Division Level Screening and Selection interview Division Final Selection
September 16,2020	Consolidation and Deliberation of Results
September 18,2020	Presentation of the Final Results to the SDS
September 21-25, 2020	Video/Photoshoot of Division Finalists
October 2020	Awarding of Winners

X. what are the criteria for the Search for 2020 ICONs?

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

I. Instructional Competence and Teaching Effectiveness

a. Original Creative Outputs/Innovation a.1 Instructional materials -5 a.2 Teaching strategies-10	15 points
b. Research Output/s	10 points
c. Co-curricular Involvement	10 points
d. Educational Attainment and Professional advancement	10 points
e. Public/ Authorship	5 points

II. Professional and Community Involvement

a. Participation in Training Programs	10 points
b. Leadership in Professional Organization	10 points
c. Participation in Community and Civic Movement	7 points
d. Professional / Community Service Awards	8 points

III. **Teaching Demonstration** -10 points
IV. **Interview** -5 points

TOTAL **-100 POINTS**

2. II. Services and Leadership (Elementary, Secondary Principal/HT and TIC)

PART I. KEY RESULT AREAS

I. Instructional Leadership
a. Improved Learning Outcomes -20 Points

II. Learning Environment
a. Management and Improvement of Physical Facilities - 15 Points
b. Provision of Safe Learning Environment -10 Points

III. Human Resource Management and Development

a. Conduct of HRMD programs/Teacher Development Programs -5 Points

IV. Parents' Involvement and Community Partnership

a. SBM Level of Practice -5 Points
b. Stakeholders' Participation and Involvement -3 Points

V. School Leadership and Management Operations

a. School Performance Indicator -10Points
b. Financial Management -10 Points

PART II. PROFESSIONAL GROWTH AND OUTSTANDING ACCOMPLISHMENT

a. Education -2 Points
b. Resource Speaker -1 Point
c. Publication -1 Point
d. Research -3 Points
e. Innovation -3 Points
f. Outstanding Accomplishment -2 Points

VI. INTERVIEW -10 Points

TOTAL -100 Points

3. ICON for Leadership and Services (Public Schools District Supervisor/ EPS)

PART I. KEY RESULTS AREAS

a. Instructional Supervision	25 Points
b. Technical Assistance in School Management	25 Points
c. Monitoring and Evaluation	15 Points
d. Curriculum Development, Enrichment and Localization	10 Points

PART II. OTHER AREAS

a. Innovation	4 Points
b. Research	4 Points
c. Education and Professional Advancement	3points

d. Publication/Authorship	2 Points
e. Award/Outstanding Accomplishment	2 Points

PART III. INTERVIEW -10 POINTS

TOTAL - **100 Points**

4. **Services and Leadership (ADAS)** Operations Support Personnel (ADA, ADAS, AO, Registrar, ITO and legal officer) **and Division Personnel (Operations** Implementation Personnel (Senior/Education Program Specialist, PDO, Librarian, Nurse, Engineer and Planning Officer)

PART I. WORK PRODUCTIVITY

1.Responsiveness to the Public/Clientele	5 Points
2.Dedication and Diligence	5 Points
3.Honesty, Trustworthiness, and Sincerity	5 Points
4.Difficulty and Risk Inherent in the Work	5 Points
5.Responsiveness to the Public/Clientele	5 Points

PART II. OTHER AREAS

1. Innovation/Original Output	10 Points
2. Research Output	5 Points
3. Educational Attainment and Professional Advancement	10 Points
4. Publication/Authorship	5 Points
5. Outstanding Accomplishment/Award	5 Points

PART III. SUMMARY OF ACCOMPLISHMENTS - 20 Points

PART IV. INTERVIEW - 15 Points

TOTAL - **100 Points**

Enclosure no. 2 (Division Memorandum No._____ s. 2020)

CRITERIA FOR EVALUATION

I. 2020 SEARCH FOR ICONs of Curriculum, Instruction, Teaching and Learning (Elementary and Secondary)

A. Qualification for Nomination

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

Qualification Requirements	Supporting Document/s	Remarks
1. A model of morality and integrity both in public and private life	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her morality and integrity both the public and private life from: Written testimony from: a. Government official b. Private organization/NGO/religious group c. School Head	
2. Has good human relations in the school and in the community	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her good human relations in the school and in the community from: Written testimony from: a. Government official b. Private organization/NGO/religious group c. School Head d. Co-teacher	
3. Has permanent item as teacher I,II, or III	Certified True Copy of Appointment (CSC Form No.33-A)	
4. Either classroom adviser or subject teacher with 5-6	Certified True Copy of Teaching Load	

subject loads or 6 hours of teaching loads.		
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of 2016,2017 and 2018 IPCRF	
7. Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

Other Requirements	
1. Endorsement by the District Supervisor with all the names of the nominees and their corresponding categories.	
2. Duly accomplished nomination form (see attachment)	
3.Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4. IPCRF 2016,2017 and 2018 Summary of Ratings with the average signed by the Division Screening and Selection Committee	
5. individual Tentative Summary of Score Sheet (see attachment)	

B. PAPER SCREENING/ DOCUMENT EVALUATION

PART I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

a. Original Creative Outputs/Innovative Teaching Strategies – 10 Points

The nominee will choose one creative output or one teaching approach/strategy/practice relative to curriculum enhancement which can be considered as best entry in the category. The output must be originally developed and produced by the nominee. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

Supporting Documents:

1. Description of creative output/strategy with pictures on how it is used or practiced in class.
2. Evidence/s on the contribution of the output to the improvement of teaching and learning signed by DepEd official/s.

INDICATORS	**POINTS**			
	Not at All (0)	**Somewhat (1)**	**Very Well (2)**	**Score**
1. Shows uniqueness and creativity				
2. Focuses on the knowledge, skills, and abilities appropriate to the grade level				
3. Reflects a variety of ways to differentiate instruction to support learners				
4. Aligns to K-12 Curriculum				
5. Contributes to the improvement of teaching and learning as shown by measurable data.				
TOTAL SCORE				

b. Research Output/s - 10 points

The research output/s should be properly documented, approved, and attested by DepEd officials. The nominee should be the sole researcher/author.

Supporting documents: (1) copy of the title page, approval sheet, abstract, or any page of the research output where the approval/signature of DepEd official/s is

found; (2) certificate of Recognition/Appreciation or any certification signed by DepEd Officials.

INDICATORS	POINTS
a. Number of research outputs regardless of level conducted (5 points)	
5 researcher outputs – 5 points	
4 research outputs – 4 points	
3 research outputs – 3 points	
2 research outputs – 2 points	
1 research output – 1 point	
b. Highest level of any of the research outputs (5 points)	
Conducted in the national level - 5 points	
Conducted in the regional level -5 points	
Conducted in the divisional level -5 points	
Conducted in the cluster/district level -5 points	
Conducted in the school level -5 points	
TOTAL SCORE	

C. Co-curricular Involvement - 10 points

1. The nominees must have served as adviser/coordinator/chairman of a student curricular club/organization (Student government, School paper, English club, etc.) or president/chairman of a committee (faculty club, Brigada Eskwela, SIP, SBM, etc. each school year of service as adviser per club/organization is counted as one (1 point). Hence, two (2) school years of service in the same club/organization is two (2 points). Concurrent service for one (1) school year in another club/organization is another point.
   Supporting document: Certification from the school head with summary of involvement.
2. The nominee must have served as coach/trainer of winning students (FIRST, SECOND, and THIRD PLACES ONLY) in individual or group competitions/contests organized/sponsored/endorsed/partnered by the DepEd.
   Supporting documents: Summary of winnings as teacher-coach/trainer signed by DepEd official with attached Certificate of Recognition.

INDICATORS	POINTS
a. Leadership in co-curricular organizations (5 points)	
5 school years – 5 points	

4 school years– 4 points	
3 school years – 3 points	
2 school years – 2 points	
1 school years – 1 point	
b. Highest level of any of the research outputs (5 points)	
International level -1 winning to get 5 points	
National -1 winning to get 4 points	
Regional level -1 winning to get 3 points	
Division -1 winning to get 2 points	
Cluster/ District level -1 winning to get 1 points	
Note: only the highest level obtained shall be credited with the corresponding point/s	
TOTAL SCORE	

d. Educational attainment and professional advancement - 10 Points
supporting documents: certified true copy of Transcript of Records/certificate of number of units earned/diploma. For consultant/resource person/paper presenter/trainer/writer/evaluator, original copy of Certificate of Recognition/Appreciation.

INDICATORS	**POINTS**
a. Leadership in co-curricular organizations (5 points)	
Doctorate degree –5 points	
CAR Doctorate –4 points	
Master's degree –3 points	
CAR Master's –2 points	
At least 27 MA units –1 point	
b. Highest level of any of the research outputs (5 points)	
International level - 5 points	
National - 4 points	
Regional - 3 points	
Division - 2 points	
Cluster/ District level - 1 point	
Note : one DepEd organized/sponsored/endorsed/partnered seminar/activity of the highest level is required which shall be credited with the corresponding point/s	
TOTAL SCORE	

e. **Publication/Authorship - 5 points**

The publication should be properly documented and attested by DepEd officials. The nominee should be the sole author. Publication/authorship does not include research work/thesis/dissertation.

Supporting documents: copy of the publication/article/newsletter/journal/book/etc.

INDICATORS	**POINTS**
Publication (5 points)	
International level - 5 points	
National - 4 points	
Regional - 3 points	
Division - 2 points	
Cluster/ District level - 1 point	
Note: only one (1) publication/article of the highest level is required and shall be credited with the corresponding point/s	
TOTAL SCORE	

PART II. PROFESSIONAL AND COMMUNITY INVOLVEMENT

a. **Participation in training programs for the last three (3) years - 10 points**

Trainings/seminars/workshops/conferences must be related to education and should be organized/sponsored/partnered/co-hosted/endorsed by the DepED. Each training/seminar/workshop/conference must have been conducted for a minimum of three (3) days. Hence, a three (3)-day seminar is equivalent to one (1) seminar only.

Supporting document: original copy of Certificate of Participation which bears the DepEd seal and copy of DepEd endorsement (for those endorsed by the DepEd)

INDICATORS	**POINTS**
2 International or 3 National - 10 points	
1 International or 2 national - 8 points	
1National or 3 Regional - 6 points	
2 Regional or 3 Division - 4 points	
1 Regional or 2 Division - 2 points	

Note: Only the highest level obtained shall be credited with the corresponding point/s	
TOTAL SCORE	

b. Leadership in Professional Organizations - 10 points

The nominee must have served as chairperson/president (or its equivalent highest position) of professional organizations related to teaching. Professional organizations must at the very least on the district/cluster level (e.g Teachers' Association, Subject Area Association.). Each school year of service as president/chair per organizations is counted as one (1) point. Hence, two (2) school years of service in the same organization is two (2) points. Concurrent service for one school year in another organization is another point.

Supporting document: Designation as president/chairperson of professional organization indicating also the level (cluster, division, regional, national)

INDICATORS	POINTS
a. Leadership in professional organizations related to teaching (5 points)	
Number of school year in service as president/chair in professional organizations Note: maximum of five(5) points only	
5 school years – 5 points	
4 school years– 4 points	
3 school years – 3 points	
2 school years – 2 points	
1 school year – 1 point	
b. Highest level of any of the organizations (5 points)	
National -5 points	
Regional level -4 points	
Division -3 points	
Cluster/ District level -2 point	
Note : only the highest level obtained shall be credited with the corresponding point/s	
TOTAL SCORE	

c. Participation in Community and civic movement for the last three (3) years - 9 points

1. Community and civic organizations/association refer to groups that are not classified as professional organizations (e.g NGOs, civil society groups, cooperatives, etc.) Membership in church/parish groups or organizations is not included.
2. The nominee must have initiated outreach/extension programs/activities in these community/civic/organizations/associations where he/she served as proponent/chairperson of the program/activity.

Supporting documents: (1) Designation/certification of involvement in organization/association; (2) Certification as proponent/chair of extension service/outreach program/activity; and (3) narrative report and documentation as of activity/program signed by proper authorities.

INDICATORS		POINTS
a. Involvement in community/civic/organizations/associations (5 points) Note: Maximum of 5 points only		
Leadership (officer) in 2 organizations/associations – 5 points		
Leadership (officer) in 1 organization/association - 4 points		
Membership in 3 organizations/associations - 3 points		
Membership in 2 organizations/associations - 2 points		
Membership in 1 organization/association - 1 point		
b. Involvement in outreach/extension programs/activities - 5 points		
Nom. of Times	Points (maximum of 4 points only)	
4	4 points	
3	3 points	
2	2 points	
1	1 points	
	TOTAL SCORE	

d. Professional/community service awards for the last three (3) years – 6 points

Supporting documents: (1) original copy of Certificate of Recognition and or (2) Rank List or Memorandum

INDICATORS	POINTS
a. Award given by professional organization/association (6 points)	
International level -6 points	
national level -5 points	

Regional	- 4 points	
Division level	- 3 points	
Cluster/district level	-2 points	
School level	-1 point	
Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee", professional organization or association related to teaching. Only one (1) award of the highest level is required and shall be credited with the corresponding point/s.		
	TOTAL SCORE	

PART III. DEMONSTRATION TEACHING - 10 POINTS

For the rubrics, the Division Search and Selection Committee may refer to DepEd Order No. 7,s. 2015 entitled Hiring Guidelines for teacher l positions for school Year (SY) 2015-2016,DepEd Order No. 3,s. 2016 entitled Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017, and DepEd Order No. 9,s. 2016 entitled Reinforcement of DepEd Order nos. 7 and 22,s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions in Evaluating the teaching demonstration of the nominee.

INDICATORS		**POINTS**	**TOTAL POINTS**
A. Lesson Planning and Preparation	10 points		
B. Classroom Management	10 points		
C.Teaching-Learning Process	10 points		
D.Language Proficiency	10 points		
E.Assessment of Learning Outcomes	10 points		
D.Reinforcement of Learning	10 points		
	Total /6		
Note: The number of points attained for each indicator shall be added and divided by 6 to get the rating. Total points for the six (6) indicators should not exceed 10 points.			

PART IV. INTERVIEW - 10 points

The Regional Screening and Selection Committee shall interview nominees on topics such as:

- Professional experience
- Classroom discipline

- Knowledge of content/materials
- Technology/computer skills
- Relationships with administration, staff, parents, and students
- Instructional Skills
- Classroom management
- Planning skills
- Personal qualities

Applicants shall be rated based on the competencies and standards indicated below; thus, interview questions should be aligned with these.

I. Teaching Ability: Demonstrates an appropriate knowledge of content and pedagogy

- Conveys ideas and information clearly
- Provides reasonable examples of effective lesson-planning, instructional strategies, and/or student assessment
- Make content meaningful to students in the district
- Sets concrete, ambitious goals for student achievement
- Addresses the multiple and varied needs of students
- Focuses on achieving results with students
- Indicates confidence that all students should be held to high standards
- Maintains high expectations for students when confronted with setbacks; continues to focus on the students' academic success
- Reflects on successes and failures

II. Classroom Management: Demonstrates Ability to deal effectively with negative student behavior.

1) Assumes accountability for classroom environment and cultures
2) Conveys reasonable understanding of potential challenges involved in teaching in a high-need school.
3) Demonstrates ability to deal effectively with negative student behavior
4) Persists in offering available or realistic strategies to deal with classroom management challenges
5) Remained productive and focused when faced with challenges
6) Conveys willingness to try multiple strategies or something new when things change or when confronted with challenges

7) Displays willingness to adapt classroom management style to meet the particular needs or culture of a school.

III. School Fit: Demonstrates skills and needs for development that can be a good fit with the school

- Interacts with interviewer with appropriate or professional manner
- Respects the opinion of others
- Recognizes the families impact student performance
- Strategies create positive relationships with administrators, faculty, students
- Expresses personal and professional expectations and/or preferences that are in line with the school culture
- Demonstrates interests and skills that match the school's culture and needs
- Interacts appropriately with supervisors, colleagues, parents and students

INDICATORS	POINTS	FINAL POINTS
I.Teaching Ability - 10 Points		
II. Classroom Management - 10 Points		
III.School - 10 Points		
Total / 3		

Note: the number of points attained for each indicator shall be added and divided by three (3) to get the FINAL POINTS for the interview. Points for each indicator should not exceed 10 points.

Enclosure no. 3(Division Memorandum No._____ s. 2020)

CRITERIA FOR EVALUATION
2020 SEARCH FOR ICONs in Leadership and Services
Elementary and Secondary School Head Teacher/Teacher In-Charge and Principal

A. Qualification for Nomination

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search.)

Qualification Requirement	Supporting Document/s	Remarks
1. A model of morality and integrity both in public and private life	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her morality and integrity both in public and private life from: a. Government official b. Private organization/NGO/religious group c. PSDS	
2.Has good human relations in the school and in the community	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her good relations in the school and in the community from: a. Government official b. Private organizations/NGO/religious group c. PTA president d. Faculty Association President	
3. Has permanent item as Principal I, II, HT I,II,III or Designation as TIC	Certified True Copy of Appointment (CSC Form No. 33-A)	
4.At least 3 years of experience as principal/School	Certification from the SDO official	

Head or TIC		
5.With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of IPCRF 2016, 2017, and 2018	
6.Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	
Other Requirements		
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.		
2.Duly accomplished nomination form (see attachment)		
3.Accomplished Personal Data Sheet (CS Form 212 Revised 2017)		
4.IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee		
Tentative Summary of Score Sheet (see attachment)		

PART I. KEY RESULT AREAS

1. INSTRUCTIONAL LEADERSHIP			
Performance Indicators	**Criteria**		**Points**
A. Improved Learning Outcomes (5 points)	Average Increase of NAT MPS for three (3) school years		
	10 above	- 5 points	
	7-9	- 4 points	
	4-6	- 3 points	
	1-3	- 2 points	
	Below	-1 point	
Supporting documents: Summary report on NAT performance of the school for the last three (3) school years in tabular form signed by SDO officials. **Note:** NAT performance of the school where the nominee was previously and presently assigned.			
2. LEARNING ENVIRONTMENT			
B. Management of	**Criteria**		**Points**

Physical Facilities (5 points)	Projects on school improvement (construction, repair, beautification.) Amount of projects should be from EXTERNAL funding/stakeholders		
	1M and above	5 points	
	700,000-999,999	4 points	
	400,000- 699,999	3 points	
	100,000- 399,999	2 points	
	Below 100,000	1 point	
Supporting document: Brigada Eskwela report/reports on school improvement projects (program of work with pictures) for SY 2018-2019 signed by SDO officials.			
C. Provision of safe learning environment (5 points)	**Criteria**		**Points**
	Institutionalization of the following DepEd programs:		
	1.Child Protection Policy	- 1 point	
	2.Disaster Risk Reduction Management	- 1 point	
	3.Eco-friendly School	- 1 point	
	4.Barkada Kontra Droga	- 1 point	
	5.Child Friendly School System	- 1 point	
Supporting document: Summary of accomplishment reports signed by SDO officials			

3. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT			
A. Conduct of HRMD programs/Teacher development Programs (5 points) Ex. Induction program, SLAC sessions, INSETs, trainings, seminars, workshops, etc.	**Criteria**		**Points**
	Total number SLACs, INSETs, trainings, seminars, workshops, etc. conducted for SY 2018-2019 and SY 2019-2020 in the previous and present school assignment		
	17-20	5 points	

	13-16	4 points	
	9-12	3 points	
	5-8	2 points	
	1-4	1 point	

Supporting document: Summary report of trainings, seminars, workshops, etc. with documentation signed by SDO officials.

4. PARENTS' INVOLVEMENT AND COMMUNITY PARTNERHIP

A.SBM level of practice (5 points)	Criteria		Points
	Level 3 (potential)	5 points	
	Level 2	3 points	
	Level 1	1 point	

Supporting document: certificate of recognition/memorandum (previous or present school assignment)

B. Stakeholders' Participation and Involvement (5 points)	**Criteria**		**Points**
	Strategic planning, SIP/AIP writing, communication of the SIP/AIP to stakeholders, school operating budget, etc.		
	1.SIP	1 point	
	2.AIP	2 points	
	3.SOB	2 points	

Supporting document: Summary report and supporting papers on strategic planning on SIP, AIP,SOB with documentation for SY 2017-2018 and SY 2018-2019 signed by SDO officials.

5. SCHOOL LEADERSHIP AND MANAGEMENT OPERATIONS

A. School Performance Indicators (15 points)	**Dropout Rate**		**Points**
	0%	5 points	
	1-3%	4 points	
	4-5%	3 points	
	6-7%	2 points	
	8-10%	1 points	
	Completion Rate		**Points**

	95-100	5 points	
	90-94	4 points	
	85-89	3 points	
	80-84	2 points	
	75-79	1 points	
	Net Enrolment Rate		**Points**
	95-100	5 points	
	90-94	4 points	
	85-89	3 points	
	80-84	2 points	
	75 below	1 points	

Supporting documents: Certification of performance indicators of the previous or present school assignment of the nominee for SY 2017-2018 and SY 2018-2019 signed by the appropriate office in the SDO.

A. Financial Management (10 points)	**Criteria**		**Points**
	Never been delayed in the liquidation of 90-100% utilized MOOE	10 points	
	1-2 times delay on 80-100% utilized MOOE	6 points	
	3 or more delays on 75-100% utilized MOOE	3 points	

Supporting document: Summary liquidation reports for SY 2017-2018 and SY 2018-2019 signed by SDO officials.

6. PROFESSIONAL GROWTH AND OUTSTANDING ACCOMPLISHMENT

A. Education (4 points)	**Criteria**		**Points**
	Doctoral Degree	4 points	
	CAR (Doctoral)	3 points	
	MA degree	2 points	
	CAR (MA)	1 points	

Supporting document: Certified copy of transcript of records

B. Resource Speakership (4 points)	**Criteria**		**Points**
	International	4 points	
	National	3 points	
	Regional	2 points	

	Division	1 point	
Supporting document: Certificates of recognition			
C. Publication (sole authorship) **(4 points)** Note: at least 3-5 day training sponsored/organized by DepEd	**Criteria**		**Points**
	Authorship of book (international or national circulation)	4 points	
	2 articles published in national newspaper, magazine or journal	3 points	
	1 national and 2 regionals published in newspaper, magazine or journal	2 points	
	1 article published in regional newspaper or magazine	1 point	
Supporting document: original copy of book/magazine/journal/newspaper where the article is found with the author's name or cover/preliminary pages of book for the last three (3) years. Note: the nominee should be the sole researcher/author. Thesis and dissertation are not included.			
D. Innovation (7 points) The innovation must foster new ideas, processes, and suggests better way to do things (cost and /or operational efficiency), demonstrates an ability to think "beyond the box".	**Criteria**		**Points**
	Adopted in the central/national	7 points	
	Adopted in the region	5 points	
	Adopted in the division	4 points	
	Adopted in the district	3 points	
	Fully implemented in the school	2 points	
	Started the implementation	1 points	
Supporting document: Copy of innovation with documentation and approved by DepEd Officials for the last three (3) years.			

4.Professional/community service awards/Outstanding accomplishment award for the last three (3) years (6 points)	Criteria		Points
	International level	6 points	
	National level	5 points	
	Regional level	4 points	
	Division level	3 points	
	Cluster/district level	2 points	
	School level	1 points	

Supporting documents: (1) Original copy of Certificate of Recognition and or
(2) Rank List of Memorandum
Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee", professional organization or association related to teaching. Only one (1) award of the highest level is required and shall be credited with the corresponding point/s.

PART II. INTERVIEW (10 POINTS)

The Regional Screening and selection committee shall interview nominees base on DO 32,s. 2010 which defines the standards through the domains and stands which can be used as basis for the school heads' decision making, actions, and performance of their functions. In addition to fundamental direction provided by the set of standards, knowledge, skills, and values are certified through the indicators defined per strand on every domain, to wit:

Domain 1. School Leadership
Domain 2. Instructional Leadership
Domain 3. Creating Student-centered learning Environment
Domain 4.HR Management and Professionalism Development
Domain 5. Parents involvement and Community Partnership
Domain 6. School management and Operations
Domain 7. Personal and Professional Attributes and Interpersonal Effectiveness

Criteria	Points
10 points – nominee demonstrate exceptional job mastery in all domains/major areas of responsibility and has shown extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative.	
7 points- The nominee exceeded expectations and all	

domains, goals, objectives, and targets were achieved above the established standards.	
4 points- The nominee met expectations in terms of quality work, efficiency, and timeliness. The most critical domains/annual goals were met.	
1 point- The nominee failed to meet expectations. One or more of the most critical domains/goals were not met.	

Enclosure no. 4(Division Memorandum No._____ s. 2020)

CRITERIA FOR EVALUATION
2020 DIVISION SEARCH FOR ICONs of SERVICES AND LEADERSHIP
PUBLIC SCHOOLS DISTRICT SUPERVISOR/EDUCATION PROGRAM SUPERVISOR

A. Qualification for Nomination
(please check each requirement. Any lacking qualification requirements automatically disqualifies the nominee to proceed to the next stage of the search.)

Qualification Requirement	Supporting Document/s	Remarks
1. A model of morality and integrity both in the public and private life	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her morality and integrity both in public and private life from: d. Government official e. Private organization/NGO/religious group f. Division EPS	
2. Has good human relations in the district and in the community	Written testimonies (one-pa ge write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her good relations in the school and in the community from: Written testimony from: a. Government official b. Private organization/NGO/religious group c. President of Municipality/City Federation of PTA d. School Principal assigned in the district	
3.Has permanent item as PSDS /EPS	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Has designation as District In-charge (for Principal nominee)	Designation signed by the SDS	

5. At least 3 years of experience in the category which he/she is nominated	Certification from the SDS	
6.With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of IPCRF 2016, 2017, and 2018	
7.Has not been found guilty of any administrative or criminal case.	Certification from the Administrative Officer V of the SDO	
Other Requirements		
1.Endorsement by the schools Division Superintendent with all the names of the nominees and their corresponding categories.		
2.Duly accomplishment nomination form (see attachment)		
3.Accomplished Personal Data Sheet (CS Form 212 Revised 2017)		
4.IPCRF 2016,2017 and 2018 summary of ratings with average signed by the Division Screening and Selection Committee		
5.Individual Tentative Summary of Score Sheet (see attachment)		

B. Paper Screening/Document Evaluation

PART I. KEY RESULTS AREAS – Performance for SY 2018-2019

A. INSTRUCTIONAL SUPERVISION – 15 POINTS		
Indicators		**Points**
1.Conducted Instructional Supervision to School Heads of the supervised schools (5 points)		
Conducted 15 instructional Supervision to School Heads per month with the submission of monthly supervisor plan and supervisory report	5 points	
Conducted 10 instructional supervisions	4 points	
Conducted 5 instructional supervisions	3 points	
Conducted 3 instructional supervisions	2 points	
Conducted 2 instructional supervisions	1 point	

Supporting document: Monthly supervisory plan and supervisory report signed by SDO officials.

Indicator		Points
2.Facilitated the conduct of a district training program based on strengths and development needs of school heads and teachers (5 points)		
100% of school heads and teachers in supervised schools were trained based on strengths and competency development needs with approved training design	5 points	
80 % of school heads and teachers	4 points	
60 % of school heads and teachers	3 points	
40 % of school heads and teachers	2 points	
20 % of school heads and teachers	1 point	
Supporting document: (1) Approved training design; (2) Attendance sheet ;(3) Narrative report with pictures; and (4) other supporting documents.		

Indicator		Points
3.Designed mechanism to decrease the number of frustration readers (5 points)		
100% decrease in the number of frustrations in supervised schools	**5 points**	
80 % of school heads and teachers	4 points	
60 % of school heads and teachers	3 points	
40 % of school heads and teachers	2 points	
20 % of school heads and teachers	1 point	
Supporting documents: (1) Monitoring and supervision mechanism;(2) Narrative report with pictures; and (3) other supporting documents.		

A. TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT -15 POINTS		
Indicators		**Points**
1.Coached school heads in the preparation/implementation/enhancement of SIP, AIP, LAC session Plan, LR Plan Implementation, IPCRF, Reading Program, Guidance Program, and IS Plan (5 points)		
Coached school heads 7 of the mentioned activities/programs with the submission of coaching/mentoring and supervisory Report	5 points	

Coached school heads 5 of the mentioned activities/programs	4 points	
Coached school heads 4 of the mentioned activities/programs	3 points	
Coached school heads 3 of the mentioned activities/programs	2 points	
Coached school heads 2 of the mentioned activities/programs	1 point	
Supporting document: (1) Monitoring and Supervision mechanism;(2) Narrative report with pictures; and (3) other supporting documents.		

Indicators		Points
2.Provided technical assistance to school heads to establish linkages with DOH, LGU, DA, PNP, DENR, government and non-government organizations, and other private entities/groups/organizations. (5 points)		
Provided 7 TA on the mentioned activities with the submission of Technical Assistance Report	5 points	
Provided 5 TA on the mentioned activities with the submission of Technical Assistance Report	4 points	
Provided 4 TA on the mentioned activities with the submission of Technical Assistance Report	3 points	
Provided 3 TA on the mentioned activities with the submission of Technical Assistance Report	2 points	
Provided 2 TA on the mentioned activities with the submission of Technical Assistance Report	1 point	
Supporting document: (1) Technical Assistance Report with proper documentation and (2) Other supporting documents.		

Indicators		Points
2.Provided TA to School Heads on the implementation of DepEd mandated programs such as Gulayan sa Paaralan, Reading Program, Anti-Bullying, Disaster preparedness, deworming and immunization, Brigada Eskwela, etc. and implementing and assessing inclusive education programs such as SPED,ALIVE,SSES,MISOSA,E-IMPACT,IPED,ALS, etc.(5 points)		
Provided 7 TA on the mentioned activities with the submission of Technical Assistance Report	5 points	
Provided 5 TA on the mentioned activities with the submission of Technical Assistance Report	4 points	
Provided 4 TA on the mentioned activities with the	3 points	

submission of Technical Assistance Report		
Provided 3 TA on the mentioned activities with the submission of Technical Assistance Report	2 points	
Provided 2 TA on the mentioned activities with the submission of Technical Assistance Report	1 point	
Supporting document: (1) Technical Assistance Report with proper documentation and (2) Other supporting documents.		

C.MONITORING AND EVALUATION – 13 POINTS		
Indicators		**Points**
1.Monitored the utilization of monthly school MOOE and other school funds such as canteen, PTA, and other generated funds. (5 points)		
100% of the school heads in supervised schools were monitored in the utilization and preparation of liquidation of funds before the due date	5 points	
80 % of school heads in supervised schools were monitored	4 points	
60 % of school heads in supervised schools were monitored	3 points	
40 % of school heads in supervised schools were monitored	2 points	
20 % of school heads in supervised schools were monitored	1 point	
Supporting document: (1) Monitoring and Supervision mechanism;(2) other supporting documents		

Indicators		**Points**
2.Conducted district pre-assessment of schools for SBM level of practice. (5 points)		
100% of the supervised schools were assessed and assisted in the preparation for SBM	5 points	
80% of the supervised schools were assessed and assisted in the preparation for SBM	4 points	
60% of the supervised schools were assessed and assisted in the preparation for SBM	3 points	
40% of the supervised schools were assessed and assisted in the preparation for SBM	2 points	
20% of the supervised schools were assessed and assisted in the preparation for SBM	1 point	
Supporting document: (1) Technical Assistance Report with proper documentation and (2) Other supporting documents.		

Indicators		Points
3.Monitored and supervised private schools on the compliance of standards in the implementation of K to 12 curriculum. (5 points)		
100% of assigned private schools monitored on compliance to standards of K to 12 curriculum implementations (competencies, CG, etc.) with submission of monitoring report (5 points)	5 points	
80% of assigned private schools monitored	4 points	
60% of assigned private schools monitored	3 points	
40% of assigned private schools monitored	2 points	
20% of assigned private schools monitored	1 point	
Supporting document: (1) Technical Assistance Report with proper documentation and (2) Other supporting documents.		

C.CURRICULUM DEVELOPMENT, ENRICHMENT, AND LOCALIZATION – 10 POINTS		
Indicators		**Points**
1.Validated school-based developed contextualized learning resources. (5 points)		
Validated 10 school-based developed contextualized learning resource materials and approved for division validation	5 points	
Validated 7 school-based developed contextualized LMs	4 points	
Validated 5 school-based developed contextualized LMs	3 points	
Validated 3 school-based developed contextualized LMs	2 points	
Validated 1 school-based developed contextualized LMs	1 point	
Supporting document: (1) Monitoring and Supervision mechanism;(2) other supporting documents		

Indicators		Points
2.Monitored the schools' implementation and utilization of the LRMDS (5 points)		
100% of the school heads and teachers of the supervised schools registered in the LR portal before end of July 2018	5 points	
80% of the school heads and teachers of the	4 points	

supervised schools		
60% of the school heads and teachers of the supervised schools	3 points	
40% of the school heads and teachers of the supervised schools	2 points	
20% of the school heads and teachers of the supervised schools	1 point	
Supporting document: (1) Technical Assistance Report with proper documentation and (2) Other supporting documents.		

D. LEARNING OUTCOMES ASSESSMENT – 5 POINTS		
Indicators		**Points**
1.Achievd increment in NAT performance in supervised schools (previous and present assignment) for the last three (3) years (5 points)		
100 % of the supervised schools achieved increment in NAT MPS in all learning areas	5 points	
80% of the supervised schools achieved increment in NAT MPS in all learning areas	4 points	
60% of the supervised schools achieved increment in NAT MPS in all learning areas	3 points	
40% of the supervised schools achieved increment in NAT MPS in all learning areas	2 points	
20% of the supervised schools achieved increment in NAT MPS in all learning areas	1 point	
Supporting document: NAT performance for the last three (3) years signed by SDO officials.		

PART II. OTHER AREAS
1.Original Creative Outputs/Innovation - 5 points

Supporting Documents:

1. Description of creative output/innovation with pictures on how it is used/practiced in the district
2. Evidence/s on the contribution of the improvement of teaching and learning signed by DepEd official/s.

INDICATOR	POINTS			
	Not At All (0)	Somewhat (1)	Very well (2)	Score
1.Shows uniqueness and creativity				

2.Focuses on the knowledge, skills, and abilities appropriate to the learners				
3.Reflects a variety of effective ways to support learning				
4.Aligns to K to 12 Curriculum				
5.Contributes to the improvement of teaching and learning as shown by measurable data				
TOTAL SCORE / 2				

3. Research Output/s – 5 Points

The researcher output/s should be properly documented, approved, and attested by DepEd officials. The nominee should be the sole researcher/author.

Supporting documents:

1.Copy of the title page, approval sheet, abstract, and any page of the research output where the approval/signature of DepEd official/s is found.

2.Certificate of Recognition/Appreciation or any certificate signed by DepEd Officials.

INDICATORS		**POINTS**
a. Highest level of any of the research outputs (5 points)		
Conducted in the national level	5 points	
Conducted in the regional level	4 points	
Conducted in the division level	3 points	
Conducted in the cluster/district level	2 points	
Conducted in the school level	1 point	

3.Educational attainment and professional advancement – 10 points

Supporting documents:

1.Certified true copy of Transcript of Records/certificate of number of units earned/diploma. For consultant/resource person/paper presenter/trainer/writer/evaluator, certified copy of Certificate of Recognition/Appreciation

INDICATORS		**POINTS**
a. Educational attainment (5 points)		
Doctoral Degree	5 points	

CAR (Doctoral)	4 points	
Master's degree	3 points	
CAR Master's	2 points	
At least 27 MA units	1 point	
b. Consultant/resource speaker/paper presenter/trainer/writer/evaluator (5 points)		
International level	5 points	
national level	4 points	
Regional	3 points	
Division level	2 points	
Cluster/district level	1 point	
Note: one (1) DepEd organized/sponsored/partnered seminar/activity of the highest level is required which shall be credited with the corresponding point/s		
	TOTAL SCORE	

4.Publication/Authorship - 5 points

The publication should be properly documented and attested by DepEd officials. The nominee should be the sole author. Publication/authorship does not include research work/thesis/dissertation.

Supporting document: Copy of the publication/article/newsletter/journal/book/etc.

INDICATORS		**POINTS**
Publication (5 points)		
International level	5 points	
national level	4 points	
Regional	3 points	
Division level	2 points	
Cluster/district level	1 point	
Note: one (1) DepEd organized/sponsored/partnered seminar/activity of the highest level is required which shall be credited with the corresponding point/s		

5.Professional/community service awards for the last three (3) years – 6 points

Supporting document:
1.Certificate copy of Certificate of Recognition/Rank List/Memorandum

INDICATORS	**POINTS**
a. Award given by professional organization/association	

(6 points)		
International level	6 points	
national level	5 points	
Regional	4 points	
Division level	3 points	
Cluster/district level	2 points	
School Level	1 point	
Note: one (1) DepEd organized/sponsored/partnered seminar/activity of the highest level is required which shall be credited with the corresponding point/s		

PART III. INTERVIEW – 10 POINTS

This part highlights the outstanding accomplishments of the nominee manifested for the last three (3) years. Below is the rating scale for the actual interview:

RATING SCALE	DEFINITION
Outstanding (5 points)	Objectives and standards are clearly and substantially surpassed. Consistently and significantly exceeds all performance expectations and standards. Highest performance level. Demonstrates a personal commitment to a high level of performance and results, even under challenging work goals
Exceeds Expectations (4 points)	Frequently exceeds job requirements. Make contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of job, working towards overall goals of the component.
Meets Expectations (3 points)	Performance is what is expected of a fully qualified and experienced person in this position. All objectives and standards are met. Consistently meets all the performance expectations and standards. Job well done. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires normal supervision and follow-up. Almost always completes work or

	projects on schedule.
Approaches Expectations (2 points)	Objectives and standards are generally met but full results are not totally achieved. Occasionally full short of consistently meeting performance expectations and standards. Some performance aspects were not met- needs slight improvement. Could result from being newly appointed to the position- continuing to learn all aspects of the position.
Does Not Meet Expectations (1 point)	Objectives and standards are consistently fails to meet performance expectations. Needs significant improvement. Has been on the job long enough to have shown better performance. Excessive attention by supervisor is required. Does not gasp situation when explained. Corrective action is required.
SCORE	

Enclosure no. 5(Division Memorandum No._____ s. 2020)

CRITERIA FOR EVALUATION

I. **2020 SEARCH FOR ICONs for ICON of Services and Leadership (Elementary, Secondary and Division Personnel)** Club/School Paper adviser and Accredited Coach, Operations Implementation Personnel (Senior/Education Program Specialist, PDO, Librarian, Nurse, Engineer and Planning Officer) Operations Support Personnel (ADA, ADAS, AO, Registrar, ITO and legal officer)

A. Qualification for Nomination

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search)

Qualification Requirement	Supporting Document/s	Remarks
1. A model of morality and integrity both in the public and private life	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her morality and integrity both in public and private life from: a. Government official b. Private organization /NGO/religious group c. School Head for the School Category d. Administrative Officer V for SDO category	
2. Has good human relations in school and in the community	Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her good relations in the school and in the community from: Written testimony from: a. Government official b. Private organization/NGO/religious group c. Teaching and Non-teaching Association President of the school or SDO	

3.Has permanent item as ADAS	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. At least 3-years' experience relevant to the current position	Certificate from the school heads/SDS	
5. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination	Certified True Copy of IPCRF 2016, 2017, and 2018	
6. Has not been found guilty of any administrative or criminal case.	Certification from the Administrative Officer V of the SDO	

Other Requirements	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2.Duly accomplished nomination form (see attachment)	
3.Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4.IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

B. Paper Screening/Document Evaluation

PART I. WORK PRODUCTIVITY

1. QUALITY AND CONSISTENCY OF PERFORMANCE			
indicator	**Criteria**		**Points**
Average of the performance ratings for the last three (3) years manifested exemplary noteworthiness that contributed to achievements of the institution.	4.900- 5.000	5 points	
	4.800- 4.899	4 points	
	4.700-4.799	3 points	
	4.600-4.699	2 points	
	4.500-4.599	1 point	

Supporting documents: IPCRF 2016,2017, and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee

2. RESPONSIVENESS TO THE PUBLIC/CLIENTELE			
indicator	**Criteria**		**Points**
Extension/provision of prompt, courteous, and adequate service to the public/clients	Always extends/provides prompt, courteous, and adequate service to the public/clients	5 points	
	Most Often	4 points	
	Often	3 points	
	Rarely	2 points	
	Never	1 point	

Supporting documents: (1) Accomplishment or narrative report; (2) Result of evaluation, survey of feedback of customers/clients; (3) Other supporting documents signed by SDO official.

3.DEDICATION AND DILIGENCE			
Indicator	**Criteria**		**Points**
The degree of love for work, sincerity, and industriousness in performing his/her task, duties, and responsibilities.	Demonstrate Very High level of dedication and diligence in his/her work	5 points	
	High	4 points	
	Average	3 points	
	Low	2 points	
	Very Low	1 point	

Supporting documents: (1) Accomplishment or narrative report; (2) Result of evaluation, survey of feedback of customers/clients; (3) Other supporting documents signed by SDO official.

4.HONESTY, TRUSTWORTHINESS, AND SINCERITY			
Indicator	**Criteria**		**Points**
The depth of honesty, truthfulness, dependability, sincerity, and transparency as manifested in his/her ideas, words, and acts as an employee.	Very highly commendable depth of honesty, truthfulness, dependability, sincerity, and transparency	5 points	
	Highly commendable	4 points	
	commendable	3 points	
	Less commendable	2 points	
	Least commendable	1 point	
Supporting documents: (1) Accomplishment or narrative report; (2) Result of evaluation, survey of feedback of customers/clients; (3) Other supporting documents signed by SDO official.			

5.DIFFICULTY AND RISK INHERENT IN THE WORK			
Indicator	**Criteria**		**Points**
The degree of sacrifice, danger, and hazard, substantially present in the work.	Extremely high difficulty and risk in his/her work	5 points	
	High Difficulty	4 points	
	Average	3 points	
	Low	2 points	
	Very Low	1 point	
Supporting documents: (1) Accomplishment or narrative report; (2) Result of evaluation, survey of feedback of customers/clients; (3) Other supporting documents signed by SDO official.			

6. ATTENDANCE AND PUNCTUALITY

Indicator	Criteria		Points
Regular attendance and punctuality are vital attributes for all employees. It is important for employees to attend work regularly and to arrive at work on time, because failure to do so detrimentally affects employee morale and productivity.	Outstanding (Perfect attendance throughout the year and no tardiness)	5 points	
	Very Satisfactory (1-5 absences with 5-10 times tardy)	4 points	
	Satisfactory (6-10 absences with 10-15 times tardy)	3 points	
	Unsatisfactory (11-15 absences with 16-20 times tardy)	2 points	
	Poor (more than 16 times absent with more than 21 times tardy)	1 point	
Supporting documents: (1) Summary of attendance and other supporting documents signed by school Head/SDO official.			

PART II. OTHER AREAS

1. Innovation/Original Creative Outputs - 10 points

Supporting Documents:
1. Description of creative output/innovation with pictures on how it is used/practiced in the school/division.
2. Evidence/s on the contribution of the output to the improvement of the office/employee signed by DepEd official/s.

INDICATOR	POINTS			
	Not at All (0)	Somewhat (1)	Very well (2)	Score
1.Shows uniqueness and creativity				
2.Increases work productivity				
3.Effective and Efficient in accomplishing tasks				
4.Contribute to the improvement of the overall work performance of the				

school/SDO				
5.Involves critical and strategic thinking to find and develop creative solutions to problem				
TOTAL SCORE				

2. Research - 5 points

The research output/s should be properly documented, approved, and attested by DepEd officials. The nominee should be the sole researcher/author.

Supporting documents:

1. Copy of the title page, approval sheet, abstract, and any page of the research output where the approval/signature of DepEd official is found.
2. Certificate of Recognition/Appreciation or any certification signed by DepEd Officials

INDICATORS		POINTS
a. Highest level of any of the research outputs (5 points)		
Conducted in the national level	5 points	
Conducted in the regional level	4 points	
Conducted in the division level	3 points	
Conducted in the cluster/district level	2 points	
Conducted in the school level	1 point	
	TOTAL SCORE	

3. Educational attainment and professional advancement - 10 points

Supporting documents:

1. Certified copy of Transcript of Records/certificate of number of units earned/diploma. For consultant/resource person/paper presenter/trainer/writer/evaluator, certified copy of Certificate of Recognition/Appreciation.

INDICATORS		POINTS
a. Educational attainment (5 points)		
Doctoral Degree	5 points	
CAR (Doctoral)	4 points	

Master's degree	3 points	
CAR Master's	2 points	
At least 18 MA units	1 point	
b. Consultant/resource speaker/paper presenter/trainer/writer/evaluator (5 points)		
International level	5 points	
national level	4 points	
Regional	3 points	
Division level	2 points	
Cluster/district level	1 point	
Note: one (1) DepEd organized/sponsored/endorsed/partnered seminar/activity of the highest level is required which shall be credited with the corresponding point/s		
	TOTAL SCORE	

4.Publication/Authorship - 5 points

The publication should be properly documented and attested by DepEd officials. The nominee should be the sole author. Publication/authorship does not include research work/thesis/dissertation.

Supporting document: Copy of the publication/article/newsletter/journal/book/etc.

INDICATORS		**POINTS**
Publication (5 points)		
International level	5 points	
national level	4 points	
Regional	3 points	
Division level	2 points	
Cluster/district level	1 point	
Note: Only one (1) Publication/article of the highest level is required and shall be credited with the corresponding point/s		
	TOTAL SCORE	

5. Professional/community service awards for the last three (3) years – 6 points

Supporting document:

1. Certificate copy of Certificate of Recognition/Rank List/Memorandum

INDICATORS		POINTS
a. Award given by professional organization/association (6 points)		
International level	6 points	
national level	5 points	
Regional	4 points	
Division level	3 points	
Cluster/district level	2 points	
School Level	1 point	
Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee", professional organization or association related to teaching. Only one award of the highest level is required and shall be credited with the corresponding point/s.		

PART III. SUMMARY OF ACCOMPLISHMENTS – 20 POINTS

This part highlights the outstanding accomplishments of the nominee manifested for the last three (3) years. Presentation of accomplishments should be in order of significance, complete with descriptions, justification, and should adhere to the following pointers:

1. Use specific terms such as: assisted, contributed, facilitated, and the like;
2. State in brief, factual, and in bullet form;
3. Cite specific situations, problems/issues addressed, people office benefited, etc.;
4. Encode highlights of outstanding accomplishment in A4 size bond paper, 1.5 spacing, Arial 11; and
5. Submit to the screening and selection committee the summary/highlights of outstanding accomplishment during the paper screening and document evaluation; and
6. Attach the document in the individual Tentative Summary of Score Sheet

RATING SCALE	DEFINITION
Outstanding (5 points)	Objectives and standards are clearly and substantially surpassed. Consistently and significantly exceeds all performance expectations and standards. Highest performance level. Demonstrates a personal commitment to a high level of performance and results, even under challenging work goals
Exceeds Expectations (4 points)	Frequently exceeds job requirements.

	Make contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of job, working towards overall goals of the component.
Meets Expectations (3 points)	Performance is what is expected of a fully qualified and experienced person in this position. All objectives and standards are met. Consistently meets all the performance expectations and standards. Job well done. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires normal supervision and follow-up. Almost always completes work or projects on schedule.
Approaches Expectations (2 points)	Objectives and standards are generally met but full results are not totally achieved. Occasionally full short of consistently meeting performance expectations and standards. Some performance aspects were not met-needs slight improvement. Could result from being newly appointed to the position- continuing to learn all aspects of the position.
Does Not Meet Expectations (1 point)	Objectives and standards are consistently fails to meet performance expectations. Needs significant improvement. Has been on the job long enough to have shown better performance. Excessive attention by supervisor is required. Does not gasp situation when explained. Corrective action is required.
Supporting document: Highlights of outstanding accomplishments written in A4 size bond paper, 1.5 spacing, Arial 11.	
SCORE	

Part IV. INTERVIEW – 20 POINTS

Interview Rubric	**Domain 1:** • Organization • Detail-oriented • Time Management • Resourcefulness • Strategic Planning **(8 points)**	**Domain 2:** • Adept in Technology • Verbal and Written Communication **(6 points)**	Domain 3: • Professional and Ethical behavior **(6 points)**
	Has the ability to stay focused, can prioritize task and plan strategically, and manage time, energy, strength, mental capacity, physical space, etc. effectively and efficiently in order to achieved the desired outcome.	Has the ability to communicate effectively using technology with priors, colleagues, and staff and knows how to effectively prepare, convey and receive messages in person as well as via phone, email, and social media.	Demonstrates respect for key moral principles that includes honesty, fairness, equality, dignity, diversity and individual rights and conducts or characterizes a mark of professional person.
8- Outstanding *Includes specific elements, well-crafted details and specific examples with data elements*			
6- Very Satisfactory *Specific examples with documented performance data elements*			
4- Satisfactory *Complete answer/ respons e to criteria*			
2-			

Unsatisfactory *Incomplete answer/response to criteria*			
1-Needs Improvement *No answer/response to criteria*			
SCORE			
TOTAL SCORE			

Enclosure no.6 (Division Memorandum No._____ s. 2020)

NOMINATION FORM

2020 Division Search ICONs of Curriculum, Instruction, Teaching and Learning (Elementary, Secondary and Division Personnel)

THE SCREENING AND SELECTION COMMITTEE
Division of Malaybalay City
Purok 6, Casisang Malaybalay City

After reviewing the guidelines and criteria for the Regional Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel, I hereby nominate:

Name of Nominee: _____ _____ _____
First Name Middle Name Last Name

Contact Number: _____
Name of School: _____
School Address: _____
District: _____
Category: _____
Current Position of Nominee: _____
Subject Area/Grade Level Taught (for teachers): _____

I hereby certify that to the best of my knowledge, that information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand the decision of the Screening and Selection Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____
Signature of Nominator: _____ Date Signed: _____

Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO

DIVISION OF MALAYBALAY CITY

2020 Search for ICONs
of Curriculum, Instruction, Teaching and Learning
(Elementary, Secondary and Division Personnel)
TENTATIVE SUMMARY OF SCORE

Name of Nominee: _____ _____ _____

First Name Middle Name Last Name

Contact Number: _____

Name of School: _____

School Address: _____

District: _____

Category: _____

Current Position of Nominee: _____

Subject Area/Grade Level Taught (for teachers):_____

A. Qualification for Nomination

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search)

Qualification Requirement	Supporting Document/s	Remarks
1. A model of morality and integrity both in the public and private life	Written testimonies from: a. Government official b. Private organization/NGO/religious group c. School Head	
2. Has good human relations in school and in the community	Written testimonies: Written testimony from: a. Government official b. Private organization/NGO/religious group c. School Head d. co-teacher	
3.Has permanent item	Certified True Copy of Appointment (CSC Form No. 33-A)	

Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph

4. Either class adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads.	Certificate copy of teaching load	
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination Has not been found guilty of any administrative or criminal case.	Certified True Copy of 2016,2017, and 2018 IPCRF	
7.Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

Other Requirements	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2.Duly accomplished nomination form (see attachment)	
3.Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4.IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

CRITERIA FOR OUTSTANDING TEACHER		
	POINTS	**SCORE**
A. Instructional Competence and Teaching Effectiveness		
a. Innovation	**10**	

b. Research	**10**	
c. Co-curricular Involvement	**10**	
d. Education and Professional Development	**10**	
e. Publication/Authorship	**5**	
II. Professional and Community Involvement		
a. Participation in Training Programs	**10**	
b. Leadership in Professional Organization	**10**	
c. Participation in Community and Civic Movement	**9**	
d. Professional/Community Service Awards	6	
III. Demonstration Teaching	**10**	
IV. Interview	**10**	
TOTAL SCORE		
(to be filled in by DSSC)	**TENTATIVE SCORE**	
(to be filled in by DSSC)	**FINAL SCORE**	

The committee on Screening and selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

Chairman
(Signature over Printed Name)

Member **Member** **Member**

Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO

DIVISION OF MALAYBALAY CITY

2020 Division Search for ICONs for Leadership and Services

Head Teacher/Teacher In-charge

TENTATIVE SUMMARY OF SCORE

Name of Nominee: _____ _____ _____

First Name Middle Name Last Name

Contact Number: _____

Name of School: _____

School Addres_____

District: _____

Category: _____

Current Position of Nominee: _____

Subject Area/Grade Level Taught (for teachers): _____

A. Qualification for Nomination

(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search)

Qualification Requirement	Supporting Document/s	Remarks
1. A model of morality and integrity both in the public and private life	Written testimonies from: a. Government official b. Private organization/NGO/religious group c. School Head	
2. Has good human relations in school and in the community	Written testimonies: Written testimony from: a. Government official b. Private organization/NGO/religious group c.School Head d. co-teacher	
3.Has permanent item	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Either class adviser or subject teacher with 5-6 subject loads	Certificate copy of teaching load	

or 6 hours of teaching loads.		
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination Has not been found guilty of any administrative or criminal case.	Certified True Copy of 2016,2017, and 2018 IPCRF	
7.Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

Other Requirements	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2.Duly accomplished nomination form (see attachment)	
3.Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4.IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

CRITERIA FOR OUTSTANDING HEAD TEACHER/TEACHER IN-CHARGE		
	POINTS	**SCORE**
PART I. KEY RESULT AREAS		
I. Instructional Leadership		
a. Improved Learning Outcomes	5	
II. Learning Environment		

a. Management and Improvement of Physical Facilities	5	
b. Provision of Safe Learning Environment	5	
III. Human Resource Management and Development		
a. Conduct of HRMD Programs/Teacher Development	5	
IV. Parents' Involvement and Community Partnership		
a. SBM Level of Practice	15	
b. Stakeholders' Participation and Involvement	10	
IV.PROFESSIONAL GROWTH/AWARD		
a. Education	4	
b. Resource Speaker	4	
c. Publication	4	
d. Innovation	7	
e. Research	6	
f. Award/Outstanding Accomplishment	10	
IV. Interview	10	
TOTAL SCORE	100	
(to be filled in by DSSC) **TENTATIVE SCORE**		
(to be filled in by DSSC) **FINAL SCORE**		

The committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

Chairman
(Signature over Printed Name)

Member **Member** **Member**

Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2020 Division ICON for Services and Leadership
Outstanding Principal/Head Teacher
TENTATIVE SUMMARY OF SCORE

Name of Nominee: _____ _____ _____
First Name Middle Name Last Name

Contact Number: _____
Name of School: _____
School Address: _____
Division: _____
Category: _____
Current Position of Nominee: _____

A. Qualification for Nomination
(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search)

Qualification Requirement	Supporting Document/s	Remarks
1. A model of morality and integrity both in the public and private life	Written testimonies from: a. Government official b. Private organization/NGO/religious group c. School Head	
2. Has good human relations in school and in the community	Written testimonies: Written testimony from: a. Government official b. Private organization/NGO/religious group c. School Head d. co-teacher	
3.Has permanent item	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Either class adviser or subject teacher	Certificate copy of teaching load	

with 5-6 subject loads or 6 hours of teaching loads.		
5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination Has not been found guilty of any administrative or criminal case.	Certified True Copy of 2016,2017, and 2018 IPCRF	
7.Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

Other Requirements	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2.Duly accomplished nomination form (see attachment)	
3.Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4.IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO

DIVISION OF MALAYBALAY CITY

CRITERIA FOR OUTSTANDING PRINCIPAL		
	POINTS	**SCORE**
PART I. KEY RESULT AREAS		
I. Instructional Leadership		
b. Improved Learning Outcomes	5	
II. Learning Environment		
c. Management and Improvement of Physical Facilities	5	
d. Provision of Safe Learning Environment	5	
III.Human Resource Management and Development		
b. Conduct of HRMD Programs/Teacher Development	5	
IV. Parents' Involvement and Community Partnership		
c. SBM Level of Practice	15	
d. Stakeholders' Participation and Involvement	10	
IV.PROFESSIONAL GROWTH/AWARD		
g. Education	4	
h. Resource Speaker	4	
i. Publication	4	
j. Innovation	7	
k. Research	6	
l. Award/Outstanding Accomplishment	10	
IV. Interview	10	
TOTAL SCORE	**100**	
(to be filled in by DSSC) **TENTATIVE SCORE**		
(to be filled in by DSSC) **FINAL SCORE**		

The committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

_____

Chairman

(Signature over Printed Name)

_____ _____ _____

Member **Member** **Member**

Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph

Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2020 Division ICON for Leadership and Services
Public-School District Supervisor/EPS
INDIVIDUAL TENTATIVE SUMMARY OF SCORE SHEET

Name of Nominee: _____ _____ _____
First Name Middle Name Last Name

Contact Number:_____
Name of School:_____
School Address:_____
Division:_____
Category: _____
Current Position of Nominee:_____

A. Qualification for Nomination
(Please check each requirement. Any lacking qualification requirement automatically disqualifies the nominee to proceed to the next stage of the search)

Qualification Requirement	Supporting Document/s	Remarks
1. A model of morality and integrity both in the public and private life	Written testimonies from: a. Government official b. Private organization/NGO/religious group c. School Head	
2. Has good human relations in school and in the community	Written testimonies: Written testimony from: a. Government official b. Private organization/NGO/religious group c. School Head d. co-teacher	
3.Has permanent item	Certified True Copy of Appointment (CSC Form No. 33-A)	
4. Either class adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads.	Certificate copy of teaching load	

5. At least 3 years of teaching experience in the grade level/subject area/category which he/she is nominated	Certification from the School Head	
6. With at least VERY SATISFACTORY rating in the last three (3) performance rating periods prior to the nomination Has not been found guilty of any administrative or criminal case.	Certified True Copy of 2016,2017,and 2018 IPCRF	
7.Has not been found guilty of any administrative or criminal case	Certification from the Administrative Officer V of the SDO	

Other Requirements	
1. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.	
2.Duly accomplished nomination form (see attachment)	
3.Accomplished Personal Data Sheet (CS Form 212 Revised 2017)	
4.IPCRF 2016, 2017 and 2018 Summary of Ratings with average signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

CRITERIA FOR ICON FOR LEADERSHIP AND SERVICES **Public-School District Supervisor/ Education Program Supervisor**		
	POINTS	**SCORE**
PART I. KEY RESULT AREAS		
a. Instructional Supervision	15	
b. Technical Assistance in School Management	15	
c. Monitoring and Evaluation	15	
d. Curriculum Development	10	

Enrichment and Localization		
e. Learning Outcomes Assessment	5	
PART II. OTHER AREAS		
a. Innovation	5	
b. Research	5	
c. Education and Professional Advancement	10	
d. Publication/Authorship	5	
e. Award/Outstanding Accomplishment	5	
IV. Interview	10	
TOTAL SCORE	**100**	
(to be filled in by DSSC) **SCORE**	**TENTATIVE**	
(to be filled in by DSSC)	**FINAL SCORE**	

The committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

_____
Chairman
(Signature over Printed Name)

_____ _____ _____
Member **Member** **Member**

signed by the Division Screening and Selection Committee	
5. Individual Tentative Summary of Score Sheet (see attachment)	

CRITERIA FOR OUTSTANDING ADMINISTRATIVE ASSISTANT		
	POINTS	**SCORE**
PART I. KEY RESULT AREAS		
1. Quality and Consistency of Performance	5	
2. Responsiveness to the Public/clientele	5	
3. Dedication and Diligence	5	
4. Honesty, Trustworthiness, Sincerity	5	
5. Difficulty and Risk Inherent in the Work	**5**	
PART II. OTHER AREAS		
1. Innovation	10	
2. Research	5	
3. Education and Professional Advancement	10	
4. Publication/Authorship	5	
5. Award/Outstanding Accomplishment	5	
PART III. SUMMARY OF ACCOMPLISHMENT	20	
IV. ITERVIEW	20	
TOTAL SCORE	**100**	
(to be filled in by DSSC) **TENTATIVE SCORE**		
(to be filled in by DSSC) **FINAL SCORE**		

The committee on Screening and Selection certifies that, to the best of their knowledge, the information contained in the accompanying supporting documents are true and correct.

_____
Chairman
(Signature over Printed Name)

_____ _____ _____
Member **Member** **Member**

CRITERIA FOR ICON OF LEADERSHIP
STUDENT CATEGORY

Search for Outstanding Student - (Elementary and Secondary)

A. Nomination by Peers
20%
(Number of nominations by class or schoolmates)

B. Academic Performance
20%
(Academic grade in all subject areas. No failing grade)

C. Non-Academic Performance
20%
(Number of non-academic participations with awards or recognition)

D. Leadership 20%
(Position in a recognized school student organization/club)

E. Social Responsibility
20%
(Number of participations in community programs/projects)

Total **100%**

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

a. Class Adviser
b. two co-officers in student organization (2)
c. school principal

_____
Chairman
(Signature over Printed Name)

_____ _____ _____
Member **Member** **Member**

Enclosure no. 6(Division Memorandum No._____ s. 2020)

The following is the composition of the Search and Selection Committee on the 2020 Search for ICON

DIVISION SEARCH AND SELECTION COMMITTEE

EXECUTIVE COMMITTEE	
Chairperson	Victoria V. Gazo, PhD CESO V-SDS
Co-Chairperson	Sunny Ray F. Amit ASDS
Members:	Ralph T. Quirog- Chief Education Supervisor, CID Lorenzo O. Capacio, EdD - Chief Education Supervisor, SGOD Benjamin Buhawe (PESHA President) Susan S. Olana PhD (DASSA President)

SEARCH COMMITTEE	
Chairperson	Vicente G. Sanmiguel, EdD, SEPS Planning and Research
Co-Chair	Woodrow Wilson B. Merida SEPS-HRD Ria K. Alcuizar II-HRD Jasmin J. Adriatico, LPT- CID
Members:	Ferdinand V. Mortera, PSDS-CID Guia Ma. G. Villahermosa-AO IV- Personnel Ria K. Alcuizar- EPS II- HRD Marsfifth M. Mamawag, 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	Imelda S. Bentillo
b. Alive Teacher	Co-Chairperson	Jesus B. Muring, EdD
c. IP Teacher	Member	Virgilin Pizzaro
d. ALS Mobile Teacher	Chairperson	Jasmin J. Adriatico
e. Multigrade Teacher	Co-Chairperson	Ma. Concepcion S. Reyes
	Member	Ethyl Jane B. Legando
f. Special Education Teacher	Chairperson	Liza G. Balintongog
	Co-Chairperson	Feliciano Sante Jr.
	Members	Bonifacio M. Palo
g. Teacher I-III (Elementary Grades 1-3)	Chairperson	Rosie A. Salupado
	Co-Chairperson	Ferdinand V. Mortera
	Member	Aba Q. Allaba, PhD
h. Teacher I-III (Elementary Grades 4-6)	Chairman	Narita T. Padua
	Co-Chairperson	Gretchen V. Catane
	Member	Jutchel L. Nayra, DPA
i. ICON Teacher (Secondary) in Math, English, Science, Filipino,	Chairman	Edelina M. Ebora
	Co-Chairperson	Luis S. Alajar

ArPan, TLE and EsP	Member	Romel Jabonero, EdD
j. Master Teacher I-II (Elementary and Junior High School)	Chairperson Co-Chairperson Member	Rachel Valde Analy Ocier Lepelyn Valdez
k. Senior High School Academic, TVL, Sports and Arts and Design Tracks	Chairperson Co-Chairperson Member	Ralph T. Quirog Analie L. Ocier Marsfifth M. Mamawag
l. Supervisors (PSDS and EPS)	Chairperson Co-Chairperson Member	Lorenzo O. Capacio, EdD Susan S. Olana, PhD Woodrow Wilson Merida
m. Private School (School Administrator, Kindergarten, Elementary, Junior High School and Senior High School)	Chairperson Co-Chairperson Member	Mary Gladys J. Dublas Ria K. Alcuizar Romel Jabonero, EdD
II. ICON of Services and Leadership (Elementary, Secondary Division Personnel and Student Leadership)		
a. Elementary School Administrator b. Secondary School Administrator	Chairperson Co-Chairperson Member	Evernold Berial Noel A. Tan Nery Vicente G. San Miguel, EdD
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	Purisima J. Yap Florabel R. Porras Emelyn D. Razo
f. Student Leadership	Chairperson Co-Chairperson Member	Paterno T. Padua Lucilyn Cahucom Florabel R. Porras

Enclosure no. 7(Division Memorandum No._____ s. 2020)

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

OMNIBUS SWORN STATEMENT

I,_____ , of legal age, _____ ,
(STATUS) (CITIZENSHIP)
and residing at
(NAME OF APPLICANT)
_____ , after having been duly
(ADDRESS)
sworn in accordance with 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
(DAY) (MONTH)
, 2019
in the City of Malaybalay, Bukidnon.

_____
Affiant

SUBSCRIBED AND SWORN to before me this_____ day of 2020 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me her CTC No._____ issued on **, 2020** at **Malaybalay City**.

Doc. No. _____
Book No. _____
Page No. _____
Series of 2020