DIVISION MEMORANDUM
No. 201, s. 2017

2017 SEARCH FOR OUTSTANDING PUBLIC SCHOOL TEACHERS

To: Elementary School Heads
    Secondary School Heads
    Education Program Supervisors
    Public Schools District Supervisors
    All Concerned
    This Division

1. In consonance with the holding of the 2017 Teachers' Day Celebration on December 14, 2017, this Office announces the 2017 Search for Outstanding Public School Teachers.

2. The search aims to:
   a. commend and reward teachers who demonstrate excellent performance and profound commitment to the development of the youth through exemplary competence and remarkable dedication to their work
   b. revitalize the image of and respect for teaching as a vocation by increasing public awareness on the value of teachers in the Philippine society; and
   c. take the occasion as an opportunity in building the image of teaching as an attractive and fulfilling profession; and

3. The categories include Teacher I-III and Master Teacher I-II for Elementary and Secondary public school teachers, ALS Mobile Teacher, Multigrade Teacher, Kindergarten Teacher, ALIVE Teacher, and Special Education Teacher.

4. The following are enclosed for your reference:
   Enclosure No1: Guidelines for the Search for Outstanding Teacher
   Enclosure No.2: Criteria for the Search for Outstanding Teacher

5. The deadline for submission of entries is on November 17, 2017.

6. Immediate and wide dissemination of this Memorandum is desired.

EMMALINDA E. DUHAYLUNGSOD, Ph.D., CESO V
Schools Division Superintendent
GUIDELINES

I. WHO ARE ELIGIBLE TO JOIN?

Teacher Category

The Nominee

1. Must be a model of morality and integrity both in public and private life;
2. Must have good human relations in the school and in the community;
3. Must be a Filipino citizen teaching in elementary or secondary levels, or handling classes under the alternative learning system, with full-time or permanent appointment and full teaching load;
4. Must have been teaching in the present school/station at least for the last two years.
   However, for the Outstanding Master Teacher, he/she may not necessarily be teaching in the present station for the past three years for as long as he/she has been a master teacher for the past three years.
5. Must have Very Satisfactory performance ratings or Proficient for the last two (2) years.
6. Must have not been found guilty of any administrative or criminal offense.

II. WHO ARE NOT QUALIFIED?

1. Previous awardees in a similar search in the Division Level, Regional Level or National Level organized/sponsored by either the Department of Education or any private organization (regardless of the year/s they joined).
2. Teachers/school heads who have been suspended for any administrative or criminal offense.

III. WHO CAN NOMINATE?

School Heads/District Supervisors/Education Program Supervisors/Stakeholders (PTA Officers/Fellow Teachers in the present station) are authorized to nominate teachers to the Search.

IV. WHAT ARE THE CRITERIA?

There shall be three stages for the Search with the following percentages:

Stage 1 – Document Analysis (60%)
Stage 2 – Interview (20%)
Stage 3 – Validation/Demonstration Teaching (20%)

The Document Analysis shall include all supporting documents submitted to the Search Committee which will be graded using specific criteria.

The Interview shall gauge the nominee’s ability to answer questions relevant to the award category. A rubric on assessing interview responses will be used for this purpose.
V. WHAT ARE THE STEPS IN THE SEARCH PROCESS?

1. Nomination
   a. The nominator accomplishes the nomination form
   b. The nominee prepares all documents following the criteria on Document Analysis and have these certified by the authorized official (Record Officer of the Division)
   c. The documents are submitted to the Secretariat of the Division Screening and Selection Committee.

2. Evaluation of the nomination forms and supporting documents by Division Screening and Selection Committee.
   a. Division Screening and Selection Committee evaluates the nomination forms and determines if the documents submitted are complete, conducts the judging of the Search based on Documents Analysis.
   b. The minimum raw score in Documents Analysis is 50 points to qualify.

3. Final Judging by the Division Screening and Selection Committee
   a. Division Screening and Selection Committee conducts the final judging.
   b. The Division Screening and Selection Committee conduct the Interview and Validation to determine the winners.
   c. The Division Screening and Selection Committee prepares the list of winners for dissemination.

VI. COMPOSITION OF THE DIVISION SCREENING COMMITTEE

Chairman: EMMALINDA E. DUHAYLUNGSOD, Ph.D., CESO V
Vice Chairman: EDWIN R. MARIBOJOC, CESO VI
Members: MARIA CARMELA T. ABLIN, Ed.D.
          MYRNA LYN M. MAROHOME, Ph.D.
          LORRAINE C. OLAVIDES
          MA. EVA S. EDON, Ph.D.
          ROSALIO R. VIOS, Ed.D.
          BELEN T. BASTILLADA
          TERESITA B. ILAGO
          MONISA P. MABA, Ed.D.
          CONNIE A. EMBORONG, Ph.D.
          ANGELITO D. BARAZONA, Ed.D.
          ROBIN TABAR, Ed.D.
          ARLENE D. MANGINSAY, Ph.D.
          Erl C. Villagonzalo, Ph.D.

VII. NECESSARY ATTACHMENTS

1. Endorsement by the School Principal
2. Personal Data Sheet
3. Certification that nominee has not been suspended for any administrative or criminal offense
4. Certified true copies of Performance Ratings in the last two (2) years signed by the Schools Division Superintendent/ Assistant Schools Division Superintendent
5. Supporting documents following the specific criteria on Documents Analysis. Photocopies must be certified true and verified against the Original
# TIMETABLE

Division Search for Outstanding Teachers

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Nomination Forms/Documents to Division Secretariat (HRDS)</td>
<td>November 13-17, 2017</td>
</tr>
<tr>
<td>Evaluation/Judging by SDO’s Screening and Selection Committee</td>
<td>November 27 – December 1, 2017</td>
</tr>
<tr>
<td>Demonstration Teaching of Qualified Teachers</td>
<td>December 4-6, 2017</td>
</tr>
<tr>
<td>Division Recognition and Awarding Ceremonies</td>
<td>December 14, 2017</td>
</tr>
</tbody>
</table>
CRITERIA FOR THE SEARCH FOR OUTSTANDING TEACHER/MASTER TEACHER/KINDERCARE TEACHER, MADRASSAH

I. Personal Qualities & Character 20
   a. Has demonstrated as Model of Morality 10
   b. Good human relation in school and community 10

   Note: Submit write-ups about the nominee by the following:
   a. Immediate Superior
   b. Co-teacher (2)
   c. Co-member in civic and religious organization (2)

II. Instructional Competence and Teaching Effectiveness 60
   1. Performance Evaluation  
      1.1 Performance Rating for last two years 5
   2. Instructional Devices and Materials produced for the improvement of teaching  
      2.1 Instructional Material Produced 15
      2.2 evidence of technical assistance 5 (MT only)
   3. A. Involvement / Coach related to teaching 5
      a. National Winner 5
      b. Regional Winner 4
      c. Division Winner 3
   4. Educational Attainment  
      Professional Advancement  
      a. Participant of Training/workshops/seminars 5  
         (DepEd recognized and at least 3 days (aggregate)  
         International 5
         National 4
         Regional 3
         Division 2
      b. Publication of Researches conducted 5
   5. Original creative outputs for the last 5 years 10
   6. Original innovative teaching contribution/practices 10
      In the last 5 years

III. Professional & Community Contribution 20
   1. Leadership in professional organization related to teaching 5
   2. Participation in community and civic movement/advocates 10
   3. Impact and sustainability of professional or community Contribution 5

TOTAL 100

Note: Submit write-ups about the nominee by the following:
   a. Immediate Supervisor
   b. Colleague (2)
   c. Co-member in civic and religious organization (2)
## SELECTION AND DOCUMENTATION FOR THE SEARCH FOR OUTSTANDING TEACHER/MASTER TEACHER/KINDERGARTEN TEACHER/ALIVE TEACHER, MADRASAH/ALS

**Supporting Documents Summary Form**

<table>
<thead>
<tr>
<th>Name of Nominee</th>
<th>School</th>
<th>Instructional Competence and Teaching Effectiveness (60%)</th>
<th>Professional and Community Contribution (20%)</th>
<th>Personal Qualities and Character (20%)</th>
<th>Total (100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Member**

**Member**

**Member**

**Member**

**Chairman**
CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR OUTSTANDING SPECIAL EDUCATION TEACHER

I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

A. OUTSTANDING CONTRIBUTION FOR THE SPECIAL EDUCATION PROGRAM

35

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

Documents needed:
- Abstract of the effective/innovative approaches and how these were utilized in the field certified
  By the superintendent and principal.
- Certification from the principal that the approaches contributed to the improvement of instruction
  For children with special needs
- Evidences certified by the principal/district/division supervisors to show the effect on the learners/school as a result of innovations used/introduced such as increase in pupils’ achievement level, recipient of different awards from the local schools/district/divisions/etc.

2. Written/produced instructional materials in SPED 15 pts
   a. Modules/workshops published and utilized reference materials/books in school/district/region (2 points per set of modules/workbook or 1 reference materials) 5 pts.
   b. Equipment teaching devices (2 points per set) 5 pts.
   c. Technical paper or articles in SPED (1pt per paper or articles) 3 papers 5 pts.


<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional</td>
<td>10</td>
</tr>
<tr>
<td>Division</td>
<td>7</td>
</tr>
<tr>
<td>District</td>
<td>4</td>
</tr>
</tbody>
</table>

B. LEADERSHIP 30

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

2. Conducted in-service training programs 10 pts
   School / District Level 5
   Division 2
   Region 10

3. Participated in community programs / projects for the development in their areas of interest 10 pts
DOCUMENTS NEEDED:
- Certification from the Mayor/Principal/Barangay Captain/Priest of project undertaken properly
- Written / Pictorial report of programs/projects undertaken

C. AWARDS
Recipient of community / school, district, division and regional awards of recognition for outstanding Services of the education for the last five (5) years.
- Community/School/District: 5
- Division: 8
- Region: 10

D. CONTINUOUS AND DEDICATED SERVICE
1. Rendered continuous and dedicated service in teaching profession
   - Level Points
     - 8-10 years: 5
     - 4-7 years: 2
     - 2-3 years: 1
2. Related as SPED teacher with an outstanding performance for the last 3 years: 5

E. PROFESSIONAL ADVANCEMENT
- Certified true copy of transcript of records of the highest degree attained and degree being pursued
  - With Masteral Units: .05
  - M.A. CAR: 1.10
  - M.A. in SPED: 1.5
  - With units in Doctorate Degree: 1.75
  - Ph.D./Ed.D.: 2.0
- Certification signed by a sponsor and other evidence of participation in any training workshops or Seminars in Special Education (Division, Regional, National and International Level): 2
- Punctuality and Attendance: 1

II. PERSONAL QUALITIES AND CHARACTER
a. Model of morality and Integrity in Public and Private Life: 5
   - Unquestioned honesty and integrity: 1 point
   - High work ethics: 1 point
   - Trustworthy in the discharge of duty or of obligation: 1 point
   - With high level of stress tolerance: 1 point
   - Virtuous conduct: 1 point
b. Good human relations in school community: 5

TOTAL: 100
Note: Submit write-ups about the nominee by the following:

a. Immediate Superior
b. Colleague (2)
c. Co-member in civic and religious organization (2)

SELECTION AND DOCUMENTATION FOR THE SEARCH FOR OUTSTANDING SPECIAL EDUCATION TEACHER
Supporting Documents Summary Form

Date of deliberation: ______________________________

<table>
<thead>
<tr>
<th>Name of Nominee</th>
<th>School/Di vision</th>
<th>Instructional Competence and Teaching Effectiveness</th>
<th>PERSONAL QUALITIES AND CHARACTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>OUTSTANDING CONTRIBUTION FOR THE SPECIAL EDUCATION PROGRAM 35%</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LEADERSHIP 30%</td>
<td>AWARDS 10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Member

Member

Member

Member

Chairman
## CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR OUTSTANDING MULTIGRADE TEACHER

### Name of Candidate __________________________

### School/Division: ____________________________

<table>
<thead>
<tr>
<th>Area / Indicators</th>
<th>Points</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Instructional Competence and teaching Effectiveness</strong></td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td><strong>A. Competence in Teaching Multigrade Classes</strong></td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>a.1 Performance rating for the last two years (SY 2013-2014, 2014-2015)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>a.2 Pupils Performance rating for the last two years (SY 2013-2014, 2014-2015)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>a.3 Percentage increase of class reading level for the last two years</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>B. Competence in Teaching Multigrade Classes</strong></td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>b.1 Years in service as multigrade teacher</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>b.2 Introduced and tried out/innovative teaching approaches which contributed to the improvement of multigrade classes</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>b.3 Instructional device prepared and utilized for teaching</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>b.4 Evaluate/prepared/and utilized materials to improve teaching of pupils performance in MG classes</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>b.5 Research and creative outputs</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>C. Leadership Potentials</strong></td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>c.1 Involvement in co-curricular activities</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>c.2 Awards receive in the last five (5) years</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>c.3 Schools project initiated, implemented and being maintained</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

| **2. Professional and Community Involvement** | 20% | |
| **A. Professional Qualities** | 10% | |
| a.1 Educational Attainment for professional growth | 3 | |
| a.2 Seminar/workshop/training attended | 2 | |
| a.3 Subscription to professional magazine in the last two years | 1 | |
| a.4 Active membership in professional organizations | 1 | |
| a.5 Punctuality and attendance | 3 | |

| **B. Community Involvement** | 10% | |
| b.1 active membership | | |
| b.2 resource generation, support, and networking | | |

| **3. Professional and Community Involvement** | 10% | |
| A. Model of morality and integrity | 5 | |
| B. Good relations in and school and community | 5 | |

**Total Score**
# SELECTION AND DOCUMENTATION FOR THE SEARCH FOR OUTSTANDING MULTIGRADE TEACHER

Supporting Documents Summary Form

**Date of deliberation:**

<table>
<thead>
<tr>
<th>Name of Nominee</th>
<th>School</th>
<th>Instructional Competence (70%)</th>
<th>Professional and Community Involvement (20%)</th>
<th>Personal Qualities and Character (10%)</th>
<th>TOTAL (100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________
Member

__________________________
Member

__________________________
Member

__________________________
Chairman