Division Memorandum
No. 90 s. 2015

2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER

To: Chiefs (CID/SGOD)
   Education Program Supervisor
   Public Schools District Supervisors
   Elementary and Secondary School Heads

1. Pursuant to DepEd Order No. 9, s. 2002, re: Establishing the Program on Award and Incentives for Service Excellence (PRAISE) in the Department of Education, DepEd, Division of Catanduanes is conducting Search for 2015 Outstanding Public School Principal and Public School Teacher.

2. The Search aims to:
   a. recognize teachers/principals who have manifested continuous development of schools through competence and leadership;
   b. instill deeper commitment to public service;
   c. Motivate, inspire and honor them to continue improving the quality of performance along access, relevance and governance

3. There shall be one(1) candidate per category/level as follows:
   Teacher Category
   a. Elementary
   b. Secondary
   Principal Category
   a. Elementary
   b. Secondary

4. The nomination form is available at the CID Office c/o Dr. Josefa V. Zape, Chief – CID which is for submission to that office on or before September 11, 2015.

5. The Public School District Supervisors shall be the one to endorse the nominee for elementary while for secondary, the Chairman of the Committee.

6. For dissemination.

NYMPHA D. GUEMO
Assistant Schools' Division Superintendent
Officer-In-Charge

To be indicated in the perpetual index under the following subjects:
Search Teachers Principals
NOMINATION FORM
2015 Division Search for Outstanding Public School Principal/Teacher

I – CERTIFICATION OF THE NOMINEE

To the Division Search Committee:

I hereby certify to the best of my knowledge that all the information contained in this folder are true and correct. I am aware that any willful acts/misrepresentation of facts attached herein can be used as basis for my disqualification.

_________________________________________  ____________________________
Signature over Printed Name                                        Date

II – NOMINATED BY (To be filled out by the Nominator, Principal or Public Schools District Supervisor)

To the Division Search Committee:

I hereby nominate __________________________ to the 2015 Search for Outstanding Public School Principal/Teacher.

I further certify the authenticity/veracity of all documents submitted.

_________________________________________
Secondary Principal/PSDS

III – I, CONCUR (To be filled out by the Chairman (Sec.)/PSDS

_________________________________________  ____________________________
Signature over Printed Name                                        Date
GUIDELINES FOR THE 2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER

Scope of the Search

The Search shall apply to public elementary and secondary teachers and school heads in the Division.

Who are eligible for nomination?

Public elementary and secondary school teachers and principals.

What are the qualifications?

Nominees must possess the following qualifications:

a. Experience - at least 3 years as public school teacher/principal
b. Performance – Outstanding for the last 3 years
c. With good moral character
d. With SIP for School Principal
e. Permanent Status of Appointment

Where will you get the Nomination Form?

A copy of the Nomination Form will be available at the Office of the CID Chief, SDO.

When will be the deadline of submission?

The submission of the Nomination Form together with the documents will be on September 11, 2015.
THE SEARCH PROCESS AND AWARDS FOR THE
2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER

A. Nomination

1. Each municipality shall send one (1) nominee to the Division Selection Committee.
2. The nomination form for the teacher category shall be officially signed by the PSDS.
3. The following are the required attachments:
   a. Transcript of Records
   b. Service Records
   c. PAST/PASSA
   d. NAT Result (for the last 3 years)
   e. Class/master program (teacher only)
   f. SIP (school heads only)
   g. Other supporting documents based on the criteria

B. Awards

- Plaque of Recognition to the Outstanding Teacher/Principal and Certificate of Participation for the Non-Winners.
- Cash Prize

GUIDELINES FOR THE EVALUATION OF THE NOMINEES

DIVISION LEVEL

1. The Search Committee is composed of the CID & SGOD Staff and PSDSs.
2. The Committee evaluates the required documents based on the criteria and determine if the documents submitted are valid.
3. The Committee observes the demonstration teaching of the nominees in their respective schools.
4. The Committee validates character/integrity through interview/written evaluation from the school’s stakeholders.
5. The Committee finalizes the results.
CRITERIA FOR EVALUATION FOR THE
2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER

CATEGORY A – SEARCH FOR OUTSTANDING TEACHER

I - Instructional Competence  55
   A. Demonstration Teaching  25
   B. Innovation/Creativity  10
   C. Awards received as Coach (last 3 years)  10
   D. Average Performance Rating (last 3 years)  5
   E. Involvement in co-curricular activities  5

II – Action Research/Publication  10
III – Education  10
IV – Professional/Community Involvement  15
   A. Speakership/Facilitator  5
   B. Community Service/Involvement/Membership  5
   C. Professional Recognition (Awardee)  5

V – Interview  10

TOTAL  100

CATEGORY B – SEARCH FOR OUTSTANDING PRINCIPAL

I - School Leadership and Management  60
   A. Performance Indicators  15
      • Drop-out Rate
      • Retention Rate
      • Failure Rate
   B. School MPS in the NAT (last 3 yrs.)  10
   C. Innovativeness  10
   D. Instructional Supervision  10
      • Monthly Supervisory Plan (last 3 yrs.)
      • Accomplishment Report (last 3 yrs.)
         (Attached Observations)
   E. Liquidation  10
      (Certification from the Accounting Office – no overdue unliquidated Cash Advances last year to present)
   F. Submission of LIS/EBEIS (current)  5
      (Certification from the Planning Office)

II – Research/Publication  10
III – Education  10
IV – Professional and Community Involvement  15
   • Speakership/Facilitators
   • Community Service/Linkages/Membership
   • Professional Recognition (Awardee)

V – Interview/Personal Attributes  5

TOTAL  100
Enclosure No. 4 to Division Memorandum No. 90 s. 2015

THE SEARCH COMMITTEES FOR THE
2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL/TEACHER

Outstanding Teacher (Elementary and Secondary)

SCHOOL LEVEL
School Head - - Chairman - -
2 Key Teachers - - Members - -

DISTRICT LEVEL
PSDS
2 School Heads in the District

Outstanding School Principal (Elem & Secondary)

Chairman - - PSDS (elem.)/Secondary Principal
Members - - 2 School Heads

MUNICIPAL LEVEL
Outstanding Principal (Elem & Secondary)
Chairman - - PSDS (elem.)/Secondary Principal
Members - - 2 School Heads

DEMONSTRATION TEACHING

ELEMENTARY
- Gina Pantino
- Cynthia Soneja
- Nelson Sicio

SECONDARY
- Romel Petajen
- Lydia Abundo
- Jezrahel Omadto

INTERVIEW

ELEMENTARY
- Rosa Tusi
- Amylou Celso
- Gina Custodio

SECONDARY
- Josefa V. Zape
- Sarah Chiong
- Gina Temponuevo

BACKGROUND INFORMATION

ELEMENTARY
- Amelia Cabrera
- Mary Jean Romero
- Nelson Isorena

SECONDARY
- Miguel Ogalinola
- Raquel Pahuyo
- Emiline Abrasaldo

DOCUMENTS
TEACHER CATEGORY

ELEMENTARY
- Rosa Tusi
- Erlinda Borbe
- Elias Abundo

SECONDARY
- Romel Petajen
- Brenda Villarey
- Herman Bodota

PRINCIPAL CATEGORY

ELEMENTARY
- Josefa V. Zape
- Belen Tapas
- Edgardo Valencia

SECONDARY
- Miguel Ogalinola
- Merly Gonzales
- Edgar Rima
## CRITERIA FOR EVALUATION

<table>
<thead>
<tr>
<th>Indicators/Criteria</th>
<th>Points</th>
<th>Rating</th>
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</thead>
<tbody>
<tr>
<td><strong>I - Instructional Competence</strong></td>
<td></td>
<td></td>
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<tr>
<td>A. Demonstration Teaching (25 pts.)</td>
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<tr>
<td>• Congruency of lesson objectives, lesson process &amp; evaluation – 5</td>
<td>55</td>
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<tr>
<td>• Use of appropriate instructional materials, devices &amp; technology – 4</td>
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<tr>
<td>• Language proficiency – 4</td>
<td></td>
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<tr>
<td>• Classroom management – 4</td>
<td></td>
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<tr>
<td>• Value infusion, activities, language use – 3</td>
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<tr>
<td>• Lesson execution – 5</td>
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<tr>
<td>B. Innovation/Creativity (10 pts.)</td>
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<tr>
<td>• Conceptualized – 2</td>
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<td>• Started the implementation – 4</td>
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<td>• Fully implemented in School – 6</td>
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<td>• Adopted in the district – 8</td>
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<td>• Adopted in the division – 10</td>
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<tr>
<td>C. Awards Received as Coach (10 pts.)</td>
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<td>(last 3 years)</td>
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<td>School – 2</td>
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<td>District – 4</td>
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<td>Division – 6</td>
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<td>Regional – 8</td>
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<td>National – 10</td>
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<tr>
<td>D. Average Performance Rating (5 pts.)</td>
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<tr>
<td>(last 3 years)</td>
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<td>95 – above – 5</td>
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<td>90-94 – 4</td>
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<td>85-89 – 3</td>
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<td>81-84 – 2</td>
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<tr>
<td>E. Involvement in Co-Curricular Activities (Certificate of Recognition, Action Plan, Accomplishment Report, Pictorials) (5 pts.)</td>
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<td>School – 1</td>
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<td>District – 2</td>
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<td>Zonal/Division – 3</td>
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<td>Regional – 4</td>
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<tr>
<td>National – 5</td>
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<tr>
<td><strong>II – Action Research/Publication</strong></td>
<td>10</td>
<td></td>
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<tr>
<td>• Conducted in school level – 4</td>
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<tr>
<td>• Conducted in the district level – 6</td>
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<tr>
<td>• Conducted in the division level – 10</td>
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### III - Education
- With at least 18 units - 4
- CAR in MA - 5
- Master's Degree - 7
- With at least 21 units in Doctoral Degree - 8
- CAR in Doctoral Degree - 9
- Doctoral Degree - 10

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### IV - Professional/Community Involvement
- Speakership/Facilitatorship in Trainings (5)
  - School level - 1
  - District level - 2
  - Division level - 3
  - Regional level - 4
  - National level - 5
- Community Service/Involvement/Membership (5)
  - Barangay:
    - Member - 2
    - Chairman/Coordinator - 3
  - Municipality:
    - Member - 4
    - Chairman/Coordinator - 5
- Professional Recognition (5)
  - School level - 1
  - District level - 2
  - Division level - 3
  - Regional level - 4
  - National level - 5

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<td>15</td>
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### V - Interview
Nominees shall be rated on the following attributes:
- Personality (5) - (Each indicator 1 pt)
  - Appearance
  - Voice & Speech
  - Poise
  - Alertness
  - Self-confidence
- Potential (5)
  - Ability to present ideas
  - Judgment
  - Emotional Stability
  - Decisiveness
  - Stress Tolerance

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**TOTAL**

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## 2015 DIVISION SEARCH FOR OUTSTANDING PUBLIC SCHOOL PRINCIPAL

Name: ____________________________  No. of Years in Service: ____________
Designation: ________________________  Educational Attainment: __________
School: ____________________________  District: _______________________

### CRITERIA FOR EVALUATION

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<tr>
<td>A. Performance Indicators (15 pts.)</td>
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<tr>
<td>• Drop-out Rate (5)</td>
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<tr>
<td>Zero drop-out – 5</td>
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<td>1% to 2% - 4</td>
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<td>3% to 4% - 3</td>
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<td>5% to 6% - 2</td>
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<td>7% above – 1</td>
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<tr>
<td>• Retention Rate (5)</td>
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<tr>
<td>100% - 5</td>
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<td>90% - 3</td>
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<td>89% - 2</td>
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<td>Below 85 – 1</td>
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<td>• Failure Rate (5)</td>
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<td>Zero failure – 5</td>
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<td>1% to 2% - 4</td>
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<td>7% above – 1</td>
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<tr>
<td>B. School MPS in the NAT (last 3 yrs.) –(10 pts.)</td>
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<td>School NAT x 10</td>
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<td>C. Innovativeness (10 pts.)</td>
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<td>• Proposal signed by the SDS</td>
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<tr>
<td>• Report of Accomplishment</td>
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<tr>
<td>• Output</td>
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<td>Conceptualized – 2</td>
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<td>D. Instructional Supervision (10 pts.)</td>
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<tr>
<td>(Monthly Supervisory Plan,</td>
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<tr>
<td>Accomplishment Report, Number of Teachers observed</td>
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<tr>
<td>100% – 10</td>
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<tr>
<td>99%-90% – 8</td>
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<td>895-80% - 6</td>
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<td>79%-60% - 4</td>
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<td>59%-40% - 2</td>
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E. Liquidation (10 pts.)
(MOOE, SEF, PTA Funds, Donations, Other Funds-SSG, Publications)
- Timeliness
- Financial Statement/Report
- Utilization
  100% – 10
  99%-90% – 8
  89%-80% – 6
  79%-60% – 4
  59%-40% – 2

F. Submission of LIS/EBEIS (current)-(5 pts.)

II - Research/Publication
- Research(5)
  Conducted in school level – 2
  Conducted in the district level – 3
  Conducted in the division level – 5
- Publication (5)
  1 point per article but not to exceed 5 points

III - Education
- With at least 18 units -4
- CAR in MA-5
- Master's Degree – 7
- With at least 21 units in Doctoral Degree-8
- CAR in Doctoral Degree – 9
- Doctoral Degree -10

IV - Professional/Community Involvement
- Speakership(5 pts.)
  School level – 1
  District level- 2
  Division level – 3
  Regional level – 4
  National level – 5
- Community Service/Involvement/ Membership (5 pts.)
  Barangay:
    Member – 2
    Chairman/Coordinator – 3
  Municipality:
    Member – 4
    Chairman/Coordinator – 5
- Professional Recognition(5 pts.)
  School level – 1
  District level – 2
  Division level – 3
  Regional level – 4
  National level – 5

V - Interview/Personal Attributes
(Personality & Potential)

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