



January 25, 2019

DIVISION MEMORANDUM

No: 045, s. 2019

**SEARCH FOR DIVISION OUTSTANDING PERFORMERS
FOR SCHOOL YEAR 2018 – 2019**

TO: All Elementary and Secondary School Heads
Education Program Supervisors/Area Consultants
Non-Teaching Employees
Private Schools
All others concerned

1. In line with the Program on Awards and Incentive for Service Excellence (PRAISE) of the Department of Education (DepEd Order No. 9, s. 2002) and the Search for Outstanding Public Officials and Employees being conducted by the Civil Service Commission (CSC) annually (CSC MC No. 03, s. 2016), this Office hereby opens the Division-wide Search for the 2019 Outstanding Teaching and Non-Teaching Employees.

2. This activity aims to encourage, reward and give due recognition to the top performing Teaching and Non-Teaching and Employees who have demonstrated outstanding performance and continuing commitment to service for the education of children in the Division. This is also aimed at preparing our human resources to participate more competitively in the Regional Pasidungog.

3. The search includes the following category:

3.1 School Category

- Outstanding School Head (Elementary and Secondary)
- Outstanding Head Teacher (Elementary and Secondary)
- Best Performing PTA (Elementary and Secondary)
- Best Performing SSG/SPG

3.2 Teacher Category

- Outstanding Kindergarten Teacher
- Outstanding Teacher for Elementary, Secondary and Senior High School
- Outstanding MT (Elementary and Secondary)
- Best ALS Implementer

3.3 Non-Teaching Personnel Category

- Outstanding Non-Teaching Personnel

3.4 Other Awards

- Best Implementer in PAPS Private Schools

4. The nominee for the search category must meet the following qualification requirements:

- A model of morality and integrity in both public and private life;
- Has good human relation in the school and in the community;
- Permanent Elementary/ Secondary Public School Principal/ Head Teacher/ Teacher;
- Has been teaching in public school for at least 3 years;
- Has been rated VS for at least 3 performance rating periods prior to nomination; and
- Has not been found guilty of any administrative or any criminal offense.

5. The School Heads must select contestant per category (as applicable) and endorse the same to the Office of the Schools Division Superintendent on or before February 8, 2019. The school Recommendees shall be validated by the Division Team of Evaluators/ Search Committee from February 11-14, 2019. Committee shall submit the final result to the Overall Chair of the Search and Selection Committee.

6. For teacher category, the table below shows the number of nominees per school.

Elementary	No. of Nominees	Secondary	No. of Nominees
TCCES	3	DCPNHS	5
Cogon ES	2	All other Schools	1
Manga ES	2		
City East ES	2		
All other Schools	1		

7. The Division Search Committee shall be composed of the following:

- Dr. Marcelo K. Palispis - Overall Chairperson
 Dr. Beatriz C. Luga - Co- Chair
 Dr. Elisea G. De la Torre - Co- Chair

SEARCH	CHAIRPERSON	MEMBERS
Outstanding Elementary School Principal	Dr. Beatriz C. Luga Dr. Elisea G. De la Torre	Mrs. Liza E. Maquiling Dr. Nenita J. Incog
Outstanding Elementary School Teacher	Dr. Janet T. Butalid	Dr. Neolita S. Sarabia Dr. Filomena C. Tanggaan
Outstanding Junior High School Teacher Outstanding Senior High School Teacher Outstanding Secondary School Head	Dr. John Ariel A. Lagura	Dr. Vida A. Encarquez Mr. Joseph Barrete
Outstanding Elementary and Secondary Head Teacher	Dr. Neolita S. Sarabia	Dr. Nenita J. Incog Mr. Lucio Epe
Outstanding Elementary Master Teacher Outstanding Secondary Master Teacher	Dr. Aimee C. Amistoso	Dr. Beatriz Incog Mr. Alberto A. Lacang
Best Performing Kindergarten Teacher	Mrs. Erlinda O. Puangang	Dr. Beatriz Incog Dr. Aimee C. Amistoso
Best Grade 1 Teacher (Zero Non-Reader)	Dr. Aurelia A. Clamonte	Ms. Esther L. Cagas Mrs. Elizabeth Rosil-Escolano
Non-Teaching (Employee of the Year)	Dr. Marcelo K. Palispis	Dr. Aquilino T. Milar, Jr. Mrs. Michelle T. Sagaral, CPA
Best Performing Supreme Pupil Government Best Performing Supreme Student Government	Ms. Joermelyne Perez-Pasilbas	Dr. Nenita J. Incog Dr. Aquilino T. Milar, Jr.


Best Performing Parent-Teachers Association	Dr. Aquilino T. Milar, Jr.	Ms. Joermelyne Perez-Pasilbas Mr. Jovenal B. Cagas
Private School Implementer in PAPS	Mr. Jovenal B. Cagas	Mrs. Liza E. Maquiling Mr. Artemio B. Alo
Best ALS Implementer	Mrs. Elizabeth Rosil-Escolano	Dr. Aurelia A. Clamonte Dr. Janet T. Butalid
Consolidators		Mrs. Esther L. Cagas Engr. Junicel T. Mancha

8. The Working Committees for the search:

COMMITTEES	CHAIRPERSON	MEMBERS
Program and Invitation	Dr. Elisea G. De la Torre/ Dr. Beatriz C. Luga Dr. Aquilino T. Milar, Jr.	Mrs. Elizabeth Rosil-Escolano Ms. Joermelyne Perez-Pasilbas Mrs. Adeline Carmen Dagamac
Certificates /Awards	Dr. John Ariel A. Lagura	Engr. Jose Mariñas III Engr. Louenie Indanao Mrs. Esther L. Cagas Retchel T. Sumampong
Awarding	Dr. Marcelo K. Palispis	Dr. Beatriz C. Luga Dr. Elisea G. De la Torre
Program Host	Dr. Aquilino T. Milar Jr. / Ms. Joermelyne Perez-Pasilbas	
Invitation of Retirees	Mrs. Jocelyn P. Cutin	Mrs. Helen B. Chatto Ms. Melany T. Buntag Mrs. Liza E. Maquiling
Venue Reservation	Engr. Junicel T. Mancha	Dr. Filomena C. Tanggaan
Plaque of Retirees	Dr. Neolita S. Sarabia / Dr. Janet T. Butalid	Dr. Vida A. Encarquez Dr. Vida Romero Mrs. Liza Maquiling
Invitation of Private Schools	Mr. Jovenal B. Cagas	Mr. Artemio B. Alo Dr. Aquilino T. Milar Jr.
Finance	Mrs. Michelle T. Sagaral, CPA	Mrs. Rosalie Tambis Mrs. Erlinda O. Puangang Mrs. Jullie Ann Kristie Redillas Ms. Marife Rallos Accounting Division
Mass Preparation	Dr. Filomena C. Tanggaan	Ms. Tammy Homez
Choir	Mr. Tammy Relampagos c/o Dr. Filomena C. Tanggaan	DCPNHS Choir
Attendance and Registration By School	Mrs. Jennifer B. Sarigumba	Ms. Joan T. Lao Ms. Jessah May R. Catacutan Ms. Angeli Faith V. Pascual
Decoration	Mr. Joseph Barrete Dr. Aquilino T. Milar, Jr.	Mr. Paul Castro Mr. Engelberto Requillo Mr. Bernardito T. Taguisa Ms. Carmelita Dumagan Ms. Melany T. Buntag DCPNHS
Aftercare	Mr. Lucio Epe	Mr. Eric Dos Pueblos Mr. Eubert Karaan Mr. Ananias Sumaylo
Usherettes	Mrs. Jocelyn P. Cutin Mrs. Elizabeth Rosil-Escolano	Dr. Beatriz Incog Ms. Joanalli R. Operiano Ms. Mary Melody A. Gutierrez Ms. Marecyl A. Diacamos Ms. Maria Maximina Babiano Ms. Marianne Palomares Ms. Antonette Oguis ALS Selected Teachers
Documentation	Engr. Jose Marinas III	Mrs. Emily Loquias-Acabo Ms. Retchel T. Sumampong

		Mrs. Rhodelia Tumanda
LCD/Multimedia	Mr. Jenelou John Israel	Mr. Edgar Fernandez Mr. Alberto Tibod Mr. Romeo Baliling
Food	Mrs. Erlinda O. Puangang	Ms. Margarita Tejano Ms. Magnolia D. Pancho Ms. Maria Luna Ms. Janet Pateño
Physical Arrangement	Mr. Jovenal B. Cagas	Mr. Artemio B. Alo Mr. Eubert Karaan Mr. Ananias Sumaylo
Lei	Ms. Elizabeth Rosil-Escolano	ALS Teachers

9. Attached are Criteria for the Evaluation (*Refer to Enclosure No. 1*)
10. The Best Performers/Awardees shall receive plaque of recognition on March 15, 2019. Details of the awarding ceremony will be announced later.
11. For information, guidance and compliance of all concerned.


NERI C. OJASTRO, Ed.D., CESE
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

SCHOOL CATEGORY

A. OUTSTANDING ELEMENTARY & SECONDARY SCHOOL HEAD

I.	Instructional Supervision	40 points
II.	Managerial Competence	20 points
III.	Leadership Skills	20 points
IV.	Professional Competence	10 points
V.	Community Partnership/Linkages	5 points
VI.	Personal Attributes	<u>5 points</u>
	TOTAL	100 points

B. OUTSTANDING HEAD TEACHER

I.	Managerial Competence	50 points
II.	Professional Competence	30 points
III.	School & Community Involvement	10 points
IV.	Attributes	<u>10 points</u>
	TOTAL	100 points

C. BEST PERFORMING PTA

I.	Programs and Projects	40 points
II.	Fiscal Management	20 points
III.	Other Support	20 points
IV.	Adherence To Legal Orders	<u>10 points</u>
	TOTAL	100 points

D. BEST PERFORMING SSG/SPG

I.	Programs and Projects	50 points
II.	Fiscal Management	30 points
III.	Efficiency	<u>20 points</u>
	TOTAL	100 points

TEACHER CATEGORY

A. OUTSTANDING KINDERGARTEN TEACHER

I.	Instructional Competence	35 points
II.	Classroom Environment	25 points
III.	Professional Competence	25 points
IV.	Personal Characteristics	10 points
V.	Community Development Service	<u>5 points</u>
	TOTAL	100 points

**B. OUTSTANDING ELEMENTARY, SECONDARY & SENIOR HIGH
SCHOOL TEACHER**

I.	Instructional Competence	40 points
II.	Assessment	20 points
III.	Professional Competence	18 points
IV.	Personal Characteristics	10 points
V.	Linkages	6 points
VI.	Learning Environment	<u>6 points</u>
	TOTAL	100 point

C. OUTSTANDING ELEMENTARY AND SECONDARY MASTER TEACHER

I.	Instructional Competence	45 points
II.	Professional Growth	40 points
III.	Professional Characteristics	<u>5 points</u>
	TOTAL	100 points

D. BEST ALS IMPLEMENTER

I.	Instructional Competence	50 points
II.	Professional Competence	30 points
III.	Community Development Services	10 points
IV.	Personal Characteristics	<u>10 points</u>
	TOTAL	100 points

NON TEACHING PERSONNEL CATEGORY

OUTSTANDING NON TEACHING EMPLOYEE

I.	Occupational Competence	50 points
II.	Outstanding Achievements	25 points
III.	Professional Growth	15 points
IV.	Personal Characteristics	<u>10 points</u>
	TOTAL	100 points

OTHER AWARDS

OUTSTANDING ELEMENTARY & SECONDARY PRIVATE SCHOOL AWARD

I.	Submission of Reports	20 points
II.	Academic Awards & Recognition	30 points
III.	Sports Awards and Recognition	30 points
IV.	Disaster Risk Reduction Management	<u>20 points</u>
	TOTAL	100 points