



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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January 31, 2019

DIVISION MEMORANDUM  
No. 051, s. 2019

**ADDENDUM TO DIVISION MEMORANDUM NO 045 s. 2019  
RE: 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. This is in addendum to the Division Memorandum No. 045 s. 2019 Re: Search for Division Outstanding Performers for School Year 2018 – 2019. All other provisions of the same memorandum shall remain effective.
2. Kindly refer to the attached enclosure 1 (Rubrics of the Criteria for Evaluation of the Division Outstanding Performers for School Year 2018 – 2019).
3. For information and guidance.

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

**OUTSTANDING SCHOOL HEAD**

**RUBRICS FOR THE SEARCH OF OUTSTANDING SCHOOL HEAD**

**MAIN CRITERIA**

<b>I. INSTRUCTIONAL LEADERSHIP</b>	<b>35 POINTS</b>
<b>A. OVER-ALL MPS (Periodical Test )</b>	<b>8 pts</b>
<b>B. Instructional Supervision</b>	<b>17 pts</b>
-Observation Notes	10 pts
-School Reading Proficiency	4 pts
-Supervisory Plan	3 pts
<b>C. Programs for Instructional Improvements</b>	<b>10 pts</b>
<b>II. MANAGERIAL COMPETENCE</b>	<b>30 POINTS</b>
<b>A. Fiscal</b>	<b>5 pts</b>
-Liquidation of funds	
<b>B. Physical</b>	<b>6 pts</b>
-Child-Friendly Environment	3 pts
-Functional Workshop Rooms	3 pts
<b>C. Human (Professional Development for Teachers)</b>	<b>6 pts</b>
- LAC	2 pts
-Training	2 pts
-Coaching/ Mentoring	2 pts
<b>C. SBM LEVEL OF PRACTICE /SIP</b>	<b>7 pts</b>
- Programs and Projects	
<b>D. - Key Performance Indicator (KPI)</b>	<b>6 pts</b>
- Failures	2 pts
- Drop-out	2 pts
- Completion rate (last 2 years)	2 pts
<b>III. PROFESSIONAL COMPETENCE</b>	<b>15 POINTS</b>
<b>A. Awards</b>	<b>7 pts</b>
<b>B. Speakership/Facilitator/Trainer</b>	<b>5 pts</b>
<b>C. Innovations and Best Practices</b>	<b>3 pts</b>
- Modeled & Adopted by other schools	
<b>IV. RESEARCH</b>	<b>2 POINTS</b>
<b>V. LINKAGES</b>	<b>8 POINTS</b>
-Parent	4 pts
-Community	4 pts
<b>VI. PERSONAL ATTRIBUTES</b>	<b>10 POINTS</b>
-Professionalism	
-Communication	
-Interpersonal Sensitivity	
-Fairness, honesty, and Integrity	
<b>TOTAL</b>	<b>100 POINTS</b>

**I. INSTRUCTIONAL LEADERSHIP**

**A. Over All MPS**

75 -100

65-74

51 - 64

50 and below

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**C. Human**

**A. LAC**

- 4 instances of SLAC
- 3 instances of SLAC
- 2 instances of SLAC

**6 PTS**  
2 pts  
2 pts  
1.5 pt  
1 pt

**B. Trainings Conducted**

**Complete with supporting documents**

- **Training Design**
  - **Attendance**
  - **Evaluation**
- 3-5 trainings initiated  
1-2 trainings initiated

**2 pts**  
2 pts  
1 pt

**C. Coaching/ Mentoring (RPMIS Forms)**

- 7-10 accomplished performance monitoring coaching forms
- 3-6 accomplished performance monitoring/coaching forms

**2 pts**    2 pts  
1 pt

**D. SBM level of Practice/SIP**

- Level 3
- Level 2
- Level 1

**7 PTS**  
7pts  
5 pts  
3 pts

**E. Key Performance Indicators**

**Failures (from 1<sup>st</sup> to 3<sup>rd</sup> Grading)**

- O failure
- 1 to 5%
- 6 to 10%

**6 PTS**  
2 pts  
2 pts  
1.5pt  
1pt

**Drop out (1<sup>st</sup> to 3<sup>rd</sup> Grading)**

- 0 drop out
- 0.1-1%
- 1.1- 3%

**2 PTS**  
2 pts  
1.5pt  
1pt

**Completion rate (SY 2017-2018)**

- 100%
- 90-99%
- 80-89%

**2 PTS**  
2 pts  
1.5 pts  
1 pt

**III. PROFESSIONAL COMPETENCE (SY 2018-2019)**

**A. Awards**

- International
- National
- Regional
- Division

**15 POINTS**  
6 PTS  
6 pts  
4 pts  
2 pts  
1 pt

**B. Speakership/Facilitator/Trainer**

- National
- Regional
- Division
- School

**5 PTS**  
5 pts  
4 pts  
3 pts  
2 pts

**C. Innovations, Best Practices**

**Proof that the practice was adopted by different levels**

- Innovations/practices adopted by the region
- Innovations/practices adopted by the division
- Innovations/practices adopted by the school

**4 PTS**  
4 pts  
3 pts  
2 pts

**IV. RESEARCH**

- Presented, implemented
- Proposal only

**2 POINTS**  
2 pts  
1 pt

**V. LINKAGES (SY 2018-2019)**

**Parent**

- 500,000.00 up
- 200,000.00-499,000.00
- 89,000.00-199,000.00
- 88,000.00 below

**8 POINTS**  
4 PTS  
4 pts  
3pts  
2 pts  
1 pt

**Community**

- 5 partners
- 4 partners
- 3 partners
- 2 partners

**4 PTS**  
4 pts  
3 pts  
2 pts  
1 pt

**VI.**

(On separate sheet)  
**PERSONAL ATTRIBUTES (TAKEN FROM NCRTS FOR SH)**

- Professionalism
- Communication
- Interpersonal Sensitivity
- Fairness, Honesty and Integrity

**10 POINTS**

**OUTSTANDING HEAD TEACHER**

**MAIN CRITERIA**

<b>I. MANAGERIAL COMPETENCE</b>	<b>50 POINTS</b>
a. Instructional Supervisory Leadership	30 pts
b. Innovations in Teaching	20 pts
<i>b.1 Innovation in Teaching Approaches / Practices</i>	<i>10 pts</i>
<i>b.2 Teaching / Learning Resource/s Innovations</i>	<i>10 pts</i>
<b>II. PROFESSIONAL COMPETENCE</b>	<b>40 POINTS</b>
a. Performance Rating	10 pts
b. Educational Attainment and Professional Advan.	10 pts
c. Leadership in Professional Organization Related to Teaching / School Management	10 pts
d. Research	10 pts
<b>III. SCHOOL &amp; COMMUNITY INVOLVEMENT</b>	<b>10 POINTS</b>
a. Participations to Training	5 pts
b. Service to Organization	5 pts
<b>IV. ATTRIBUTES</b>	<b>10 POINTS</b>
<b>TOTAL</b>	<b>100 POINTS</b>

**I. MANAGERIAL COMPETENCE**  
**A. Instructional Supervisory Leadership** **50 POINTS**  
**30 pts**

(Functional Supervisory Development Plan (plan execution, accomplishment and frequency of classroom visit and Technical Assistance conducted to teacher)

INDICATOR	POINTS
100 quality observation notes submitted (Yearly)	30
75-99 quality observation notes submitted	20
55 – 74 quality observation notes submitted	15
20– 54 quality observation notes submitted	10
19 below	5

Supporting Documents:

- ✓ Record of summary of observation notes or T/A notes attested by the School Principal

**B. Innovation in Teaching** **20 pts**

**B.1 Innovation in Teaching Approaches / Practices** **10 pts**

*Note: The nominee will choose one teaching approach/ strategy or practice which she/he considers as his/her best entry in this category and used for the past 2 years. This must be originally developed or restructured by the nominee. Its use and contribution to the improvement of the teaching and learning must be properly documented.*

INDICATORS	POINTS			TOTAL SCORE
	NOT AT ALL (0)	SOMEWHAT (1)	VERY WELL (2)	
Shows uniqueness and creativity				
Focuses on the knowledge, skills and abilities appropriate to the grade level				
Reflects a variety of ways to differentiate instruction to support all learners				
Align to the K to 12 curriculum				
Contributes to the improvement of teaching and learning as shown by measurable data				

Supporting Documents

- ✓ Copy of creative output
- ✓ Supporting evidences (e.g. photos)
- ✓ Documentary evidence ( narrative report on how the output is being used in the class

**B.2 Teaching / Learning Resource/s Innovations 10 pts**

Note: Nominee will choose one of the outputs/ learning resources relative to curriculum implementation which he/she considers as his/her best entry in this area. This must be originally developed and produced by the nominee. Its use and contribution to the improvements of teaching and learning must be properly documented and with supporting documents.

INDICATORS	POINTS			TOTAL SCORE
	NOT AT ALL (0)	SOMEWHAT (1)	VERY WELL (2)	
Shows uniqueness and creativity				
Focuses on the knowledge, skills and abilities appropriate to the grade level				
Reflects a variety of ways to differentiate instruction to support all learners				
Content is accurate and reflects the ways in which knowledge is conceptualized within the domain.				
Contributes to the improvement of teaching and learning as shown by measurable data				

Supporting Documents:

- ✓ Copy of the material
- ✓ Supporting evidence on the utilization of the materials (e.g picture)
- ✓ Documentary evidence (narrative report on how the material is being used)

**II. PROFESSIONAL COMPETENCE 40 POINTS**

**A. Performance Rating 10 pts**

Nominee shall submit ratings for the last 3 Years

Rating	POINTS
4.5 – 5.0 – Outstanding	10
3.50- 4.49 – Very Satisfactory	8
2.50- 3.49 – Satisfactory	6

Supporting Documents

- ✓ Copy of the JPCR Rating for the last 3 –Year duly signed by the School Head
- ✓ Machine- copy documents should be duly authenticated / stamped with Certified machine/ true copy

**B. Educational Attainment and Professional Advancement 10 pts**

**B.1 Educational Attainment 5 pts**

INDICATORS	POINTS
Doctorate Degree	5
CAR Doctorate	4
Masters Degree	3
CARS Master's	2
At least 18 unit M.A Degree	1

Supporting Documents:

- ✓ Certified true copy of Transcript of Record
- ✓ Certified copy graduation or CAR
- ✓ Certification of number of units (earned) for those who have earned unit only

**B.2 Outstanding Achievement / Award 5pts**

INDICATORS	POINTS
National /International	5
Regional	4
Division	3
District/ Cluster	2
School	1

Note: Award must be the highest award in the given level. This includes awards given by DepEd such as Outstanding Employee, only the highest level obtained shall be credited with the corresponding points.

**C. Leadership in Professional Organization Related to Teaching / School Management 20 pts**

**C.1 Consultant /Resource Speaker / Trainer/Facilitator 5 pts**

INDICATOR	POINTS
National /International	5
Regional	4
Division	3
District/ Cluster	2
School	1

Note: Award must be the highest award in the given level. Only the highest level obtained shall be credited with the corresponding points.

Supporting Documents:

- ✓ Certificate of Recognition
- ✓ Letter of Invitation
- ✓ Training Matrix with the name of the facilitator
- ✓ Memorandum / Travel Order

**D. Research Conducted**  
**Research Output for the last 3 years**

**5pts**

INDICATORS	POINTS
Conducted in the National Level	- 5 pts
Conducted in the Regional Level	- 4 pts
Conducted in the Division Level	- 3 pts
Conducted in the School Level	- 2 pts

Supporting Documents:

- ✓ Approved copy of the research /
- ✓ Copy of the Approval Sheet
- ✓ Pictures of the implementation

**III. SCHOOL & COMMUNITY INVOLVEMENT**

**A. Participation in Training**

**5 pts**

INDICATORS	POINTS
<b>AT LEAST:</b>	
1 - ( Training) national/international	5
1 - ( Trainings) regional	4
1 - ( Trainings) division	3
1 - ( Trainings) district/cluster	2
1 - ( Trainings) school	1

Note: *only the highest level obtained should be credited*

Supporting Documents:

- ✓ Certificate of participation
- ✓ Deped Indorsement ( for those not recognized or sponsored by Deped)
- ✓ Travel Order ( if needed)

**B. Service to Organization**

**5 pts**

INDICATORS	POINTS
No. of years In-service as president/chair/coordinator/focal person/adviser in professional organization / Committee	
3-5 school years – 5 pts.	
2-3 school years – 3 pts	
1 school year – 1 pt.	

Supporting Document:

- ✓ Certificate of participation/ membership

**III. ATTRIBUTES:**

**10 POINTS**

(Note: *to be rated by the SH, Parent and Co-Teacher*)

3 - Very Good    2 - Good    1 - Fair

Personal Characteristics	SH	Parent	Co-Teachers	AVERAGE
a. Demonstrates Positive Traits.				
b. Friendly, compassionate, tactful.				
c. Team-player and has good working rapport with colleagues.				
d. Initiates, facilitates and builds inter-community relations.				
e. Maintains wholesome relations with community stakeholders and local partners.				
f. Demonstrates transparency, honesty, accountability and personal integrity.				
<b>TOTAL</b>				

Prepared by:

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 EPS- LRMDS

**BEST PERFORMING PARENTS-TEACHERS ASSOCIATION**

**MAIN CRITERIA**

<b>I. PROGRAMS &amp; PROJECTS</b>	-	40%
<b>II. FISCAL MANAGEMENT</b>	-	30%
<b>III. OTHER SUPPORT</b>	-	20%
<b>IV. ADHERENCE TO LEGAL ORDERS</b>	-	10%
<b>TOTAL</b>	-	100%

**BREAKDOWN:**

**I. PROGRAMS & PROJECTS (40%)**

- **Indicators:**
  1. No. of Programs & Projects Implemented
  2. Percentage of Completion
- **Means of Verification**
  1. Ocular Inspection
  2. List of Programs & Projects turned over to the School Administration

**SCORING RUBRICS**

- 5 or more completed, functional & sustaining projects - 40PTS
- 4 completed, functional and sustaining projects 35 pts
- 3 completed, functional and sustaining projects 30 pts
- 2 completed, functional and sustaining projects 25 pts
- 1 completed, functional and sustaining project 20 pts
- Has initiated projects, regardless of number, which are not yet completed 15 pts

**II. FISCAL MANAGEMENT (30%)**

- **Indicators:**
  1. Total Funds Generated  
*(Physical & Material Projects should be converted into figures)*
  2. Financial Reports
- **Completeness and Balanced**
  - *Undated*
  - *Audited*
  - *Reported*
- **Bank Accounts**
  3. Bank Accounts
- **Means of Verification**
  1. Inventory Reports
  2. Book of Accounts
  3. Bank Book
  4. Financial/Treasurer's Report
  5. Publication (School Organ/Bulletin)
  6. Resolutions

Funds utilization supported with Board resolution
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**SCORING RUBRICS On Total Amount of Projects Generated**

<b>A. Big Schools</b>	-	20 pts	20PTS/
• 200 thousand or more	-	15 pts	
• 150 to 199 thousand	-	10 pts	
• 149 to 100 thousand	-	5 pts	
• 99 thousand and less			
<b>B. Small Schools</b>	-	20 pts	20PTS/
• 100 thousand or more	-	15 pts	
• 99 to 79 thousand	-	10 pts	
• 50 to 74 thousand	-	5 pts	
• 49 thousand and less			

**On Financial Reports (Completed, Balanced, Updated, Audited, & Reported) 8PTS**

- Attained all indicators - 8 pts
- Attained 4 out of 5 indicators - 6 pts
- Attained 3 out of 5 indicators - 4 pts
- Attained 2 out of 5 indicators - 2 pts

**III. OTHER SUPPORT (20%)**

- **Indicators:**
  1. Advocacy Activities
  - School Based Management

**2 PTS**

- *K to 12*
- *Drug Abuse Resistance*
- *Risk and Disaster Preparedness*
- *Scouting Activities*
- 2. Parenting Sessions
- 3. PTA Office
- 4. Number of Meetings Conducted
- 5. Percentage of Attendance of Members in Meetings
- 6. Frequency of Participation in Regional & Division FPTA Leadership Activities

**SCORING RUBRICS**

- **Means of Verification**
  1. Accomplishment Reports
  2. Narrative/Pictorial Reports
  3. AIP
  4. Ocular Inspection
  5. Minutes of Meeting
  6. Attendance Sheets of PTA Meetings/General Assemblies
- **Have Conducted Advocacy Activities**
  - All identified programs are advocated - 10 pts
  - Absence of one advocacy - 8 pts
  - Absence of two advocacies - 6 pts
  - Absence of three advocacies - 4 pts
  - Only one program is advocated - 2 pts
- **Have Conducted Parenting Sessions**
  - (adequate supporting documents) - 2PTS

**Operational PTA-Owned Office**

- Well-equipped PTA-owned office - 2 pts.
- PTA shared office - 1 pt.

**Have Conducted Monthly Regular Meetings**

- 8 to 10 times - 2 pts
- 5 to 7 times - 1.5 pts
- 4 and below - 1 pt

**Percentage of Attendance in PTA Meetings**

- 85 to 100% - 2 pts
- 65 to 84 % - 1.5 pts
- 64 and below - 1 pt

**Frequency of Participation in Regional & Division FPTA Leadership Activities**

- 5 and above - 2 pts
- 3 to 4 - 1.5 pts
- 1 to 2 - 1 pt

**IV. ADHERENCE TO LEGAL ORDERS (30%)**

- **Indicators:**
  1. DepEd Order No. 54, s.2009
  2. DepEd Order No. 77, s.2009
  3. School Constitution & By Laws
  4. SEC Registration
  5. PTA Work Plan
  6. Certification of Recognition
- **Means of Verification**
  1. Composition of the Board of Directors & Officers
  2. Copy of the Constitution & By Laws
  3. Accomplished PTA Work Plan
  4. Certificate of Recognition
  5. Copy of SEC Registration if any

**SCORING RUBRICS**

<b>Composition of the Board of Directors &amp; Officers</b>	-	4 pts	4PTS
<b>Has Certification of Recognition</b>	-	2 pts	1PT
<b>Has Constitution and By Laws</b>	-	4 pts	4PTS
• Duly ratified and approved by the Principal	-	2 pts	
• A draft of the Constitution and By Laws -	-	4 pts	
<b>Implemented PTA Work Plan</b>	-	4 pts	4PTS
• Duly ratified and approved by the Principal	-	2 pts	
• A draft of the Constitution and By Laws -	-	4 pts	

**MECHANICS:**

1. All Parents Teachers Associations (PTAs) of both public elementary and secondary schools are automatic entries to the Search of Best Performing PTAs.
2. There will be two categories of the contest - Elementary and Secondary.
3. Entry forms may be presented in portfolio and must be validated by the committee through ocular inspection, focus group discussion with the School's PTA Officers and interview with the community people.

**BEST PERFORMING SUPREME PUPIL GOVERNMENT/  
SUPREME STUDENT GOVERNMENT**

**MAIN CRITERIA**

<b>I. PROGRAMS &amp; PROJECTS</b>	-	50%
<b>II. FISCAL MANAGEMENT</b>	-	30%
<b>III. EFFICIENCY</b>	-	20%
<b>TOTAL</b>	-	100%

**I. PROGRAMS & PROJECTS (50%)**

- **Indicators:**
  - o Academic
    - Peer Mentoring/Coaching
    - Academic Contests (Spelling, Quiz Bowl, Reading, Review Sessions, etc.)
  - o Co-Curricular
    - National Greening Program
    - Feeding Program
    - Drug Abuse/Smoke Prevention
    - Sports
    - Leadership Training
    - Cultural Shows (Personality Search, Christmas & Valentines Activities, Foundation Day, Teacher's Day, etc.)
  - o Out-Reach
    - Early Enrolment Campaign
    - Brigada Eskwela, etc.
  - o Fund-Raising Activities (e.g.)
    - Raffle Draw
    - Book Rental
    - King & Queen / Mr. & Ms.
- **Means of Verification**
  - o Resolutions
  - o Minutes of Meetings
  - o Attendance Sheet
  - o Pictorials
  - o Narrative Reports
  - o Project Proposals
  - o Programs
  - o Certificates

**SCORING RUBRICS**

<b>Academic</b>	Implemented functional, sustainable and effective projects earmarked to improved academic performance of the whole school.	<b>20PTS</b>
	<ul style="list-style-type: none"> <li>• 5 or more projects - 20 pts</li> <li>• 4 projects - 16 pts</li> <li>• 3 projects - 12 pts</li> <li>• 2 projects - 8 pts</li> <li>• 1 project - 4 pts</li> </ul>	
<b>Co-Curricular</b>	Implemented functional, sustainable and effective projects earmarked to improved academic performance of the whole school.	<b>20PTS</b>
	<ul style="list-style-type: none"> <li>• 5 or more activities - 20 pts</li> <li>• 4 activities - 15 pts</li> <li>• 3 activities - 10 pts</li> <li>• 1-2 activities - 5 pts</li> </ul>	
<b>Out-Reach Activities</b>	Has conducted at least one outreach program. (Documentation)	<b>SPTS</b>
<b>Fund-Raising Campaign</b>	Has conducted at least one fund raising activity, aside from membership fee.	<b>SPTS</b>
	Small School – Pnp 500-1,000 Medium School – Pnp 1001-2000 Large School Pnp 2001-5000 and above (Submitted Report of Fund Generated)	

**II. FISCAL MANAGEMENT (30%)**

- **Indicators:**
  - o Financial Records
  - o Completeness
  - o Balanced
  - o Updated
  - o Audited
  - o Reported

- o No. of School Activities Funded
- o Bank Account

- **Means of Verification**
  - o Inventory Reports
  - o Book of Accounts
  - o Bank Book
  - o Financial/Treasurer's Report
  - o Publication (School Organ/Bulletin)
  - o Resolutions
  - o Minutes of Meeting

**SCORING RUBRICS**

<b>Financial Reports</b>	Maintained a complete, updated, audited and reported financial records.	<b>10PTS</b>
	<ul style="list-style-type: none"> <li>• Complete - 10pts</li> <li>• Absence of one indicator - 8 pts</li> <li>• Absence of two indicators - 6 pts</li> <li>• Absence of three indicators - 4 pts</li> <li>• Absence of four indicators - 2 pts</li> </ul>	
<b>No. of School Activities</b>	School activities funded	<b>10PTS</b>
	<ul style="list-style-type: none"> <li>• 5 or more activities - 10pts</li> <li>• 4 activities - 8 pts</li> <li>• 3 activities - 6 pts</li> <li>• 2 activities - 4 pts</li> <li>• 1 activities - 2 pts</li> </ul>	
<b>Bank Account</b>	Has maintained account at a reputable bank.	<b>10PTS</b>

**III. EFFICIENCY (20%)**

- **Indicators:**
  - o Financial Record Keeping
  - o Functional SPG/SSG Office
  - o Leadership Training Conducted
  - o No. of Meeting Conducted
- **Means of Verification**
  - o Book of Accounts
  - o Financial Reports
  - o Pictorials
  - o Minutes of Meeting
  - o Attendance Sheets of Meetings/General Assemblies

**SCORING RUBRICS**

<b>Record Keeping</b>	<ul style="list-style-type: none"> <li>- Attained all indicators - 5 pts</li> <li>- Attained 4 out of 5 indicators - 4 pts</li> <li>- Attained 3 out of 5 indicators - 3 pts</li> <li>- Attained 2 out of 5 indicators - 2 pts</li> <li>- Has records but not attained any - 1 pt</li> <li>- Funds are deposited in a creditable bank -</li> </ul>	<b>5PTS</b>
<b>Functional SPG/SSG Office</b>	<ul style="list-style-type: none"> <li>- SPG Owned Office - 5 pts</li> <li>- Owned Office but not equipped - 4 pts</li> <li>- Shared Office - 3 pts</li> </ul>	<b>5PTS</b>
<b>Leadership Training Conducted</b>	Has conducted at least one School-Based Leadership Training	<b>2PTS</b>
<b>No. of Meetings Held and Conducted</b>	<ul style="list-style-type: none"> <li>- 8 to 10 - 5 pts</li> <li>- 6 to 7 - 4 pts</li> <li>- 4 to 5 - 3 pts</li> <li>- 2 to 3 - 2 pts</li> <li>- 1 - 1 pt</li> </ul>	<b>2PTS</b>
<b>OVERALL TOTAL</b>		<b>100</b>

**MECHANICS:**

1. All Supreme Pupil Governments (SPG's) and Supreme Student Governments (SSG's) of public elementary schools are automatic entries to the Search of Best Performing SPG's/SSG's.
2. Entry firms may be presented in portfolio and must be validated by the committee through ocular inspection, focus group discussion with the school's SSG/SPG Officers and advisers and interview with the community people.

SEARCH FOR OUTSTANDING KINDERGARTEN TEACHER

CRITERIA:

I. INSTRUCTIONAL COMPETENCE	- 35
II. CLASSROOM ENVIRONMENT	- 25
III. PROFESSIONAL COMPETENCE	- 25
IV. COMMUNITY DEVELOPMENT SERVICES	- 5
V. PERSONAL CHARACTERISTICS	- 10
<b>TOTAL</b>	<b>- 100 %</b>

<b>I. INSTRUCTIONAL COMPETENCE</b>	- 35 %
<b>A. Pupil Performance</b> (Mastery of the Letter Name & Sounds and Numbers 1-20)	- 20
1. Have mastered 75 – 100 %	- 20
2. Have mastered 50 – 74 %	- 15
3. Have mastered 25 – 49 %	- 10
4. Have mastered 24 % & below	- 5
<b>B. Development &amp; Use of Instructional Materials</b> (At least 3 IMs)	- 5
1. Relevant & Utilized	- 5
2. Not so relevant but Utilized	- 4
3. Relevant but not utilized	- 3
4. Not relevant & not utilized	- 2
<b>C. DLL- Blocks of Time</b>	- 5
1. Complete	- 5
2. Incomplete	- 0
<b>D. Awards – (1)</b>	- 5
1. National	- 5
2. Regional	- 4
3. Division	- 3
4. School	- 2
<b>II. CLASSROOM ENVIRONMENT</b> (Has at least 4 shelves & 4 corners)	- 25 %
<b>Shelves:</b>	
1. Teacher's Cabinet	
2. Manipulative Toys	
3. Storybooks	
4. Learner's Materials	
5. Cubby	
<b>Corners:</b>	
1. Personal Care & Grooming	
2. Language Arts Corner	
3. Numeracy Skills Corner	
4. Motor/ Creative Dev't Corner	
5. Work Area	
6. Dramatic/ Play Area	
Complete & Organized	- 25
Complete, but not Organized	- 20
Incomplete but Organized	- 15
Incomplete and Not Organized	- 10

III. PROFESSIONAL COMPETENCE - 25 %

<b>a. Resource Speaker</b> (Invitation, Matrix, Memo, Certificates)	- 8
National	- 8
Regional	- 6
Division	- 4
School	- 2
<b>b. Demo Teacher</b> (Lesson Plan with signatories of the Initiator & Certificates)	- 9
National	- 9
Regional	- 7
Division	- 5
School	- 3
<b>c. Trainings/ seminars Attended</b> (Certificates)	- 8
National	- 8
Regional	- 6
Division	- 4
School	- 2
<b>IV. COMMUNITY DEVELOPMENT SERVICES</b>	- 5
a. Linkages with GO/ NGO (List of Donations Received, Physical Inventory, Deed of Donation, etc.)	- 3
2 or more	- 3
1	- 2
b. Community Involvement (at least 2) (List of Community Activities Involved, Pictures, Certificate of Recognition/Attendance, etc.)	- 2
2	- 2
1	- 1

V. PERSONAL CHARACTERISTICS - 10

(Note: to be rated by the SH, Parent and Co-Teacher)

3 – Very Good      2- Good      1 – NI

Personal Characteristics	SH	Parent	Co-Teachers	AVERAGE
a. Demonstrates Positive Traits.				
b. Friendly, compassionate, tactful.				
c. Team-player and has good working rapport with colleagues.				
d. Initiates, facilitates and builds inter-community relations.				
e. Maintains wholesome relations with community stakeholders and local partners.				
f. Demonstrates transparency, honesty, accountability and personal integrity.				
<b>TOTAL</b>				
	<b>TOTAL</b>	<b>-</b>	<b>100 %</b>	

TOTAL RATING: \_\_\_\_\_

RATED BY:

ERLINDA O. PUAGANG      BEATRIZ E. INCOG      AIMEE T. AMISTOSO  
 EPS- K/ SPED              EPS- FILIPINO              EPS- ENGLISH

## OUTSTANDING SCHOOL TEACHER

Qualification Requirements: Teachers:

1. Permanent (at least 3 yrs)
2. Subject teacher with at least 5 to 6 loads
3. Performance rating of VS for at least 3 yrs

### CRITERIA

<p><b>I. INSTRUCTIONAL COMPETENCE</b></p> <p><b>A. COT RATING (Average of 3 COT ratings)</b>            Rating of 7            Rating of 6- 6.99            Rating of 5- 5.99            Rating of 4-4.99            Rating of 3-3.99</p> <p><b>B. Updated Lesson Plan</b>            Complete            Incomplete</p> <p><b>C. Teaching aids including ICT</b>            (charts, pictures, manipulatives, ICT-based IIMs, etc.)            One point each but not to exceed ten</p> <p><b>D. Coverage of competencies</b>            100%            90-99%            80-89%            70-79%            69-below</p> <p><b>II. LEARNING ENVIRONMENT (CHILD-FRIENDLY CLASSROOM)</b> <b>8 POINTS</b>            (One point for every indicator observed)</p> <ol style="list-style-type: none"> <li>1. Updated bulletin board display</li> <li>2. Aesthetic presentation</li> <li>3. Lighting</li> <li>4. Ventilation</li> <li>5. Neatness</li> <li>6. Orderliness</li> <li>7. Presentable furniture</li> <li>8. Waste Management</li> </ol> <p><b>III. ASSESSMENT</b></p> <p><b>A. MPS</b>            75- above            65-74            55-64            45-54            44 below</p> <p><b>B. Summative tests with TOS</b>            (One point for every summative test with TOS; analysis of results) <b>3 pts</b></p> <p><b>C. Performance Task with Rubrics</b>            (One point for every developed performance task with rubrics but not to exceed 5) <b>5 pts</b></p>	<p style="text-align: center;"><b>40 POINTS</b></p> <p><b>10 pts</b>  <b>10 pts</b>  <b>8 pts</b>  <b>6 pts</b>  <b>4 pts</b>  <b>3 pts</b></p> <p><b>10 pts</b>  <b>10 pts</b>  <b>5 pts</b></p> <p><b>10 pts</b>  <b>10 pts</b>  <b>8 pts</b>  <b>6 pts</b>  <b>4 pts</b>  <b>2 pts</b></p> <p><b>10 pts</b>  <b>10 pts</b>  <b>8 pts</b>  <b>6 pts</b>  <b>4 pts</b>  <b>2 pts</b></p> <p><b>20 pts</b>  <b>5 pts</b>  <b>4 pts</b>  <b>3 pts</b>  <b>2 pts</b>  <b>1 pts</b></p>
<p><b>IV. PROFESSIONAL COMPETENCE</b></p> <p><b>A. Awards</b>            National            Regional            Division            School</p> <p><b>B. Professional Development Activities</b></p> <ul style="list-style-type: none"> <li>• LAC            (One point per grading period)</li> <li>• Training            National            Regional            Division</li> <li>• Demo Teacher            Conducted demo teaching            Speaker-/facilitator            Facilitated a training</li> <li>• Advisory in Clubs/ Organizations            An adviser of a club or organization in school</li> <li>• Research            Conducted a research</li> </ul> <p><b>V. LINKAGES</b></p> <p><b>A. Parent</b>            10,000.00 above            5000-5,999            4,999 below</p> <p><b>B. Community</b>            Linked with 3 community organization            Linked with 2 community organization            Linked with 1 community organization</p> <p><b>VI. Personal Characteristics – (Refer to PPST Indicators)</b></p> <ol style="list-style-type: none"> <li>1. Philosophy of Teaching</li> <li>2. Dignity of Teaching as a Profession</li> <li>3. Professional Links with Colleagues</li> <li>4. Professional Reflection and Learning to Improve Practice</li> <li>5. Professional Development Goals</li> </ol>	<p><b>4 pts</b>  <b>4 pts</b>  <b>3 pts</b>  <b>2 pts</b>  <b>1pt</b></p> <p><b>3pts</b></p> <p><b>16 POINTS</b>  <b>4 pts</b>  <b>4 pts</b>  <b>3 pts</b>  <b>2 pts</b>  <b>1 pt</b></p> <p><b>12 pts</b>  <b>3 pts</b></p> <p><b>3 pts</b>  <b>3 pts</b>  <b>2 pts</b>  <b>1 pt</b></p> <p><b>2 pts</b>  <b>2 pts</b>  <b>2 pts</b>  <b>2 pts</b></p> <p><b>2 pts</b>  <b>2 pts</b>  <b>2 pts</b></p> <p><b>6 POINTS</b>  <b>3 pts</b>  <b>3 pts</b>  <b>2 pts</b>  <b>1 pts</b></p> <p><b>3 pts</b>  <b>3 pts</b>  <b>2 pts</b>  <b>1 pts</b></p> <p><b>10 POINTS</b></p> <p style="text-align: center;"><b>100 POINTS</b></p>

**OUTSTANDING MASTER TEACHER**

**A. INSTRUCTIONAL/SUPERVISORY COMPETENCE (45)**

❖ **Instructional Competence (15)**

Provide criteria for exemplary achievement in instructional delivery in the classroom (The committee assigned will make rubrics)

❖ **Instructional Supervision/ Leadership (15)**

- TA
  - 10 TAs/month ; significant; apt; consistent; congruent
  - 10 TAs/month with some irrelevant
  - Less than 10 TAs/month and relevant
  - Less than 10 TAs/month with some irrelevant

❖ **Creativity/Innovation (9)**

- Approved Proposal
- Records of Implementation
- Monitoring & Evaluation Results
- Certificate of Recognition from School Head

**B. Professional Growth (40)**

❖ **Action Research (15)**

- At least 1 (full blown)

❖ **Demo Teacher (10)**

- National 10 pts
- Regional 8 pts
- Division 6 pts
- School 4 pts

❖ **Resource Speaker/Facilitator (5)**

- National 5 pts
- Regional 4 pts
- Division 3 pts
- School 2 pts

❖ **Trainings/ Seminars (5)**

- National 5 pts
- Regional 4 pts
- Division 3 pts

❖ **Publication/ Authorship (5)**

- National 5 pts
- Regional 4 pts
- Division 3 pts

**C. Personal Characteristics (10)**

Confine evaluation with the questionnaire (to be rated by teachers)

- ❖ Anecdotal 2 pts
- ❖ IPCRF 3 pts
- ❖ Questionnaire 5 pts

	Always (3)	Sometimes (2)	Never (1)	TOTAL
1. Does he/she show positive traits in private and public life?				
2. Is he/she friendly, compassionate and tactful?				
3. Does he/she show good working rapport with colleagues?				
4. Does he/she initiate, facilitate and build inter-community relations?				
5. Does he/she maintain wholesome relations with external and internal stakeholders?				
6. Does he/she demonstrate transparency, honesty, accountability and personal integrity?				

**D. Community Development Services (5)** (related to education)

Suggested supporting documents:

- Action Plan
- Documentation of Implementation
- Evaluation & Results
- Certificate of Recognition by the Community Officials
- ❖ Outreach Activity (3)
  - Twice/year 3 pts
  - Once/year 2 pts
- ❖ Networking/ Linkages (2)
  - Once a year 2 pts

BEST ALS IMPLEMENTER 2019

MAIN CRITERIA:

- INSTRUCTIONAL COMPETENCE - 40%
- PROFESSIONAL COMPETENCE - 30%
- COMMUNITY DEVELOPMENT/SERVICES - 10%
- COMMUNITY DEVELOPMENT/SERVICES - 20%

EVALUATION CRITERIA	WEIGHT	SCORE
<p><b>INSTRUCTIONAL COMPETENCE</b></p> <ul style="list-style-type: none"> <li>• Teaching Competence (20%)</li> <li>*Competencies covered by Quarter with ALS CG (LS1-LS6) (Rubrics)                             <ul style="list-style-type: none"> <li>100% Complete competencies per Quarter - 5 pts</li> <li>Only 75% is covered per Quarter - 3 pts</li> <li>Only 50% is covered per Quarter - 1 pt</li> </ul> </li> <li>*Complete ALS WILL (Rubrics)                             <ul style="list-style-type: none"> <li>Complete from the start of calendar year - 5 pts</li> <li>Only LP is incomplete with BOW &amp; TOS - 3 pts</li> <li>Incomplete LP, No BOW &amp; TOS - 1 pt</li> </ul> </li> <li>*Utilization of ALS Modules (ALS Portfolio)                             <ul style="list-style-type: none"> <li>100% Complete modules per Quarter - 5 pts</li> <li>Only 75% modules per Quarter - 3 pts</li> <li>Only 50% modules per Quarter - 1 pt</li> </ul> </li> <li>*Increased Enrolment/Completers/ A&amp;E Takers/Passers (3YEARS COMPARATIVE)                             <ul style="list-style-type: none"> <li>Increase Enrolment/Completers/ A&amp;E Takers/Passers by 2% - 5 pts</li> <li>Source: ALS LIS</li> </ul> </li> <li>• Outstanding Accomplishments (10%)                             <ul style="list-style-type: none"> <li>*Awards Received (5%)                                     <ul style="list-style-type: none"> <li>National Award - 1.3 awards - 2.0</li> <li>Regional Award - 1-3 awards - 1.75</li> <li>Division Award - 1-3 awards - 1.25</li> </ul> </li> <li>*Established Functional ALS Community Learning Center (10%)                                     <ul style="list-style-type: none"> <li>- Availability of ALS learning materials - (2)</li> <li>- Updated ALS bulletin board - (2)</li> <li>- Evidence of ALS learners products - (2)</li> <li>- Transparency of stakeholders support - (2)</li> <li>- Functional database of ALS programs and projects - (2)</li> </ul> </li> <li>• Creativity/Innovation (10%)                                     <ul style="list-style-type: none"> <li>*Developed at least one Community-based learning materials (2.5) guide (2.5)</li> <li>*Developed at least one Community-based learning materials session guide (2.5)</li> <li>*Initiated at least one CLC-based ALS programs (2.5)</li> <li>*Initiated at least one CLC-based Skills Trainings (2.5)</li> </ul> </li> </ul> </li> </ul>	50%	

<p><b>PROFESSIONAL COMPETENCE</b></p> <ul style="list-style-type: none"> <li>• Resource Speaker/Facilitator (7%)                             <ul style="list-style-type: none"> <li>*International Speaker/Facilitator At least one certificate - 7</li> <li>*National Speaker/Facilitator At least one certificate - 5</li> <li>*Regional Speaker/Facilitator At least one certificate - 3</li> <li>*Division Speaker/Facilitator At least one certificate - 1</li> </ul> </li> <li>• Demo Teacher (8%)                             <ul style="list-style-type: none"> <li>*Session guide duly signed by the observer</li> <li>*Attendance of Learners</li> <li>*Certificate as a Demo Teacher</li> <li>*Pictures</li> <li>*Matrix/Program</li> </ul> </li> <li>• Trainings/Seminars (7%)                             <ul style="list-style-type: none"> <li>*International Trainings/Seminars At least one certificate - 7</li> <li>*National Trainings/Seminars At least one certificate - 5</li> <li>*Regional Trainings/Seminars At least one certificate - 3</li> <li>*Division Trainings/Seminars At least one certificate - 1</li> </ul> </li> <li>• Publication/Autorship (8%)                             <ul style="list-style-type: none"> <li>*3 articles and up - 8</li> <li>*2 articles - 5</li> <li>*1 article - 3</li> </ul> </li> </ul> <p><b>COMMUNITY DEVELOPMENT/SERVICES</b></p> <ul style="list-style-type: none"> <li>• Outreach Activity (5%) with rubrics 3 or more outreach activities - 5pts. 2 outreach activities - 3pts. 1 outreach activity - 1pt.</li> <li>• Networking/Linkages (5%) (at least one)                             <ul style="list-style-type: none"> <li>*Lobby stakeholders for CLC with MOA - 2.5 pts</li> <li>*Sourced-out funds from NGOs, LGUs and other organization for the implementation of ALS programs and projects (at least one) - 2.5 pts</li> </ul> </li> </ul> <p><b>PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Demonstrates positive traits both private and public life</li> <li>• Friendly, compassionate and tactful</li> <li>• Team-player and has a good working rapport with colleagues</li> <li>• Initiates, facilitates and builds inter-community relations</li> <li>• Maintains wholesome relations with community stakeholders and local partners</li> <li>• Demonstrates transparency, honesty, accountability and personal integrity</li> </ul>	30%	10%
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**BEST PERFORMING NON-TEACHING PERSONNEL 2019**

<b>MAIN CRITERIA</b>		
<b>I. OCCUPATIONAL COMPETENCE</b>	-	40%
<b>II. OUTSTANDING ACHIEVEMENT</b>	-	25%
<b>III. PROFESSIONAL GROWTH</b>	-	15%
<b>IV. PERSONAL CHARACTERISTICS</b>	-	20%
<b>TOTAL</b>	-	100%

**MECHANICS/QUALIFICATION REQUIREMENTS:**

The nominee must have:

1. a permanent item in his/her current position;
2. at least three (3) years work experience relevant to his/her current position;
3. no pending administrative or criminal cases; and
4. performance rating of at least VS for the last 3 years.

**BREAKDOWN:**

**I. OCCUPATIONAL COMPETENCE (50%)**

• *Accomplishments (30 pts)* – Computation is based on the IPCRF rating for the past 3 years. Add all the 3 ratings to get the average rating.

AVERAGE RATING	POINTS
4.50 – 5.00	40
4.30 – 4.49	35
4.10 – 4.29	30
2.50 – 4.09	25
Below 2.49	20

**Means of Verification**

1. IPCRF for the past 3 years
2. Other relevant documents

**II. OUTSTANDING ACHIEVEMENTS (25%)**

• *Awards and Recognition (10)* – Awards and recognition received should be aligned to the job currently occupied by the nominee.

**SCORING RUBRICS**

The nominee must have received at least one of the awards in the following categories to get corresponding points. Only the highest score of the nominee will be included in the computation.

National	10 pts
Regional	8 pts
Division	5 pts
School	3 pts

**Means of Verification**

1. Certificate or plaque of recognition
2. Other relevant documents

• *Innovation/Creativity (5)* – Original innovation implemented due to its sustainability and helpfulness for the improvement of service delivery to the client

**SCORING RUBRICS**

The nominee must have originally designed or created at least one innovation of the following categories to receive the corresponding points:

National	5 pts
Regional	3 pts
Division	2 pts
School	1 pts

**Means of Verification**

1. Project/Proposal approved by appropriate authorities
2. Memorandum/Order evidencing its actual implementation
3. Pictures as the case may be

• *Publication/Authorship (5)* – Authored, co-authored published books and/or contributed articles in published magazines and newspapers duly recognized by general public

**SCORING RUBRICS**

The nominee must have at least one authored, co-authored published books or contributed articles in published magazines in the following categories to receive the corresponding points:

National	5 pts
Regional	3 pts
Division	2 pts
School	1 pts

**Means of Verification**

1. copy of published book
2. copy of published magazine or newspaper

• *Speakership (5)* – Resource speaker/facilitator/trainer in trainings and workshops relative to his/her job and other ancillary functions

**SCORING RUBRICS**

The nominee must have rendered services as resource speaker/facilitator/trainer in trainings and workshops at least one in the following categories to receive the corresponding points:

National	5 pts
Regional	3 pts
Division	2 pts
School	1 pts

**Means of Verification**

1. Certificate/Plaque of recognition
2. Memorandum
3. Travel Order

**III. PROFESSIONAL GROWTH (15%)**

• *Trainings/Workshop Attended (15)* – Trainings must be relative to the job that is presently occupied by the nominee.

**SCORING RUBRICS**

The nominee must have attended at least one training/workshop in the following levels to get corresponding points. Only the highest score of the nominee will be included in the computation.

National	15 pts
Regional	10 pts
Division	5 pts
School	2 pts

**Means of Verification**

1. Certificate of participation/attendance
2. Memorandum
3. Travel Order

**IV. PERSONAL CHARACTERISTICS (10%)** Based on the results of random interview of the nominee's colleagues and immediate superior.

**SCORING RUBRICS**

CHARACTERISTICS	POINT
• Demonstrates positive traits both private and public life	5
• Team player and has good rapport with colleagues	4
• Initiates, facilitates and builds inter-community relations	4
• Maintains wholesome relations with community stakeholders and local partners	4
• Demonstrates transparency, honesty, accountability and personal integrity	4

## OUTSTANDING *PRIVATE SCHOOL AWARD*

### CRITERIA

#### ELEMENTARY & SECONDARY CATEGORY

**1. SUBMISSION OF REPORTS** - **20 POINTS**

(Confirmation of Tuition & Other School Fees, Enrollment, Renewal of Permit, M & E reports, etc.)

<b>RUBRICS</b>	<b>POINTS</b>
5 and above reports submitted on time	20
3-4 reports submitted on time	15
2 reports submitted on time	10
1 report submitted on time	5

**2. ACADEMIC AWARDS & RECOGNITION** - **20 POINTS**

<b>RUBRICS</b>	<b>POINTS</b>
1-5 National/International academic awards received	20
1-5 Regional academic awards received	15
1-5 Division academic awards received	10

**3. SPORTS AWARDS & RECOGNITION** - **20 POINTS**

<b>RUBRICS</b>	<b>POINTS</b>
1-5 National/International academic awards received	20
1-5 Regional academic awards received	15
1-5 Division academic awards received	10

**4. DISASTER RISK REDUCTION MANAGEMENT COMPLIANCE** - **20 POINTS**

<b>RUBRICS</b>	<b>POINTS</b>
100% compliance to DRRM School Disaster Readiness and Comprehensive School Safety (CSS)	20
75% compliance to DRRM School Disaster Readiness and Comprehensive School Safety (CSS)	15
50% compliance to DRRM School Disaster Readiness and Comprehensive School Safety (CSS)	10
25% compliance to DRRM School Disaster Readiness and Comprehensive School Safety (CSS)	5

**5. PARTICIPATION TO DEPED ACTIVITIES** - **20 POINTS**

<b>RUBRICS</b>	<b>POINTS</b>
90 – 100%	20
80 – 89 %	15
70 – 79 %	10
60 % & Below	5

**TOTAL** - **100 POINTS**