



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Division of City Schools - Tagbilaran City

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **009**, s. 2020

SEARCH FOR MOST OUTSTANDING PERFORMERS FOR SCHOOL YEAR 2019-2020

To: All Elementary and Secondary School Heads
Chief, CID and SGOD
Education Program Supervisors/ Area Consultants
All Others Concerned

1. In line with the mandate of the Civil Service Commission specifically on Program on Awards and Incentive for Service Excellence (PRAISE), this Division announces the conduct of a Search for Division Most Outstanding Performers and adopts the herein program for implementation this School Year 2019-2020.
2. The said activity will be held on March 17, 2020 at Dagohoy Grand Ballroom, Bohol Tropics Resort, Graham Ave, Tagbilaran City. The attire for both male and female is formal.
3. The search includes the following:
 - Most Outstanding School Head (Elem. and Sec.)
 - Most Outstanding Master Teacher (Elem. and Sec.)
 - Most Outstanding Teacher (Elem. and Sec.)
4. For the reference and guidance of all concerned, enclosed is the Criteria for Evaluation.
5. Teacher and Master Teacher with the highest IPCRF rating of the last rating period per school is automatically the nominee for the search. All Elementary and Secondary School Heads are included in the Search. The Division Team of Evaluators/ Search Committee shall validate the documents from January 27-February 14, 2020.
6. The Division Search Committee shall be composed of the following:

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



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Search	Chairperson	Members
Most Outstanding School Head (Elem and Sec)	Dr. Elisea G. De La Torre	Dr. Neolita S. Sarabia Mr. Joseph C. Barrete Mr. Alberto A. Lacang Mr. Jovenal B. Cagas
Most Outstanding Master Teacher (Elem and Sec)	Dr. Beatriz C. Luga	Dr. Aimee T. Amistoso Dr. Beatriz C. Incog Dr. Vida A. Encarquez Ms. Esther L. Cagas
Most Outstanding Teacher (Elem and Sec)	Dr. John Ariel A. Lagura	Dr. Janet T. Butalid Dr. Nenita J. Incog Dr. Filomena C. Tangggaan Ms. Elizabeth R. Escolano

7. The working Committees for the Search:

Committees	Chairperson	Members
Awards Committee	Dr. Marcelo K. Palispis	Dr. Elisea G. Dela Torre Dr. Beatriz C. Luga Dr. Aquilino T. Milar Jr.
Program and Invitation	Dr. Elisea G. De La Torre	Dr. Aimee T. Amistoso Dr. Beatriz E. Incog Engr. Louennie Indanao Ms. Joanalli Operiano
Certificates/Awards	Dr. John Ariel A. Lagura	Engr. Jose Mariñas III Ms. Retchel Sumampong Mr. Ronilo B. Cañedo
Program Hosts		Ms. Lucille Saraspe
Invitation of Retirees	Mr. Alberto A. Lacang	Mrs. Jocelyn P. Cutin Mrs. Helen Chatto Mrs. Melany Buntag
Plaque of Retirees	Dr. Neolita S. Sarabia	Dr. Janet T. Butalid Dr. Vida A. Encarquez
Finance	Mrs. Michelle T. Sagaral	Mrs. Rosalie Tambis Mrs. Emily Acabo Mrs. Julie Ann Redillas Mrs. Marife Rallos Accounting Division
Venue	Engr. Junicel T. Mancha	Dr. Filomena C. Tangggaan
Attendance and Registration	Dr. Filomena C. Tangggaan	Mrs. Jennifer Sarigumba Ms. Antonette Oguis Ms. Marecyl Diacamos Ms. Mary Melody Gutierrez Ms. April Revita

Decoration/ Physical Arrangement	Mr. Joseph C. Barrete	Mr. Paul Castro Mr. Bernie Taguisa Mr. Reyrusty Galan Ms. Elizabeth Escolano Ms. Robelyn Calipes Mr. Ruben Lorejo
Aftercare	Mr. Lucio Epe	Mr. Ian Sumaylo Mr. Christian John Capon Mr. Japhet Reveeral
Usherettes	Dr. Aimee T. Amistoso	Mrs. Elizabeth E. Rosil ALS Teacher Selected Personnel
Documentation	Engr. Jose Mariñas	Ms. Retchel Sumampong Ms. Marianne Palomares
LCD/Multimedia	Mr. Jenelou John Israel	Engr. Junicel T. Mancha Mr. Alberto Tibod Mr. Jarom Ciño Ms. Jasmine Belderol
Food	Dr. Janet T. Butalid	Ms. Margarita Tejano Ms. Magnolia Pancho Mrs. Janet Pateño Mrs. Maria Luna
Lei	Ms. Elizabeth E. Rosil	ALS Teachers
Floor Directors	Dr. Butch Bernas	Mr. Edison Gumapac Mr. Dennis Galope Mr. Edsel Lodonia Ms. Jeycell Inting
Medical Team	Dr. Lev Nadela	Dr. Vida Romero Mrs. Rhodelia Tumanda Mrs. Rowena Pizarras Mrs. Adeline Carmen Dagamac

8. All expenses **excluding food** relative to the conduct of the said activities shall be charged against Division MOOE subject to the usual accounting rules and regulations.
9. Immediate and wide dissemination of this Memorandum is desired.


JOSEPH IRWIN A. LAGURA, Ph.D.
 Schools Division Superintendent

CRITERIA FOR EVALUATION

1. MOST OUTSTANDING TEACHER

CRITERIA	SCORING
A. Performance Rating	25%
B. Education	15%
C. Resource Speakership	15%
D. Publication/ Research	15%
E. Innovation	15%
F. Awards/Recognition	15%
TOTAL	100%

A. Performance Rating

- A.1. Applicants must submit their performance rating (Very Satisfactory and/or Outstanding) only for the last three (3) rating periods.
- A.2. If the three (3) ratings are not in percentage, this will be converted to percentage after which, the average will be computed.
- A.3. If less than three (3) ratings are submitted, the sum of the available ratings will be divided by three (3).

B. Education

- B.1. If an applicant has complete academic requirements, he/she must present a transcript of records or a certification from a College or University Registrar.

C. Resource Speakership

- C.1. Aside from the certificates, the applicants must attach session guides or printed slides of session PowerPoints.
- C.2. Only one certificate shall be considered. If the applicant happens to have served as consultant/resource speaker/trainer/facilitator many times, he, she must choose the one that has the highest score.

D. Publication/Research

- D.1. Research and Development (R and D) Projects (Classroom-based action research, basic research, continuous improvement)
 - D.1.1 Applicants must submit the R and D project output
 - D.1.2 The PRAISE Committee accepts an R and D Project output that satisfies the following:
 - D.1.2.1 Preferably education related research
 - D.1.2.2 completed /implemented as certified by the School Head/Schools division Superintendent; and
 - D.1.3. The research is valid for five (5) years from its implementation and accepted only if it is supported by any of the following:
 - D.1.3.1 an actual research manuscript
 - D.1.3.2 certification or memo duly issued by the Head of Office attesting implementation.

D.1.4. The applicant must show proof or certification duly signed by the Head of Office/ Proper Authority that the research has not been credited in previous Search.

D.1.5. In case of group research, the applicant shall receive the fraction thereof the total score divided by the number of researchers for each R&D project output.

D.1.6. Researches, which are outputs in fulfillment of academic requirements in Graduate Studies shall not be accepted.

D.2 Publication

D.2.1.1. Published Instruction/Training-Related materials (ITRM)

D.2.1.1. The applicant must submit the hard copy of the actual material. If it is PowerPoint presentation or a video, a databank containing the video must be presented.

D.2.1.2. Only one ITRM shall be considered, if the applicant happens to have more than one ITRMs.

D.2.1.3. The PRAISE Committee accepts ITRMs that are published/utilized in any of the following ways:

D.2.1.3.1 LRMDS Portal;

D.2.1.3.2. School-based training program

D.2.1.3.3. Cluster-based training program

D.2.1.3.4. Division based training program or;

D.2.1.3.5 Region based training program

D.2.1.4. If the same ITRM is utilized at various levels. The ITRM is listed under the higher or highest level.

D.2.1.5. Only one ITRM that has not been credited in previous search will be accepted.

D.2.1.6. ITRM must be aligned with the K to 12 Basic Education Curriculum.

D.2.1.7. The total score shall be divided by the number of authors/writers/illustrators of each ITRM.

E. INNOVATION

Innovations (tangible output/product/processes/systems/services which significantly raised performance, efficiency, effectiveness of the office organization)

E.1. Only one applicable innovation output/product will be considered but an applicant must choose the one that has the highest score

E.2. An innovation is valid for five (5) years from its implementation and accepted only if it is supported by:

E.2.1. the innovation output/ product; and

E.2.2. a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation;

E.3. The applicant must show proof of certification duly signed by the Head of Office/ Proper Authority that the innovation has not been credited in previous search.

E.4. In case of group innovation, the applicant shall receive the fraction thereof of the score of the output divided by the total number of proponents in presented innovation.

F. AWARDS AND RECOGNITION

This pertains to awards received in the division, regional, national or international level which include, but not limited to, the curricular, co-curricular and extra-curricular activities.

2. MOST OUTSTANDING SCHOOL HEADS

2.1 Criteria

CRITERIA	SCORING
A. Performance Rating	30%
B. Education	5%
C. School Performance Indicator	10%
D. Publication/Research	15%
E. Innovation	25%
F. Awards/Recognition	15%
TOTAL	100%

A. Performance Rating

A.1. Applicants must submit their performance rating (Very Satisfactory and/or Outstanding) Only for the last three (3) rating periods.

A.2. If the three (3) ratings are not in percentage, this will be converted to percentage after which, the average will be computed.

A.3. If less than three (3) ratings are submitted, the sum of the available ratings will be divided by three (3).

B. Education

B.1. If an applicant has complete academic requirements, he/she must present a transcript of records or a certification from a College or University Registrar.

C. School Performance Indicator

This refers to the dropout rate, cohort survival rate, enrolment rate and promotion rate of the school being handled by the school head-applicant.

D. Publication/Research

D.1. Research and Development (R and D) Projects (Classroom-based action research, basic research, continuous improvement)

D.1.1 Applicants must submit the R and D project output

D.1.2 The PRAISE Committee accepts an R and D Project output that satisfies the following:

D.1.2.1 Preferably education related research

D.1.2.2 completed /implemented as certified by Schools Division Superintendent; and

D.1.3. The research is valid for five (5) years from its implementation and accepted only if it is supported by any of the following:

D.1.3.1 an actual research manuscript

D.1.3.2 certification or memo duly issued by the Head of Office attesting implementation.

D.1.4. The applicant must show proof or certification duly signed by the Head of Office/ Proper Authority that the research has not been credited in previous Search.

D.1.5. In case of group research, the applicant shall receive the fraction thereof of the total score divided by the number of researchers for each R&D project output.

D.1.6. Researches, which are outputs in fulfillment of academic requirements in Graduate Studies shall not be accepted.

D.2 Publication

D.2.1.1. Published Instruction/Training-Related materials (ITRM)

D.2.1.1.1. The applicant must submit the hard copy of the actual material. If it is PowerPoint presentation or a video, a databank containing the video must be presented.

D.2.1.2. Only one ITRM shall be considered, if the applicant happens to have more than one ITRMs.

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D.2.1.3.1 LRMS Portal;

D.2.1.3.2. School-based training program

D.2.1.3.3. Cluster-based training program

D.2.1.3.4. Division based training program or;

D.2.1.3.5 Region based training program

D.2.1.4. If the same ITRM is utilized at various levels. The ITRM is listed under the higher or highest level.

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D.2.1.7. The total score shall be divided by the number of authors/writers/illustrators of each ITRM.

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Innovations (tangible output/product/processes/systems/services which significantly raised performance, efficiency, effectiveness of the office organization)

E.1. Only one applicable innovation output/product will be considered but an applicant must choose the one that has the highest score

E.2. An innovation is valid for five (5) years from its implementation and accepted only if it is supported by:

E.2.1. the innovation output/ product; and

E.2.2. a school/division/regional/DepEd memo/certification and/or testimony/ies of a group of users at a certain level that utilized/adopted the said innovation;

E.3. The applicant must show proof of certification duly signed by the Head of Office/ Proper Authority that the innovation has not been credited in previous search.

E.4. In case of group innovation, the applicant shall receive the fraction thereof of the score of the output divided by the total number of proponents in presented innovation.

F. AWARDS AND RECOGNITION

This pertains to awards received in the division, regional, national or international level which include, but not limited to, the curricular, co-curricular and extra-curricular activities participated and/ or won by the school head-applicant.

Awards received from the Civil Service Commission (CSC) and Metrobank Foundation shall be given the highest score.