



Department of Education  
Region III  
**DIVISION OF ANGELES CITY**

Jesus Street, PulungBulu, Angeles City  
Tel. No. (045) 322-4702; /Fax Nos. (045) 322-4106



**RELEASED**

SEP 22 2016

September 22, 2016 By DepED Angeles City  
Division of City Schools

**DIVISION MEMORANDUM**  
No. 297 S. 2016

**2016 REGIONAL SEARCH FOR OUTSTANDING TEACHING  
AND NON-TEACHING PERSONNEL**

TO: OIC-Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/OICs  
Division Unit Heads  
All Others Concerned

1. The Department of Education Regional Office III announces the 2016 Regional Search for Outstanding Teaching and Non-Teaching Personnel.
2. The Search aims to give special recognition to teachers and non-teaching personnel who manifest profound commitment, exemplary competence, and remarkable dedication to their work.
3. There are 20 awards in this year's Search:
  - 3.1. Ten Outstanding Public School Teachers
  - 3.2. Ten Outstanding Non-Teaching Personnel
4. Angeles City Division, as a medium division is allowed to enter seven (7) nominees in each category. The awardees will receive trophies and cash prizes while the finalists will receive certificates of recognition.
5. The Division Screening Committee which is composed of the following shall screen and evaluate all the nominees for the awards using the selection criteria and mechanics as stipulated in Regional Memorandum No. 141, s. 2016. (See attached Enclosure)

For Teachers:


Chair: Maria Celina L. Vega, OIC-ASDS  
Members: Victoriana P. Bondoc, Chief, CID  
Rochella C. David, EPS 1, CID  
Dr. Amando C. Yutuc, PSDS  
Education Program Supervisor in-charge of the nominee/s' subject area  
Ryan M. Yamzon, President, ACPUSTA

For Non-Teaching:

Chair: Maria Celina L. Vega, OIC-ASDS

Members: Lyn V. Lansangan, Chief, SGOD  
Enrique D. Pangilinan, AO V, Administrative Services  
Edgar L. Manabat, President, DNTPAS(Non-Teaching Association)  
Ana Merla D. Magtoto, PSDS

6. a) The deadline for submission of the required documents in the Division Level will be on or before **November 7, 2016**.  
  
b) The nomination must be endorsed by the School Head. (See attached Form)
7. The Awards Ceremony is on December 16, 2016.
8. Enclosures are as follows:
  - a. Regional Memorandum No. 141, s. 2016
  - b. Nomination Form
  - c. Rules and Mechanics
  - d. Criteria for Evaluation
  - e. Individual Summary Scores
9. Wide dissemination of this Memorandum is earnestly desired.

  
**LEILANI SAMSON-CUNANAN, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent



SEP 20 2016



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION III-CENTRAL LUZON**

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September 14, 2016

**REGIONAL MEMORANDUM**

No. 141 s. 2016

**2016 REGIONAL SEARCH FOR OUTSTANDING TEACHING  
AND NON-TEACHING PERSONNEL**

To: Schools Division Superintendents  
Regional Division Chiefs  
All Others Concerned

1. The Department of Education Regional Office III announces the 2016 Regional Search for Outstanding Teaching and Non-Teaching Personnel.
2. The Search aims to give special recognition to teachers and non-teaching personnel who manifest profound commitment, exemplary competence, and remarkable dedication to their work.
3. There are 20 awards in this year's Search:
  - 3.1. Ten Outstanding Public School Teachers
  - 3.2. Ten Outstanding Non-Teaching Personnel
4. The awardees will receive trophies and cash prizes while the finalists will receive certificates of recognition and cash prizes.
5. The Screening and Selection Committee at the division and regional levels shall screen and evaluate all the nominations for the awards using the selection criteria and mechanics (*see Enclosures*).
6. The list of Division nominees, together with the complete set of supporting documents, must be submitted to the Regional Secretariat not later than November 11, 2016.
7. The Awards Ceremony is on December 16, 2016 in a venue to be announced later.
8. Wide dissemination of this Memorandum is earnestly desired.

**MALCOLM S. GARMA, CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director

Encls: As stated



(Enclosure No. 1 to Regional Memorandum No\_\_\_\_, s. 2016)

**Directions:**

Accomplish the nomination form and attach a one-page (letter-size) essay (Tahoma size 11, 1.5 spacing) about the nominee with emphasis on his/her integrity, accomplishments and impact to learning/service delivery and contribution to the community.

**NOMINATION FORM**  
**Regional Search for Outstanding Teaching and Non-Teaching Personnel**

**THE SCREENING AND SELECTION COMMITTEE**

Division of City Schools  
Angeles City

Recent 2x2 picture  
of the nominee

After reviewing the rules and criteria for the Regional Search for Outstanding Teaching and Non-Teaching Personnel, I hereby nominate:

Name of  
Nominee: \_\_\_\_\_  
Category: \_\_\_\_\_

Division: \_\_\_\_\_

Current Position of Nominee: \_\_\_\_\_

Subject Area & Grade Level Taught/  
Unit Assigned and Nature of Work: \_\_\_\_\_

School/Office: \_\_\_\_\_

School/Office Address: \_\_\_\_\_

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the Screening and Selection Committee is final and that we agree to abide by it.

Name of Nominator: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature of Nominator: \_\_\_\_\_ Date Signed: \_\_\_\_\_



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(Enclosure No. 2 to Regional Memorandum No. \_\_\_, s. 2016)

**RULES AND MECHANICS**  
**Regional Search for Outstanding Teaching and Non-Teaching Personnel**

**I. WHAT ARE THE AWARDS?**

There are twenty (20) awards in the 2016 Regional Search for Outstanding Teaching and Non-Teaching Personnel. However, the Search Committee may choose not to give awards in any of the categories if the candidate/s fall short of its standards. The Search Committee may also revoke an award should the winner be found to have committed falsification of documents submitted or have been found guilty of any case that was pending during the search period.

Ten Outstanding Teaching Personnel (Public School Teachers)
Ten Outstanding Non-Teaching Personnel (Level 1 and/or Level 2)

**II. WHO ARE ELIGIBLE TO JOIN?**

**A. Teaching Personnel (Public School Teachers)**

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

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school and in the community;
3. A permanent elementary and/or secondary public school teacher (including public school teachers who are now teaching in the senior high school) who meets the selection criteria regardless of his/her rank, subject area and grade level taught;
4. Has been teaching in the public school at least for the last three (3) years;
5. Has been rated "Outstanding" for the last three (3) performance rating periods prior to the nomination;
6. Has not been found guilty of any administrative or criminal offense;

**B. Non-Teaching Personnel (Level 1 and/or Level 2)**

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

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school/ Schools Division Office and in the community;
3. A permanent employee in the DepEd who holds either a Level 1 or Level 2 position at least for the last three (3) years;
4. Has been rated "Outstanding" or its equivalent for the last three (3) performance rating periods prior to the nomination;
5. Has not been found guilty of any administrative or criminal offense;

Note: All non-teaching personnel who holds Level 1 position are eligible to join in this Search as long as they meet the selection criteria. For those holding Level 2 positions, the employee must be under Administrative Support and must meet the selection criteria.



### III. WHO ARE NOT QUALIFIED?

1. Previous awardees/winners in a similar search in the 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/non-teaching personnel who have been suspended for any administrative or criminal offense.

### IV. WHO CAN NOMINATE?

- A. Teaching Personnel (Public School Teachers)  
School Heads/Public School District Supervisors/ Education Program Supervisors/PTA Officers/Teachers are authorized to nominate teachers to the Search. However, the Schools Division Superintendent must endorse the nomination.
- B. Non-Teaching Personnel (Level 1 and/or Level 2)  
Immediate superiors (School Heads/Unit or Division Heads) Public School District Supervisors/ Education Program Supervisors/ PTA Officers/ Teachers are authorized to nominate non-teaching personnel to the Search. However, the Schools Division Superintendent must endorse the nomination.

### V. WHAT ARE THE PRIZES?

More than the trophies/medals and cash prizes that await the finalists and the winners, the honor of being named as one of the winners in the REGIONAL SEARCH FOR OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL is truly beyond measure.

The Regional Office will also nominate the winners in national level searches.

### VI. WHO ARE THE BOARD OF JUDGES?

The Preliminary Screening and Selection Committee composed of Regional Division Chiefs and Education Program Supervisors will conduct the preliminary round of the search process which includes paper screening and validation.

An external board of judges composed of representatives from the Civil Service Commission, Higher Education Institutions and Civil Society Organizations/Non-Government Organizations will conduct the final round of the search process composed of the interview for the two categories as well as demonstration teaching for the teacher category.

### VII. WHAT IS THE SEARCH METHODOLOGY?

- A. Teaching Personnel (Public School Teachers)  
There shall be four stages for this Search with the following percentages:  
Stage 1 – Paper Screening (40%)  
Stage 2 - Validation (20 %)  
Stage 3 - Demonstration Teaching (20%)  
Stage 4 – Interview (20 %)
- B. Non-Teaching Personnel (Level 1 and/or Level 2)  
There shall be three stages for this Search with the following percentages:  
Stage 1 – Paper Screening (40%)  
Stage 2 - Validation (30 %)  
Stage 3 – Interview (30 %)

Paper Screening shall include all supporting documents submitted to the Search Committee which will be evaluated using a specific criteria (*see enclosure*).

The Validation aims to assess the nominee in terms of morality and integrity both in public and private life, and his/her human relations in the school/SDO and in the community. The Preliminary Screening and Selection Committee and the Special Investigator of the Regional Office, using validation and character investigation tools, will conduct this process to obtain objective information and assessment about the nominees.



The Interview shall gauge the nominee's ability to answer questions relevant to the award category. The External Board of Judges will be using its own rubrics in assessing interview responses.

For the teacher category, there shall be a Demonstration Teaching, which shall include on-the spot preparation of instructional materials and lesson planning, prior to the interview. Materials will be provided by the Search Committee which the nominee will develop into appropriate instructional materials based on the topic that will be randomly selected according to his/her subject area and grade level taught. The External Board of Judges led by the dean of a Teacher Education Institution will be using its own rubrics in assessing demonstration teaching.

## VIII. WHAT ARE THE STEPS IN THE SEARCH PROCESS?

### A. Teaching Personnel (Public School Teachers)

1. Each division is allowed to enter the following number of nominees based on their division size classification:  
                     Large – 10 nominees              Medium – 7 nominees              Small – 5 nominees
2. Nominees in this search category are elementary and/or secondary public school teachers (including public school teachers who are now teaching in the senior high school) who meet the selection criteria regardless of their rank, subject area and grade level taught.
3. Documents of the nominees will be submitted to the Regional Office for Stage 1 of the Search Process which is Paper Screening.
4. In Stage 1 (Paper Screening), the Preliminary Screening and Selection Committee shall evaluate and rank all the nominees as a whole, not per division, following the criteria on Paper Screening in order to determine the TOP 30 who will advance to the next round.
5. The TOP 30 will undergo Stage 2 (Validation) in order to determine who will move to the next round.
6. Only the TOP 20 will advance to the next two stages (Stage 3-Demonstration Teaching and Stage 4-Interview) where the TOP 10 winners shall be determined by the External Board of Judges.

*(Note: For the Teacher Category, the minimum raw score in Paper Screening is **50 points** out of the possible 100 points to qualify to this Search. Scores of the nominees in all stages of the search process shall be cumulative.)*

### B. Non-Teaching Personnel (Level 1 and/or Level 2)

1. Each division is allowed to enter the following number of nominees based on their division size classification:  
                     a. Large – 10 nominees              Medium – 7 nominees              Small – 5 nominees
2. Nominees in this search category are permanent employees in the DepEd who holds either a Level 1 or Level 2 position (Level 2 must be under Administrative Support) at least for the last three (3) years;
3. Documents of the nominees will be submitted to the Regional Office for Stage 1 of the Search Process which is Paper Screening.
4. In Stage 1 (Paper Screening), the Preliminary Screening and Selection Committee shall evaluate and rank all the nominees as a whole, not per division, following the criteria on Paper Screening in order to determine the TOP 30 who will advance to the next round.
5. The TOP 30 will undergo Stage 2 (Validation) in order to determine who will move to the final round.
6. Only the TOP 20 will advance to the final round (Stage 3-Interview) where the TOP 10 winners shall be determined by the External Board of Judges.

*(Note: For the Non-Teaching Personnel Category, there is no minimum raw score in Paper Screening to qualify to this Search. However, the Preliminary Screening and Selection Committee will rank the nominees based on their scores in this stage to determine the qualifiers to the next round. Scores of the nominees in all stages of the search process shall be cumulative.)*



## IX. HOW WILL THE SCHOOLS DIVISION OFFICES CONDUCT THEIR SEARCH?

Schools Division Offices shall conduct their respective Division Search for Outstanding Teaching and Non-Teaching Personnel in selecting their nominees for the Regional Search. They are highly encouraged to adopt the Regional Search methodology in their search process. However, SDOs are only required to submit to the Regional Search and Selection Committee pertinent documents of their nominees for Stage 1 (Paper Screening) which will be subjected to re-evaluation by the Regional Preliminary Screening and Selection Committee.

There shall be a Division Preliminary Screening and Selection Committee (DPSSC), and Final Screening and Selection Committee (DFSSC) in the Division Level of this Search with the following suggested composition:

### **Final Screening and Selection Committee**

Chair : Schools Division Superintendent

Vice-Chair/s: Assistant Schools Division Superintendent (Secondary)

Assistant Schools Division Superintendent (Elementary)

Members:

President of Division Teachers' Association (for the Teacher Category)

President of Division Non-Teaching Personnel Association

VPSTP (for the Non-Teaching Personnel Category)

Chief Administrative Officer

### **Preliminary Screening and Selection Committee**

#### **Teaching Personnel Category:**

Chair: Chief, Curriculum Implementation Division

Vice-Chair: Chief, School Governance Operations Division

Members: Four (4) members of either of the following compositions:

a. Two (2) Education Program Supervisors

One (1) PSDS

One SEPS/EPS

b. Two (2) Education Program Supervisors

Two (2) SEPS/EPS

#### **Non-Teaching Personnel Category:**

Chair: Chief Administrative Officer

Vice Chair: 1 Education Program Supervisor

Members:

HRMO

1 Officer of Non-Teaching Personnel Association

1 PSDS

1 SEPS/EPS

## X. WHAT ARE THE NECESSARY ATTACHMENTS?

Please arrange the following attachments in the following order and with label/tag for each document.

1. Endorsement by the Schools Division Superintendent with all the names of the nominees. A copy of the endorsement must be included in the papers of each nominee.
2. Individual Summary of Scores of each nominee in Paper Screening (see enclosures) following the criteria and points per indicator. This must be included in the papers of each nominee.
3. Duly accomplished nomination (see enclosure) form with one-page write up (Tahoma size 11, 1.5 spacing) about the nominee with emphasis on his/her integrity, accomplishments and impact to learning/service delivery and contribution to the community
4. Personal Data Sheet
5. Certification that nominee has not been suspended for any administrative or criminal offense
6. Certified true copies of Performance Ratings in the last three (3) years and summary of ratings with average signed by the Schools Division Superintendent/Assistant Schools Division Superintendent
7. Supporting documents following the specific criteria on Paper Screening  
Photocopies must be certified true and verified against the original.





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(Enclosure No. 3 to Regional Memorandum No. \_\_\_, s. 2016)

**TIMETABLE**  
**2016 REGIONAL SEARCH FOR OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL**

ACTIVITY	DATE	VENUE	PERSON/S RESPONSIBLE
Submission of list and supporting documents of Division Nominees to the Regional Secretariat	November 11, 2016	HRDD, DepEd RO III	Secretariat (HRDD)
Paper Screening	November 17, 2016	Aquino Hall/Mini-Conference	Preliminary Screening and Selection Committee
Validation	November 21-25, 2016	Assigned Cluster Divisions	Preliminary Screening and Selection Committee
Demonstration Teaching and Interview	December 1-2, 5,-7, 2016	Aquino Hall/Mini-Conference	External Board of Judges
Finalization of Results	December 8-9, 2015	HRDD, DepEd RO III	Secretariat (HRDD) EPS and Planning Officers PPRD
Awards Ceremony	December 16, 2016	TBA (within Clark)	RO III



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(Enclosure No. 4 to Regional Memorandum No.\_\_\_\_, s. 2016)

**CRITERIA FOR EVALUATION**  
**2016 REGIONAL SEARCH FOR TEN OUTSTANDING TEACHING PERSONNEL**  
**(PUBLIC SCHOOL TEACHERS)**

**A. Qualification for Nomination**

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

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school and in the community;
3. A permanent elementary and/or secondary public school teacher (including public school teachers who are now teaching in the senior high school) who meets the selection criteria regardless of his/her rank, subject area and grade level taught;
4. Has been teaching in the public school at least for the last three (3) years;
5. Has been rated "Outstanding" for the last three (3) performance rating periods prior to the nomination;
6. Has not been found guilty of any administrative or criminal offense;

**B. Selection Criteria & Rubrics**

<b>I. Instructional Competence &amp; Teaching Effectiveness</b>	.....	<b>60 points</b>
a. Instructional Materials	- 10 points	
b. Research Outputs	- 10 points	
c. Original Creative Outputs	- 10 points	
d. Innovative Teaching Strategies	- 10 points	
e. Co-curricular Involvement	- 10 points	
f. Educational Attainment/Professional Advancement	- 10 points	
<b>II. Professional &amp; Community Involvement</b>	.....	<b>40 points</b>
a. Participation in Training Programs	- 10 points	
b. Leadership in Professional Organizations	- 10 points	
c. Participation in Community and Civic Movement	- 10 points	
d. Professional/Community service awards	- 10 points	
<b>TOTAL</b>	<b>.....</b>	<b>100 points</b>



**I. Instructional Competence and Teaching Effectiveness (60 points)**

**A. Instructional materials produced and used for the improvement of teaching and learning for the last three (3) years (10 points)**

The nominee will choose one type of instructional material which he/she considers as his/her best entry in this category. The instructional material must be originally developed and produced by the nominee. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

INDICATOR	POINT			
	Not at All (0)	Somewhat (1)	Very Well (2)	TOTAL SCORE
• Shows uniqueness and creativity	0	1	2	
• Focuses on the knowledge, skills and abilities appropriate to the grade level	0	1	2	
• Reflects a variety of ways to differentiate instruction to support all learners	0	1	2	
• Aligns to K to 12 Curriculum	0	1	2	
• Contributes to the improvement of teaching and learning as shown by measurable data	0	1	2	
<b>TOTAL SCORE</b>				

Supporting documents: (1) Written description and pictures on how Instructional Material is being used in the class, (2) Actual/Original sample of IM, (3) Supporting evidence/s on the use of the IM and contribution to the improvement of teaching and learning duly signed by DepEd officials

**B. Research outputs for the last three (3) years (10 points)**

The research output/s should be properly documented, approved and attested by DepEd officials. The nominee should be the sole researcher.

INDICATOR		POINT
<b>a. Number of Research Outputs regardless of level conducted (5 points)</b>		
5 research outputs	5 points	
4 research outputs	4 points	
3 research outputs	3 points	
2 research outputs	2 points	
1 research output	1 point	
<b>b. Highest level of any of the research outputs (5 points)</b>		
Conducted in the national level	5 points	
Conducted in the regional level	4 points	
Conducted in the division level	3 points	
Conducted in the cluster/district	2 points	
Conducted in the school level	1 point	
<b>TOTAL SCORE</b>		

Supporting document: (1) Research Output/s



**C. Original creative outputs for the last three (3) years (10 points)**

The nominee will choose one creative output relative to curriculum enhancement which he/she considers as his/her best entry in this category. This must be originally developed and produced by the nominee. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

INDICATOR	POINT			
	Not at All (0)	Somewhat (1)	Very Well (2)	TOTAL SCORE
• Shows uniqueness and creativity	0	1	2	
• Focuses on the knowledge, skills and abilities appropriate to the grade level	0	1	2	
• Reflects a variety of ways to differentiate instruction to support all learners	0	1	2	
• Aligns to K to 12 Curriculum	0	1	2	
• Contributes to the improvement of teaching and learning as shown by measurable data	0	1	2	
TOTAL SCORE				

Supporting documents: (1) Copy of Creative Output, (2) Supporting evidence/s on the contribution of the creative output to the improvement of teaching and learning duly signed by DepEd officials.

**D. Original, innovative teaching approaches/strategies/practices for the last three (3) years (10 points)**

The nominee will choose one teaching approach/strategy/practice which he/she considers as his/her best entry in this category. This must be originally developed by the nominee. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

INDICATOR	POINT			
	Not at All (0)	Somewhat (1)	Very Well (2)	TOTAL SCORE
• Shows uniqueness and creativity	0	1	2	
• Focuses on the knowledge, skills and abilities appropriate to the grade level	0	1	2	
• Reflects a variety of ways to differentiate instruction to support all learners	0	1	2	
• Aligns to K to 12 Curriculum	0	1	2	
• Contributes to the improvement of teaching and learning as shown by measurable data	0	1	2	
TOTAL SCORE				

Supporting documents: (1) Documentary evidence (pictures and written description) on how the teaching approach/strategy/practice is being used in the class, (2) Supporting evidence/s on its contribution to the improvement of teaching and learning duly signed by DepEd officials

**E. Co-curricular involvement for the last three (3) years (10 points)**

- a. The nominee must have served as adviser/coordinator/moderator of a student co-curricular club/organization (e.g. student government, school paper, academic club etc.) or president/chairperson of a school committee (e.g. faculty club, Brigada Eskwela, CIP Project etc.). Each school-year of service as adviser per club/organization is counted as one (1) point. Hence, two (2) school-years of service in the same club/organization is two (2) points. Concurrent service for one school-year in another club/organization is another point.



- b. The nominee must have served as coach/trainer of winning students **(FIRST PLACE ONLY)** in competitions/contests organized/sponsored by the DepEd. For those not organized/sponsored by the DepEd, such as those by other government agencies and private organizations, these must be related to education and must have an endorsement by the DepEd. Winnings for serving as adviser in group contests in journalism such as Best School Paper are not given points.

INDICATOR	POINT
<b>a. Leadership in Co-Curricular Organizations (5 points)</b> Number of School-Year/s in service as adviser/chair in club/s organizations/committees:	
5 school-years                      5 points	
4 school-years                      4 points	
3 school-years                      3 points	
2 school-years                      2 points	
1 school-year                      1 point	
<b>b. Coach/Trainer in students' competitions (5 points)</b>	
International                      1 winning to get 5 points	
National                      1 winning to get 4 points	
Regional                      1 winning to get 3 points	
Division                      1 winning to get 2 points	
District/Cluster                      1 winning to get 1 point	
Note: Only the highest level obtained shall be credited with the corresponding point/s.	
<b>TOTAL SCORE</b>	

Supporting documents:

- (1) Designation as adviser of co-curricular organization or chair of school committee
- (2) Certificate of Recognition as teacher-coach of winning student/s)

**F. Educational attainment and professional advancement (10 points)**

INDICATOR	POINT
<b>Educational Attainment (5 points)</b> Doctorate Degree                      5 points CAR Doctorate                      4 points Master's Degree                      3 points CAR Master's                      2 points At least 27 MA units                      1 point	
<b>Consultant / Resource Speaker / Paper Presenter /Trainer in Trainings/Seminars/Workshops ( 5) points</b>	
International Level                      5 points	
National Level                      4 points	
Regional Level                      3 points	
Division Level                      2 points	
District/Cluster                      1 point	
Note: One (1) seminar of the highest level is required which shall be credited with the corresponding point/s.	
<b>TOTAL SCORE</b>	

Supporting documents:

- A. Educational Attainment: (1) Certified true copy of Transcript of Records, (2) Certificate copy of Graduation/ CAR  
(3) Certificate of No. of units earned (for those who have earned units only)
- B. Consultant / Resource Speaker / Paper Presenter /Trainer: (1) Certificate of Recognition, (2) Letter of Invitation/  
Training Matrix with the name of the speaker

## II. Professional and Community Involvement

### A. Participation in training programs for the last three (3) years (10 points)

Trainings/Seminars/Workshops/Conferences must be those organized/sponsored by the DepEd  
For those not organized/sponsored by the DepEd, these must be related to education and must have an endorsement by the DepEd. Each training/seminar must have been conducted for at least three (3) days. Hence, a three (3)-day seminar is equivalent to one (1) seminar only.

INDICATOR	POINT
2 International or 3 National	10 points
1 International or 2 National	8 points
1 National or 3 Regional	6 points
2 Regional or 3 Division	4 points
1 Regional or 2 Division	2 points
Note: Only the highest level obtained shall be credited with the corresponding point/s.	
TOTAL SCORE	

Supporting documents:

- (1) Certificate of Participation, (2) DepEd Endorsement (for those not organized/sponsored by the DepEd)

### A. Leadership in professional organizations related to teaching for the last 3 years (10 points)

The nominee must have served as chairperson/president (or its equivalent highest position) of professional organizations related to teaching. Professional organizations must at the very least on the district/cluster level (e.g. Teachers' Association, Subject Area Association, etc.). Each school-year of service as chair/president per organization is counted as one (1) point. Hence, two (2) school-years of service in the same organization is two (2) points. Concurrent service for one school-year in another organization is another point.

INDICATOR	POINT
<b>a. Leadership in Professional Organizations related to teaching (5 points)</b>	
Number of School-Year/s in service as president/chair in professional organizations:	
5 school-years	5 points
4 school-years	4 points
3 school-years	3 points
2 school-years	2 points
1 school-year	1 point



<b>b. Highest level of any of the organizations (5 points)</b>		
National level	5 points	
Regional level	4 points	
Division level	3 points	
Cluster/district	2 points	
Note: Only the highest level obtained shall be credited with the corresponding point/s.		
TOTAL SCORE		

Supporting documents:

(1) Designation as president/chairperson of professional organization indicating also the level (Cluster, Division, Regional, National)

**B. Participation in community and civic movements for the last three (3) years (10 points)**

a. Community and civic organizations/associations refer to groups that are not classified as professional organizations (e.g. NGOs, civil society groups, cooperatives etc.). This does not include membership in church/parish groups/organizations

b. The nominee must have initiated outreach/extension programs/activities in these community/civic organizations/associations where he/she served as proponent/chairperson of the program/activity.

INDICATOR	POINT												
<b>a. Involvement in community/civic/organizations/associations (5 points)</b> Leadership in 2 organizations/associations      5 points Leadership in 1 organizations/associations      4 points Membership in 3 organizations/associations      3 points Membership in 2 organizations/associations      2 points Membership in 1 organization/association      1 point Note: Only the highest level obtained shall be credited with the corresponding point/s.													
<b>a. Involvement in outreach/extension programs/activities (5 points)</b> Outreach/Extension programs/activities initiated where nominee served as proponent/chairman.  <table> <tr> <th>No. of Times</th><th>Point</th></tr> <tr> <td>5</td><td>5 points</td></tr> <tr> <td>4</td><td>4 points</td></tr> <tr> <td>3</td><td>3 points</td></tr> <tr> <td>2</td><td>2 points</td></tr> <tr> <td>1</td><td>1 point</td></tr> </table>	No. of Times	Point	5	5 points	4	4 points	3	3 points	2	2 points	1	1 point	
No. of Times	Point												
5	5 points												
4	4 points												
3	3 points												
2	2 points												
1	1 point												
TOTAL SCORE													

Supporting document/s:

a. (1) Designation/certification of membership in organization/association

(b.) (1) Certification as proponent/chair of extension service/outreach program/activity , (2) Narrative report and documentation of activity/program signed by proper authorities

**C. Professional/community service awards for the last three (3) years (10 points)**

INDICATOR	POINT															
<p><b>a. Award given by professional organization/association (5 points)</b></p> <table><tr><td>National Level</td><td>5</td><td>points</td></tr><tr><td>Regional Level</td><td>4</td><td>points</td></tr><tr><td>Division Level</td><td>3</td><td>points</td></tr><tr><td>District/Cluster</td><td>2</td><td>points</td></tr><tr><td>School Level</td><td>1</td><td>point</td></tr></table> <p>Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee" award. For professional organization/association, please refer to the aforementioned criterion for examples of professional organizations/associations related to teaching. Only the highest level obtained shall be credited with the corresponding point/s.</p>	National Level	5	points	Regional Level	4	points	Division Level	3	points	District/Cluster	2	points	School Level	1	point	
National Level	5	points														
Regional Level	4	points														
Division Level	3	points														
District/Cluster	2	points														
School Level	1	point														
<p><b>b. Award given by community/civic/ organization/association (5 points)</b></p> <table><tr><td>National Level</td><td>5</td><td>points</td></tr><tr><td>Regional Level</td><td>4</td><td>points</td></tr><tr><td>Provincial Level</td><td>3</td><td>points</td></tr><tr><td>Municipal Level</td><td>2</td><td>points</td></tr><tr><td>Barangay Level</td><td>1</td><td>point</td></tr></table> <p>Note: Award must be the highest award in the given level. For community/civic/ organization/association, please refer to the aforementioned criterion for examples of these organizations/associations. This also includes awards given by local government units. Only the highest level obtained shall be credited with the corresponding point/s.</p>	National Level	5	points	Regional Level	4	points	Provincial Level	3	points	Municipal Level	2	points	Barangay Level	1	point	
National Level	5	points														
Regional Level	4	points														
Provincial Level	3	points														
Municipal Level	2	points														
Barangay Level	1	point														
TOTAL SCORE																

Supporting documents:

(1) Certificate of Recognition, (2) Rank List or Memorandum



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(Enclosure No. 5 to Regional Memorandum No. \_\_\_\_, s. 2016)

**CRITERIA FOR EVALUATION**

**2016 REGIONAL SEARCH FOR TEN OUTSTANDING NON-TEACHING PERSONNEL  
(Level I and/or Level 2)**

**A. Qualification for Nomination**

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

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school/ Schools Division Office and in the community;
3. A permanent employee in the DepEd who holds either a Level 1 or Level 2 position at least for the last three (3) years;
4. Has been rated "Outstanding" or its equivalent for the last three (3) performance rating periods prior to the nomination;
5. Has not been found guilty of any administrative or criminal offense;

Note: All non-teaching personnel who holds Level 1 position are eligible to join in this Search as long as they meet the selection criteria. For those holding Level 2 positions, the employee must be under Administrative Support and must meet the selection criteria.

**B. Selection Criteria & Rubrics**

1. Quality & Consistency of Performance – Average of the performance ratings for the last three years manifested exemplary noteworthiness that contributed to the achievements of the organization/institution **(20 points)**
  - 4.900 - 5.000 = 20 points
  - 4.800 - 4.899 = 18 points
  - 4.700 - 4.799 = 16 points
  - 4.600 - 4.699 = 14 points
  - 4.500 - 4.599 = 12 points
2. Responsiveness to the Public/Clientele– Extension /Provision of prompt, courteous, and adequate service to the public/clients **(20 points)**
  - Always extends/provides prompt, courteous, and adequate service to the public/clients (20 pts.)
  - Most often extends/provides prompt, courteous, and adequate service to the public/clients (18 pts.)
  - Often extends/provides prompt, courteous, and adequate service to the public/clients (16 pts.)
  - Rarely extends/provides prompt, courteous, and adequate service to the public/clients (14 pts.)
  - Never extends/provides prompt, courteous, and adequate service to the public/clients (12 pts.)

3. Dedication, and Diligence – The degree of love for work, sincerity, and industriousness in performing his/her tasks, duties, and responsibilities **(20 points)**

- Demonstrates very high level of dedication, and diligence in his/her work (20 pts)
- Demonstrates high level of dedication, and diligence in his/her work (18 pts.)
- Demonstrates average level of dedication, and diligence in his/her work (16 pts.)
- Demonstrates low level of dedication, and diligence in his/her work (14 pts.)
- Demonstrates very low level of dedication, and diligence in his/her work (12 pts.)

4. Honesty, Trustworthiness, and Sincerity – The depth of truthfulness, dependability, and transparency as manifested in his/her ideas, words, and acts as an employee **(20 points)**

- Shows very highly commendable depth of honesty, truthfulness, and sincerity (20 pts.)
- Shows highly commendable depth of honesty, truthfulness, and sincerity (18 pts.)
- Shows commendable depth of honesty, truthfulness, and sincerity (16 pts.)
- Shows less commendable depth of honesty, truthfulness, and sincerity (14 pts.)
- Shows least commendable depth of honesty, truthfulness, and sincerity (12 pts.)

5. Difficulty and Risk Inherent in the Work – The degree of sacrifice, danger, hazard substantially present in the work **(20 points)**

- Experiences extremely high difficulty and risk in his/her work (20 pts.)
- Experiences high difficulty and risks in his/her work (18 pts.)
- Experiences average difficulty and risks in his/her work (16 pts.)
- Experiences low difficulty and risks in his/her work (14 pts.)
- Experiences very low difficulty and risks in his/her work (12 pts.)

**C. On Summary of Accomplishments/Norms of Conduct Manifested, the following written information should be provided:**

1. Highlights of the outstanding accomplishments or exemplary norms manifested for the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
  - Use specific terms such as: assisted, contributed, facilitated and the like;
  - State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and
  - Cite specific situation(s) showing his exemplary behavior and qualities as employee, problems/issues addressed, people/office benefited and or activities/tasks facilitated.
2. For outstanding accomplishments, state whether or not the accomplishments presented are part of the regular duties of the nominees or if these are his/her own initiatives. If part of the nominee's regular duties or mandate, give justifications why the norms displayed are considered exemplary.
3. For exemplary conduct and ethical behavior, cite justifications why the norms displayed are considered exemplary in addition to the presentation of the summary norms of conduct manifested/shown.

*Reference: Civil Service Commission on the 2011 Search for Outstanding Public Official and Employees No. 1100208 dated February 1, 2011*





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(Enclosure No. 6 to Regional Memorandum No. \_\_\_, s. 2016)

**LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES**  
Per FY 2105 General Appropriations Act

<b>SCHOOLS DIVISION</b>	<b>CLASSIFICATION</b>
1. Angeles City	Medium
2. Aurora	Medium
3. Balanga City	Small
4. Bataan	Medium
5. Bulacan	Large
6. Cabanatuan City	Medium
7. Gapan City	Medium
8. Mabalacat City	Medium
9. Malolos City	Medium
10. Meycauayan City	Medium
11. Munoz Science City	Small
12. Nueva Ecija	Large
13. Olongapo City	Medium
14. Pampanga	Large
15. San Fernando City	Medium
16. San Jose City	Medium
17. San Jose Del Monte City	Medium
18. Tarlac	Large
19. Tarlac City	Medium
20. Zambales	Medium



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(Enclosure No. 8 to Regional Memorandum No. \_\_\_, s. 2016)

**INDIVIDUAL SUMMARY OF SCORES IN PAPER SCREENING**  
**2016 REGIONAL SEARCH FOR TEN OUTSTANDING TEACHING PERSONNEL**  
**(PUBLIC SCHOOL TEACHERS)**

Name of Nominee: \_\_\_\_\_ Division: \_\_\_\_\_  
Position: \_\_\_\_\_ School/Office: \_\_\_\_\_  
School/Office Address: \_\_\_\_\_  
Unit Assigned and Nature of Work: \_\_\_\_\_

INDICATOR	POINT
1. Quality & Consistency of Performance	
2. Responsiveness to the Public/Cienteles	
3. Dedication and Diligence	
4. Honesty, Trustworthiness, and Sincerity	
5. Difficulty and Risk Inherent in the Work	
Total Points	

Remarks/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplished by:

Name of Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature of Evaluator: \_\_\_\_\_ Date Evaluated: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Chair, Preliminary Screening and Selection Committee





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(Enclosure No. 7 to Regional Memorandum No. \_\_\_, s. 2016)

**INDIVIDUAL SUMMARY OF SCORES IN PAPER SCREENING**  
**2016 REGIONAL SEARCH FOR TEN OUTSTANDING TEACHING PERSONNEL**  
**(PUBLIC SCHOOL TEACHERS)**

Name of Nominee: \_\_\_\_\_ Division: \_\_\_\_\_  
School: \_\_\_\_\_ Grade Level/Subject Taught: \_\_\_\_\_  
School Address: \_\_\_\_\_

**I. Instructional Competence & Teaching Effectiveness** ..... **\_\_\_\_\_ points**

a. Instructional Materials	-	points
b. Research Outputs	-	points
c. Original Creative Outputs	-	points
d. Innovative Teaching Strategies	-	points
e. Co-curricular Involvement	-	points
f. Educational Attainment/Professional Advancement	-	points

**II. Professional & Community Involvement** ..... **\_\_\_\_\_ points**

a. Participation in Training Programs	-	points
b. Leadership in Professional Organizations	-	points
c. Participation in Community and Civic Movement	-	points
d. Professional/Community service awards	-	points

**TOTAL** ..... **\_\_\_\_\_ points**

Remarks/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplished by:

Name of Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature of Evaluator: \_\_\_\_\_ Date Evaluated: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Chair, Preliminary Screening and Selection Committee