



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Jesus Street, Pulungbulu, Angeles City



10/13/15  
9am  
M

Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099

October 9, 2015

**DIVISION MEMORANDUM**

No. *247*, s. 2015

**2015 REGIONAL SEARCH FOR OUTSTANDING  
PUBLIC SCHOOL TEACHERS AND SCHOOL HEADS**

To: Curriculum Implementation Division  
School Governance and Operations Division  
Office of the Schools Division Superintendent  
Heads of Public Elementary and Secondary Schools

1. The Department of Education – Division of Angeles City announces the 2015 Regional Search for Outstanding Public School Teachers and School Heads.

2. The Search aims to give accolade to the teachers and school heads who manifest profound commitment to the development of the youth through exemplary competence, remarkable dedications to their work and effective educational leadership.

3. There are 18 awards in the Teacher Category and 10 awards in the School Head Category.

4. There shall be a Preliminary Screening and Selection Committee (PSSC) and Final Screening and Selection Committee (FSSC) with the following composition:

**4.1 Final Screening and Selection Committee (FSSC)**

- Chair: Schools division Superintendent
- Vice Chairman: One of the Chiefs
- Members: President of Division Teacher's Association (for the Teacher Category)  
President of Division Principals' Association (for the School Head Category)  
Chief Administrative Officer

OSDS - *[Signature]* 10/13/15  
SGOD - *[Signature]* 10/13/15  
CID - *[Signature]* 10/13/15

#### 4.2 Preliminary Screening and Selection Committee (PSSC)

##### A. Teacher Category

Chair: Chief, Curriculum Implementation Division  
Members: Two (2) Education Program Supervisors  
One (1) PSDS  
One (1) EPS II

##### B. School Head Category

Chair: Chief, School Governance Operations Division  
Members: Two (2) Education Program Supervisors  
One (1) PSDS  
One (1) SEPS


**Secretariat: HRMO**

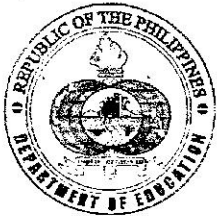
5. The Division Search will follow the Timetable below:

Submission of Nomination Forms/documents to the Division Secretariat	October 26 – 30, 2015
Evaluation/Judging by the Screening and Selection Committee	November 2-6, 2015
Submission of List of Division Winners and supporting documents to the Regional Secretariat	November 11, 2015
Evaluation/Judging by Regional Screening and Selection Committee	November 16, 2015 – December 7, 2015
Division Recognition and Awarding Ceremonies	December 4, 2015
Regional Recognition and Awarding Ceremonies	December 15, 2015

6. Refer to the attached Regional Memorandum No. 149, s. 2015, for the details.

7. Immediate dissemination of this Memorandum is desired.

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



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III – Central Luzon  
D.M. Government Center, Maimpis, City of San Fernando (P)

SEP 24 2015



Website: [www.deped3.net](http://www.deped3.net) ✂ Email: [depedreg3@yahoo.com](mailto:depedreg3@yahoo.com) ✂ Tel: (045) 961-7825 ✂ Fax: (045) 455-2309

September 24, 2015

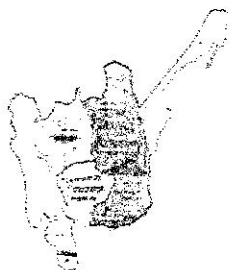
**REGIONAL MEMORANDUM**  
No. 04 s. 2015

**To: All Schools Division Superintendents  
Elementary/Secondary Public School Teachers and School Heads**

**2015 REGIONAL SEARCH FOR OUTSTANDING PUBLIC SCHOOL TEACHERS  
AND SCHOOL HEADS**

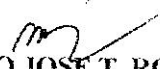
1. The Department of Education Regional Office III announces the **2015 Regional Search for Outstanding Public School Teachers and School Heads**.
2. The Search aims to bestow honor upon the teaching profession by according special recognition to teachers and school heads who manifest profound commitment to the development of the youth through exemplary competence, remarkable dedication to their work and effective educational leadership.
3. There are 18 awards in the Teacher Category and 10 awards in the School Head Category.
4. The awardees will receive trophies and cash prizes while the finalists will receive certificates of recognition.
5. The Screening and Selection Committee in the division and regional levels shall screen and evaluate all the nominations for the awards.

HRDD 04/memo\_09282015



**"Collaborating with our Leaders. Caring for our Learners"**

6. The list of Division Winners, together with the complete set of supporting documents, must be submitted to the **Secretariat, 2015 Regional Search for Outstanding Teachers and School Heads**, DepEd Regional Office III, Government Center, Maimpis, City of San Fernando, Pampanga not later than **November 11, 2015**.
7. The Awarding Ceremony is on December 15, 2015 in a venue to be announced later.
8. Immediate dissemination of this Memorandum is desired.

  
**RIZALINO JOSE T. ROSALES**  
Officer-In-Charge *RR*  
Office of the Regional Director

**Enclosures:**

- (1) Nomination Form
- (2) Rules and Mechanics
- (3) Timetable of the Search
- (4) Criteria for Evaluation - Teacher Category
- (5) Criteria for Evaluation - School Head Category
- (6) Rubric for Assessing Interview Responses
- (7) Validation Tool

(Enclosure No. 1 to Regional Memorandum No146, s. 2015)

**Directions:**

Accomplish the nomination form and attach a one-page write-up (letter size bond paper, single space) about the nominee and why the nominee deserves the award.

**NOMINATION FORM**  
**Regional Search for Outstanding Teachers and School Heads**

**THE SCREENING AND SELECTION COMMITTEE**

DepEd Regional Office III, Government Center,  
Maimpis, City of San Fernando, Pampanga

**Recent 2x2  
picture  
of the nominee**

Mesdames/Sirs:

After reviewing the rules and criteria for the Regional Search for Outstanding Teachers and School Heads, I hereby nominate:

Name of Nominee \_\_\_\_\_

Category \_\_\_\_\_

Level \_\_\_\_\_

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 \_\_\_\_\_

(Enclosure No. 2 to Regional Memorandum No. 146 , s. 2015)

**RULES AND MECHANICS**  
**Regional Search for Outstanding Teachers and School Heads**

**I. WHAT ARE THE AWARDS?**

There are twenty eight (28) awards for the two categories: 18 in the Teacher Category and 10 in the School Head Category. The Final Screening and Selection Committee may choose not to give awards in any of the categories if the candidate/s fall short of the standards set by the Committee. The committee may also revoke an award given 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.

**Teacher Category**

<b>Elementary</b>
Outstanding Kindergarten Teacher
Outstanding Grade 1 Teacher
Outstanding Grade 2 Teacher
Outstanding Grade 3 Teacher
Outstanding Grade 4 Teacher
Outstanding Grade 5 Teacher
Outstanding Grade 6 Teacher
Outstanding Master Teacher

<b>Secondary</b>
Outstanding English Teacher
Outstanding Filipino Teacher
Outstanding Math Teacher
Outstanding Science Teacher
Outstanding Araling Panlipunan Teacher
Outstanding TLE Teacher
Outstanding MAPEH Teacher
Outstanding ESP Teacher
Outstanding Master Teacher

<b>Alternative Learning System</b>
Outstanding ALS Implementer

**Note:** Master Teachers (regardless of rank/grade level and subject taught) can only join in the Outstanding Master Teacher category.

**School Head Category**

<b>Elementary</b>
Outstanding School OIC
Outstanding School Principal I
Outstanding School Principal II
Outstanding School Principal III
Outstanding School Principal IV

<b>Secondary</b>
Outstanding School OIC
Outstanding School Principal I
Outstanding School Principal II
Outstanding School Principal III
Outstanding School Principal IV

**Note:** School OIC refers to any teacher or head teacher who acts as a school head.

## II. WHO ARE ELIGIBLE TO JOIN?

### A. Teacher Category

The nominee

1. Must be a model of morality and integrity both in public and private life;
2. Must have good human relations in the school and in the community;
3. Must be a Filipino citizen teaching in the elementary or secondary levels, or handling classes under the alternative learning system, with full-time or permanent appointment and full teaching load;
4. Must have been teaching in the present school/station at least for the last three years. However, for the Outstanding Master Teacher, he/she may not necessarily be teaching in the present station for the past three years for as long as he/she has been a master teacher for the past three years.
5. Must have Outstanding performance ratings for the last three (3) years.
6. Must have not been found guilty of any administrative or criminal offense.

### B. School Head Category

The nominee

1. Must be a model of morality and integrity both in public and private life;
2. Must have good human relations in the school and in the community;
3. Must be a Filipino citizen with full time appointment as Principal or School Officer-in-Charge (*School OIC refers to a Teacher or Head Teacher who serves as a school head*);
4. Must have served as school head for at least for the last three years;
5. Must have Outstanding performance ratings for the last three (3) years;
6. Must have not been found guilty of any administrative or criminal offense.

## III. WHO ARE NOT QUALIFIED?

1. Previous awardees 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/school heads who have been suspended for any administrative or criminal offense.

## IV. WHO CAN NOMINATE?

### A. Teacher Category

School Heads/District Supervisors/ Education Program Supervisors/Stakeholders (PTA Officers/Fellow Teachers in the present station) are authorized to nominate teachers to the Search. However, the Schools Division Superintendent must endorse the nomination.

### B. School Head Category

District Supervisors/ Education Program Supervisors/ Stakeholders (PTA Officers/ Teachers in the present station) are authorized to nominate teachers to the Search. However, the Schools Division Superintendent must endorse the nomination.

## V. WHAT ARE THE CRITERIA?

There shall be three stages for this Search with the following percentages:

**Stage 1 – Document Analysis (60%)**

**Stage 2 – Interview (20 %)**

**Stage 3 – Validation (20%)**

The Document Analysis shall include all supporting documents submitted to the Search Committee which will be graded using a specific criteria (*see enclosure*).

The Interview shall gauge the nominee's ability to answer questions relevant to the award category. A rubrics on assessing interview responses will be used for this purpose (*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 and in the community. A validation tool will be provided to the screening and selection committees in the division and regional levels (*see enclosure*).

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

There shall be a Division Level for this Search following these steps:

1. Nomination
  - a. The nominator accomplishes the nomination form.
  - b. The nominee prepares all documents following the criteria on Documents Analysis and have these certified by the authorized official (school head/division official).
  - c. The documents are submitted to the Secretariat of the Screening and Selection Committee in the division level.
2. Evaluation of the nomination forms and supporting documents by the Secretariat
  - a. The Secretariat evaluates the nomination forms and determines if the documents submitted are complete.
  - b. The Secretariat submits the nomination forms and supporting documents to the Preliminary Screening and Selection Committee (PSSC).
3. Evaluation of the nomination forms and pertinent documents, and preliminary judging by the Preliminary Screening and Selection Committee (PSSC)
  - a. The PSSC conducts the preliminary judging of the Search based on Documents Analysis only.
  - b. The **minimum raw score in Documents Analysis is 50 points** to qualify to the next level of the Search.
  - c. The PSSC prepares the short list of preliminary winners for submission to the Final Screening and Selection Committee (FSSC).
4. Final judging by the Final Screening and Selection Committee (FSSC)
  - a. The FSSC conducts the final judging upon receipt of the results of the preliminary judging by the PSSC on Documents Analysis.
  - b. The FSSC conducts the Interview and Validation to determine the winners.
5. Submission of winners to the Regional Search
  - a. The FSSC prepares the list of winners of the division level search.
  - b. The Schools Division Superintendent (SDS) endorses the list of division winners.



- c. The Secretariat of the Division Search submits the list of division winners, together with their pertinent documents, to the Secretariat of the Regional Search.
- d. Only the first place winners in each level will qualify to the Regional Search.

## **VII. WHAT IS THE COMPOSITION OF THE PSSC AND FSSC?**

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

### **Final Screening and Selection Committee (FSSC)**

Chair : Schools Division Superintendent

Vice-Chair: Assistant Schools Division Superintendent

Members:

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

President of Division Principals' Association (for the School Head Category)

Chief, Administrative Officer

### **Preliminary Screening and Selection Committee (PSSC)**

#### **Teacher Category:**

Chair: Chief, Curriculum Implementation 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

#### **School Head Category:**

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

**Secretariat:** HRMO

**Note:** For Schools Division Offices with no ASDS, either the SGOD or CID chiefs will concurrently act as Vice-Chair of the FSSC and Chair in the PSSC.

### **VIII. WHAT ARE THE NECESSARY ATTACHMENTS?**

1. Endorsement by the Schools Division Superintendent
2. Duly accomplished nomination form with one-page write up about the nominee
3. Personal Data Sheet
4. Certification that nominee has not been suspended for any administrative or criminal offense
5. Certified true copies of Performance Ratings in the last three (3) years signed by the Schools Division Superintendent/Assistant Schools Division Superintendents
6. Supporting documents following the specific criteria on Documents Analysis. Photocopies must be certified true and verified against the original.

(Enclosure No. 3 to Regional Memorandum No 146 , s. 2015)

**TIMETABLE**  
**Regional Search for Outstanding Teachers and School Heads**

Regional Launch	September 24, 2015
Division Level: Submission of Nomination Forms/documents to the Division Secretariat	October 26-30, 2015
Division Level: Evaluation/Judging by SDOs Screening and Selection Committee	November 2-6, 2015
Submission of list of Division Winners and supporting documents to the Regional Secretariat	November 11, 2015
Regional Level: Evaluation/Judging by Regional Screening and Selection Committee	November 16, 2015 – December 7, 2015
Regional Recognition and Awarding Ceremonies	December 15, 2015

**CRITERIA FOR EVALUATION  
Regional Search for Outstanding Teachers  
(Elementary and Secondary)**

- |                                    |          |                  |
|------------------------------------|----------|------------------|
| <b>1. Instructional Competence</b> | .....    | <b>50 points</b> |
| a. Outstanding Accomplishments     | - 20 pts |                  |
| b. Demonstration Teaching          | - 10 pts |                  |
| c. Research                        | - 10 pts |                  |
| d. Creativity and Innovation       | -10 pts  |                  |
| <b>2. Professional Growth</b>      | .....    | <b>40 points</b> |
| a. Education                       | - 10 pts |                  |
| b. Speakership                     | - 15 pts |                  |
| c. Trainings                       | - 5 pts  |                  |
| d. Publications                    | - 10 pts |                  |
| <b>3. Community Development</b>    | .....    | <b>10 points</b> |
| a. Outreach Activities             | - 10 pts |                  |

**TOTAL ..... 100 points**

- 1. Instructional Competence**  
**a. Outstanding Accomplishments (For the Last 3 years) - 20 points**

1. Outstanding Employee Awardee (10 points)

Only the highest level/place obtained shall be credited with the corresponding point/s.

School Level		District Level		Division Level		Regional Level		National Level	
1st	1 pt	1st	3 pts	1st	5 pts	1st	8 pts	1st	10 pts
2nd	.5	2nd	2 pts	2nd	4 pts	2nd	7 pts	2nd	9 pts
3rd	.25	3rd	1 pt	3rd	3 pts	3rd	6 pts	3rd	8 pts

**Supporting document/s:**

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

2. Coach or trainer of winning **students (first place winners only)** in different competitions (**10 points**)

Only the highest level obtained shall be credited with the corresponding point/s.

Level (First Place only)	Point
School (4 winnings to get 2 points) (2 winnings to get 1 point)	2
District/Cluster (2 winnings to get 4 points) ( 1 winning to get 2 points)	4
Division ( 1 winning to get 6 points)	6
Regional ( 1 winning to get 8 points)	8
National ( 1winning to get 10 points)	10
International (1 winning to get 10 points)	10

**Notes:**

- Competitions/contests must be those 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.

**Supporting document/s:**

- (1) Certificate of Recognition as teacher-coach of winning student
- (2) DepEd Endorsement (if the competition/contest is not organized/sponsored by the DepEd)

**b. Demonstration Teaching ( For the Last 3 years) - 10 points**

Only the highest level obtained shall be credited with the corresponding point/s.

Level	Point
School Level ( 2 to get 2 points) (1 to get 1 point)	2
District/Cluster Level (2 to get 4 points) (1 to get 2 points)	4
Division Level (1 to get 6 points)	6
Regional Level ( 1 to get 8 points)	8
National Level (1 to get 10 points)	10

**Supporting document/s:**

- (1) Certification of demonstration teaching, (2) Copy of Lesson Plan used in demonstration teaching

**c. Action Research - 10 points**

Action research should be properly documented and approved by immediate superiors and attested by division or regional officials. Points shall be divided by the number of researchers in case of group/team research.

Level (1 research only)	Point
Conducted in the school level	2
Conducted in the district/cluster level	4
Conducted in the division	6
Conducted in the region	8
Conducted in the national level	10

**Supporting document/s:**

- (1) Copy of the action research

**d. Creativity and Innovation - 10 points**

Innovative and creative work plan, module or instructional material, Continuous Improvement Program (CIP) projects, properly documented and approved by immediate superiors and attested by division or regional officials. Points shall be divided by the number of members in case of group/team projects.

Level	Point
Fully implemented in the school	2
Adopted in the district/cluster	4
Adopted in the division	6
Adopted in the region	8
Adopted in the national level	10

**Supporting document/s:**

- (1) Copy of the Innovation

**2. Professional Growth****- 40 points****a. Education - 10 pts**

Level	Point
At least 27 MA units	2
Completed Academic Requirements for Master's Degree	4
Master's Degree	6
Completed Academic Requirements for Doctoral Degree	8
Doctoral Degree	10

**Supporting document/s:**

- (1) *Certified true copy of Transcript of Records, (2) Certificate of Graduation/CAR,*  
 (3) *Certificate of number of units earned (for those who do not have MA/doctoral degree but earned units only)*

**b. Consultant / Resource Speaker / Paper Presenter /Trainer in Trainings/Seminars/Workshops (For the Last 3 years) - 15 pts**

Only the highest level obtained shall be credited with the corresponding point/s.

Level	Point
School Level (3 seminars to get 1 point) (2 seminars to get 0.5)	1
District/Cluster Level (3 seminars to get 3 points) (2 seminars to get 2 points) (1 seminar to get 1 point)	3
Division Level (2 seminars to get 6 points) (1 seminar to get 3 points)	6
Regional Level (1 seminar to get 9 points)	9
National Level (1 to get 12 points)	12
International Level (1 to get 15 points)	15

**Notes:**

- Seminars/trainings/paper presentations/workshops must be those 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.*

**Supporting document/s:**

- (1) *Certificate of Recognition, (2) Letter of Invitation or Training Matrix/Program with the name of resource speaker, (3) DepEd Endorsement (for those not organized/sponsored by the DepEd)*

**c. Trainings/Seminars/Workshops/Conferences attended (For the Last 3 years) - 5 points**

Only the highest level obtained shall be credited with the corresponding point/s.

Level	Point
School Level (2 seminars to get 0.5 point)	0.5
District/Cluster Level (2 seminars to get 1 point) (1 seminar to get 0.5 point)	1
Division Level ( 2 seminars to get 2 points) (1 seminar to get 1 point)	2
Regional Level (1 seminar to get 3 points)	3
National Level (1 seminar to get 4 points)	4
International Level (1 seminar to get 5 points)	5

**Notes:**

- *Trainings/Seminars/Workshops/Conferences attended must have been conducted for at least 3 days. Hence, a 3-day seminar is equivalent to 1 seminar only.*
- *Trainings/Seminars/Workshops/Conferences attended must be those 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.*

**Supporting document/s:**

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

**d. Publication/Authorship (For the Last 3 years) – 10 points**

Articles/books must be related to education.

Only the highest level obtained shall be credited with the corresponding point/s.

Level	Point
Articles published in a school organ/newsletter (3 articles to get 2 points) (2 articles to get 1 point) (1 article to get 0.5)	2
Articles published in a journal/newspaper/magazine of wide circulation (2 articles to get 4 points) (1 article to get 2 points)	4
Co-authorship of a book/More than 2 authors (1 books to get 6 points)	6
Co-authorship of a book/Two authors only (1 book to get 8 points)	8
Sole authorship of a book (1 book to get 10 points)	10

**Supporting document/s:**

*For articles: (1) Copy of the magazine, newspaper, newsletter*

*For books: (1) Copy of the book*

**3. Community Development (For the Last 3 years) - 10 points**

**a. Outreach Programs -10**

Outreach programs/activities initiated where nominee served as **proponent/chairman**.

No. of Times	Points
1	2
2	4
3	6
4	8
5	10

**Notes:**

- *For outreach programs/activities where nominee served as member/participant only, the maximum point to be given is 1 point only regardless of the number of times of participation.*
- *For outreach programs undertaken with other government agencies and private organizations/NGOs, these must have documented coordination with the school and the DepEd.*

**Supporting document/s:**

*(1) Action Plan signed by proper authorities*

*(2) Narrative and pictorial reports attested by immediate superiors, division or regional officials*

*(3) Documentation (ex. endorsement) to show coordination with the school and the DepEd (for outreach programs undertaken with private organizations)*





	<p>3. Curriculum Development (5 pts.) <i>(There should be at least 5 activities each to get 1 point.)</i></p>	<p>activities -1 pt. 2. Extra-curricular activities -1 pt. 3. Localization and indigenization of the curriculum -1 pt. 4. Use of community as laboratory of learning -1 pt. 5. Curriculum enrichment activities -1 pt.</p>	<p>List of programs, projects and activities on curriculum development</p> <p>Documentation (pictures, videos)</p> <p>List of Instructional Materials, Innovations and Curriculum enrichment activities per learning area</p>
<p>II. Learning Environment (15 pts)</p>	<p>1. Management of physical facilities (5pts)</p> <p>2. Provision of safe learning environment (5 pts.)</p>	<p>1. Projects on School Improvement (construction, repair, beautification, etc.)</p> <p>Amount of projects (from external funding) 1M and above - 5pts 700,000-999,999= 4 400,000-699,999 =3 100,000-399,999=2 Below 100,000 = 1</p> <p>1. Institutionalization of the following DepEd programs -Child Protection Policy – 1 pt. -Disaster Risk Reduction Management – 1 pt. -Eco-Friendly</p>	<p>Brigada Eskwela report Reports on School Improvement projects (program of works, pictures)</p> <p>Annual Plans and Accomplishment Reports for the following: -CPP -DRRM -Eco-friendly School/YES-O -GAD</p>

	3. Functional ancillary services and laboratories (5 pts. maximum)	<p>School – 1 pt.          -Gender Awareness Development (GAD) – 1 pt.          -Child Friendly School System-1 pt.</p> <p>1. Science Laboratories -1 pt.          2. TLE laboratories/shops - 1 pt.          3. Clinic -1 pt.          4. Guidance Office -1 pt.          5. Library/Learning Center -1 pt.          6. Canteen -1 pt.</p>	<p>-CFSS</p> <p>Documentation of school facilities (photos, videos)</p> <p>Logbooks on utilization of school laboratories and ancillary services</p> <p>Inventory of materials and equipment</p>
<p>III. Human Resource Management and Development (10 pts.)</p> <p><i>Note: Promotion includes natural vacancy promotions, ERF/Upgrading/Re-classification</i></p>	<p>1. Conduct of HRMD programs</p> <p>Total no. of SLACS,INSETS, trainings etc.          17-20 (5pts.)          13-16 (4 pts.)          9-12 (3 pts.)          5-8 (2 pts.)          1-4 (1 pt.)</p> <p>Total no. of teachers promoted:          9-10 (5 pts.)          7-8 (4 pts.)          5-6 (3 pts.)          3-4 (2 pts.)          1-2 (1 pt.)</p>	<p>1. Teacher Development Programs - 5 pts.</p> <p>No. of          -Induction program          -SLAC sessions          -INSETs          -Trainings, Seminars, Workshops</p> <p>2. Teachers' Promotion -5 pts.          -No. of teachers promoted</p>	<p>-Training Needs Assessment (TNA)          -School Plan for Professional Development          -Documentations on school-based trainings          -Teachers' certificates of trainings/seminars</p> <p>Copies of teachers' appointments</p>

<p>IV. Parents' Involvement and Community Partnership (15 pts.)</p>	<p>1. SBM Level (5 pts.)</p> <p>2. SBM Teams (5 pts.)</p> <p>3. Stakeholders' Participation and Involvement (5 pts.)</p>	<p>Level 1 (1 pt.) Level 2 (3 pts.) Level 3 (5 pts.)</p> <p>1. School Governing Council – 1 pt. 2. School Planning Team – 1 pt. 3. SBM-PASBE Team – 1 pt. 4. QMS-M&amp;E Team 5. – 1 pt. 6. Homeroom and General PTA – 1 pt. 7. Alumni Association – 1 pt.</p> <p>Strategic Planning SIP Writing Communication of the SIP 1 SIP – 1 pt. 3 AIP – 2 pts. 3 SOB – 2 pts.</p>	<p>Certification on SBM level</p> <p>List of Officers Oath of office Minutes of meetings Attendance sheets</p> <p>Documentation on strategic planning SIP, AIP, SOB</p>
<p>5. School Leadership and Management Operations (20 pts)</p>	<p>1. Improved efficiency indicators (15 pts.)</p>	<p>1. Drop-out Rate Zero drop-out -5 pts</p>	<p>Efficiency indicators reports</p>

		<p>2. Cohort-survival rate  100% - 5 pts.  -90-99.99% - 3 pts.  80-89.99% - 2 pts.  79% and below- 1 pt.</p> <p>3. Completion rate  100% - 5 pts.  90-99.99% - 3 pts  80-89.99% - 2 pts.  79% and below- 1 pt.</p>	
	3. Resource mobilization and financial management (5 pts.)	1. Complete (100%) liquidation of cash advances/MOOE Before due date – 3 pts. On the due date- 1 pt.	Liquidation reports

6. Professional Growth and Outstanding Accomplishments (20 points)	1. Education (4)	<p>Doctoral Degree- 4  CAR (Doctoral)- 3  MA Degree - 2  CAR (MA) - 1</p>	Transcript of records
	2. Trainings (4)	<p>International (at least 1, 3 day-training) - 4  National (1, 3 days) - 3  Regional (3, 3 days) - 2  Division (3, 3 days) -1</p> <p>International - 4</p>	<p>Certificates of trainings</p> <p>Letter of invitation</p>

	3. Resource Speakership (4)	National - 3 Regional - 2 Division - 1	Memorandum Training matrix Certificate of recognition
	4. Publication (4)	Authorship (book) -4 2 articles in journals - 3 2 articles in newspapers - 2	Copy of the book, journal, newspaper
	5. Research/Innovation (4)	Regional - 4 Division - 3 Cluster/District - 2 School - 1	Copy of the research/innovation

Rubric for Assessing Interview Responses				
	Excellent (4pts.)	Proficient (3 pts.)	Devel. Prof. (2 pts.)	Unacceptable (1 pt.)
<b>Listening</b> Did the nominee answer the question that was presented?	Answer reflected an explicit understanding of the question;	Answer reflected a general understanding of the question; May have missed a detail;	Answer reflected a partial understanding of the question;	Answer did not reflect an understanding of the question or answered an unasked question;
<b>Speaking</b> Did the nominee speak in an articulate manner and integrate professional language?	Spoke clearly and articulately; Was confident in knowledge; Integrated professional language throughout the response; No "um's, uh's, er's" etc."	Spoke articulately most of the time; Used general words at times instead of details; Integrated a good amount of professional language throughout response; Some "um's, uh's, er's";	Spoke in a somewhat nervous manner; Lacked confidence in knowledge; Sketchy use of professional language; Many "um's, uh's, er's, etc.";	Nervous; Incomplete thoughts, Not articulate; No use of professional language; Response riddled with "um's, uh's, er's, etc.";
<b>Integrating</b> Did the nominee integrate knowledge, content and experiences?	Fully integrated knowledge, content and experiences in an organized, accurate and detailed manner; Engaged listener with unique answers;	Integrated knowledge, content or experiences in a generally organized and accurate manner; Invited response from the listener;	Integrated some knowledge, content or experiences; Response was somewhat rambling or missing details; Listener needed to clarify responses;	Failed to integrate knowledge, content or experiences; Inaccurate and/or incomplete responses; Listener was confused;
<b>Expressing</b> Did the nominee express opinions in a tactful and mature manner?	Recognized that opinions might be at odds with listener's; Identified that it was own opinion; Expressed opinions in a highly tactful and mature manner;	Did not recognize that opinions might be at odds with listener's; Identified that response was own opinion; Expressed opinions in a generally tactful manner;	Did not recognize that opinions might be at odds with listener's; Did not identify that response was own opinion; Expressed opinions in an open, but unprofessional manner;	Did not recognize that opinions might be at odds with listener's; Did not identify that response was own opinion; Expressed opinions in a biased, or inappropriate manner;
<b>Body Language</b> Did the nominee's body language convey interest and facilitate the responses?	Body language conveyed eagerness to respond; Sat in upright and alert manner; Seemed natural and at ease;	Body language conveyed interest in responding; Sat in an upright manner; Seemed fairly natural most of the time;	Body language was difficulty to interpret (Too nervous and/or too casual); Sat upright at times, but slouched at others; Extraneous movements detracted from response;	Body language conveyed disinterest and/or extreme nervousness; Slouched or moved nervously throughout the interview;
<b>Gestures</b> Did the nominee's gestures seem natural and facilitate the responses?	Gestures fully facilitated and enhanced the responses; Hand and facial movements were natural, timed effectively and emphasized key points;	Gestures were appropriate and added to effectiveness of the response; Hand and facial movements were generally natural and timed to emphasize key points;	Gestures were somewhat limited, unnatural and/or stiff; Hand and/or facial movements were timed inappropriately or were distracting;	Gestures were not evident or were exceptionally distracting to the listener;
<b>Eye Contact</b> Did the nominee's eye contact seem natural and facilitate the responses?	Sustained, appropriate and natural eye contact; Conveyed interest in the topic and the listener; Showed confidence in interacting with the listener;	Appropriate, fairly consistent and natural eye contact; Generally conveyed interest in the topic and listener; Showed generally good levels of confidence in interacting with listener;	Intermittent or inconsistent eye contact; Conveyed non-interest in the topic and/or listener; Did not seem confident of interactions with the listener;	Limited or no eye contact; Seemed disengaged with topic and/or listener;
<b>Professional Dress</b> Did the nominee's dress in a professional manner?	Dressed in a highly professional manner (suit, sport coat, tie, dress); Neat and well-groomed;	Dressed in a professional manner (skirt/blouse, dress pants/blouse, shirt and tie); Generally neat and well-groomed;	Dressed in a casual, but not necessarily professional manner (Revealing blouse, open collar/no tie); Fairly neat;	Dress was inappropriate and/or unkempt;

Total: \_\_\_\_\_      Excellent (28-32 pts.)      Proficient (21-27 pts.)      Developing Proficiency (15-20 pts.)      Unacceptable (0-14 pts.)

(Enclosure No. 7 to Regional Memorandum No 146 , s. 2015)

This validation tool shall be administered by the Final Screening and Selection Committee (FSSC) without the knowledge of the nominee. Three (3) individuals, who can provide truthful and unbiased information about the nominee, shall be chosen as respondents. For the teacher category, the three (3) respondents must be a Superior, Colleague/Peer, and Community Leader. For the school head category, the three (3) respondents must be a Superior, Subordinate, and Community Leader.

**VALIDATION TOOL**  
**(Assessing Morality and Integrity, Human Relations**  
**in the School and Community, and Impact to Learning**

**Regional Search for Outstanding Teachers and School Heads**  
**(Elementary and Secondary)**

To the Respondent:

Using the **STAR (Situation, Task, Action, Result) Technique**, please describe the nominee in terms of the three domains (A. Morality and Integrity; B. Human Relations in the School and Community; and, C. Impact to Learning).

**Rate each situation from based on the following scale:**



Use separate sheets of paper if necessary.

**A. Morality and Integrity**

Cite three (3) specific situations that will best describe the nominee in terms of morality and integrity.

Situation	Task	Action	Result	Score (0-3)
Situation 1				
Situation 2				

Situation 3				

**B. Human Relations in the School and Community**

Provide specific situations that will best describe the nominee's relationship with each of the following:

1. Parents-Teachers Association
2. Local Government Units
3. Civic Groups/Church groups

	<b>Situation</b>	<b>Task</b>	<b>Action</b>	<b>Result</b>	<b>Score (0-3)</b>
Situation 4  Parents- Teachers Association					
Situation 5  Local Government Units					
Situation 6  Civic Groups/Church groups					



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**C. Impact to Learning**

1. Cite two (2) situations that best describe the nominee's contribution and impact to pupils'/students' learning.

<b>Situation</b>	<b>Task</b>	<b>Action</b>	<b>Result</b>	<b>Score (0-3)</b>
Situation 7				
Situation 8				

2. Cite two (2) self-initiated projects of the nominee that have significant impact to pupils'/students' learning.

<b>Situation</b>	<b>Task</b>	<b>Action</b>	<b>Result</b>	<b>Score (0-3)</b>
Situation 9				

Situation 10				

Name of Respondent: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Cellphone Number: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Position/Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name of Validator/Investigator: \_\_\_\_\_  
 Position/Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Date of the Investigation: \_\_\_\_\_ Time: \_\_\_\_\_  
 Location: \_\_\_\_\_

**SCORE SHEET**  
**Validation Tool for Assessing Morality and Integrity,**  
**Human Relations in the School and Community, and Impact to Learning**

**Regional Search for Outstanding Teachers and School Heads**  
**(Elementary and Secondary)**

Nominee: \_\_\_\_\_ Category: \_\_\_\_\_

Situation	Respondent 1	Respondent 2	Respondent 3	Score
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Score				

Score in Validation =  $\text{Total Score} / 90 \times 100 \times 25\%$