



Republic of the Philippines  
**Department of Education**

REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

SGOD-8-96

August 13, 2020

**DIVISION MEMORANDUM**

No. 132, s. 2020

**2020 PAMMARAYAW-SEARCH FOR MOST OUTSTANDING TEACHING,  
 NON-TEACHING AND BEST PERFORMING SCHOOL**

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Section and Unit Heads  
 Elementary and Secondary School Heads  
 All Concerned

1. Anchored on the Civil Service Commission Program on Awards and Incentives for Service Excellence (PRAISE) and DepEd Order No. 9, s. 2002 re: Establishing PRAISE in the Department of Education, this Office, through the Human Resource Development Unit (HRDU) of the School Governance and Operations Division, announces the 2020 Pammarayaw: Search for Most Outstanding Teaching, Non-Teaching and Best Performing Schools.

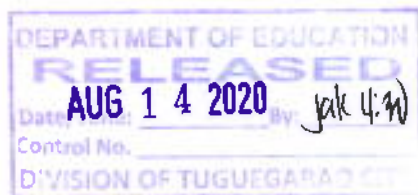
2. This program aims to encourage, recognize and reward the top performing teaching, non-teaching and best performing schools who have demonstrated continuing commitment and outstanding performance resulting to work efficiency, organizational productivity and positive results in terms of improving access, quality of delivery and governance of basic education.

3. Please refer to the attached enclosures for more information:

Enclosure No. 1: Guidelines for 2020 Division Search for Most Outstanding Teaching, Non-Teaching and Best Performing Schools

Enclosure No. 2: Division Search and Awards Committees  
 Division PRAISE Committee

3. Immediate and wide dissemination and compliance with this memorandum is desired.



**REYNANTE Z. CALIGUIRAN**

Assistant Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent



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**PAMMARAYAW  
2020**

**AWARDS GUIDELINES**

**DEPED SDO-TUGUEGARAO CITY  
(PRAISE)**



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## **RATIONALE**

In line with the Revised Policies and Employees Suggestions and Incentives Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 03, s. 2016, the Department of Education Division of Tuguegarao City establishes a customized Awards and Incentives for Service Excellence (PRAISE) dubbed as PAMMARAYAW Awards.

PAMMARAYAW is an annual search for Best Performing School and Most Outstanding Teaching and Non-Teaching personnel of the Schools Division of Tuguegarao City, as a fitting recognition for their exemplary performance and commendable display of professionalism in the implementation of the Basic Education services, and contributed in the attainment of the DepEd Vision and Mission, done every October as part of the culminating program of the celebration of the National Teachers Month and the World Teachers Day.

The criteria for the selection of the Most Outstanding Teaching and Non-Teaching Personnel was based from the criteria of the Regional Office 2019 STARS (Service-Oriented, Affective, Resilient, Spiritually-Driven) Awards.

## **OBJECTIVES**

1. Recognize and award outstanding achievements in the delivery of basic education;
2. Encourage and motivate innovative and sustainable practice in education; and
3. Promote quality performance and commitment to public service.

## **DIVISION AWARDS**

1. Best Performing School – Elementary Category
2. Best Performing School – Secondary Category
3. Most Outstanding Program Supervisor
4. Most Outstanding Public School District Supervisor
5. Most Outstanding School Head – Elementary Category
6. Most Outstanding School Head – Secondary Category
7. Most Outstanding Master Teacher – Elementary Category
8. Most Outstanding Master Teacher – Junior High School Category
9. Most Outstanding Master Teacher – Senior High School Category
10. Most Outstanding Teacher – Elementary Category
11. Most Outstanding Teacher – Junior High School Category
12. Most Outstanding Teacher – Senior High School Category
13. Most Outstanding Alternative Learning System (ALS) Implementers
14. Most Outstanding Non-Teaching Employee – 1<sup>st</sup> Level (Position requiring CSC Sub-Professional Eligibility)
15. Most Outstanding Non-Teaching Employee – 2<sup>nd</sup> Level (Position requiring CSC Professional Eligibility)



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### QUALIFICATION REQUIREMENTS

1. Filipino Citizen
2. Must be at least three (3) years in his/her present position with three (3) consecutive years of IPCRF/OPCRF
3. Must not be on leave at the time of nomination
4. Must be a winner in the School/District Search/ Division Office Search
5. No pending administrative/civil/criminal case
6. Must not be awardee of a National Search

Note: For Best Performing School, nominee must not be a Hall of Fame Awardee

### APPLICATION REQUIREMENTS

1. Endorsement from the Office of the School Head (for teacher nominees) and endorsement from Public District Supervisor (for Best Performing School and Outstanding School Head)
2. Duly accomplished nomination form
3. Latest Appointment
4. Service Record
5. Other required documents vis-à-vis criteria

### AWARDS

1. Plaque of Recognition
2. Certificate of Recognition
3. Cash Prize for Winners and Finalist

### PROCEDURE

1. Nominees for various awards shall be winners in School/District Level and Division Office Search
2. Teacher nominees must be endorsed by the School Head. The Best Performing School and Most Outstanding School Head to be endorsed by the Public School District Supervisor. For the Division Office, nominees from the OSDS shall be endorsed by the Assistant Schools Division Superintendent, and nominees from the SGOD and CID shall be endorsed by the Chiefs.
3. Nominees shall submit necessary documents to the Division PRAISE Committee headed by the Assistant Schools Division Superintendent, duly received by the Records Section on or before the scheduled deadline of submission.



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4. Each school shall only nominate one (1) for every category. For the Division Office, the nomination is open to all employees on the different categories. For Best Performing School and Most Outstanding School Head categories are open to all School Heads and Schools.
5. Sub-committees organized by the Division Office PRAISE Committee shall evaluate the submitted documents within a week.
6. After the document evaluation, face to face interview shall follow which shall be done at the Division Office.
7. After the evaluation and the face-to-face interview, PRAISE Committee and Sub-Committee members shall convene to finalize the results
8. The PRAISE Committee shall determine three (3) finalists per category. There is only one winner per category
9. All finalist shall be notified through a Division Memorandum.

### TIME TABLE

	Detailed Activities	Responsibilities	Timeliness	Success Indicators
	What will be done?	Who will do it?		
Action Step 1 – Preliminary Activities	Activity 1: Preparation of the guidelines for the PAMMARAYAW Awards	SEPS HRD	August 12, 2020	Guidelines for the PAMMARAYAW Awards
	Activity 2: Communicate PAMMARAYAW Guideline to the PRAISE Committee for approval	SEPS HRD	August 13, 2020	Approved PAMMARAYAW Guidelines
	Activity 3: Disseminate the guidelines to the Schools	SEPS HRD	August 13, 2020	Memorandum
Action Step – Conduct of Search	Conduct Search for 2020 PAMMARAYAW Awards for Schools, Districts and Division Office <i>proper</i>	PRAISE Committee members	August 13-31, 2020	Memorandum
	A. Acceptance of documents	PRAISE Committee members and HRDS	September 1-7, 2020	List of Nominees and their submitted portfolio
	B. Evaluation of documents	PRAISE Committee members and	September 8-11, 2020	Result of the evaluation



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		Sub-Committee members		
	C. Face-to-Face Interview	PRAISE Committee members and Sub-Committee members	September 14-15, 2020	Interview Results
	D. Deliberation and finalization	PRAISE Committee members and Sub-Committee members	September 16, 2020	List of Awardees
Action Step 3 – Awarding Ceremony	Division PAMMARAYAW Awarding Ceremonies	PRAISE Committee members and Sub-Committee members	October 1, 2020	List of finalist and Awardees
Action Step 4 – Post Implementation Activities	Activity 1: Input list of Awardees to the LDIS	HRDU	September 28, 2020	Inputted names of Awardees on the LDIS
	Activity 2: Indorse awardees to higher award giving bodies (e.g. Metrobank Foundation, Ulirang Guro, CSC, Rato Balani, etc.)	SDS, ASDS, SEPS HRD	To be determined	List of endorsed personnel
	Activity 4: Assessment on the conduct of the 2020 PAMMARAYAW Awards	PRAISE Committee members and Sub-Committee members	December 2020	Result of the Assessment



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**PAMMARAYAW AWARDS**

**NOMINATION FORM**

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

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

Position: \_\_\_\_\_

School/Unit/Section/Division: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Passport size  
(Colored)

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(To be filled out by immediate supervisor)

I hereby nominate \_\_\_\_\_  
(Name)

\_\_\_\_\_ of \_\_\_\_\_  
(Position Title) (Official Station/School)

For the \_\_\_\_\_ of the 2019 Search for PAMMARAYAW Awards

Nominated by:

\_\_\_\_\_  
Immediate Supervisor

Endorsed by:

\_\_\_\_\_  
Immediate Supervisor



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QUALITY ASSURANCE AND MONITORING AND EVALUATION ON THE  
CONDUCT OF PAMMARAYAW AWARDS

Name: (Optional) \_\_\_\_\_ Position: \_\_\_\_\_

School/Unit/Section/Division: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions:

In the scale of 5, 5 as the highest and 1 as the lowest, rate each of the following steps in the conduct of the PAMMARAYAW Awards. Kindly write as well as your recommendation/suggestions, if any, to further enhance the process for a better and responsive implementation of the program.

Items	Rate	Remarks/Recommendations/ Suggestion
1. Call for Nomination		
2. Submission and Acceptance of Nominees together with their Documents		
3. Evaluation of Documents		
4. Conduct of Face-to-Face Interview		
5. Panel of Interviewers/Assessors		
6. Criteria Used		
7. Manner of Dissemination of Results		
8. Timeliness of the Activities		





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**SEARCH FOR MOST OUTSTANDING MASTER TEACHER**

Name of the Nominee: \_\_\_\_\_ Position: \_\_\_\_\_  
 Level: \_\_\_\_\_ School: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION	POINTS EARNED												
<b>I. INSTRUCTIONAL COMPETENCE (40 Points)</b>														
<ul style="list-style-type: none"> <li>❖ Teaching Competence (10 points)               <ul style="list-style-type: none"> <li>✓ Served as demonstration teacher on innovative teaching techniques/pedagogies on at least two (2) in any level – 5 points                    (Note: One (1) demo will not earn any points)</li> </ul> </li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Level</th> <th style="text-align: left;">Points</th> <th style="text-align: left;">Points Earned</th> </tr> </thead> <tbody> <tr> <td>National</td> <td>5</td> <td></td> </tr> <tr> <td>Regional</td> <td>4</td> <td></td> </tr> <tr> <td>Division</td> <td>3</td> <td></td> </tr> </tbody> </table> <p>Sample Computation            Points earned = (Demo 1 + Demo 2) / 2 = (1 Reg + 1 Division) / 2 = (4 + 3) / 2 = 3.5</p>	Level	Points	Points Earned	National	5		Regional	4		Division	3		<ul style="list-style-type: none"> <li>❖ LP/DLL duly signed by authorities</li> <li>❖ Student's Worksheet (if any)</li> <li>❖ Pictorial/Video</li> <li>❖ Certificate of recognition</li> <li>❖ Memorandum and Matrix reflecting demonstration teaching activity</li> </ul>	
Level	Points	Points Earned												
National	5													
Regional	4													
Division	3													
<ul style="list-style-type: none"> <li>✓ Led at least 2 School LAC session regarding improvement of students' learning outcomes- (DO#35, s. 2016) – 5 points (Note: One (1) LAC Session will not earn any points)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Narrative Report with attachments such as:               <ul style="list-style-type: none"> <li>➤ Approved SLAC Session Plan</li> <li>➤ Approved permit to conduct</li> <li>➤ Sample program</li> <li>➤ Attendance</li> <li>➤ Pictorials</li> </ul> </li> </ul>													
<ul style="list-style-type: none"> <li>❖ Meritorious Outstanding Accomplishment (10 points) – DO 66, s. 2007               <ul style="list-style-type: none"> <li>✓ Awards as Outstanding Teacher                   <ul style="list-style-type: none"> <li>↓ National – 5</li> <li>↓ Regional – 4</li> <li>↓ Division – 3</li> <li>↓ District – 2</li> <li>↓ School – 1</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Memorandum/Advisory</li> <li>❖ Certificate of Recognition</li> </ul>													
<ul style="list-style-type: none"> <li>✓ Winning Coach in the Division, Regional and National (Certificate with higher points prevails)               <ul style="list-style-type: none"> <li>↓ National – 5 (1<sup>st</sup> place), 4.5 (2<sup>nd</sup> place), 4 (3<sup>rd</sup> place), 3.5 (participants)</li> <li>↓ Regional – 3 (1<sup>st</sup> place), 2.5 (2<sup>nd</sup> place), 2 (3<sup>rd</sup> place), 1.5 (participants)</li> <li>↓ Division – 1 (1<sup>st</sup> place), 0.75 (2<sup>nd</sup> place), 0.5 (3<sup>rd</sup> place)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Memorandum/Advisory/Bulletin</li> <li>❖ Certificate of Recognition as Coach</li> </ul>													
<ul style="list-style-type: none"> <li>❖ Innovation (10 points) – DO 66, s. 2007                Introduced Innovation and adopted in the District, Division, Regional (e.g. SIM, ReAP/ Application Plan, etc.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Duly approved innovative plan</li> <li>❖ Certificate of adoption/ utilization (corroborated by at least 5 teachers)</li> </ul>													



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<table border="1"> <tr><td>Level/Category</td><td>Points</td></tr> <tr><td>Regional</td><td>10</td></tr> <tr><td>Division</td><td>8</td></tr> <tr><td>District</td><td>6</td></tr> </table>	Level/Category	Points	Regional	10	Division	8	District	6	<table border="1"> <tr><td>Level/Category</td><td>Points</td></tr> <tr><td>Regional</td><td>10</td></tr> <tr><td>Division</td><td>8</td></tr> <tr><td>District</td><td>6</td></tr> </table>	Level/Category	Points	Regional	10	Division	8	District	6	<ul style="list-style-type: none"> <li>❖ Evidences: pictures, lesson plan were innovation was used, observation results</li> <li>❖ Acceptance/ Acknowledgement/ Indorsement</li> <li>❖ Narrative report reflecting the extent to which the innovation/ idea has effectively and efficiently addresses a pressing need or improved service delivery/learning outcome</li> </ul>	
Level/Category	Points																		
Regional	10																		
Division	8																		
District	6																		
Level/Category	Points																		
Regional	10																		
Division	8																		
District	6																		
<ul style="list-style-type: none"> <li>❖ Research and Development Projects (10 points)</li> </ul>	<table border="1"> <tr><td>Level/Category</td><td>Points</td></tr> <tr><td>Regional</td><td>10</td></tr> <tr><td>Division</td><td>8</td></tr> <tr><td>School/District</td><td>6</td></tr> </table>	Level/Category	Points	Regional	10	Division	8	School/District	6	<ul style="list-style-type: none"> <li>❖ Approved proposal</li> <li>❖ Completion report approved by the Authorized Research Committee members</li> <li>❖ Certificate of Acceptance/ Acknowledgement/ Indorsement</li> </ul>									
Level/Category	Points																		
Regional	10																		
Division	8																		
School/District	6																		
<b>2. PROFESSIONAL AND PERSONAL COMPETENCE (25)</b>																			
<ul style="list-style-type: none"> <li>❖ Performance rating (10 points) – DO 66, s. 2007           <ul style="list-style-type: none"> <li>↓ At least Very Satisfactory for the last three (3) rating periods (average rating for the last three (3) rating periods)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- IPCRF duly signed by authorities with date of signing</li> </ul>																		
<ul style="list-style-type: none"> <li>❖ Education ((5 points) – DO 66, s. 2007           <ul style="list-style-type: none"> <li>↓ Doctoral degree – 5</li> <li>↓ Complete academic requirement for doctoral degree – 4</li> <li>↓ Master’s degree – 3</li> <li>↓ Complete academic requirement for Master’s degree – 2</li> <li>↓ With AM Units - 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Transcript of records</li> <li>- Certificate of completion of academic requirements</li> <li>- Certificate of earned MA units</li> </ul>																		
<ul style="list-style-type: none"> <li>❖ Resource Speakership/Learning Facilitatorship/Trainership/ Consultancy (5 points) – DepEd and DepEd recognized agencies (DO 66, s. 2007)           <ul style="list-style-type: none"> <li>↓ International/National – 5</li> <li>↓ Regional – 4</li> <li>↓ Division – 3</li> <li>↓ District - 2</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Invitation/Memorandum</li> <li>- Authority to travel</li> <li>- Structured Learning Episode</li> <li>- Slide Decks</li> <li>- Certificate</li> <li>- Consultancy/Resource Speakership/Learning Facilitatorship/Trainership signed by authorities</li> <li>- Certificate of Recognition</li> </ul>																		
<ul style="list-style-type: none"> <li>❖ Publication/Authorship (5 points) – DO 66, s. 2007           <ul style="list-style-type: none"> <li>↓ Book (divided by the number of authors) or</li> <li>↓ Argtile (1 point for each education-related article, maximum of 5 points)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Published book</li> <li>- Present any of the following (business permit, DTI recognition, mayor’s permit)</li> <li>- Present a photo copy of the following (copy of MOA from original/local publisher, official title page, ISBN fact sheet, receipt of application, acknowledgement receipt signed by a librarian)</li> </ul>																		



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	- Copy of the Publication where the article is published	
<b>3 COMMUNITY INVOLEMENT/DEVELOPMENT (10 points)</b>		
<ul style="list-style-type: none"> <li>❖ Outreach activity (5) – MEC 10, s. 1979               <ul style="list-style-type: none"> <li>✦ Proponent/organizer – 5</li> <li>✦ Member – 2.5</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Designation/Certification approved/ certified by proper authorities</li> <li>- Implemented approved proposal</li> <li>- Narrative/ accomplishment report which includes of the impact of the activity to the community, pictorial, certificate of recognition, attendance sheets</li> </ul>	
<ul style="list-style-type: none"> <li>❖ Networking/Linkages (5) – MEC 10, s. 1979               <ul style="list-style-type: none"> <li>✓ Sponsored/conducted Income Generating Project and Programs for School Founding Anniversary, Brigada Eskwela, Brigada Eskwela Plus and other similar school activities (Property document)                   <ul style="list-style-type: none"> <li>✦ Proponent/organizer – 5</li> <li>✦ And good human relations Member - 2.5</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Designation/Certificate approved/certified by proper authorities</li> <li>- Approved and implemented proposal</li> <li>- Accomplishment report w/ attachments: Pictures, WFP/POW certificate of recognition</li> </ul>	
<b>4 PERSONAL CHARACTERISTICS AND ATTRIBUTES (25)</b>		
<p><b>A. Model of morality, integrity both in public and private life and good human relations in school and in the community (10 points)</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates of positive traits both private and public life</li> <li>▪ Friendly, compassionate and tactful</li> <li>▪ Team-player and has good working rapport with colleagues</li> <li>▪ Initiates, facilitates and builds inter-community stakeholders and local partners</li> <li>▪ Demonstrates transparency, honesty, accountability and personal integrity</li> <li>▪ Lives a decent and simple life</li> <li>▪ Projects well-groomed and neat personality</li> <li>▪ No record of tardiness and Absents without Official Leave</li> <li>▪ Exercises high degree of tolerance to tension resulting from increasing volume of work</li> <li>▪ No pending administrative/criminal case</li> </ul>	<ul style="list-style-type: none"> <li>❖ Written Testimonies from the following:               <ul style="list-style-type: none"> <li>➢ School Head</li> <li>➢ One (1) Co – Teacher</li> <li>➢ One (1) Learner</li> <li>➢ One (1) from civic or religious organization</li> <li>➢ One (1) from Barangay Official</li> </ul> </li> </ul> <p>(Note to be validated by the respective Sub-committee members)</p>	
<p><b>B. Face-to-Face Interview</b></p> <p><b>1. Personal and Interpersonal Qualities (5 points)</b></p> <ul style="list-style-type: none"> <li>▪ Shows consistency between the expression of his/her own thought and feeling</li> <li>▪ Gives objective, non-defensive and non-judgmental views</li> <li>▪ With his/her response, reflect patience and high tolerance in the face of challenging and difficulties besetting his/her job</li> </ul> <p><b>2. Demonstrating Content, Knowledge and Expertise (5 points)</b></p> <ul style="list-style-type: none"> <li>▪ Presents concepts/knowledge/answers/ information clearly and with sincerity and conviction</li> </ul>	<ul style="list-style-type: none"> <li>- Interview Results (BEI) using STAR format</li> </ul>	



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<ul style="list-style-type: none"><li>▪ Shows expertise and proficiency on the topic being asked</li></ul> <p>3. Communicating Effectively (5 points)</p> <ul style="list-style-type: none"><li>▪ Demonstrate effective speaking skills</li><li>▪ Expresses ideas with clarity, logic, and in grammatically correct sentences</li><li>▪ Speaks with a well-modulated voice</li><li>▪ Uses non-verbal communication to re-enforce verbal message</li></ul>		
<b>TOTAL</b>		

\_\_\_\_\_  
Evaluator 1

\_\_\_\_\_  
Evaluator 2

\_\_\_\_\_  
Evaluator 3

\_\_\_\_\_  
Evaluator 4

\_\_\_\_\_  
Chairman



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**SEARCH FOR MOST OUTSTANDING TEACHER**

Name of the Nominee: \_\_\_\_\_ Position: \_\_\_\_\_  
 Level: \_\_\_\_\_ School: \_\_\_\_\_

CRITERIA/INDICATORS			MEANS OF VERIFICATION	POINTS EARNED
<b>I INSTRUCTIONAL COMPETENCE (30)</b>				
❖ Teaching Competence (5 points) ✓ Served as demonstration teacher on innovative teaching techniques/pedagogies			❖ LP/DLL duly signed by authorities ❖ Student's Worksheet (if any) ❖ Pictorial/Video ❖ Certificate of recognition ❖ Memorandum and Matrix reflecting demonstration teaching activity (if it is during training/seminar)	
Level	Name of the Nominee: _____ Position: _____ Level: _____ School/Division/Section/Unit: _____ nts	Points Earned		
National	5			
Regional	4			
Division	3			
District	2			
School	1			
✓ Led at least 2 School LAC session regarding improvement of students' learning outcomes-(DO#35, s. 2016) –(5 points)			❖ Narrative Report with attachments such as: ➤ Approved SLAC Session Plan ➤ Approved permit to conduct ➤ Sample program ➤ Attendance ➤ Pictorials	
❖ Meritorious Outstanding Accomplishment (10 points) – DO 66, s. 2007 ✓ Awards as Outstanding Teacher ↓ National – 5 ↓ Regional – 4 ↓ Division – 3 ↓ District – 2 ↓ School – 1			❖ Memorandum/Advisory ❖ Certificate of Recognition	
✓ Winning Coach in the Division, Regional and National (Certificate with higher points prevails) ↓ National – 5 (1 <sup>st</sup> place), 4.5 (2 <sup>nd</sup> place), 4 (3 <sup>rd</sup> place), 3,5 (participants) ↓ Regional – 3 (1 <sup>st</sup> place), 2.5 (2 <sup>nd</sup> place), 2 (3 <sup>rd</sup> place), 1,5 (participants) ↓ Division – 1 (1 <sup>st</sup> place), 0.75 (2 <sup>nd</sup> place), 0.5 (3 <sup>rd</sup> place)			❖ Memorandum/Advisory/Bulletin ❖ Certificate of Recognition as Coach	



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<p>❖ Innovation/Original Creative Output (5 points) – DO 66, s. 2007 Introduced Innovation and adopted in the District, Division, Regional (e.g. SIM, ReAP/ Application Plan, etc.)</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Level/Category</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Regional</td> <td>5</td> </tr> <tr> <td>Division</td> <td>4</td> </tr> <tr> <td>School/District</td> <td>3</td> </tr> </tbody> </table>	Level/Category	Points	Regional	5	Division	4	School/District	3	<ul style="list-style-type: none"> <li>❖ Duly approved innovative plan</li> <li>❖ Certificate of adoption/ utilization (corroborated by at least 5 teachers)</li> <li>❖ Evidences: pictures, lesson plan were innovation was used, observation results</li> <li>❖ Acceptance/ Acknowledgement/ Indorsement</li> </ul>	
Level/Category	Points									
Regional	5									
Division	4									
School/District	3									
<p>❖ Research and Development Projects (5 points)</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Level/Category</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Regional</td> <td>5</td> </tr> <tr> <td>Division</td> <td>4</td> </tr> <tr> <td>School/District</td> <td>3</td> </tr> </tbody> </table>	Level/Category	Points	Regional	5	Division	4	School/District	3	<ul style="list-style-type: none"> <li>❖ Approved proposal</li> <li>❖ Completion report approved by the Authorized Research Committee members</li> <li>❖ Certificate of Acceptance/ Acknowledgement/ Indorsement</li> </ul>	
Level/Category	Points									
Regional	5									
Division	4									
School/District	3									
<b>2 PROFESSIONAL AND PERSONAL COMPETENCE (35)</b>										
<p>❖ Performance rating 20 points) – DO 66, s. 2007        ↓ At least Very Satisfactory for the last three (3) rating periods        (average rating for the last three (3) rating periods)</p>	<ul style="list-style-type: none"> <li>- IPCRF duly signed by authorities with date of signing</li> </ul>									
<p>❖ Education ((5 points) – DO 66, s. 2007</p> <ul style="list-style-type: none"> <li>↓ Doctoral degree – 5</li> <li>↓ Complete academic requirement for doctoral degree – 4</li> <li>↓ Master’s degree – 3</li> <li>↓ Complete academic requirement for Master’s degree – 2</li> <li>↓ With AM Units - 1</li> </ul>	<ul style="list-style-type: none"> <li>- Transcript of records</li> <li>- Certificate of completion of academic requirements</li> <li>- Certificate of earned MA units</li> </ul>									
<p>❖ Resource Speakership/Learning Facilitatorship/Trainership/ Consultancy (5 points) – DepEd and DepEd recognized agencies (DO 66, s. 2007)</p> <ul style="list-style-type: none"> <li>↓ International/National – 5</li> <li>↓ Regional – 4</li> <li>↓ Division – 3</li> <li>↓ District – 2</li> <li>↓ School - 1</li> </ul>	<ul style="list-style-type: none"> <li>- Invitation/Memorandum</li> <li>- Authority to travel</li> <li>- Structured Learning Episode</li> <li>- Slide Decks</li> <li>- Certificate</li> <li>- Consultancy/Resource</li> <li>- Speakership/Learning</li> <li>- Facilitatorship/Trainership signed by authorities</li> <li>- Certificate of Recognition</li> </ul>									
<p>❖ Publication/Authorship (5 points) – DO 66, s. 2007</p> <ul style="list-style-type: none"> <li>↓ Book (divided by the number of authors) or</li> <li>↓ Article (1 point for each education-related article, maximum of 4 points)</li> </ul>	<ul style="list-style-type: none"> <li>- Published book</li> <li>- Present any of the following (business permit, DTI recognition, mayor’s permit)</li> <li>- Present a photo copy of the following (copy of MOA from original/local publisher, official title page, ISBN fact sheet, receipt of application,</li> </ul>									



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	acknowledgement receipt signed by a librarian) - Copy of the Publication where the article is published	
<b>3. COMMUNITY INVOLEMENT/DEVELOPMENT (10 points)</b>		
❖ Outreach activity (5) – MEC 10, s. 1979 ⬇ Proponent/organizer – 5 ⬇ Member – 2.5	- Designation/Certification approved/ certified by proper authorities - Implemented approved proposal - Narrative/ accomplishment report with attachment: pictorial, certificate of recognition, attendance sheets - Narrative report reflecting the extent to which the innovation/ idea has effectively and efficiently addresses a pressing need or improved service delivery/learning outcome	
❖ Networking/Linkages (5) – MEC 10, s. 1979 ✓ Sponsored/conducted Income Generating Project and Programs for School Founding Anniversary, Brigada Eskwela, Brigada Eskwela Plus and other similar school activities (Property document) ⬇ Proponent/organizer – 5 ⬇ And good human relations Member - 2.5	- Designation/Certificate approved/certified by proper authorities - Approved and implemented proposal - Accomplishment report w/ attachments: Pictures, WFP/POW certificate of recognition	
<b>4. PERSONAL CHARACTERISTICS AND ATTRIBUTES (25)</b>		
A. Model of morality, integrity both in public and private life and good human relations in school and in the community (10 points) <ul style="list-style-type: none"> <li>▪ Demonstrates of positive trains both private and public life</li> <li>▪ Friendly, compassionate and tactful</li> <li>▪ Team-player and has good working rapport with colleagues</li> <li>▪ Initiates, facilitates and builds inter-community stakeholders and local partners</li> <li>▪ Demonstrates transparency, honesty, accountability and personal integrity</li> <li>▪ Lives a decent and simple life</li> <li>▪ Projects well-groomed and neat personality</li> <li>▪ No record of tardiness and Absents without Official Leave</li> <li>▪ Exercises high degree of tolerance to tension resulting from increasing volume of work</li> <li>▪ No pending administrative/criminal case</li> </ul>	❖ Written Testimonies from the following: <ul style="list-style-type: none"> <li>➢ School Head</li> <li>➢ One (1) Co – Teacher</li> <li>➢ One (1) Learner</li> <li>➢ One (1) from civic or religious organization</li> <li>➢ One (1) from Barangay Official</li> </ul> (Note: to be validated by the respective Sub-committee members)	
B. Face-to-Face Interview 1. Personal and Interpersonal Qualities (5 points) <ul style="list-style-type: none"> <li>▪ Shows consistency between the expression of his/her own though and feeling</li> <li>▪ Gives objective, non-defensive and non-judgmental views</li> </ul>		



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<ul style="list-style-type: none"><li>▪ With his/her response, reflect patience and high tolerance in the face of challenging and difficulties besetting his/her job</li><li>2. Demonstrating Content, Knowledge and Expertise (5 points)<ul style="list-style-type: none"><li>▪ Presents concepts/knowledge/answers/ information clearly and with sincerity and conviction</li><li>▪ Shows expertise and proficiency on the topic being asked</li></ul></li><li>3. Communicating Effectively (5 points)<ul style="list-style-type: none"><li>▪ Demonstrate effective speaking skills</li><li>▪ Expresses ideas with clarity, logic, and in grammatically correct sentences</li><li>▪ Speaks with a well-modulated voice</li><li>▪ Uses non-verbal communication to re-enforce verbal message</li></ul></li></ul>	- Interview Results (BEI) using STAR format	
TOTAL		

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Evaluator 1

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Evaluator 2

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Evaluator 3

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Evaluator 4

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Chairman





**Republic of the Philippines**  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

**SEARCH FOR MOST OUTSTANDING SCHOOL HEAD**

Name of the Nominee: \_\_\_\_\_ Position: \_\_\_\_\_  
 Level: \_\_\_\_\_ School: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION	POINTS EARNED
<b>1. PERFORMANCE RATING FOR THE LAST THREE YEARS (25 POINTS) – DO 2, s. 2015</b>		
<ul style="list-style-type: none"> <li>✚ School Leadership</li> <li>✚ Instructional Leadership</li> <li>✚ Creating a student-centered learning</li> <li>✚ Human resource management and professional development</li> <li>✚ Parent involvement and community participation</li> <li>✚ School management and operation</li> </ul>	<ul style="list-style-type: none"> <li>- OPCRf duly signed by authorities with date of signing</li> </ul>	
<b>2. OUTSTANDING ACCOMPLISHMENT FOR THE LAST THREE YEARS (30 Points)</b>		
<ul style="list-style-type: none"> <li>✓ As School Head               <ul style="list-style-type: none"> <li>✚ Best Brigada Eskwela Implementer/Hall of Fame</li> <li>✚ Gawad Kalasag Award</li> <li>✚ Best gulayan sa paaralan</li> <li>✚ Sports implementer</li> <li>✚ Others                   <ul style="list-style-type: none"> <li>▪ National – 5</li> <li>▪ Regional 4</li> <li>▪ Division – 3</li> <li>▪ District 2</li> </ul> </li> </ul> </li> <li>✓ SBM Level of practice               <ul style="list-style-type: none"> <li>✚ Level 3- 10</li> <li>✚ Level 2 – 8</li> <li>✚ Level 1- 6</li> </ul> </li> <li>✓ Drop-out-rate               <ul style="list-style-type: none"> <li>a. 0% - 5</li> <li>b. 0%≤1% - 4</li> <li>c. 1%≤2% - 3</li> <li>d. 2%≤3% - 2</li> <li>e. More than 3- 1</li> </ul> </li> <li>✓ Bullying incidents/any bad record which involves teachers               <ul style="list-style-type: none"> <li>0 incidents – 5</li> <li>1-2 incidents – 4</li> <li>3-4 incidents – 3</li> <li>5 and above incidents - 0</li> </ul> </li> <li>✓ Participation to DepEd initiated activities for private schools (maximum of 5 points per category but not to exceed 20 points)</li> </ul>	<ul style="list-style-type: none"> <li>- Plaque/certificate of recognition</li> <li>- Certificate of sustainability for Hall of Famer</li>   <li>- SBM Level of practice Certificate issued by FTAD</li>   <li>- Latest drop-out rate duly certified by the planning officer</li>   <li>- Certification from SDO Child Protection Committee</li> </ul>	
<b>3. INNOVATION (10 POINTS)</b>		



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<ul style="list-style-type: none"> <li>✓ Innovative work plan recommended by immediate superior from the DO and approved by SDS/ASDS               <ul style="list-style-type: none"> <li>↓ Approved and implemented – 10</li> <li>↓ Approved but not implemented – (within the year – 5</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Work plan properly endorsed with supporting documents</li> </ul>																									
<b>4. RESEARCH AND DEVELOPMENT PROJECTS (5 Points)</b>																										
<ul style="list-style-type: none"> <li>✓ Applied/action research approved by DO Research team and conducted in School level               <ul style="list-style-type: none"> <li>↓ School head conducted at least 1 applied/action research approved by the SDS – 5</li> <li>↓ No research conducted - 0</li> </ul> </li> <li>✓ Empowered teachers to conduct action research</li> </ul> <table border="1" data-bbox="135 873 805 1224" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Points/size of school</th> <th style="text-align: center;">Small</th> <th style="text-align: center;">Medium</th> <th style="text-align: center;">Large/Very Large</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">5 teachers and above</td> <td style="text-align: center;">9 teachers and above</td> <td style="text-align: center;">15 teachers and above</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">4 teachers and above</td> <td style="text-align: center;">7-8 teachers and above</td> <td style="text-align: center;">12-14 teachers and above</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3 teachers and above</td> <td style="text-align: center;">5-6 teachers and above</td> <td style="text-align: center;">9-11 teachers and above</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2 teachers and above</td> <td style="text-align: center;">3-4 teachers and above</td> <td style="text-align: center;">6-8 teachers and above</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1 teachers and above</td> <td style="text-align: center;">1-2 teachers and above</td> <td style="text-align: center;">3-5 teachers and above</td> </tr> </tbody> </table>	Points/size of school	Small	Medium	Large/Very Large	5	5 teachers and above	9 teachers and above	15 teachers and above	4	4 teachers and above	7-8 teachers and above	12-14 teachers and above	3	3 teachers and above	5-6 teachers and above	9-11 teachers and above	2	2 teachers and above	3-4 teachers and above	6-8 teachers and above	1	1 teachers and above	1-2 teachers and above	3-5 teachers and above	<ul style="list-style-type: none"> <li>- Documents of Action Research and work plan</li> <li>- Certificate from the Regional/Division Research Committee with supporting documents such as the copy of conducted research</li> </ul>	
Points/size of school	Small	Medium	Large/Very Large																							
5	5 teachers and above	9 teachers and above	15 teachers and above																							
4	4 teachers and above	7-8 teachers and above	12-14 teachers and above																							
3	3 teachers and above	5-6 teachers and above	9-11 teachers and above																							
2	2 teachers and above	3-4 teachers and above	6-8 teachers and above																							
1	1 teachers and above	1-2 teachers and above	3-5 teachers and above																							
<b>5. PUBLICATION/AUTHORSHIP (5 points)</b>																										
<ul style="list-style-type: none"> <li>✓ Articles published in national, regional, and local newspaper               <ul style="list-style-type: none"> <li>↓ National – 5</li> <li>↓ Regional 4</li> <li>↓ Provincial/City – 3</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Copy of publication/ newspaper where article was published</li> </ul>																									
<b>6. CONSULTANCY/RESOURCE SPEAKER (5 points)</b>																										
<ul style="list-style-type: none"> <li>✓ Resource speaker in the different levels and outside DepEd               <ul style="list-style-type: none"> <li>↓ National – 5</li> <li>↓ Regional – 4</li> <li>↓ Division – 3</li> <li>↓ District/Municipal -2</li> <li>↓ Barangay – 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Invitation/Memorandum</li> <li>- Authority to Travel</li> <li>- Structured Learning Episode</li> <li>- Slide decks</li> <li>- Certificate of Consultancy/ Resource Speakership/Learning Facilitatorship/Trainership signed by authorities</li> <li>- Certificate of recognition</li> </ul>																									
<b>7. TRAINING (5 points)</b>																										
<ul style="list-style-type: none"> <li>✓ Scholarship program, short courses, study grants shall be given points according to level</li> <li>✓ Participants in three (3) or more training activities in each level for at least 3 days               <ul style="list-style-type: none"> <li>↓ International - 5</li> <li>↓ National - 4</li> <li>↓ Regional – 3</li> <li>↓ Division – 2</li> <li>↓ District – 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- For scholarship – certificate of completion/certificate of recognition/certificate of proficiency</li> <li>- For training/seminar – memorandum, authority to travel, certificate of attendance or participation</li> </ul>																									



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<b>8 POTENTIAL (10 points)</b>		
✓ Interview and essay shall be conducted ↓ Communication skills – 1 ↓ Ability to present ideas – 1 ↓ Alertness – 1 ↓ Judgement – 1 ↓ Leadership - 1	- Interview result/presentation of accomplishment	
<b>9 PSYCHOLOGICAL ATTRIBUTES AND PERSONALITY TRAITS TO BE ACCOMPLISHED CHECKLIST BY THE IMMEDIATE SUPERVISOR</b>		
↓ Human relations – 2 ↓ Decisiveness – 2 ↓ Stress tolerance – 1	- Interview/BI Results	
<b>TOTAL</b>		

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Evaluator 1

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Evaluator 2

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Evaluator 3

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Evaluator 4

\_\_\_\_\_  
Chairman



**Republic of the Philippines**  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

**SEARCH FOR MOST OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR**

Name of the Nominee: \_\_\_\_\_ Position: \_\_\_\_\_  
 Level: \_\_\_\_\_ School: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION	POINTS EARNED
<b>I PERFORMANCE RATING FOR THE LAST THREE YEARS (25 POINTS) – DO 2, s 2015</b>		
<ul style="list-style-type: none"> <li>↓ 4.9 to 5 - 25</li> <li>↓ 4.7-4.8 - 20</li> <li>↓ 4.5-4.6 - 15</li> <li>↓ 4.3-4.4 - 10</li> <li>↓ 3.6-4.2 - 5</li> </ul> <p>Note: get the average percentage grade of the three IPCRF</p>	<ul style="list-style-type: none"> <li>- IPCRF duly signed by PMT</li> </ul>	
<b>II OUTSTANDING ACCOMPLISHMENT FOR THE LAST THREE (3) YEARS (25 points) DO 66, s 2007</b>		
<ul style="list-style-type: none"> <li>↓ Instructional Innovation – 10</li> <li>✓ Instructional Innovative Plan recommended by the immediate superior from the DO and approved by the SDS/ASDS</li> <li>↓ Approved and implemented - 10</li> <li>↓ Approved but not implemented (within the year) – 5</li>   <li>↓ Research - 5</li> <li>✓ Applied/action research approved by the DO Research Team and conducted in the district or school level</li> <li>↓ Conducted at least 1 applied/action research approved by the authorities – 5</li> <li>↓ No research conducted - 0</li>   <li>↓ Authorship/Publication - 5</li> <li>✓ Articles published in national, regional, and local newspaper</li> <li>↓ National – 5</li> <li>↓ Regional 4</li> <li>↓ Provincial/City – 3</li>   <li>↓ Resource speakers/facilitators - 5</li> <li>✓ Resource Speaker in the different levels and outside DepEd</li> <li>↓ National - 5</li> <li>↓ Regional – 4</li> <li>↓ Division/Provincial – 3</li> <li>↓ District/Municipal – 2</li> <li>↓ Barangay – 1</li> </ul>	<ul style="list-style-type: none"> <li>- Approved by the DO or RO Committee</li> <li>- Proof of utilization (Narrative report which includes the milestone of implementation/utilization</li>   <li>- Approved research proposal</li> <li>- Acknowledgement of utilization or certificate of utilization from the SDRC/RRC. For Division level, RPC shall validate the utilization</li>   <li>- Copy of publication/ newspaper where articles was publish</li>   <li>- Invitation/ Memorandum</li> <li>- Authority to travel</li> <li>- Structured Learning Episode</li> <li>- Slide Decks</li> <li>- Certificate of consultancy/ resource speakership/learning Facilitatorship/ Trainership signed by authorities</li> <li>- Certificate of recognition</li> </ul>	
<b>III EDUCATION AND TRAINING (10 POINTS)</b>		
<ul style="list-style-type: none"> <li>↓ Scholarship/Training</li> <li>- International -5</li> <li>- National – 4</li> </ul>	<ul style="list-style-type: none"> <li>- For scholarship – certificate of completion/certificate of</li> </ul>	



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<ul style="list-style-type: none"> <li>-Regional – 3</li> <li>- Division – 2</li> <li>- District - 1</li>   <li>⬇ Education – 5             <ul style="list-style-type: none"> <li>- Doctoral degree – 5</li> <li>- Complete academic requirements for Doctoral degree – 4</li> <li>- Master’s degree – 3</li> <li>- Complete academic requirements for Master’s degree - 2</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>recognition/certificate of proficiency</li> <li>- For training/seminars- Memorandum, Authority to travel, Certificate of attendance or participation</li>   <li>- Original Transcript of Records</li> </ul>	
<b>IV. LEADERSHIP COMMUNITY INVOLVEMENT (15 points)</b>		
<ul style="list-style-type: none"> <li>⬇ Able to lead the members of a team to do willingly the assigned task/project – 10 points</li>   <li>⬇ Able to lead the community or non-government organization in a certain project/outreach program – 5 points</li> </ul>	<ul style="list-style-type: none"> <li>- Certificate of chairmanship in school, division or regional and/or community affairs or project with a successful outcome</li> <li>- Accomplishment report</li> <li>- Designation/recognition</li> </ul> <p>(This shall be validated further during the interview)</p>	
<b>V. PROMOTING AWARENESS AND ADHERENCE TO SBM LEVEL OF PRACTICE (10 points)</b>		
<ul style="list-style-type: none"> <li>⬇ At least 5 schools in the district were validated by RO for at least level 2 SBM Level of practice – 10</li> <li>⬇ At least 4 schools in the district were validated by RO for at least level 2 SBM Level of practice – 8</li> <li>⬇ At least 3 schools in the district were validated by RO for at least level 2 SBM Level of practice – 6</li> <li>⬇ At least 2 schools in the district were validated by RO for at least level 2 SBM Level of practice – 4</li> <li>⬇ At least 1 schools in the district were validated by RO for at least level 2 SBM Level of practice – 2</li> </ul>	<ul style="list-style-type: none"> <li>- % of schools on SBM levels (Note: secure certification of percentage of schools with at least level 2 SBM practice from EFTAD)</li> </ul>	
<b>VI. PERSONAL QUALITIES AND CHARACTER (15 points)</b>		
<ul style="list-style-type: none"> <li>✓ Manifest genuine enthusiasm and pride in the nobility of the profession</li> <li>✓ Observe and demonstrates desirable personal and professional (RA 6713 and code of ethics, RA 7836) behaviors and genuine concern for others at all times</li> <li>✓ Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents, and other stakeholders</li> <li>✓ Maintains good reputation with respect to financial matters as the settlement of his/her debts, loans and other financial affairs</li> </ul>	<p>This will be rated during the Face-to-Face interview</p>	
<b>TOTAL</b>		

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Evaluator 1

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Evaluator 2

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Evaluator 3

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Evaluator 4



**Republic of the Philippines**  
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 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

Chairman

**SEARCH FOR MOST OUTSTANDING EDUCATION PROGRAM SUPERVISOR**

Name of the Nominee: \_\_\_\_\_ Position: \_\_\_\_\_  
 Level: \_\_\_\_\_ School: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION	POINTS EARNED
<b>I. PERFORMANCE RATING FOR THE LAST THREE YEARS (30 POINTS) – DO 2, s. 2015</b>		
<ul style="list-style-type: none"> <li>⬇ 4.9 to 5 - 30</li> <li>⬇ 4.7-4.8 - 25</li> <li>⬇ 4.5-4.6 - 20</li> <li>⬇ 4.3-4.4 - 15</li> <li>⬇ 3.6-4.2 - 10</li> </ul> <p>Note: get the average percentage grades of the three IPCRF</p>	<ul style="list-style-type: none"> <li>- IPCRF duly signed by PMT</li> </ul>	
<b>II. OUTSTANDING ACCOMPLISHMENT FOR THE LAST THREE (3) YEARS (30 points) DO 66, s. 2007</b>		
<ul style="list-style-type: none"> <li>⬇ Instructional Innovation – 10</li> <li>✓ Instructional Innovative Plan recommended by the immediate superior from the DO and approved by the SDS/ASDS</li> <li>⬇ Approved and implemented - 10</li> <li>⬇ Approved but not implemented (within the year) – 5</li>   <li>⬇ Research – 5</li> <li>✓ Applied/action research approved by the DO Research Team and conducted in the district or school level</li> <li>⬇ Conducted at least 1 applied/action research approved by the authorities – 5</li> <li>⬇ No research conducted - 0</li>   <li>⬇ Authorship/Publication - 5</li> <li>✓ Articles published in national, regional, and local newspaper</li> <li>⬇ National – 5</li> <li>⬇ Regional 4</li> <li>⬇ Provincial/City – 3</li>   <li>⬇ Resource speakers/facilitators - 10</li> <li>✓ Resource Speaker in the different levels and outside DepEd</li> <li>⬇ National - 10</li> <li>⬇ Regional – 8</li> <li>⬇ Division/Provincial – 6</li> <li>⬇ District/Municipal – 4</li> <li>⬇ Barangay – 2</li> </ul>	<ul style="list-style-type: none"> <li>- Approved by the DO or RO Committee</li> <li>- Proof of utilization (Narrative report which includes the milestone of implementation/utilization</li>   <li>- Approved research proposal</li> <li>- Acknowledgement of utilization or certificate of utilization from the SDRC/RRC. For Division level, RPC shall validate the utilization of research</li>   <li>Copy of publication/ newspaper where articles were published</li>   <li>- Invitation/ Memorandum</li> <li>- Authority to travel</li> <li>- Structured Learning Episode</li> <li>- Slide Decks</li> <li>- Certificate of consultancy/ resource speakership/learning Facilitatorship/ Trainership signed by authorities</li> <li>- Certificate of recognition</li> </ul>	
<b>III. EDUCATION AND TRAINING (10 POINTS)</b>		
<ul style="list-style-type: none"> <li>⬇ Scholarship/Training</li> <li>- International -5</li> </ul>	<ul style="list-style-type: none"> <li>- For scholarship – certificate of completion/certificate of</li> </ul>	



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<ul style="list-style-type: none"> <li>- National – 4</li> <li>- Regional – 3</li> <li>- Division – 2</li> <li>- District - 1</li>   <li>✦ Education – 5               <ul style="list-style-type: none"> <li>- Doctoral degree – 5</li> <li>- Complete academic requirements for Doctoral degree – 4</li> <li>- Master’s degree – 3</li> <li>- Complete academic requirements for Master’s degree - 2</li> </ul> </li> </ul>	<p>recognition/certificate of proficiency</p> <ul style="list-style-type: none"> <li>- For training/seminars- Memorandum, Authority to travel, Certificate of attendance or participation</li>   <li>- Original Transcript of Records</li> </ul>	
<b>IV LEADERSHIP COMMUNITY INVOLVEMENT (15 points)</b>		
<ul style="list-style-type: none"> <li>✦ Able to lead the members of a team to do willingly the assigned task/project – 10 points</li>   <li>✦ Able to lead the community or non-government organization in a certain project/outreach program – 5 points</li> </ul>	<ul style="list-style-type: none"> <li>- Certificate of chairmanship in school, division or regional and/or community affairs or project with a successful outcome</li> <li>- Accomplishment report</li> <li>- Designation/recognition (This shall be validated further during the interview)</li> </ul>	
<b>V PERSONAL QUALITIES AND CHARACTER (15 points)</b>		
<ul style="list-style-type: none"> <li>✓ Manifest genuine enthusiasm and pride in the nobility of the profession</li> <li>✓ Observe and demonstrates desirable personal and professional (RA 6713 and code of ethics, RA 7836) behaviors and genuine concern for others at all times</li> <li>✓ Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents, and other stakeholders</li> <li>✓ Maintains good reputation with respect to financial matters as the settlement of his/her debts, loans and other financial affairs</li> </ul>	<p>This will be rated during the Face-to-Face interview</p>	1
<b>TOTAL</b>		

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Evaluator 2

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Evaluator 4

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Chairman









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<ul style="list-style-type: none"> <li>✓ Latest appointment either ERF or promotion shall be the reckoning period in assigning points</li> <li>✚ Publication – 5</li> <li>✚ Authorship – 5</li> </ul> <p>E. Consultancy and Resource Speakership in Trainings and Seminars – (5 points)</p> <ul style="list-style-type: none"> <li>✓ Original copy of certificate of appreciation/ recognition must bear the word/s Consultant or Resource Speaker.</li> <li>✓ A certificate with the highest level is only credited</li> <li>✓ Latest appointment either ERF or promotion shall be the reckoning period in assigning points. <ul style="list-style-type: none"> <li>✚ International – 5</li> <li>✚ National 3</li> <li>✚ Regional – 2</li> <li>✚ Division – 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Original copy of certificate of appreciation/recognition</li> <li>- Other support documents such as Memorandum or letter of invitation</li> <li>- Training Matrix</li> </ul>	
<b>IV. EDUCATION (10 POINTS)</b>		
<ul style="list-style-type: none"> <li>✓ Original TORs and needed certifications must be presented/submitted</li> <li>✚ Doctoral degree – 10</li> <li>✚ Complete academic requirements for Doctoral degree – 9</li> <li>✚ Master’s degree – 7</li> <li>✚ Complete academic requirements for Master’s degree - 6</li> </ul>	<ul style="list-style-type: none"> <li>- Original Transcript of Records with SO</li> <li>- Certificate of authenticity of completion of academic requirements</li> </ul>	
<b>V. TRAINING (10 points)</b>		
<ul style="list-style-type: none"> <li>✓ Participants in a specialized training, e.g. Scholarship Programs, short courses, study grants</li> <li>✓ Participants in one (1) training or three (3) or more training activities in each level conducted for at least three (3) days (3 certificates required per level)</li> <li>✓ Scholarship and short term courses must be at least one month</li> <li>✓ One point for every month of attendance but not to exceed ten (10) points <ul style="list-style-type: none"> <li>✚ International – 10</li> <li>✚ National – 8</li> <li>✚ Regional – 6</li> <li>✚ Division – 4</li> <li>✚ District – 2</li> <li>✚ School - 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Original copy of Certificate of training</li> <li>- Any two of the following: Memorandum, DepEd Advisory, letter, travel order, indorsement</li> <li>- Scholarship program shall only be credited once</li> <li>- Certificate from DepEd, TESDA, CHED, Civil Service and other partner government and international agencies shall be acknowledged</li> <li>- Private training institutions duly endorsed by the SDO/RO/CO shall also be considered</li> <li>- Latest appointment either ERF or promotion shall be the reckoning period in assigning points</li> <li>- Original certificate</li> <li>- Support doc: (2 docs needed) Memo, letter, advisory, indorsement</li> <li>- Travel order</li> </ul>	
<b>VI. CHAIRMANSHIP – 5 points</b>		
<p>Chair or co-chair in a technical planning committee in any of the following: orientation, training, workshop</p> <ul style="list-style-type: none"> <li>✓ International – 5</li> </ul>	<ul style="list-style-type: none"> <li>- Latest appointment either ERF or promotion shall be the reckoning period in assigning points</li> </ul>	



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✓ National – 4 ✓ Regional – 3 ✓ Division – 2 ✓ District – 1 ✓ School – 5	- Certificate as chair/co-chair - Support documents such as Memo, Proposal - Accomplishment Report	
VII POTENTIAL - (5 points)		1
✓ Applicant will undergo oral and written exams ✓ ICT skills proficiency test if required will also be conducted ↓ Communication skills ↓ Ability to present ideas ↓ Alertness ↓ Judgement ↓ Leadership	- Face-to-Face interview	
VIII PSYCHO-SOCIAL ATTRIBUTES – 5Points		
👤 Human relations 👤 Decisiveness 👤 Stress tolerance	- Face – to – Face interview	
TOTAL		

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Evaluator 1

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Evaluator 2

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Evaluator 3

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Evaluator 4

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Chairman



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**SEARCH FOR MOST OUTSTANDING NON-TEACHING PERSONNEL – LEVEL 2**

Name of the Nominee: \_\_\_\_\_ Position: \_\_\_\_\_  
 Level: \_\_\_\_\_ School/Division/Section/Unit: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION	POINTS EARNED
<b>I. PERFORMANCE RATING FOR THE LAST THREE YEARS (35 POINTS) – DO 2, s. 2015</b>		
<ul style="list-style-type: none"> <li>✓ Performance rating for the last three (3) rating periods should be at least Very Satisfactory</li> <li>✚ Average of the numerical ratings multiply by 35%</li> </ul>	<ul style="list-style-type: none"> <li>- IPCRF for CY 2016, 2017, 2018</li> </ul>	
<b>II. EXPERIENCE – (5 points) (1 point for every year but not to exceed 5 points)</b>		
<ul style="list-style-type: none"> <li>✓ Experience must be relevant to the duties and functions of the position to be filled                             <ul style="list-style-type: none"> <li>✚ Every year given a point but not to exceed five (5) points</li> <li>✚ The reckoning period is the latest appointment either promotion or ERF</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Certified Service Record issued by the Personnel Unit</li> <li>- Duly certified and updated service records</li> <li>- Copy of appointment paper</li> </ul>	
<b>III. OUTSTANDING ACCOMPLISHMENT (MERITORIOUS ACCOMPLISHMENT) (25 points)</b>		
<p><b>A. Outstanding Employee Award – 5 points</b></p> <ul style="list-style-type: none"> <li>✓ Memorandum providing that there was a Search conducted</li> <li>✓ The word “Most Outstanding” must be part of the text/content of the certificate/plaque/medallion of appreciation/recognition</li> <li>✓ Latest appointment either promotion or ERF shall be the reckoning period in assigning points</li> <li>✓ A certificate with the highest level is only credited                             <ul style="list-style-type: none"> <li>✚ International awardee – 5</li> <li>✚ Nomination in international/national awardee – 5</li> <li>✚ Nomination in the Department/Regional awardee – 4</li> <li>✚ Nomination in the region/awardee in the division – 3</li> <li>✚ Nomination in the division/ awardee in the district - 1</li> </ul> </li> </ul> <p><b>B. Innovation - 5 points</b></p> <ul style="list-style-type: none"> <li>✓ An innovation with proposal and accomplishment report should strictly continue to follow the continuous improvement plan template</li> <li>✓ It must be duly endorsed by the school head to the Division Research and Development Project Committee</li> <li>✓ Latest appointment either ERF or promotion shall be the reckoning period in assigning points</li> </ul>	<ul style="list-style-type: none"> <li>- Original copy of the certificate of recognition/plaque /medallion</li> <li>- Any support documents such as Memorandum or Bulletin</li>   <li>- Approved original copy of the innovation</li> <li>- Accomplishment report</li> <li>- Approved</li> </ul>	





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<ul style="list-style-type: none"> <li>✚ Publication – 5</li> <li>✚ Authorship – 5</li> </ul> <p><b>E. Consultancy and Resource Speakership in Trainings and Seminars – (5 points)</b></p> <ul style="list-style-type: none"> <li>✓ Original copy of certificate of appreciation/recognition must bear the word/s Consultant or Resource Speaker</li> <li>✓ A certificate with the highest level is only credited</li> <li>✓ Latest appointment either ERF or promotion shall be the reckoning period in assigning points.             <ul style="list-style-type: none"> <li>✚ International – 5</li> <li>✚ National 3</li> <li>✚ Regional – 2</li> <li>✚ Division – 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Original copy of certificate of appreciation/recognition</li> <li>- Other support documents such as Memorandum or letter of invitation</li> <li>- Training Matrix</li> </ul>	
<b>IV. EDUCATION (10 POINTS)</b>		
<ul style="list-style-type: none"> <li>✓ Original TORs and needed certifications must be presented/submitted</li> <li>✚ Doctoral degree – 10</li> <li>✚ Complete academic requirements for Doctoral degree – 9</li> <li>✚ Master's degree – 7</li> <li>✚ Complete academic requirements for Master's degree - 6</li> </ul>	<ul style="list-style-type: none"> <li>- Original Transcript of Records with SO</li> <li>- Certificate of authenticity of completion of academic requirements</li> </ul>	
<b>V. TRAINING (10 points)</b>		
<ul style="list-style-type: none"> <li>✓ Participants in a specialized training, e.g. Scholarship Programs, short courses, study grants</li> <li>✓ Participants in one (1) training or three (3) or more training activities in each level conducted for at least three (3) days (3 certificates required per level)</li> <li>✓ Scholarship and short term courses must be at least one month</li> <li>✓ One point for every month of attendance but not to exceed ten (10) points             <ul style="list-style-type: none"> <li>✚ International – 10</li> <li>✚ National – 8</li> <li>✚ Regional – 6</li> <li>✚ Division – 4</li> <li>✚ District – 2</li> <li>✚ School - 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Original copy of Certificate of training</li> <li>- Any two of the following Memorandum, DepEd Advisory, letter, travel order, indorsement</li> <li>- Scholarship program shall only be credited once</li> <li>- Certificate from DepEd, TESDA, CHED, Civil Service and other partner government and international agencies shall be acknowledged</li> <li>- Private training institutions duly endorsed by the SDO/RO/CO shall also be considered</li> <li>- Latest appointment either ERF or promotion shall be the reckoning period in assigning points</li> <li>- Original certificate</li> <li>- Support doc (2 docs needed) Memo, letter, advisory, indorsement</li> <li>- Travel order</li> </ul>	
<b>VI. CHAIRMANSHIP – 5 points</b>		
<p>Chair or co-chair in a technical planning committee in any of the following: orientation, training, workshop</p> <ul style="list-style-type: none"> <li>✓ International – 5</li> <li>✓ National – 4</li> <li>✓ Regional – 3</li> </ul>	<ul style="list-style-type: none"> <li>- Latest appointment either ERF or promotion shall be the reckoning period in assigning points</li> <li>- Certificate as chair/co-chair</li> </ul>	



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✓ Division – 2 ✓ District – 1 ✓ School - 5	- Support documents such as Memo, Proposal - Accomplishment Report	
VII POTENTIAL - (5 points)		1
✓ Applicant will undergo oral and written exams ✓ ICT skills proficiency test if required will also be conducted ↓ Communication skills ↓ Ability to present ideas ↓ Alertness ↓ Judgement ↓ Leadership	- Face-to-Face interview	
VIII PSYCHO-SOCIAL ATTRIBUTES – 5Points		
↓ Human relations ↓ Decisiveness ↓ Stress tolerance	- Face – to – Face interview	
TOTAL		

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Evaluator 1

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Evaluator 2

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Evaluator 3

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Evaluator 4

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Chairman



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**SEARCH FOR BEST PERFORMING SCHOOL**

Name of the Nominee: \_\_\_\_\_ Position: \_\_\_\_\_  
 Level: \_\_\_\_\_ School: \_\_\_\_\_

CRITERIA/INDICATORS	MEANS OF VERIFICATION	POINTS EARNED
<b>I. PERFORMANCE INDICATOR FOR THE LAST THREE (3) YEARS (PLANNING STANDARD) (5 POINTS)</b>		
✓ Drop-out rate ↓ Zero (0) drop-out from the baseline data from year to year in 3 years – 5 ↓ 1% drop-out from the baseline data from year to year in 3 years – 4 ↓ 2% drop-out from the baseline data from year to year in 3 years – 3 ↓ 3% drop-out from the baseline data from year to year in 3 years – 2 ↓ 4% and above drop-out from the baseline data from year to year in 3 years – 1	- Certificate from the PPRD/Division Planning Officer	
<b>II. National Achievement Rate (Planning Standard) - - - (10 Points)</b>		
↓ Average NAT MPS for the last 3 years or average grades of learners for the last three years	- NAT results or average grades of learners using the data on the EBEIS for SY 2016-2018 (to be secured from the Planning Officer)	
<b>III. Financial Management (DO No. 7, s. 2017) (10 points)</b>		
↓ 100% preparation, and utilization of funds – 10 ↓ 90% preparation, and utilization of funds – 8 ↓ 80% preparation, and utilization of funds – 6 ↓ 70% preparation, and utilization of funds – 4 ↓ 60% preparation, and utilization of funds – 2	- Budgetary and financial report - Liquidation report (Note: to be validated by the finance office)	
<b>IV. Personnel Development (DO 35, s. 2016) (5 POINTS)</b>		
✓ Provision of L&D ↓ School conducts twice LAC Session or as the need arises in a month & conducts 1 INSET in a year – 5 ↓ School conducts monthly LAC Session & 1 INSET in a year – 4 ↓ School conducts quarterly LAC Session or as the need arises in a month & conducts 1 INSET in a year – 3 ↓ School conducts twice LAC Session twice a year 1 INSET in a year – 2 ↓ School conducts twice LAC Session or as the need arises in a month & conducts 1 INSET in a year – 1	- Memorandum - Implementation plan approved by the approving authorities of SDO - Narrative/completion report with impact evaluation and Monitoring & Evaluation (Note: Duration is from May to November 2019)	
<b>V. Attendance of Staff to National, Regional, Division Level Seminar, workshop, and training (e.g. PPST, Pedagogy, etc..) (5 points)</b>		





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<ul style="list-style-type: none"> <li>↓ 100% of the staff attended seminars, training, workshops that aligned to their needs – 5</li> <li>↓ 80% of the staff attended seminars, training, workshops that aligned to their needs – 4</li> <li>↓ 70% of the staff attended seminars, training, workshops that aligned to their needs – 3</li> <li>↓ 60% of the staff attended seminars, training, workshops that aligned to their needs – 2</li> <li>↓ 50% of the staff attended seminars, training, workshops that aligned to their needs – 1</li> </ul>	<ul style="list-style-type: none"> <li>- Training matrix</li> <li>- Memorandum</li> <li>- Certificate of participation/appearance</li> <li>- Travel Order</li> <li>- Post travel report</li> <li>- SPPD/School Training Needs approved ny School Head</li> </ul>	
<p><b>VI. Conduct of Action Research/Module, Contextualized LM or SIM – 5 points</b></p>		
<ul style="list-style-type: none"> <li>↓ 90% and above of the Staff have conducted at least one action research or write module/SIM and utilize the results to improve the teaching – learning process – 5</li> <li>↓ 70%-80% of the Staff have conducted at least one action research or write module/SIM and utilize the results to improve the teaching – learning process – 4</li> <li>↓ 50%-69% of the Staff have conducted at least one action research or write module/SIM and utilize the results to improve the teaching – learning process – 3</li> <li>↓ 30%-49 of the Staff have conducted at least one action research or write module/SIM and utilize the results to improve the teaching – learning process – 2</li> <li>↓ 29% and below of the Staff have conducted at least one action research or write module/SIM and utilize the results to improve the teaching – learning process – 1</li> </ul>	<ul style="list-style-type: none"> <li>- Action/Applied Research, Modules, Contextualized LMs or SIMs approved, conducted, and utilized results to improve teaching and learning process</li> </ul> <p>(Note: Include all MOVs such as pictures, summary of research titles/Modules/SIMs duly certified by SDO Approving Authority – las 3 years)</p>	
<p><b>VII. School Environment (20 points)</b></p>		
<ul style="list-style-type: none"> <li>✓ School Site Ownership</li> <li>↓ The title is in the name of the Department of Education – 5</li> <li>↓ There is a contract of usufruct executed in favor of Department of Education – 4</li> <li>↓ The title is in still on process – 3</li> <li>↓ The documents show that the site is donated only – 2</li> <li>↓ The deed of donation/purchase is on process – 1</li> <li>✓ Learning environment, resources are accessible, conducive, safe and promote effective learning and institutionalized (RA 9003). Clean and green program, Solid Waste Management, Comfort Rooms are tiled, clean and water sealed, Gulayan sa Paaralan and the manifestation of sustainable beautification program Brigada Eskwela, and DRRM</li> <li>↓ 100% of the identified programs are fully institutionalized – 5</li> <li>↓ 90% of the identified programs are fully institutionalized – 4</li> <li>↓ 80% of the identified programs are fully institutionalized – 3</li> <li>↓ 70% of the identified programs are fully institutionalized – 2</li> <li>↓ 60% of the identified programs are fully institutionalized – 1</li> </ul>	<ul style="list-style-type: none"> <li>- Title is in the name of DepEd</li> <li>- Deed of donation (Parameters c/o legal unit)</li> <li>- Presence of Program manager</li> <li>- Monthly accomplishment report</li> <li>- Pictorials</li> <li>- Monitoring and Evaluation report</li> </ul>	



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<ul style="list-style-type: none"> <li>✓ <b>Health and Nutrition: Implementation of School-Based Feeding Program, Deworming and Immunization (DO 51, s 2016) – 5 Points</b> <ul style="list-style-type: none"> <li>↓ 100% of the severely wasted or below normal NS improved to normal NS – 5</li> <li>↓ 90% of the severely wasted or below normal NS improved to normal NS – 4</li> <li>↓ 80% of the severely wasted or below normal NS improved to normal NS – 3</li> <li>↓ 70% of the severely wasted or below normal NS improved to normal NS – 2</li> <li>↓ 60% of the severely wasted or below normal NS improved to normal NS – 1</li> </ul> </li>   <li>✓ <b>Learning manager and facilitators (teachers, administrators, and community members) nurture values and environment that are protective of all children, inclusive of all children, and demonstrate behaviors consistent to the organization’s vision, missions, and goals)-DO 40, s 2012 (5 points)</b> <ul style="list-style-type: none"> <li>↓ There is a manifestation of adherence on the provisions of DepEd Order No. 40, s 2012 thru the structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination and violence resulting to zero incidence of child abuse – 5</li> <li>↓ There is an evidence of ensuring the institutionalization of effective child protection policies and procedures and monitor schools the school’s compliance resulting to positive and non-violent discipline of children - 4</li> <li>↓ There is a manifestation that all internal and external stakeholders of the school are aware of the DepEd Child Protection Policy – 3</li> <li>↓ There is an organized Child Protection Committee in the school, and capability building was conducted for the school stakeholders – 2</li> <li>↓ There is an organized Child Protection Committee in the School - 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Baseline NS Report</li> <li>- Endline NS Report</li> <li>- Monthly Memo</li> <li>- Terminal Report</li> <li>- Pictorials of feeding beneficiaries before and after</li>    <li>- Child Protection Committee with documents and recorded actions, grievances</li> <li>- Download and print related DepEd Orders, policies, Memorandum</li> <li>- Assembly or PTA meetings disseminating DepEd Orders on Positive Classroom Discipline, Anti Bullying</li> <li>- Other related child protection policies</li> <li>- Work plan/program proposal</li> </ul>	
<b>VIII Partnership – 10 Points</b>		
<ul style="list-style-type: none"> <li>✓ <b>School-Community Partnership. School has an existing PTA Organization and:</b> <ul style="list-style-type: none"> <li>↓ 90-100% is actively involved and support the school programs, projects as evidenced by their collaborative accomplishment – 5</li> <li>↓ 70-80% is actively involved and support the school programs, projects as evidenced by their collaborative accomplishment – 4</li> <li>↓ 50-60% actively involved and support the school programs, projects as evidenced by their collaborative accomplishment – 3</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- General PTA/SGC (Attendance Sheet)</li> <li>- School Summit (Agenda, Minutes, program)</li> <li>- Invitation and Pictorials on community activities involvement</li> <li>- Proposals of initiated projects (approved and implemented)</li> <li>- Accomplishment reports of initiated projects</li> </ul>	