



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

July 28, 2021

DIVISION MEMORANDUM

No. 156, s. 2021

**CORRIGENDUM AND ADDENDUM TO THE DIVISION MEMORANDUM NO. 130,
S. 2021: SEARCH FOR MOST OUTSTANDING TEACHING, NON-TEACHING
AND BEST PERFORMING SCHOOLS**

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

1. Relative to the Division Memorandum No. 130, s. 2021, this Office issues revisions and added information as follows;

- a. Revision in the qualification requirement: Applicant must have rendered at least three (3) years of continuous government service in the category where he/she is nominated.
- b. The conduct of Interview in the division level shall be done online.
- c. Previous Regional Finalists in the STARS Awards *may* join and submit necessary documents for the conduct of division assessment for purposes of selecting the best nominees of the division to qualify the regional search;
- d. SDO proper nominees for non-teaching 1st and 2nd level employees will compete with the District nominees in said categories.
- e. For the Most Outstanding Teaching, Non-teaching and Best Performing Schools, school based-finalist in the secondary level shall proceed to the division level. List of finalists and their portfolios must be submitted on August 6, 2021.
- f. Additional category/ies:

Category	Chairperson	Co-Chairperson
Most Outstanding ALS Implementer	Noli Abrigo Education Program Supervisor	Froilan Jeph Baculina Mary Ann Tamaray Education Program Specialists
Most Outstanding ALS Instructional Manager		



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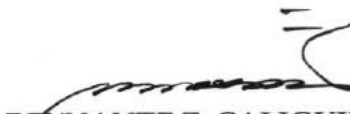
f. References to the criteria of the Additional categories for Division Level

Category	Criteria
Most Outstanding Teacher-Adviser	Refer to DM 152, s. 2021 dated July 21, 2021
Best Research Management Practice	Refer to DM 149, s. 2021 dated July 19, 2021
Most Outstanding Division Research Technical Team Member	
Most Outstanding Teaching and Non-Teaching Researchers	
Most Outstanding Kindergarten	Refer to DM 155, s. 2021 dated July 27, 2021
Most Outstanding School Paper Adviser Most Outstanding ICT Coordinator Most Outstanding ALS Implementer Most Outstanding ALS Instructional Manager	Attached Enclosure No. 1

2. In our bid for the Best Performing SDO, Mr. Eduardo M. Balubal, SEPS, shall be the Chairperson and to be assisted by Mariel A. Cammayo, Accountant III. The chairperson shall organize the committee members *as soon as possible*. Also, the committee shall be responsible in the preparation of all MOVs and audio visual presentation required in the regional level search.

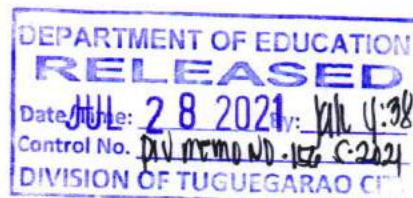
3. The selection of finalists in the additional categories as stipulated in the previous memorandum and this memorandum need not pass through District level search.

4. Immediate and wide dissemination and compliance with this Memorandum is desired.


REYNANTE Z. CALIGUIRAN *MC*
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:

AWARDS EMPLOYEES
 CRITERIA RECOGNITION



SGOD/gmd/hrd

sgod-07-37



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**CRITERIA FOR THE MOST OUTSTANDING SCHOOL PAPER ADVISERS (SPA)
& CAMPUS JOURNALISTS (CJ) (ELEMENTARY / SECONDARY LEVEL)**

1. SEARCH FOR OUTSTANDING SPA

Basic Qualification: Must have been a school paper adviser for at least five (5) consecutive years, immediately prior to the search.

A. Performing rating----- 5 Points

Must have an average performance rating of not lower than Very Satisfactory (VS) for the past three (3) school years

Descriptive rating

96-100 - 5 pts	SY 2016-2017= _____
91-95 - 4	SY 2015-2016= _____
86-90 - 3	SY 2014-2015= _____
80-85 - 2	Average: _____
76-80 - 1	

B. Achievement in Journalism Contestants (for the past three years) --- 55 Points

1. Individual Contestant----- 20 pts.

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
National Level	20	19	18	17	16	15	14
Regional Level	13	12	11	10	9	8	7
Division Level	6	5	4	3	2	1	1

2. Group (School Paper) Contest ----- 20 pts.

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
National Level	20	19	18	17	16	15	14
Regional Level	13	12	11	10	9	8	7
Division Level	6	5	4	3	3	2	2

3. Scriptwriting and radio Broadcasting ----- 10 pts.

a. Individual Awards

	1 st	2 nd	3 rd
National Level	10	9	8
Regional Level	7	6	5
Division Level	4	3	2

b. Group Awards

	1 st	2 nd	3 rd
National Level	10	9	8
Regional Level	7	6	5
Division Level	4	3	2

4. Collaborative Publishing----- 5 pts.

	1 st	2 nd	3 rd
National Level	5	4	3
Regional Level	4	3	2
Division Level	3	2	1

(* In the event that there are several wins, the highest rank shall be considered.)



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- C. Leadership Related to Journalism----- **15 pts.**
- | Position | National | Regional | Division |
|---|----------|----------|----------|
| Association President | 15 | 10 | 5 |
| Vice President/ Asso. Publication Editor/ EIC | 10 | 5 | 3 |
| Asst. Editor/ Section Editor | | | |
| Secretary/ Treasurer/ other positions | 5 | 3 | 1 |
- D. Extension Services/ Contribution to Journalism----- **10 pts.**
- | Services | National | Regional | Division |
|---|----------|----------|----------|
| Organizer/Trainer/Resource Speaker
/ Committee Chairperson | 10 | 7 | 4 |
| Facilitator | 7 | 4 | 2 |
| Committee Membership | 4 | 2 | 1 |
- E. Published Reading Materials and Articles Related to Journalism----- **5 pts.**
- Books/Modules on Journalism----- 5 pts.
Articles----- 2 pts.
- F. Scholarships/ Awards Related to Journalism----- **5 pts.**
- G. Panel Interview----- **5 pts.**
100 Pts.

(*none appearance of the panel interview is not a ground for disqualified in the search. ALL DOCUMENTS/ CERTIFICATIONS DULY SIGNED BY THE CONCERNED AUTHORITIES.)



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CRITERIA FOR THE MOST OUTSTANDING ALS IMPLEMENTER

CRITERIA	MOVs	POINTS
COMPETENCY & EFFECTIVENESS (70 POINTS)		
1. Curriculum and Planning	DLL/DLP/WLL/ALS To do List and Accomplishment Reports duly signed by the School Head	40 pts
	*Performance Task/ Test Materials	
	*All Others Forms of Assessment Tools used in ALS. Eg. ILA/FLT/ Complete Portfolio Assessment of Learners	
	*Instructional Material	
2. Content Knowledge and Pedagogy	Classroom Observation Tool (COT) and/or inter-observer agreement form	10 pts.
3. Learning Environment and Diversity of Learners	* Classroom Observation Tool (COT) and/or inter-observer agreement form	10 pts.
	*Monitoring Learners Progress Report	
4. Innovations	*Innovation	5 pts.
	*Research/ Project Proposal approved by SDS	
5. Research	Completion Report of the research approved by the SDS	5 pts.
	Progress Report aligned with the work plan	
	Background investigation	
B. PROFESSIONAL DEVELOPMENT AND COMMUNITY INVOLVEMENT (30 POINTS)		
1. Leadership Ability	*Certificate of Chairmanship in a School, Division or Regional and/or community affairs or projects	10 pts.
	*Action Plan (projects conducted)	
2. Personal Qualities	*Result of the Background Investigation Report(School Head, Co- Teacher, parent and PTA Officer/LGU Official)	5 pts.
3. Professional Development (for at least 5 years) *Highest Educational Attainment (5 pts) *Training (2 pts) International National Region Division District/Municipality/School *AWARDS (3 pts) International National Region Division	*Diploma/Certificates/Plaques/Trophies (all documents must be certified by proper authorities)	10 pts.



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District/Municipality/School Barangay		
4. Community Linkages and Involvement	*Accomplishment Report	5 pts.
	*Action Plan	
	*Minutes of the Meeting	
	*Attendance	
	*Certificate of Participation/Recognition	
	*Project Proposal	



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CRITERIA FOR THE MOST OUTSTANDING ALS INSTRUCTIONAL MANAGER

CRITERIA	MOVs	POINTS
COMPETENCY & EFFECTIVENESS (70 POINTS)		
1. Curriculum and Planning	DLL/DLP/WLL/ ALS To do List and Accomplishment Reports duly signed by the School Head	40 pts
	*Performance Task/ Test Materials	
	*All Others Forms of Assessment Tools used in ALS. Eg. ILA/FLT/ Complete Portfolio Assessment of Learners	
	*Instructional Material	
2. Content Knowledge and Pedagogy	Classroom Observation Tool (COT) and/or inter-observer agreement form	10 pts.
3. Learning Environment and Diversity of Learners	* Classroom Observation Tool (COT) and/or inter-observer agreement form	10 pts.
	*Monitoring Learners Progress Report	
4. Innovations	*Innovation	5 pts.
	*Research/ Project Proposal approved by SDS	
5. Research	Completion Report of the research approved by the SDS	5 pts.
	Progress Report aligned with the work plan	
	Background investigation	
B. PROFESSIONAL DEVELOPMENT AND COMMUNITY INVOLVEMENT (30 POINTS)		
6. Leadership Ability	*Certificate of Chairmanship in a School, Division or Regional and/or community affairs or projects	10 pts.
	*Action Plan (projects conducted)	
7. Personal Qualities	*Result of the Background Investigation Report(School Head, Co- Teacher, parent and PTA Officer/LGU Official)	5 pts.



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<p>8. Professional Development (for at least 5 years)</p> <p>*Highest Educational Attainment (5 pts)</p> <p>*Training (2 pts)</p> <p>International</p> <p>National</p> <p>Region</p> <p>Division</p> <p>District/Municipality/School</p> <p>*AWARDS (3 pts)</p> <p>International</p> <p>National</p> <p>Region</p> <p>Division</p> <p>District/Municipality/School</p> <p>Barangay</p>	<p>*Diploma/Certificates/Plaques/Trophies (all documents must be certified by proper authorities)</p>	<p>10 pts.</p>
<p>9. Community Linkages and Involvement</p>	<p>*Accomplishment Report</p> <p>*Action Plan</p> <p>*Minutes of the Meeting</p> <p>*Attendance</p> <p>*Certificate of Participation/Recognition</p> <p>*Project Proposal</p>	<p>5 pts.</p>



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CRITERIA FOR THE MOST OUTSTANDING ICT COORDINATOR

Qualification

- Permanent teacher for at least 3 years.
- Must be an active classroom teacher in the field.
- Has very satisfactory or outstanding rating for the past 2 years.
- Must be designated as the school ICT Coordinator.

Criteria	MOV's
1. Trainings/Seminars Attended 20% <ul style="list-style-type: none"> • International (20) • National (16) • Regional (12) • Division (8) • School Level (4) 	— Certificates
2. Advocacies in line with ICT in Education 30% <ul style="list-style-type: none"> • Division (30) • District (20) • School (10) 	— Training Matrix — Certification to resource speaker — LAC Session conducted
3. Impactful Innovations 20% <ul style="list-style-type: none"> • Division (30) • District (20) • School (10) 	— Approve Innovative work plan — Accomplishment reports with MOV's on the project's results on student/Teacher programs
4. Recognition/ Citations Received 15% <ul style="list-style-type: none"> • International (15) • National (12) • Regional (9) • Division (6) • District (3) • School (1) 	— Certificates — Pictures
5. Research Conducted in ICT 15%	— Approved/ Complete Research



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