

MAY 04 2016

DIVISION MEMORANDUM

No. 217 s, 2016

**SEARCH FOR OUTSTANDING EMPLOYEES OF DEPED CEBU PROVINCE
AS AMENDED**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, EPS/COORDINATORS
PSDS's/DISTRICT CARETAKERS/OIC's
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
TEACHING AND NON-TEACHING PERSONNEL

1. Pursuant to DepEd Order No.09, s.2002 entitled, "Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)", and DepEd Order #78, s. 2007 entitled, "Strengthening the Program on Awards and Incentives for Service Excellence of the Department of Education," this Division hereby conducts the Search for Most Outstanding Employees from this year onwards with the following categories:

- A. Most Outstanding Teachers Elementary
- B. Most Outstanding Teachers Secondary
- C. Most Outstanding School Heads Elementary
- D. Most Outstanding School Heads Secondary
- E. Most Outstanding ALS Mobile Teachers
- F. Most Outstanding Non-Teaching Personnel
- G. Most Outstanding District Supervisor

2. All nominating districts/body must observe the following PRE-QUALIFICATION STANDARDS:

- A. **The Search for Most Outstanding Teachers** is open to all regular public school teachers in kinder, elementary or secondary and ALS with no pending case; with Performance Rating at least VS per year for three (3) years;
 - who have served DepEd for at least three (3) years;
 - with No Drop Out/No Non-Reader/No Failure for the past three (3) years;
 - with no subject MPS in NAT/LAPG/NCAE lower than 75% or Gen. Ave. of all classes lower than 75%;
 - for ALS, one must have served as ALS Mobile Teacher for at least three (3) years; with full load from Monday-Friday- evidence available); with at least 3 well-structured functional Learning Centers;
 - who are not living- in with someone else other than the legal spouse; and
 - Who have not incurred at least 3 days absences and 5 tardiness per month for the past 3 years.

B. **The Search for Most Outstanding School Heads** is open to all school heads in the public schools with or without items provided, those without School Head items have official designation signed/issued by the Schools Division Superintendent:

- who have served as school head for at least three (3) years with No Unliquidated Cash Advances in MOOE/SBM/DICP/Feeding/etc;
- with No Case unsettled in the school/district/division level; No pending case;
- with No Drop Out for the past three (3) years;
- with No MPS in any subject in NAT/LAPG/ NCAE lower than 50%;
- with PASSA/RPMS ratings of at least VS per year for the past three (3) years;
- who have not incurred at least 3 days absences and 5 tardiness per month for the past 3 years; and
- who are not living -in with someone else other than the legal spouse.

C. **The Search for Most Outstanding Non-Teaching Personnel** is open to all Non-Teaching Personnel assigned/stationed either in the Division Office or in the field (schools/districts) whether regular or contractual:

- who have been with DepEd for at least three (3) years;
- with No unsettled complaint;
- who are not living in with someone else other than the legal spouse;
- with Performance Rating of at least VS per year for three (3) years; and
- who have not incurred at least 3 days absences and 5 tardiness per month for the past 3 years.

D. **The Search for Most Outstanding District Supervisor** is open to all District Supervisors with or without item, provided those without PSDS item have an official designation signed /issued by Schools Division Superintendent:

- with No school obtaining NAT/LAPG MPS of less than 65%;
- with No unresolved case in the district/division/region level;
- with No unliquidated Cash Advances;
- with No DDU school in the district;
- with at least VS Performance Rating per year for the past three (3) years;
- who have not incurred at least 3 days absences and 5 tardiness per month for the past 3 years;
- who are not living in with someone else other than the legal spouse; and
- with No pending case.

3. To this effect, all districts are enjoined to conduct the District Level Search and submit only one entry for each category, except for ALS and PSDS whose nominations will be coming from the Division Promotion Office.

4. Nominees who meet the Pre-Qualification Standards will proceed with the Search subject to the following criteria:

A. For Most Outstanding Teachers

1. MPS in NAT (Yr4/Gr.6)/NAT/LAPG (Gr.3)/Gen. Average of whole Classes Handled = 25%
For ALS, # of Passers over Enrolees
2. Lesson Planning/Instructional Materials Prepared (Ref. rubrics described in RPMS PCP)
Completeness =25%
3. Classroom Structuring (functionality; updated;) =15%
4. Records Management (Pupil Records: Cards/Forms 178/Class Records; Anecdotal, Rank Lists of Honour Students on file, etc.) = 10%
5. Landscaping of Zone Assignment= 10%
6. Winning Coach Awards= 10%
7. Membership in Recognized Associations/organizations= 5%

B. For Most Outstanding School Heads

1. Records Management including Timeliness in Submitting Report = 10%
2. School Ave. NAT/LAPG/Gen. Average of all Students = 25%
3. Funds Management:
% of Utilization (Releases/Allocation) = 15%
Timeliness in Liquidation (Ref. 5th day of next month) = 10%
4. School Physical Management (Zero Eye Sore, Landscaping, Conditions of Classrooms with approved/ Functional Site Development Plan) = 15%
5. Instructional Supervision (Class Observations/INSET initiated/conducted)= 10%
6. School Awards Received =10%
7. Membership in Recognized Associations/Organizations=5%

C. For Most Outstanding Non-Teaching Personnel

(c/o AO Jeremy to be issued in a separate Memorandum)

D. For Most Outstanding District Supervisor

1. NAT/LAPG/NCAE MPS/Gen. Average of all schools =20%
2. Physical Structures/Landscaping of all schools =20%
3. Implementation of NGP/*Gulayan* in all schools =10%
4. Instructional Supervision/Inset Initiated/conducted =20%
5. Distribution of Resources in all schools (SEF, books, Chairs, etc.) = 10%
6. Up-to-Date Proposal in Filling Up of vacancies including Substitute Teachers =10%
7. With Approved Annual District Education Plan with Evidence of implementation for the past 3 years =10%

5. Search Timeline:

- a. District level- May to June 2016
- b. Submission of Entries to Division PRAISE Committee – July 1-15, 2016
- c. Division Search/On-site Validation - 3rd Week of July-2nd Week Sept. 2016
- d. Posting of Results- 3rd Week of September 2016
- e. Proclamation/Awarding – October 5, 2016 World Teacher's Day Celebration

6. The Composition of Division PRAISE Committee:

Chair: ASDS Roseller N. Gelig

Co-Chair: ASDS Ester A. Futralan

Members: SGOD Chief Novie O. Mangubat

CID Chief Mary Ann P. Flores

All Education Program Supervisors

Mr. Jeremy C. Denampo, AO V

Mrs. Agustina R. Albiso, Planning Officer

Mrs. Lovella M. Perales, OIC-Accountant

7. Please refer to attached rubrics and Nomination Forms.

8. Previous issuance with this title dated March 7, 2016 is hereby amended.

9. For information, dissemination, guidance and strict compliance of all concerned.


RHEA MAR A. ANGTUD, Ed.D, CESO VI
of Schools Division Superintendent

**CRITERIA FOR SEARCH FOR MOST OUTSTANDING EMPLOYEES
OF DEPED CEBU PROVINCE 2016**

MOST OUTSTANDING TEACHERS

A. MPS/GEN. AVERAGE =25 pts

- 75%-79% = 5 pts
- 80%-84% =10 pts
- 85%-89% =15 pts
- 90%-95% =20 pts
- 95% and above =25pts

B. Lesson Planning/Instructional Materials Prepared = 25pts

Full load { if not full load but with ancillary function such as but not limited to Property Custodian, Statistician, Guidance Counselor with maximum teaching load allowed by DepEd} with daily lesson plans coupled with IM's, reflecting formative test results from June 2015-March 2016/June 2016 to time of Validation by committee =25 pts

.....with 3-5 instances where lesson Plans are complete but with Insufficient IM's with test results Recorded/analysed and acted upon =20pts

..... with 3-5 instances where lessons Have plans for the day with insufficient IM's but with formative test recorded/ Analysed and acted upon =15pts

..... with 6-10 instances where the LP's and IM's are incomplete and insufficient; not All with formative test; nor analysed/ Acted upon =10pts

.....with more than 10 insufficiencies = 5pts

C. Classroom Structuring =15pts

With updated Display Boards, functional Gender-sensitive health corners, no eyesore, Spic and span classroom, spaces for Pupils observed =15pts

...with absence of 1-2 expectations =10pts

...with absence of 3 or more expectations =5pts

[If classroom is only ordinary=looking; untidy... NO POINT WILL BE GIVEN]

D. Records Management =10pts

With complete and properly accomplished records: Class Records, Different Forms like 178,137,1&2,9, Anecdotal, Compilation of Ranklist of Honor Pupils, Lesson Plans used for the past years including Present year =10 pts

.....Absence of 1-2 of those enumerated records Including those not mentioned but deemed

NecessaryAbsence of 3 or more of the expected
Records =5 pts
=0 pt

E. Landscaping of Zone Assignment=10 pts

Beautifully-landscaped using cost effective
Materials with evidences of support from PTA
(without violating No Collection Policy) and from
Other external stakeholders =10 pts

.....Absence of 1-2 expected elements = 5 pts

.....Absence of 3 or more expected elements =0 pt

F. Winning Coach(in any co-curricular activities)=10 pts

International =10 pts
National =8 pts
Regional =5 pts
Divisional =3 pts
Congressional =2 pts
District =1 pt

[Note: Points may be accumulated.]

G. Membership in Recognized Association (with Proofs)=5 pts

POSITIONS	NATIONAL	REGIONAL	DIVISIONAL	DISTRICT
President/Vice President	5	4	3	2
Other Positions	4	3	2	1
Member only	3	2	1	0

Important: All claims shall be supported with evidences/means of verifications


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of Schools Division Superintendent

**CRITERIA FOR SEARCH FOR MOST OUTSTANDING EMPLOYEES
OF DEPED CEBU PROVINCE 2016**

SEARCH FOR MOST OUTSTANDING SCHOOL HEADS

- A. RECORDS MANAGEMENT/TIMELINESS = 10 pts
1. Complete, properly accomplished records, systematically filed both online and on file hard copies on LRN, LIS, EBEIS, EMIS (Display Board, File Folders in Cabinet duly Labelled) 5pts
 -absence of 1-2 expectations 3pts
 -absence of 3 or more 1pt
 2. Timeliness
 - Submitted 100% of required reports on or before the deadline 5pts
 - Submitted 90-99% of required reports On or before the deadline 3pts
 - Submitted 85-89% of required reports On or before the deadline 1pt
- B. School AVERAGE in NAT/LAPG/NCAE/GEN. AVERAGE OF ALL STUDENTS 25PTS
- | | |
|---------------|---------|
| 75%-79% | = 5 pts |
| 80%-84% | =10 pts |
| 85%-89% | =15 pts |
| 90%-95% | =20 pts |
| 95% and above | =25pts |
- C. FUNDS MANAGEMENT 25PTS
1. % OF Utilization (Releases/Allocation)
 - 100% of funds allotted utilized according To approved SOB reflected in the SIP/AIP **15PTS**
 -90-99% of funds allotted utilized According To approved SOB reflected in the SIP/AIP 10pts
 -85-89% of funds allotted utilized According To approved SOB reflected in the SIP/AIP 5pts
 2. Timeliness **10PTS**
 - Submitted complete, properly accomplished Liquidation report on or before the 5th day of the following month regardless of when CA was received 10pts
 - Submitted complete, properly accomplished Liquidation report on the 6th to 10th day of the following month regardless of when CA was received 5pts
- D. SCHOOL PHYSICAL MANAGEMENT 15PTS
- Zero Eye Sore, Beautifully-landscaped school grounds using cost effective materials; with proper waste mgt;

well-lighted/ventilated classrooms with ideal pupil:seat ratio with approved/ Functional Site Development and Evacuation Plans with perimeter fence with GAD compliant WATSAN facilities; Fire Extinguisher = 15pts

.....Absence of 1-3 expectations..... 10pts
Absence of 4-6 expectations..... 5pts

E. INSTRUCTIONAL SUPERVISION 10PTS

Conducted 30 or more (large school), 20 or more (medium school) 15 or more (small school) classroom Observations per month as evidenced in Form178/other Means of giving TA , Checked Daily Lesson Plans of teachers with 10 or more LAC Sessions/Training per year Initiated and disseminated relevant information through Meetings/conferences/memoranda 10pts

..... Absence of 1-3 expectations 5pts

F. SCHOOL AWARDS RECEIVED 10PTS

International =10 pts
 National =8 pts
 Regional =5 pts
 Divisional =3 pts
 Congressional =2 pts
 District =1 pt

[Note: Points may be accumulated.]

G. MEMBERSHIP IN RECOGNIZED ASSOCIATIONS/ ORGANIZATIONS 5PTS

POSITIONS	NATIONAL	REGIONAL	DIVISIONAL	DISTRICT
President/Vice President	5	4	3	2
Other Positions	4	3	2	1
Member only	3	2	1	0

Important: All claims shall be supported with evidences/means of verifications


RHEA MAR A. ANGTUD, Ed.D, CESO VI
 Schools Division Superintendent

**CRITERIA FOR SEARCH FOR MOST OUTSTANDING EMPLOYEES
OF DEPED CEBU PROVINCE 2016**

SEARCH FOR OUTSTANDING DISTRICT SUPERVISORS

A. School AVERAGE in NAT/LAPG/NCAE/GEN.
AVERAGE OF ALL STUDENTS 20PTS

75%-79% = 5 pts
80%-84% =10 pts
85%-89% =15 pts
90% and above =20 pts

B. SCHOOL PHYSICAL MANAGEMENT 20pts

100 % of the schools in the district are:

Beautifully-landscaped using cost effective materials;
with proper waste mgt; well-lighted/ventilated classrooms
with ideal pupil:seat ratio with approved/ Functional Site
Development and Evacuation Plans with perimeter fence;
With GAD compliant WATSAN facilities; Fire Extinguisher 20 pts

..... 95-99% =15pts
..... 90-94% =10pts
..... 85-89% = 5 pts

C. IMPLEMENTATION OF NGP/GULAYAN IN ALL SCHOOLS 10PTS

Planted and grown trees as required under EO#26 for the past
3 years; Planted with at least 5 kinds of vegetables used
for feeding program =10pts

.....Absence of one(1) expectation = 5pts

D. INSTRUCTIONAL SUPERVISION 20PTS

Conducted at least 30 classroom observations per month
as evidenced in Form178/other Means of giving TA,
Checked Daily Lesson Plans of teachers with 10 or
more LAC Sessions/Training for School Heads per year;
disseminated relevant information through Meetings/
conferences/memoranda = 20pts

..... Absence of 1 expectation =15pts
..... Absence of 2 expectations = 10pts
..... .Absence of 3 expectations = 5pts

E. DISTRIBUTION OF RESOURCES IN ALL SCHOOLS 10pts

Ideal books:pupil ratio; seat:pupil ratio; classroom:pupil
Ratio; teacher:pupil ratio; equitable distribution of SEF funds;
BUB, other resources; equitable giving of TA =10pts

.....Absence of 1-3 expectations =5pts

F. UP-TO-DATE PROPOSAL IN FILLING UP VACANCIES INCLUDING SUBSTITUTE TEACHERS 10pts

Proposal is made 1 month after vacancy is declared; In case of new Item, proposal is made at least 1 week after posting of approved Ranklist without unresolved protest =10pts

Any deviation to the preceding statement but not beyond 2 months under this category =5pts

G. WITH APPROVED DISTRICT EDUCATION PLAN 10PTS

DEP formulated based on duties and functions aligned to Division Education Development Plan duly approved by the SDS with evidence of 100% implementation =10pts

DEP formulated based on duties and functions aligned To Division Education Development Plan duly approved By the SDS with evidence of 85-99% implementation =5pts


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Schools Division Superintendent



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
 IPHO Bldg., Sudlon, Lahug, Cebu City



**2016 SEARCH FOR THE OUTSTANDING TEACHERS/SCHOOL HEADS AND SUPPORT STAFF IN THE
 DIVISION OF CEBU PROVINCE**

***NOMINATION FORM
 MOST OUTSTANDING TEACHER CATEGORY***

Name of Nominee: _____ Age: _____ Civil Status: _____

Present Station: _____ District: _____

Previous School Assignment: _____ District: _____

Date of Original Appointment: _____ Present Position: _____

Performance Rating: SY 2015-2016 _____; SY 2014-2015 _____; SY 2013-2014 _____

NAT MPS: SY 2015-2016 _____; SY 2014-2015 _____ SY 2013-2014 _____ (IF W/NAT)

AVE. GRADE OF CLASS SY 2015-2014 _____; SY 2014-2015 _____; SY 2013-2014 (IF W/O NAT)

Drop Out Rate SY 2015-2016 _____; SY 2014-2015 _____; SY 2013-2014 _____

No. of Non-Readers: SY 2015-2016 _____; SY 2014-2015 _____; SY 2013-2014 _____

No. of Pupils Failed: SY 2015-2016 _____; SY 2014-2015 _____; SY 2013-2014 _____

No. of Times Late: _____ Absent : _____ (from June to March for 3 years)

INVOLVEMENT IN DEPED PROGRAMS/ACTIVITIES AND PROJECTS: (Whether as Speaker in Seminar or Coach/Adviser in Contests)

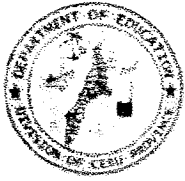
<u>Position</u>	<u>Activity Title</u>	<u>Level of Participation</u>	<u>Awards Received</u>

Other Significant Awards (Title of Award, Name of Agency, Date Awarded)

Nominated by: _____

School Head

District Supervisor



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
 IPHO Bldg., Sudlon, Lahug, Cebu City



NOMINATION FORM
MOST OUTSTANDING SCHOOL HEAD CATEGORY

Name of Nominee: _____ Age: _____ Civil Status: _____

Present Station: _____ District: _____

Previous School Assignment: _____ District: _____

Date of Original Appointment: _____ Present Position: _____;

If TIC, date of Designation: _____

Performance Rating: SY 2015-2016 _____; SY 2014-2015 _____; SY 2013-2014 _____

NAT MPS of School under own mgt: SY 2015-2016 _____; SY 2014-2015 _____

SY 2013-2014 _____ (IF W/NAT)

AVE. GRADE OF CLASSES SY 2015-2014 _____; SY 2014-2015 _____; SY 2013-2014 _____

(IF Primary School and W/O NAT)

Timeliness in Submitting Reports: SY 2015-2016 _____; SY 2014-2015 _____; SY 2013-2014 _____

SCHOOL AWARDS RECEIVED UNDER OWN MANAGEMENT

<u>Title of Award</u>	<u>Given By</u>	<u>Date Received</u>

FUNDS MANAGEMENT FOR THE PAST 2 YEARS

	CY 2013	CY 2014
% Of Utilization (Releases over Allocation) 25 Points:	_____	_____
Timeliness in Liquidation 15 Points:	_____	_____ (Note:

Summary of Releases and Dates of Liquidation to be attached as confirmed by Div. Acct)

GRIEVANCE MGT: No. of Cases Occurred: _____ No. of Cases Resolved: _____

Nominated by: _____
 District Supervisor