



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

October 5, 2020

DIVISION MEMORANDUM

No. 215, s. 2020

**REMINDERS ON THE SUBMISSION OF NOMINATIONS FOR THE
2020 SEARCH FOR MOST OUTSTANDING EMPLOYEES AND THE
SEARCH FOR BEST 5S DISTRICT OFFICE OF DEPED CEBU PROVINCE**

**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDs)/District Caretakers/OICs
Principal/Heads of Elementary and Secondary Schools
Teachers of Elementary and Secondary Schools
All Others Concerned**

1. Pursuant to the Division Memorandum No. 033, s. 2020 entitled "2020 Search for Outstanding Employees of DEPED Cebu Province as Amended" dated January 27, 2020, this office is calling the attention of all concerned for the submission of your nominations for the said search on the stipulated date. Additionally, in consideration with Division Memorandum No. 097, s. 2020 entitled "Announcing the Search for Best 5S District Office of DepEd Cebu Province for CY 2020" dated March 3, 2020, District Supervisors are reminded of the preparations to be done in compliance to the said search.
2. Following the search timeline, the schedule for the submission of entries for the search for the Outstanding Employees to the Division PRAISE Committee **c/o ASDS ESTER A. FUTALAN**, will be on **October 1-15, 2019**. Contestants for the Division level are expected to be those chosen in a search at the District level. Please refer to the Division Memorandum No. 033 s. 2020 for the Criteria and Guidelines as amended.
3. For the search for Best 5S District Office, please refer to Div. Memo No. 097, s.2020 for the schedule of evaluation and for the revised assessment tool/checklist to be used which is aligned with CSC 5S checklist.
4. The Division Team Evaluators (All EPSvr, Mr. Chaney Gulfan and Mrs. Socorro Relacion) will be going around to the different districts to conduct the District 5S Evaluation.
5. Immediate dissemination of and **STRICT COMPLIANCE** with this Memorandum is hereby directed.


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

January 27, 2020

DIVISION MEMORANDUM

No. 033, s. 2020

2020 SEARCH FOR OUTSTANDING EMPLOYEES OF DEPED CEBU PROVINCE AS AMENDED

TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDSs)/District Caretakers/OICs
Principal/Heads of Elementary and Secondary Schools
Teachers (Elem./Sec.)
All Others Concerned

1. Pursuant to DepEd Order no. 09, s. 2002 entitled, "Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)", and DepEd Order No. 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 for 2019 with the following categories:

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

2. All nominating districts/ body must observe the following PRE-QUALIFICATION STANDARDS (*Note: Starting CY 2020, the Performance Management Team (PMT), being the Committee in charge of validating Personnel who have obtained Outstanding ratings, "may" nominate in all the aforementioned categories):

A. The Search for Most Outstanding Teachers is open to all regular public school teachers in kinder, elementary, secondary or Senior High School , Multigrade teachers, SPED teachers and ALS with NO complaints docketed in any Forum ; with numerical Performance Rating of at least 4.0 (not rounded off) per year for the past three (3) Complete RPMS Cycles;

- Who have served DepEd for at least three (3) years;
- With NO Drop Out/ No Non-Reader/ No Failure for the past three (3) school years (for Regular Teachers);
- With NO subject MPS in NAT/ LAPG/ NCAE lower than 75% or General Average of all classes lower than 60% (those w/out NAT/ LAPG/NCAE); at least 75% A&E Passers for ALS in past 3 school years; and at least 50% SPED pupils moved to the next level in the past 3 school years for SPED;
- For ALS, one must have served as ALS Mobile Teacher for at least three (3) school years; with full load from Monday-Friday (evidence available); with at least three (3) well-structured functional Learning Centers;
- Who are not cohabiting with someone else other than the legal spouse; and
- Who have not incurred at least three (3) days absences (to mean any approved or not approved leave other than Special Leave/Privilege Leave) and five (5) tardiness/under time/loafing per month for the past three (3) school years.

Note: Must have complied at least six (6) out of seven (7) requirements in the Qualification Standard.

B. The Search for Most Outstanding School Heads is open to all school heads (excluding caretakers) in the public schools with or without items provided, those without School Head items have official designation signed/issued by the Schools Division Superintendent and have served as TIC for at least 3 years:

- Who have served as School Head for at least three (3) school years with NO Unclaimed and/or Unliquidated Cash Advances in MOOE/ SBM/ DICP/ Feeding/ etc.;
- With NO unresolved case in the school level nor case elevated to any higher office; NO complaints docketed in any Forum;
- With NO Drop Out for the past three (3) school years;
- With NO MPS in any subject in NAT/ LAPG/ NCAE lower than 60%;
- With OPCR numerical ratings of at least 4.0 (not rounded off) per year for the past three (3) Complete RPMS cycles;
- Who have not incurred at least three (3) days absences (to mean any approved or not approved leave other than Special Leave/Force Leave/Privilege Leave) and five (5) tardiness/under time/loafing per month for the past three (3) school years; and
- Who are not cohabiting with someone else other than the legal spouse.

Note: Must have complied at least six (6) out of seven (7) requirements in the Qualification Standard.

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

- Who have been with DepEd for at least three (3) years;
- With NO complaints docketed in any Forum;
- Who are not cohabiting with someone else other than the legal spouse;
- With numerical Performance Rating of at least 4.0 (not rounded off) per year for the past three (3) Complete RPMS Cycle; and
- Who have not incurred at least three (3) days absences (to mean any approved or not approved leave other than Special Leave/Force Leave/Privilege Leave) and five (5) tardiness/under time/loafing per month for the past three (3) school years.

Note: Must have complied at least four (4) out of five (5) requirements in the Qualification Standard.

D. The Search for Most Outstanding Supervisor is open to all District Supervisors and Education Program Supervisors (EPSVR) with item, provided the PSDS is actually handling a district for at least 3 years:

- For PSDS, with NO school obtaining NAT/ LAPG MPS of less than 60%;
- For EPSVR, overall NAT/LAPG/NCAE is at least 60% in their respective subject area;
- With NO unresolved complaint/case (grievable or not) in the district nor complaint/case elevated to any higher office;
- With NO complaints docketed in any Forum;
- With NO unclaimed/unliquidated Cash advances;
- With NO depressed, disadvantaged, or underserved school in the district;
- With numerical Performance Rating of at least 4.0 (not rounded off) per year for the past three (3) Complete RPMS Cycle;
- Who have not incurred at least three (3) days absences (to mean any approved or not approved leave other than Special Leave/Privilege Leave) and five (5) tardiness/under time/loafing per month for the past three (3) school years; and
- Who are not cohabiting with someone else other than the legal spouse.

Note: Must have complied at least seven (7) out of eight (8) requirements in the Qualification Standard.

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

- Who have been with DepEd for at least three (3) years;
- With NO complaints docketed in any Forum;
- Who are not cohabiting with someone else other than the legal spouse;
- With numerical Performance Rating of at least 4.0 (not rounded off) per year for the past three (3) Complete RPMS Cycle; and
- Who have not incurred at least three (3) days absences (to mean any approved or not approved leave other than Special Leave/Force Leave/Privilege Leave) and five (5) tardiness/under time/loafing per month for the past three (3) school years.

Note: Must have complied at least four (4) out of five (5) requirements in the Qualification Standard.

F. The Search for Most Outstanding Medical-Dental Personnel is open to all regular Medical - Dental Personnel assigned/ stationed either in the Division Office or in the field (schools/districts):

- Who have been with DepEd for at least three (3) years;
- With NO complaints docketed in any Forum;
- Who are not cohabiting with someone else other than the legal spouse;
- With numerical Performance Rating of at least 4.0 (not rounded off) per year for the past three (3) Complete RPMS Cycle; and
- Who have not incurred at least three (3) days absences (to mean any approved or not approved leave other than Special Leave/Force Leave/Privilege Leave) and five (5) tardiness/under time/loafing per month for the past three (3) school years.

Note: Must have complied at least four (4) out of five (5) requirements in the Qualification Standard.

3. To this effect, all districts are **directed** to conduct the District Level Search and submit only one entry for each category enumerated in Part 1 of this memo, except for PSDS whose nominations will be by Cluster (c/o CID-Chief).

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)/General Average of all classes handled= 20%

- *For SPED, # of pupils moved to the next level/total # of pupils handled
- *For ALS, # of Passers over Enrollees
- *For Multigrade, same criteria with regular; must have been teaching Multigrade for the past 3 years
- 2. Lesson Planning/ Instructional Materials Prepared (Ref. rubrics described in RPMS PCP) for the past 2 School years.
Completeness = 20%
- 3. Classroom Structuring (functionality; updated;) = 10%
- 4. Records Management (Pupil Records: SF 10/ Class records; Attendance; Anecdotal, Rank Lists of Honor Students on file, etc.) = 10%
- 5. Landscaping of Zone Assignment = 10%
- 6. Winning Coach Awards = 10%
- 7. Membership in Recognized Associations/Organizations = 5%
- 8. Best Practice/ Innovation/ Research/ Outstanding Accomplishment = 15%

B. For Most Outstanding School Heads

- 1. Records Management including Timeliness in Submitting Reports = 10%
- 2. School Average NAT/LAPG/ Gen. Average of all students = 15%
- 3. Funds Management:
% of Utilization (Releases/Allocation) = 10%
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/ LAC conducted) = 10%
- 6. School Awards Received = 10%
- 7. Membership in Recognized Associations/ Organizations = 5%
- 8. Best Practice/ Innovation/ Research/ Outstanding Accomplishment = 15%

C. For Most Outstanding Teaching-Related Personnel (other than the Chief and the Supervisors)- This pertains to EPS II/ EPSAs/ SEPS.

- 1. A & E (Accreditation & Equivalency) Passing Rate = 20%
- 2. Literacy Assessment
Conducts/ consolidates Literacy Mapping = 20%
Conducts assessment & evaluation of ALS Implementation (DALSC & Mobile Teachers) = 20%
- 3. Literacy Intervention
Designs & implements learning plans & developmental activities = 20%
- 4. Supervises learning sessions and develops
advocacy programs/ materials = 20%

D. For Most Outstanding Non-Teaching Personnel (including Medical-Dental Personnel)

1. The search is purposely aimed at recognizing the outstanding performance and to afford due appreciation to deserving **non-teaching and teaching-related** employees of this Office in their exemplary conduct and dedication towards their professional duties and responsibilities.
2. The General Requirements are:
 - permanent appointment
 - at least 3 years of continuous service in the department
 - with numerical Performance rating of at least 4.0 and above for the last 3 complete RPMS Cycles
 - with no docketed complaint in any Forum
 - no unliquidated cash advance/s
3. The following documents shall be accomplished by the candidates and to be submitted to the respective selection and screening committee, to wit:
 - Nomination Form
 - Latest Personal Data Sheet (Form 212)
 - Labeled and evidence-based portfolio/s containing accomplishments with no alterations, insertions and addendum
 - Certification of No unclaimed/unliquidated Cash Advance/s (to be issued by the Accounting Section)
 - Other documents as may be required by the selection and screening committee
4. The criteria for the search will be:
 - I. **Occupational Competence and Accomplishment of work (50%)**
 - A. **Manual/Operation Tasks**

These refer to the duties of an employee using specific manipulative/mechanical skill or any work activity requiring the use of an instrument, tool or equipment such as typewriter, computer, calculator, fax machine, camera, reproduction machine, vehicles, binding tools and instruments and other related gadgets to accomplish one's tasks.

Rubrics:

- a. Handles/operates/uses instruments/tools/equipment vehicle with care
- b. Performs tasks with speed and accuracy
- c. Demonstrates Innovativeness/creativity/ability to improvise materials/gadgets when needed
- d. Uses tools/equipment/vehicle skillfully strictly following instructions
- e. Observes economical use of materials/supplies in the operation of equipment/tool/vehicle to minimize/avoid wastes

All indicators met and done ahead of time	10
Any 4 indicators met and done ahead of time	8
Any 3 indicators met and done on schedule	6
Any 2 indicators met and done behind schedule	4
Any 1 indicator met and done behind schedule	2

B. Preparation Task

This covers job-related activities of an employee before the execution of minor/major task like packing materials prior to training, checking condition of vehicle before driving, checking availability of other needed resources and making documents and the like in the performance of duty.

Rubrics:

- a. Prepares requisition of supplies and materials according to prescribed standards, accurately and on time
- b. Cleans/checks condition of tools/equipment/vehicle and work area at the start of the work
- c. Does preparatory activities systematically before performing major/minor tasks
- d. Does predictive maintenance activity before the performance of major/minor activity
- e. Labels materials properly according to standard procedures

All indicators met and done ahead of time	10
Any 4 indicators met and done ahead of time	8
Any 3 indicators met and done on schedule	6
Any 2 indicators met and done behind schedule	4
Any 1 indicator met and done behind schedule	2

C. Organization Task

This refers to activities involving gathering and putting together documents, reports and other related materials, cataloguing and labelling of documents and other activities to the orderly manner of keeping materials.

Rubrics:

- a. Organizes work area (i.e. files, tools, equipment, tables are strategically and systematically arranged) for easy access.
- b. Work area is free from unnecessary files, unserviceable tools and equipment

- c. Documents/equipment/tools properly labelled
- d. Documents filed neatly and orderly
- e. Execution of tasks is based on prioritization to urgency of tasks, observing practical economy in the use of usable materials

All indicators met without supervision	10
Any 4 indicators met with minimum supervision	8
Any 3 indicators met with close supervision	6
Any 2 indicators met with supervision	4
Any 1 indicator met with closest supervision	2

D. Records Management

These are activities concerning a system of recording, delivery to concerned officials/persons and filing of documents and materials to facilitate retrieval and proper identification, indexing and storing.

Rubrics:

- a. Receives and/or records communications/documents/packages accurately and on time
- b. Classifies documents/communications according to destination and have them properly acknowledged after recipients receive them
- c. Maintains cross reference/CDs and back-up files for easy access (for computer-based files)
- d. Keeps a well-organized data base and make a regular updates of files/records/contents of CPUs
- e. Makes a well-organized filing system for easy access and safe keeping.

All indicators met without supervision	10
Any 4 indicators met with very minimum supervision	8
Any 3 indicators met with minimum supervision	6
Any 2 indicators met with close supervision	4
Any 1 indicator met with very close supervision	2

E. Maintenance Task

This set of tasks focuses on the upkeep and caring of workplace/materials/documents/supplies and equipment.

Rubrics:

- a. Does predictive maintenance every day before doing a minor/major task and maintains the general upkeep of assigned workplace/instruments/equipment/vehicle
- b. Performs preventive maintenance at least once a week and detects signs of defects in the instrument/equipment/vehicle noting them properly in written report informing the office
- c. Does corrective maintenance by doing minor repair/troubleshooting/reporting malfunction and breakdown/losses/damages of equipment/facilities/vehicle exercising accuracy in the request of spare parts/materials needed following standard procedures
- d. Does failure-finding maintenance by reporting immediately to the office head unserviceable/lost/damaged equipment/materials and prompt submission and follow-up of the requisition
- e. Keeps a well-organized area of storage of materials/equipment/tools ensuring safety and accessibility

All indicators met	10
Any 4 indicators met with no supervision	8
Any 3 indicators met with very minimum supervision	6
Any 2 indicators met with less supervision	4
Any 1 indicator met with close supervision	2

II. Work Ethics (25%) (Customer Satisfaction, Summary Questionnaire will be floated for the purpose, as basis for Work Ethics)

A. Courtesy

a.1 Displays a very pleasant disposition by smiling; greeting and attending to clients making them feel comfortable and at ease	5
a.2 Displays a very pleasant disposition by smiling and greeting but does not show willingness to provide assistance	3
a.3 Displays a not so pleasant disposition but greets clients and provides assistance to clients without sense of urgency	1

B. Readiness for Service

b.1 Starts minor/major tasks at least 15 minutes before official time exercising maximum utilization of office hours without engaging unofficial matters like chatting, eating, surfing the internet, etc. 5

b.2 Starts on time minor/major tasks without wasting official time in providing service to clients 3

b.3 Starts on time minor/major tasks without wasting official time but lacks creativity in providing fast delivery of service to clients 1

C. Cleanliness and Orderliness of Work Area

c.1 Practices 5S in the work area 5

c.2 Maintains clean and organized area, free from unsightly items, and all materials and equipment are arranged for accessibility 3

c.3 Keeps clean and organized area but materials and equipment are not very accessible 1

D. Grooming and Appearance

d.1 Properly groomed and wears appropriate uniform at all times 5

d.2 Properly groomed but occasionally wears uniform inappropriately 3

d.3 Seldom groomed and wears uniform very occasionally 1

E. Initiative and Creativity

e.1 Performs minor and major tasks showing

creativity and initiative without being told and without supervision	5
e.2 Performs minor and major tasks with some degrees of initiative and creativity with minimum supervision	3
e.3 Performs minor and major tasks with initiative and creativity with close supervision	1

III. Attendance (15%)

With no tardy/undertime/loafing and no unauthorized absence per month	15
With only at least 3 times tardy/undertime/loafing and 1 unauthorized absence per month	10
With more than 3 times tardy/undertime/loafing and more than 1 unauthorized absences per month	5

IV. Human Relations Skills (10%)

Rubrics:

- a. Displays flexibility in working with any type/group of persons in the office
- b. Establishes good working relations and rapport with the officemates
- c. Maintains a happy disposition when performing minor/major tasks amid confusion/stress and the like
- d. Is polite and well-mannered in all dealings with the officemates and clients

- e. Practices high value of professionalism in all his/her dealings with the officemates and clients by providing fast and unconditional delivery of service

All indicators met	10
Any 4 indicators met	8
Any 3 indicators met	6
Any 2 indicators met	4
Any 1 indicator met	2

Nominations are expected from the following:

- Principal, for school-based Non-Teaching Personnel
- PSDS, for District based (e.g. Bookkeeper) Non-Teaching Personnel
- Section or Unit Heads, for Division-based Non-Teaching Personnel

D. For Most Outstanding 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, ets.) = 10%
6. Up-to-Date Proposal in filling up of vacancies including Substitute Teachers; and
7. Records Management including Timeliness in Submitting Reports= 10%
8. With Approved Annual District Education Plan with Evidence of implementation for the past 3 school years = 10%

5. The Composition and Members of Division PRAISE Committee:

Chair:	ASDS Ester A. Futalan, Ed.D.
Co-Chair:	ASDS Leah B. Apao, Ed.D.
	ASDS Cartesa M. Perico, Ed.D.
Members:	SGOD Chief Novie O. Mangubat, Ed.D.
	CID Chief Mary Ann P. Flores, Ed.D.
	Mr. Jeremy C. Denampo, AO V
	Mrs. Riann C. Villamante, Division Accountant
	Mrs. Monina Sarah M. Pomarejos, HRMO-OIC
	All Education Program Supervisors

SEARCH TIMELINE:

- a. **District Level –September 2020** (*Note: The field is hereby **REMINDED** to conduct the School Search for Most Outstanding Employees as early as possible before the nominations will be submitted to the District level. Contestant for the Division level are expected to be those chosen in a search at the District level.)
 - b. **Submission of Entries to Division PRAISE Committee c/o ASDS ESTER A. FUTALAN – October 1 – 15, 2020**
 - c. **Division Search/ On-Site Validation – 3rd week of October to 2nd week of November 2020**
 - d. **Posting of results – End of November 2020**
 - e. **Proclamation/ Awarding – December 2020**
6. Please refer to the attached rubrics and Nomination Forms.
7. Previous issuance with this title dated July 3, 2019 is hereby amended.
8. For information, dissemination, guidance and strict compliance of all concerned.


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent

CRITERIA FOR SEARCH FOR MOST OUTSTANDING EMPLOYEES OF DEPED CEBU PROVINCE 2020

MOST OUTSTANDING TEACHERS

- A. MPS/GEN. AVERAGE.....= 20pts
- | | |
|---------------|---------|
| 75%-79% | =5pts |
| 80%-84% | =10pts |
| 85%-89% | =15pts |
| 90%-95% | =18pts |
| 95% and above | =20 pts |
- B. Lesson Planning/Instructional Materials Prepared.....= 20pts
- 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 2019-March 2020 / June 2020 to time of Validation by committee =20 pts
- with 3-5 instances where lesson plans are complete but with insufficient IM's with test results recorded/analyzed and acted upon =18 pts
- with 3-5 instances where lessons have plans for the day with insufficient IM's but with formative test recorded/analyzed and acted upon =15 pts
- with 6-10 instances where the LP's and IM's are incomplete and insufficient; not all with formative test; nor analyzed/acted upon =10 pts
- with more than 10 insufficiencies =5 pts
- C. Classroom Structuring.....=10pts
- With updated Display Boards, functional gender-sensitive health corners, no eyesore, Spic and span classroom, spaces for pupils observed =10 pts
- with absence of 1-2 expectations =8 pts
- with absence of 3 or more expectations =5 pts
- (If classroom is only ordinary-looking or untidy, **NO POINT WILL BE GIVEN**)
- D. Records Management.....= 10pts
- With complete and properly accomplished records:
- Class Records; **Attendance**; Different Forms like 178, 137, 1&2, 9; anecdotal, compilation of Ranklist of Honor Pupils; Lesson Plans used for the past years including the present year (as **Indicated in B.**) =10 pts
- Absence of 1-2 of those enumerated records including those not mentioned but deemed necessary = 5 pts
- Absence of 3 or more of the expected records =0 pt
- E. Landscaping of Zone Assignment.....=10pts
- 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.....= 10pts
- | | |
|----------------------|----------------|
| International | =10 pts |
| National | =8 pts |
| Regional | =5 pts |

Divisional =3 pts
Congressional =2 pts
District =1 pt

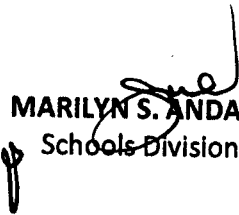
(Note: Points may be accumulated.)

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

Positions	National	Regional	Divisional	District
President/VP	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.

H. Best Practice/ Innovation/ Research/ Outstanding Accomplishment....= 15pts


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent

CRITERIA FOR SEARCH FOR MOST OUTSTANDING EMPLOYEES OF DEPED CEBU PROVINCE 2020

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 labeled)
= 5 pts
 - absence of 1-2 expectations =3 pts
 - absence of 3 or more =1 pt
 2. Timeliness
 - Submitted 100% of required reports on or before the deadline= 5 pts
 - Submitted 90-99% of required reports on or before the deadline= 3 pts
 - Submitted 85-89% of required reports on or before the deadline= 1 pt
- B. SCHOOL AVERAGE in NAT/LAPG/NCAE/GEN. AVERAGE OF ALL STUDENTS= 15 pts**
- 75%-79% = 1 pt
 - 80%-84% =3 pts
 - 85%-89% =5 pts
 - 90%-95% =10 pts
 - 95% and above =15 pts
- C. FUNDS MANAGEMENT = 20 pts**
1. % of Utilization (Released/Allocation)
 - 100% of funds allotted utilized according to approved SOB reflected in the SIP/AIP/APP =10 pts
 - 90%-99% of funds allotted utilized according to approved SOB reflected in the SIP/AIP/APP =8 pts
 - 85%-89% of funds allotted utilized according to approved SOB reflected in the SIP/AIP/APP =5 pts
 2. Timeliness =10 pts
 - Submitted complete, properly accomplished liquidation report on or before the 5th day of the following month regardless of when CA was received =10 pts
 - Submitted complete, properly accomplished Liquidation report on the 6th to 10th day of the following Month regardless of when CA was received =5 pts
- D. SCHOOL PHYSICAL MANAGEMENT = 15 pts**
- Zero Eye Sore, Beautifully-landscaped school grounds
Using cost-effective materials; with proper waste management;
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 = 15 pts

-Absence of 1-3 expectations =10 pts

-Absence of 4-6 expectations = 5 pts

E. INSTRUCTIONAL SUPERVISION = 10 pts

Conducted **25 or more (Principal large schools);**
15 or more (HT small schools) classroom observations
per month as evidence in Form 178/ 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 =10 pts

-Absence of 1-3 expectations = 5 pts

F. SCHOOL AWARDS RECEIVED = 10 pts

International =10 pts

National =8 pts

Regional =5 pts

Divisional =3 pts

Congressional =2 pts

District =1 pt

**G. MEMBERSHIP IN RECOGNIZED ASSOCIATIONS/
ORGANIZATIONS**

= 5 pts

Positions	National	Regional	Divisional	District
President/VP	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.

H. Best Practice/ Innovation/ Research/ Outstanding Accomplishment....= 15pts


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent

CRITERIA FOR SEARCH FOR MOST OUTSTANDING EMPLOYEES OF DEPED CEBU PROVINCE 2020

MOST OUTSTANDING SUPERVISOR

A. SCHOOL AVERAGE in NAT/LAPG/NCAE/GEN. AVERAGE OF ALL STUDENTS= 20 pts

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

B. SCHOOL PHYSICAL MANAGEMENT = 20 pts

100% of the schools in the district are:

Beautifully-landscaped school grounds
Using cost-effective materials; with proper waste management;
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%	=15 pts
-90-94%	=10 pts
-85-89%	= 5 pts

C. IMLEMENTATION OF NGP/ GULAYAN IN ALL SCHOOLS =10 pts

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 =10 pts

-Absence of one (1) expectation =5 pts

D. INSTRUCTIONAL SUPERVISION =20 pts

Conducted/ given TA to ALL School Heads
Conducted at least 2 INSET for School Heads with SY;
Disseminated relevant information through Meetings/
Conferences/memoranda =20 pts

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

E. MANAGEMENT OF RESOURCES IN ALL SCHOOLS =10 pts

Ideal books: pupil ratio; seat:pupil ratio;
classroom: pupil ratio; teacher: pupil ratio;
equitable distribution of SEF funds; and other resources =10 pts

-Absence of 1-3 expectations =5 pts

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

=10 PTS

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 = 10 pts

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

G. WITH APPROVED DISTRICT EDUCATION PLAN

=10 PTS

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

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


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent

**For Most Outstanding Teaching- Related personnel (other than the Chief and the Supervisors) –
This pertains to EPS II/EPsAs/SEPS.**

1. A&E (Accreditation & Equivalency) Passing Rate - 20%

90% - 100%	-	20pts
80% - 89%	-	15pts
70% - 79%	-	10pts
60% - 69%	-	5pts

2. Literacy Assessment
 - *Conducts/ consolidates Literacy Mapping - 20%

Gathered Data from the Implementers and consolidated survey of household in the assigned community to identify members who are non- literate and are target participants for ALS program

75% & above	-	20pts
50% - 74%	-	15pts
25% - 49%	-	10pts
5% - 24%	-	5pts

 - *Conducts assessment & evaluation of ALS Implementation (DALSCs & Mobile Teachers) - 20%

Assessed and evaluated number of times in a year, the Functional Literacy Test results of the Learners and determined their levels, through the Implementers in their respective Community Learning Centers

5 times	-	20pts
4 times	-	15pts
3 times	-	10pts
1 or 2 times	-	5pts

3. Literacy Intervention
 - *Designs & implements learning plans & developmental activities - 20%

Developed designed learning plan made by the Implementers and utilized for developmental activities which is appropriate to the level of each ALS participant/Learner

75% and above	-	20pts
50% and above	-	15pts
25% and above	-	10pts
5% and above	-	5pts

 - *Supervises learning sessions and develops advocacy programs/ materials - 20%

Conducted ALS assemblies/ orientation/ meetings/ seminars involving local government personnel, non-governmental organization, parents, out-of-school youths and civic-spirited citizens

75% and above of coverage areas	-	20pts
50% and above	-	15%
25% and above	-	10pts
5% and above	-	5pts


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

2020 SEARCH FOR 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 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____ (if w/ NAT)
AVE. GRADE OF CLASS SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____ (if w/o NAT)
Drop Out Rate SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____
No. of Non-Readers: SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____
No. of Pupils Failed: SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____
No. of pupils moved up to the next level (for SPED): SY 2019-2020 _____; SY 2018-2019 _____;
SY 2017-2018 _____
No. of Times late: _____; Absent: _____; Undertime: _____; Loafing: _____ (from June-March for 3 yrs)

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
SCHOOLS DIVISION OF CEBU PROVINCE

2020 SEARCH FOR OUTSTANDING TEACHERS/ SCHOOL HEADS AND SUPPORT STAFF IN THE DIVISION
OF CEBU PROVINCE

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 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____
NAT MPS of School under own mgt.: SY 2019-2020 _____; SY 2018-2019 _____;
SY 2017-2018 _____ (If w/ NAT)
AVE. GRADE OF CLASS SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____
(If w/o NAT)
Timeliness in Submitting Reports: SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____
No. of Times late: _____; Absent: _____; Undertime: _____; Loafing: _____ (from June-March for 3 yrs)

SCHOOL AWARDS RECEIVED UNDER OWN MANAGEMENT

<u>Title of Award</u>	<u>Given by</u>	<u>Date Received</u>
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FUNDS MANAGEMENT FOR THE PAST 2 YEARS

	CY 2018	CY 2019
% of Utilization (Releases over Allocation)	25 pts: _____	_____
Timeliness in Liquidation	15 pts: _____	_____

(Note: Summary of Releases and Date of Liquidation to be attached as confirmed by Div. Accountant)

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

Nominated by: _____
District Supervisor



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

2020 SEARCH FOR THE OUSTANDING TEACHERS/ SCHOOL HEADS AND SUPPORT STAFF IN THE
DIVISION OF CEBU PROVINCE

NOMINATION FORM
MOST OUTSTANDING SUPERVISOR CATEGORY

Name of Nominee: _____ Age: _____ Civil Status: _____
Present Station: _____ District: _____
Previous School Assignment: _____ District: _____
Date of Original Appointment: _____ Present Position: _____
Performance Rating: SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____
NAT MPS of Schools within District under own mgt.: SY 2019-2020 _____; SY 2018-2019 _____;
SY 2017-2018 _____ (If w/ NAT)
AVE. GRADE OF CLASS SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____ (If w/o NAT)
Timeliness in Submitting Reports: SY 2019-2020 _____; SY 2018-2019 _____; SY 2017-2018 _____
No. of Times late: _____; Absent: _____; Undertime: _____; Loafing: _____ (from June-March for 3 yrs)

SCHOOL/DISTRICT 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 2018	CY 2019
% of Utilization (Releases over Allocation)	25 pts: _____	_____
Timeliness in Liquidation	15 pts: _____	_____

(Note: Summary of Releases and Date of Liquidation to be attached as confirmed by Div. Accountant)

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

Nominated by: _____
EPSVR



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REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

NOMINATION FORM

(2020 Search for Outstanding Non-Teaching Employees)

Date: _____

Name of Nominee : _____

Position Title : _____

Station : _____

Nominated by : _____

Position Title : _____

Reason/s for Nomination:

Important: The nomination form must be submitted together with the documentary evidence/s for purposes of evaluation, verification of claims, validation and authentication.



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Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

NOMINATION FORM

(2020 Search for Outstanding Teaching- Related Employees)

Date: _____

Name of Nominee : _____
Position Title : _____
Station : _____
Nominated by : _____
Position Title : _____

Reason/s for Nomination:

Important: The nomination form must be submitted together with the documentary evidence/s for purposes of evaluation, verification of claims, validation and authentication.



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of CEBU PROVINCE

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 3, 2020

DIVISION MEMORANDUM

No. 097, s. 2020

ANNOUNCING THE SEARCH FOR BEST 5S DISTRICT OFFICE
OF DEPED CEBU PROVINCE FOR CY 2020

TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDSs)/District Caretakers/OICs
Principal/Heads of Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, this office is announcing the search for the **Best 5S District Office 2020** of this Division pursuant to Deped Order 9, s. 2002 or Programs on Awards and Incentives for Service Excellence (PRAISE) of DepEd and CSC Memorandum Circular no. 01, s. 2001.
2. This is a separate search from the inter-unit competition in the Division Office, thus all **58 District Offices** within the jurisdiction of DepEd Cebu Province are expected to participate. Everybody is directed to refer and abide to the criteria set and standards for **BETTER RATING** in this competition and eventually for the improvement of the District Offices, thus, fostering a 5S compliant environment.
3. A **revised** assessment tool/checklist aligned with CSC 5S Checklist will be used for the evaluation of this search. For the description of the 5S's tool/checklist, kindly refer to the herein attached Assessment Checklist.
4. Please observe the following schedule:

Quarter	Schedule of Evaluation	5S Criterion to focus on
1 st Quarter of 2020	Within April 2-3, 2020	All 5S
2 nd Quarter of 2020	Within July 2-3, 2020	All 5S
3 rd Quarter of 2020	Within October 1-2, 2020	All 5S
4 th Quarter of 2020	Within December 2-3, 2020	All 5S

5. Note that the specific dates of evaluation will be identified by the judges/evaluators/CFTAT (Core Field Technical Assistance Team) according to the given dates above. District Offices are expected to make necessary preparations in line with the 5S criteria.
6. Your participation and cooperation is highly appreciated.
7. Immediate dissemination of this Memorandum is hereby directed.

MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent

CRITERIA FOR BEST 5S's UNIT

SORT- (organization)

- Sorting of documents at work
- Segregate unwanted material from the workplace
- Make work easier by eliminating obstacles.
- Throw away rubbish

SET IN ORDER- (neatness)

- Prevent loss and waste of time by arranging work station in such a way that all tooling/files are in close proximity
- Make it easy to find and pick-up necessary items
- Make workflow smooth and easy
- Ensure FIFO (first-in-first-out) basis
- 30 second-retrieval of documents

SHINE/SWEEPING- (Cleaning)

- Clean your workplace on daily basis completely or set cleaning frequency time to time.
- Prevent machinery or equipment deterioration
- Keep workplace clean, safe and pleasing to work in.
- Individual cleaning responsibility

STANDARDIZE- (Standardization)

- Establish procedures and schedules to ensure consistency
- Develop work structure that will support new practices and part of daily routine
- Ensure everyone knows their responsibilities of performing the first 3 S's practice
- Transparency of storage

SUSTAIN- (Self-discipline)

- Do without being told
- Initiate work
- Training is goal-directed (must have resulting feedback monthly)
- Self-discipline results to workplace discipline
- Follow the process, but also be open to change and improvement

5S ASSESSMENT CHECKLIST

Date of Evaluation: _____ Unit/Section to be evaluated: _____ Evaluated by: _____

ITEMS	%	DESCRIPTION	RATINGS					Ave.	%	COMMENTS
			POOR	FAIR	GOOD	BETTER	BEST			
1. Façade of the unit/office (including the hallways)	10	> check for cleanliness						Ave.	%	
		> check if passages are clear and clutter-free								
		> check if signage of the name of the office is present								
		>Process flow								
		>unit organizational structure/seat plan with pictures								
2. Office area	10	> check if dirt, dust clutters, etc. on floors						Ave.	%	
		> check if dirt, dust clutters, etc. on walls, windows and ceilings								
		> are garbage bins, waste baskets well-maintained and in their proper/designated places?								
3. Desks/Tables	10	> check for dust and dirt						Ave.	%	
		> check if its clutter-free								
		> check if things are organized								
		> check if desk/tables are dangling-free								
4. Office equipment and furbishings (including telephones)	10	> check for dust and dirt on the equipment, furnishings, etc.						Ave.	%	
		> are they located in their proper places?								
5. Filing/Storage Cabinets	10	> check for dust, dirt, writings						Ave.	%	
		> check for looseness, dents								
		> check for orderliness and tidiness								
		> are unnecesarry articles removed?								
		> are there surplus items kept for a long time?								

5S ASSESSMENT CHECKLIST

Attendance: Complete-100; 1 or 2 are absent-75 ; 3 or 5 are absent-50; more are absent- 25; all are absent-0		>All members of the unit/section being evaluated are present (25%)								
									Ave.	%

Evaluated By: _____