

RELEASED

July 10, 2018

JUL 10 2018
By _____
DepED Angeles City
Division of City Schools

DIVISION MEMORANDUM
No. 286 S. 2018

**2018 DIVISION SEARCH AND REGIONAL SEARCH FOR OUTSTANDING TEACHING,
TEACHING RELATED AND NON- TEACHING PERSONNEL (LEVEL 2)**

TO : Assistant Schools Division Superintendent
Chief – SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
All School Heads
Division Unit Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 88 s. 2018 entitled 2018 Regional Search for Outstanding Teaching, Teaching Related and Non-Teaching Personnel (Level 2), this office will conduct a Division Search for F.Y. 2018 following the schedule below:

DATE	ACTIVITY
July 5 – 25, 2018	Submission of Documents (D.O. Records Unit)
July 26 – 27, 2018	Screening / Evaluation Final Screening
August 1 – 2, 2018	Submission of Nominees and Documents to Regional Office

2. The Regional and Division Search aims to give special recognition to Teachers, School Heads and Non-Teaching Personnel who manifest profound commitment, exemplary competence and remarkable dedication to their work.

3. The Division Screening Committee are as follows:

FINAL SCREENING AND SELECTION COMMITTEE

Chairman: Leilani S. Cunanan, CESO VI – Schools Division Superintendent
Vice-Chairman: Maria Celina L. Vega, OIC – Assist. Schools Division Superintendent
Members: Lorna D. Lacsina - ACPUSTA President
Edgar L. Manabat - Education Program Supervisor
Enrique D. Pangilinan - Admin. Officer V

PRELIMINARY SCREENING AND SELECTION COMMITTEE

A. TEACHING PERSONNEL CATEGORY (TEACHER1 – MASTER TEACHER 2)

Chairman: Lourdes G. Dela Cruz – Chief, CID
Members: Ramil D. Dacanay - Education Program Supervisor
Ma. Esperanza S. Malang - Education Program Supervisor
Orlene S. Santos - Public Schools District Supervisor
Marjorie D. Lacson - Senior Education Program Specialist

B. TEACHING RELATED PERSONNEL CATEGORY (SCHOOL HEADS)

Chairman: Lyn V. Lansangan - Chief, SGOD
Members: Reynaldo C. Cabrera - Education Program Supervisor
Rochella C. David - Education Program Supervisor
Glenn P. Sarmiento - Senior Education Program Specialist

C. NON-TEACHING PERSONNEL CATEGORY

Chairman: Enrique D. Pangilinan - Admin. Officer V
Vice-Chairman: Edgar L. Manabat - Education Program Supervisor
Members: Caroline L. Montes - Admin. Assistant III
Ramil M. Policarpio - Dentist II
Agnes G. Manabat - Public Schools District Supervisor
Arcely G. Garcia - Education Program Specialist

4. Rules and Mechanics (Reference Regional Memorandum 88 s. 2018)

i. Who are Eligible to Join?

A. Teaching Personnel (Public School Teachers)

The nominee for the search category must meet the following qualifications requirements:

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school and in the community;
3. A permanent elementary/secondary/senior high school, public school teacher who meets the selection criteria regardless of his/her rank, subject area and grade level taught;
4. Has been teaching in the public school at least for the last three (3) years;
5. Has been rated "Outstanding" for the last three (3) performance rating periods prior to the nomination;
6. Has not been found guilty of any administrative or criminal offense;

B. Teaching-Related Personnel (Public School Principals)

The nominee for the search category must meet the following qualification requirements;

7. A model of morality and integrity both in public and private life;
8. Has good human relations in the school and in the community;
9. A permanent school principal in the elementary, secondary/senior high school/integrated school who meets the selection criteria regardless of his/her rank;
10. Has been a school principal in the public school at least for the last three (3) years;
11. Has been rated "Outstanding" for the last three (3) performance rating periods prior to the nomination;
12. Has not been found guilty of any administrative or criminal offense;

C. Non-Teaching Personnel (Level 2) (See Enclosure 5-B)

The nominee for the search category must meet the following qualification requirements:

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school/ Schools Division Office and in the community;
3. A permanent employee in the DepEd who holds a Level 2 position at least for the last three (3) years;
4. Has been rated "Outstanding" or its equivalent for the last three (3) performance rating periods prior to the nomination;
5. Has not been found guilty of any administrative or criminal offense

ii. Who are Not Qualified?

1. Previous awardees/winner in a similar search in the regional level or national level organized/sponsored by either the Department of Education or any private organization (regardless of the year/s they joined).

iii. Who can Nominate?

A. Teaching Personnel (Public School Teachers)

School Heads/public School District Supervisors/ Education Program Supervisors/PTA Officers/Teachers are authorized to nominate teachers to the Search. However, the Schools Division Superintendent must endorse the nomination.

B. Teaching-Related Personnel (Public School Teachers)

School Heads/Public School District Supervisors/ Education Program Supervisors/PTA Officers/Teachers are authorized to nominate principals to the Search. However, the Schools Division Superintendent must endorse the nomination.

B. Non-Teaching Personnel (Level 1 and/or Level 2)

Immediate superiors (School Heads/Unit or Division Heads) Public Schools District Supervisors Education Program Supervisors/ PTA Officers/ Teachers are authorized to nominate non-teaching personnel to the Search. However, the Schools Division Superintendent must endorse the nomination.

IV. What is the search Methodology?

a. Division Level

Paper Screening, Evaluation and Validation

b. Regional Level

Refer to Regional Memorandum 88 s. 2018 (Item VII)

V. What are the necessary attachments?

1. Duly accomplished nomination form with one-page write up (Tahoma size 11, 1.5 spacing) about the nominee with emphasis on his/her integrity, accomplishments and impact to learning/service delivery and contribution to the community. (See Enclosure 1 Regional Memorandum 88 s. 2018)
2. Personal Data Sheet
3. Certification that nominee has not been suspended for any administrative or criminal offense
4. Certified true copies of Performance Ratings in the last three (3) years and summary of ratings with average signed by the Schools Division Superintendent/ Assistant Schools Division Superintendent
5. Supporting documents following the specific criteria on Paper Screening
Photocopies must be certified true and verified against the original. Please refer to the following enclosures of Regional Memorandum No 88 s. 2018
 - a. Criteria for Evaluation for Public School Teacher - Enclosure No. 3
 - b. Criteria for Evaluation for Public School Principal - Enclosure No. 4
 - c. Criteria for Evaluation for Non-Teaching Personnel (Level 2) - Enclosure No. 5

5. Division winners will automatically be nominated in the 2018 Regional Search.

6. Wide dissemination of this Memorandum is earnestly desired.

LEILANI SAMSON-CUNANAN, CESO VI
Schools Division Superintendent

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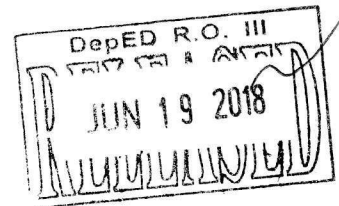


Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III



Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)
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June 14, 2018

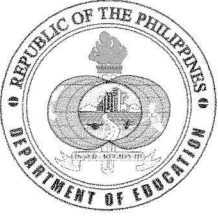


REGIONAL MEMORANDUM
No. 88 s. 2018

2018 REGIONAL SEARCH FOR OUTSTANDING TEACHING, TEACHING-RELATED AND NON-TEACHING PERSONNEL

To: **Schools Division Superintendents**
All Others Concerned

1. The Department of Education Regional Office III announces the 2018 Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel.
2. The Search aims to give special recognition to teachers, school heads and non-teaching personnel who manifest profound commitment, exemplary competence, and remarkable dedication to their work.
3. There are 30 awards in this year's Regional Search:
 - a. Ten Outstanding Public School Teachers
 - b. Ten Outstanding Public School Principals
 - c. Ten Outstanding Non-Teaching Personnel
4. The awardees will receive plaques of recognition and cash prizes during the Awards Ceremony which shall be announced later through an advisory.
5. The Screening and Selection Committee at the division and regional levels shall screen and evaluate all the nominations for the awards.




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

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6. The list of Division nominees, together with the complete set of supporting documents, must be submitted to the Regional Secretariat not later than August 3, 2018.
7. Wide dissemination of this Memorandum is earnestly desired.


MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

HRDD/hrdd3

Encls:

1. Nomination Form
2. Rules and Mechanics
3. Criteria for Evaluation (Teacher)
4. Criteria for Evaluation (Principal)
5. Criteria for Evaluation (Non-Teaching Personnel)
6. Validation Tool
7. Individual Summary of Scores Template (Teacher)
8. Individual Summary of Scores Template (Principal)
9. Individual Summary of Scores Template (Non-Teaching)

(Enclosure No. 1 to Regional Memorandum No____ , s. 2018)

Directions:

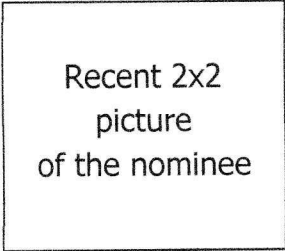
Accomplish the nomination form and attach a one-page (letter-size) essay (Tahoma size 11, 1.5 spacing) about the nominee with emphasis on his/her integrity, accomplishments and impact to learning/service delivery and contribution to the community.

NOMINATION FORM

Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel

THE SCREENING AND SELECTION COMMITTEE

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



After reviewing the rules and criteria for the Regional Search for Outstanding Teaching and Non-Teaching Personnel, I hereby nominate:

Name of Nominee: _____
Category: _____
Division: _____
Current Position of Nominee: _____
Subject Area & Grade Level Taught/ (For Teachers) _____
Unit Assigned and Nature of Work: _____
School/Office: _____
School/Office Address: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the Screening and Selection Committee is final and that we agree to abide by it.

Name of Nominator: _____
Signature of Nominator: _____

Position: _____
Date Signed: _____

RULES AND MECHANICS

Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel

There are twenty (30) awards in the 2018 Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel. However, the Search Committee may choose not to give awards in any of the categories if the candidate/s fall short of its standards. The Search Committee may also revoke an award should the winner be found to have committed falsification of documents submitted or have been found guilty of any case that was pending during the search period.

Ten Outstanding Public School Teachers
Ten Outstanding Public School Principals
Ten Outstanding Non-Teaching Personnel

II. WHO ARE ELIGIBLE TO JOIN?

A. Teaching Personnel (Public School Teachers)

The nominee for the search category must meet the following qualification requirements:

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school and in the community;
3. A permanent elementary/secondary/senior high school public school teacher who meets the selection criteria regardless of his/her rank, subject area and grade level taught;
4. Has been teaching in the public school at least for the last three (3) years;
5. Has been rated "Outstanding" for the last three (3) performance rating periods prior to the nomination;
6. Has not been found guilty of any administrative or criminal offense;

B. Teaching-Related Personnel (Public School Principals)

The nominee for the search category must meet the following qualification requirements:

7. A model of morality and integrity both in public and private life;
8. Has good human relations in the school and in the community;
9. A permanent school principal in the elementary/secondary/senior high school/integrated school who meets the selection criteria regardless of his/her rank;
10. Has been a school principal in the public school at least for the last three (3) years;
11. Has been rated "Outstanding" for the last three (3) performance rating periods prior to the nomination;
12. Has not been found guilty of any administrative or criminal offense;

C. Non-Teaching Personnel (Level 2)

The nominee for the search category must meet the following qualification requirements:

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school/ Schools Division Office and in the community;
3. A permanent employee in the DepEd who holds a Level 2 position at least for the last three (3) years;
4. Has been rated "Outstanding" or its equivalent for the last three (3) performance rating periods prior to the nomination;
5. Has not been found guilty of any administrative or criminal offense;

III. WHO ARE NOT QUALIFIED?

1. Previous awardees/winners in a similar search in the regional level or national level organized/sponsored by either the Department of Education or any private organization (regardless of the year/s they joined).
2. Teachers/principals/non-teaching personnel who have been suspended for any administrative or criminal offense.

IV. WHO CAN NOMINATE?

- A. Teaching Personnel (Public School Teachers)
School Heads/Public School District Supervisors/ Education Program Supervisors/PTA Officers/Teachers are authorized to nominate teachers to the Search. However, the Schools Division Superintendent must endorse the nomination.
- B. Teaching-Related Personnel (Public School Teachers)
School Heads/Public School District Supervisors/ Education Program Supervisors/PTA Officers/Teachers are authorized to nominate principals to the Search. However, the Schools Division Superintendent must endorse the nomination.
- C. Non-Teaching Personnel (Level 1 and/or Level 2)
Immediate superiors (School Heads/Unit or Division Heads) Public School District Supervisors/ Education Program Supervisors/ PTA Officers/ Teachers are authorized to nominate non-teaching personnel to the Search. However, the Schools Division Superintendent must endorse the nomination.

V. WHAT ARE THE PRIZES?

Aside from the trophies/medals and cash prizes that await the finalists and the winners, the honor of being named as one of the winners in the REGIONAL SEARCH FOR OUTSTANDING TEACHING, TEACHING-RELATED AND NON-TEACHING PERSONNEL is truly beyond measure.

The Regional Office will also nominate the winners in national level searches.

VI. WHO ARE THE BOARD OF JUDGES?

The Preliminary Screening and Selection Committee composed of Regional Division Chiefs and Education Program Supervisors will conduct the preliminary round of the search process which includes paper screening and validation.

An external board of judges composed of representatives from the Civil Service Commission, Higher Education Institutions and Civil Society Organizations/Non-Government Organizations will conduct the final round of the search process composed of the interview for the two categories as well as demonstration teaching for the teacher category.

VII. WHAT IS THE SEARCH METHODOLOGY?

- A. Teaching Personnel (Public School Teachers)
There shall be four stages for this Search with the following percentages:
Stage 1 – Paper Screening (40%)
Stage 2 - Validation (20 %)
Stage 3 - Demonstration Teaching (20%)
Stage 4 – Interview (20 %)
- B. Teaching Personnel (Public School Principals)
There shall be three stages for this Search with the following percentages:
Stage 1 – Paper Screening (40%)
Stage 2 - Validation (30 %)
Stage 3 – Interview (30 %)

C. Non-Teaching Personnel (Level 2)

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

Stage 1 – Paper Screening (40%)

Stage 2 - Validation (30 %)

Stage 3 – Interview (30 %)

Paper Screening shall include all supporting documents submitted to the Search Committee which will be evaluated using a specific criteria (*see enclosure*).

The Validation aims to assess the nominee in terms of morality and integrity both in public and private life, and his/her human relations in the school/SDO and in the community. The Preliminary Screening and Selection Committee and the Special Investigator of the Regional Office, using validation and character investigation tools, will conduct this process to obtain objective information and assessment about the nominees.

The Interview shall gauge the nominee’s ability to answer questions relevant to the award category. The External Board of Judges will be using its own rubrics in assessing interview responses.

For the teacher category, there shall be a Demonstration Teaching, which shall include on-the spot preparation of instructional materials and lesson planning, prior to the interview. Materials will be provided by the Search Committee which the nominee will develop into appropriate instructional materials based on the topic that will be randomly selected according to his/her subject area and grade level taught. The External Board of Judges led by the dean of a Teacher Education Institution will be using its own rubrics in assessing demonstration teaching.

VIII. WHAT ARE THE STEPS IN THE SEARCH PROCESS?

A. Teaching Personnel (Public School Teachers)

1. Each division is allowed to enter the following number of nominees per category based on their division size classification:
Large – 6 nominees Medium – 4 nominees Small – 2 nominees
2. Nominees in this search category are elementary and/or secondary public school teachers (including public school teachers who are now teaching in the senior high school) who meet the selection criteria regardless of their rank, subject area and grade level taught.
3. Documents of the nominees will be submitted to the Regional Office for Stage 1 of the Search Process which is Paper Screening.
4. In Stage 1 (Paper Screening), the Preliminary Screening and Selection Committee shall evaluate and rank all the nominees as a whole, not per division, following the criteria on Paper Screening in order to determine the TOP 30 who will advance to the next round.
5. The TOP 30 will undergo Stage 2 (Validation) in order to determine who will move to the next round.
6. Only the TOP 20 will advance to the next two stages (Stage 3-Demonstration Teaching and Stage 4-Interview) where the TOP 10 winners shall be determined by the External Board of Judges.

(Note: For the Teacher Category, the minimum raw score in Paper Screening is 50 points out of the possible 100 points to qualify to this Search. Scores of the nominees in all stages of the search process shall be cumulative.)

B. Teaching-Related Personnel (Public School Principals)

1. Each division is allowed to enter the following number of nominees per category based on their division size classification:
Large – 6 nominees Medium – 4 nominees Small – 2 nominees
2. Nominees in this search category are elementary and/or secondary public school principals (including principals in the senior high school) who meet the selection criteria regardless of their rank.
3. Documents of the nominees will be submitted to the Regional Office for Stage 1 of the Search Process which is Paper Screening.

7. In Stage 1 (Paper Screening), the Preliminary Screening and Selection Committee shall evaluate and rank all the nominees as a whole, not per division, following the criteria on Paper Screening in order to determine the TOP 30 who will advance to the next round.
8. The TOP 30 will undergo Stage 2 (Validation) in order to determine who will move to the next round.
9. Only the TOP 20 will advance to the next two stages (Stage 3-Demonstration Teaching and Stage 4-Interview) where the TOP 10 winners shall be determined by the External Board of Judges.

*(Note: For the Principal Category, the minimum raw score in Paper Screening is **50 points** out of the possible 100 points to qualify to this Search. Scores of the nominees in all stages of the search process shall be cumulative.)*

C. Non-Teaching Personnel (Level 2)

1. Each division is allowed to enter the following number of nominees based on their division size classification:
 - a. Large – 6 nominees Medium – 4 nominees Small – 2 nominees
2. Nominees in this search category are permanent employees in the DepEd who holds Level 2 position in the SDO/school at least for the last three (3) years;
3. Documents of the nominees will be submitted to the Regional Office for Stage 1 of the Search Process which is Paper Screening.
4. In Stage 1 (Paper Screening), the Preliminary Screening and Selection Committee shall evaluate and rank all the nominees as a whole, not per division, following the criteria on Paper Screening in order to determine the TOP 30 who will advance to the next round.
5. The TOP 30 will undergo Stage 2 (Validation) in order to determine who will move to the final round.
6. Only the TOP 20 will advance to the final round (Stage 3-Interview) where the TOP 10 winners shall be determined by the External Board of Judges.

(Note: For the Non-Teaching Personnel Category, there is no minimum raw score in Paper Screening to qualify to this Search. However, the Preliminary Screening and Selection Committee will rank the nominees based on their scores in this stage to determine the qualifiers to the next round. Scores of the nominees in all stages of the search process shall be cumulative.)

VII. HOW WILL THE SCHOOLS DIVISION OFFICES CONDUCT THEIR SEARCH?

Schools Division Offices shall conduct their respective Division Search for Outstanding Teaching, Related-Teaching and Non-Teaching Personnel in selecting their nominees for the Regional Search. They are highly encouraged to adopt the Regional Search methodology in their search process. However, SDOs are only required to submit to the Regional Search and Selection Committee pertinent documents of their nominees for Stage 1 (Paper Screening) which will be subjected to re-evaluation by the Regional Preliminary Screening and Selection Committee.

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

Final Screening and Selection Committee

- Chair : Schools Division Superintendent
- Vice-Chair/s: Assistant Schools Division Superintendent (Secondary)
Assistant Schools Division Superintendent (Elementary)
- Members:
 - President of Division Teachers' Association (for the Teacher Category)
 - President of Division Non-Teaching Personnel Association
(for the Non-Teaching Personnel Category)
 - Chief Administrative Officer

Preliminary Screening and Selection Committee

Teaching Personnel Category

Chair: Chief, Curriculum Implementation Division

Members: Four (4) members of either of the following compositions:

- a. Two (2) Education Program Supervisors
One (1) PSDS
One SEPS/EPS
- b. Two (2) Education Program Supervisors
Two (2) SEPS/Education Program Specialist

Teaching-Related Personnel Category

Chair: Chief, School Governance Operations Division

Members: Four (4) members of either of the following compositions:

- c. Two (2) Education Program Supervisors
One (1) PSDS
One SEPS/EPS
- d. Two (2) Education Program Supervisors
Two (2) SEPS/Education Program Specialist

Non-Teaching Personnel Category:

Chair: Chief Administrative Officer

Vice Chair: 1 Education Program Supervisor

Members:

- HRMO
- 1 Officer of Non-Teaching Personnel Association
- 1 PSDS
- 1 SEPS/EPS

VIII. WHAT ARE THE NECESSARY ATTACHMENTS?

Please arrange the following required attachments in the following order and with label/tag for each document.

1. Endorsement by the Schools Division Superintendent with all the names of the nominees. A copy of the endorsement must be included in the papers of each nominee.
2. Individual Summary of Scores of each nominee in Paper Screening (see enclosures) following the criteria and points per indicator. This must be included in the papers of each nominee.
3. Duly accomplished nomination (see enclosure) form with one-page write up (Tahoma size 11, 1.5 spacing) about the nominee with emphasis on his/her integrity, accomplishments and impact to learning/service delivery and contribution to the community
4. Personal Data Sheet
5. Certification that nominee has not been suspended for any administrative or criminal offense
6. Certified true copies of Performance Ratings in the last three (3) years and summary of ratings with average signed by the Schools Division Superintendent/Assistant Schools Division Superintendent
7. Supporting documents following the specific criteria on Paper Screening
Photocopies must be certified true and verified against the original.

(Enclosure No. 3 to Regional Memorandum No____ , s. 2018)

**CRITERIA FOR EVALUATION
2018 REGIONAL SEARCH FOR OUTSTANDING TEACHING PERSONNEL
(PUBLIC SCHOOL TEACHERS)**

A. Qualification for Nomination

The nominee for the search category must meet the following qualification requirements:

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school and in the community;
3. A permanent elementary and/or secondary public school teacher (including public school teachers who are now teaching in the senior high school) who meets the selection criteria regardless of his/her rank, subject area and grade level taught;
4. Has been teaching in the public school at least for the last three (3) years;
5. Has been rated "Outstanding" for the last three (3) performance rating periods prior to the nomination;
6. Has not been found guilty of any administrative or criminal offense;

B. Selection Criteria & Rubrics

I.	Instructional Competence & Teaching Effectiveness	60 points
	a. Instructional Materials - 10 points	
	b. Research Outputs - 10 points	
	c. Original Creative Outputs - 10 points	
	d. Innovative Teaching Strategies - 10 points	
	e. Co-curricular Involvement - 10 points	
	f. Educational Attainment/Professional Advancement - 10 points	
II.	Professional & Community Involvement	40 points
	a. Participation in Training Programs - 10 points	
	b. Leadership in Professional Organizations - 10 points	
	c. Participation in Community and Civic Movement - 10 points	
	d. Professional/Community service awards - 10 points	
	TOTAL	100 points

I. Instructional Competence and Teaching Effectiveness (60 points)

A. Instructional materials produced and used for the improvement of teaching and learning for the last three (3) years (10 points)

The nominee will choose one type of instructional material which he/she considers as his/her best entry in this category. The instructional material must be originally developed and produced by the nominee. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

INDICATOR	POINT			
	Not at All (0)	Somewhat (1)	Very Well (2)	TOTAL SCORE
• Shows uniqueness and creativity	0	1	2	
• Focuses on the knowledge, skills and abilities appropriate to the grade level	0	1	2	
• Reflects a variety of ways to differentiate instruction to support all learners	0	1	2	
• Aligns to K to 12 Curriculum	0	1	2	
• Contributes to the improvement of teaching and learning as shown by measurable data	0	1	2	
TOTAL SCORE				

Supporting documents: (1) Written description and pictures on how Instructional Material is being used in the class,
(2) Supporting evidence/s on the use of the IM and contribution to the improvement of teaching and learning duly signed by DepEd officials

B. Research outputs for the last three (3) years (10 points)

The research output/s should be properly documented, approved and attested by DepEd officials. The nominee should be the sole researcher.

INDICATOR	POINT
a. Number of Research Outputs regardless of level conducted (5 points)	
5 research outputs	5 points
4 research outputs	4 points
3 research outputs	3 points
2 research outputs	2 points
1 research output	1 point
b. Highest level of any of the research outputs (5 points)	
Conducted in the national level	5 points
Conducted in the regional level	4 points
Conducted in the division level	3 points
Conducted in the cluster/district	2 points
Conducted in the school level	1 point
TOTAL SCORE	

Supporting document: Copy of the summary of the research output signed by SDO officials

C. Original creative outputs for the last three (3) years (10 points)

The nominee will choose one creative output relative to curriculum enhancement which he/she considers as his/her best entry in this category. This must be originally developed and produced by the nominee. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

INDICATOR	POINT			
	Not at All (0)	Somewhat (1)	Very Well (2)	TOTAL SCORE
• Shows uniqueness and creativity	0	1	2	
• Focuses on the knowledge, skills and abilities appropriate to the grade level	0	1	2	
• Reflects a variety of ways to differentiate instruction to support all learners	0	1	2	
• Aligns to K to 12 Curriculum	0	1	2	
• Contributes to the improvement of teaching and learning as shown by measurable data	0	1	2	
TOTAL SCORE				

Supporting documents: (1) Description of Creative Output with pictures, (2) Supporting evidence/s on the contribution of the creative output to the improvement of teaching and learning duly signed by DepEd officials.

D. Original, innovative teaching approaches/strategies/practices for the last three (3) years (10 points)

The nominee will choose one teaching approach/strategy/practice which he/she considers as his/her best entry in this category. This must be originally developed by the nominee. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

INDICATOR	POINT			
	Not at All (0)	Somewhat (1)	Very Well (2)	TOTAL SCORE
• Shows uniqueness and creativity	0	1	2	
• Focuses on the knowledge, skills and abilities appropriate to the grade level	0	1	2	
• Reflects a variety of ways to differentiate instruction to support all learners	0	1	2	
• Aligns to K to 12 Curriculum	0	1	2	
• Contributes to the improvement of teaching and learning as shown by measurable data	0	1	2	
TOTAL SCORE				

Supporting documents: (1) Documentary evidence (pictures and written description) on how the teaching approach/strategy/practice is being used in the class, (2) Supporting evidence/s on its contribution to the improvement of teaching and learning duly signed by DepEd officials

E. Co-curricular involvement for the last three (3) years (10 points)

- a. The nominee must have served as adviser/coordinator/moderator of a student co-curricular club/organization (e.g. student government, school paper, academic club etc.) or president/chairperson of a school committee (e.g. faculty club, Brigada Eskwela, CIP Project etc.). Each school-year of service as adviser per club/organization is counted as one (1) point. Hence, two (2) school-years of service in the same club/organization is two (2) points. Concurrent service for one school-year in another club/organization is another point.

- b. The nominee must have served as coach/trainer of winning students (**FIRST PLACE ONLY**) in competitions/contests organized/sponsored by the DepEd. For those not organized/sponsored by the DepEd, such as those by other government agencies and private organizations, these must be related to education and must have an endorsement by the DepEd. Winnings for serving as adviser in group contests in journalism such as Best School Paper are not given points.

INDICATOR	POINT
a. Leadership in Co-Curricular Organizations (5 points)	
Number of School-Year/s in service as adviser/chair in club/s organizations/committees:	
5 school-years	5 points
4 school-years	4 points
3 school-years	3 points
2 school-years	2 points
1 school-year	1 point
b. Coach/Trainer in students' competitions (5 points)	
International	1 winning to get 5 points
National	1 winning to get 4 points
Regional	1 winning to get 3 points
Division	1 winning to get 2 points
District/Cluster	1 winning to get 1 point
Note: Only the highest level obtained shall be credited with the corresponding point/s.	
TOTAL SCORE	

Supporting documents:

- (1) Summary of winnings as teacher-coach of winning student/s signed by SDO officials

F. Educational attainment and professional advancement (10 points)

INDICATOR	POINT
Educational Attainment (5 points)	
Doctorate Degree	5 points
CAR Doctorate	4 points
Master's Degree	3 points
CAR Master's	2 points
At least 27 MA units	1 point
Consultant / Resource Speaker / Paper Presenter /Trainer in Trainings/Seminars/Workshops (5) points	
International Level	5 points
National Level	4 points
Regional Level	3 points
Division Level	2 points
District/Cluster	1 point
Note: One (1) seminar of the highest level is required which shall be credited with the corresponding point/s.	
TOTAL SCORE	

Supporting documents:

- A. Educational Attainment: (1) Certified true copy of Transcript of Records,(2) Certificate copy of Graduation/ CAR (3) Certificate of No. of units earned (for those who have earned units only)
- B. Consultant / Resource Speaker / Paper Presenter /Trainer: (1) Certificate of Recognition, (2) Letter of Invitation/ Training Matrix with the name of the speaker

II. Professional and Community Involvement

A. Participation in training programs for the last three (3) years (10 points)

Trainings/Seminars/Workshops/Conferences must be those organized/sponsored by the DepEd
 For those not organized/sponsored by the DepEd, these must be related to education and must have an endorsement by the DepEd. Each training/seminar must have been conducted for at least three (3) days. Hence, a three (3)-day seminar is equivalent to one (1) seminar only.

INDICATOR	POINT
2 International or 3 National	10 points
1 International or 2 National	8 points
1 National or 3 Regional	6 points
2 Regional or 3 Division	4 points
1 Regional or 2 Division	2 points
Note: Only the highest level obtained shall be credited with the corresponding point/s.	
TOTAL SCORE	

Supporting documents:

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

A. Leadership in professional organizations related to teaching for the last 3 years (10 points)

The nominee must have served as chairperson/president (or its equivalent highest position) of professional organizations related to teaching. Professional organizations must at the very least on the district/cluster level (e.g. Teachers' Association, Subject Area Association, etc.). Each school-year of service as chair/president per organization is counted as one (1) point. Hence, two (2) school-years of service in the same organization is two (2) points. Concurrent service for one school-year in another organization is another point.

INDICATOR	POINT
a. Leadership in Professional Organizations related to teaching (5 points)	
Number of School-Year/s in service as president/chair in professional organizations:	
5 school-years	5 points
4 school-years	4 points
3 school-years	3 points
2 school-years	2 points
1 school-year	1 point

<p>b. Highest level of any of the organizations (5 points)</p> <p>National level 5 points Regional level 4 points Division level 3 points Cluster/district 2 points Note: Only the highest level obtained shall be credited with the corresponding point/s.</p>		
TOTAL SCORE		

Supporting documents:

- (1) Designation as president/chairperson of professional organization indicating also the level (Cluster, Division, Regional, National)

B. Participation in community and civic movements for the last three (3) years (10 points)

- a. Community and civic organizations/associations refer to groups that are not classified as professional organizations (e.g. NGOs, civil society groups, cooperatives etc.). This does not include membership in church/parish groups/organizations
- b. The nominee must have initiated outreach/extension programs/activities in these community/civic/organizations/associations where he/she served as proponent/chairperson of the program/activity.

INDICATOR	POINT												
<p>a. Involvement in community/civic/organizations/associations (5 points)</p> <p>Leadership in 2 organizations/associations 5 points Leadership in 1 organizations/associations 4 points Membership in 3 organizations/associations 3 points Membership in 2 organizations/associations 2 points Membership in 1 organization/association 1 point Note: Only the highest level obtained shall be credited with the corresponding point/s.</p>													
<p>a. Involvement in outreach/extension programs/activities (5 points)</p> <p>Outreach/Extension programs/activities initiated where nominee served as proponent/chairman.</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">No. of Times</th> <th style="text-align: left;">Point</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5 points</td> </tr> <tr> <td>4</td> <td>4 points</td> </tr> <tr> <td>3</td> <td>3 points</td> </tr> <tr> <td>2</td> <td>2 points</td> </tr> <tr> <td>1</td> <td>1 point</td> </tr> </tbody> </table>	No. of Times	Point	5	5 points	4	4 points	3	3 points	2	2 points	1	1 point	
No. of Times	Point												
5	5 points												
4	4 points												
3	3 points												
2	2 points												
1	1 point												
TOTAL SCORE													

Supporting document/s:

- a. (1) Designation/certification of membership in organization/association
- b. (1) Certification as proponent/chair of extension service/outreach program/activity , (2) Narrative report and documentation of activity/program signed by proper authorities

C. Professional/community service awards for the last three (3) years (10 points)

INDICATOR	POINT
<p>a. Award given by professional organization/association (5 points)</p> <p>National Level 5 points Regional Level 4 points Division Level 3 points District/Cluster 2 points School Level 1 point</p> <p>Note: Award must be the highest award in the given level. This includes awards given by the DepEd such as "Outstanding Employee" award. For professional organization/association, please refer to the aforementioned criterion for examples of professional organizations/associations related to teaching. Only the highest level obtained shall be credited with the corresponding point/s.</p>	
<p>b. Award given by community/civic/ organization/association (5 points)</p> <p>National Level 5 points Regional Level 4 points Provincial Level 3 points Municipal Level 2 points Barangay Level 1 point</p> <p>Note: Award must be the highest award in the given level. For community/civic/ organization/association, please refer to the aforementioned criterion for examples of these organizations/associations. This also includes awards given by local government units. Only the highest level obtained shall be credited with the corresponding point/s.</p>	
TOTAL SCORE	

Supporting documents:

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

**CRITERIA FOR EVALUATION
2018 REGIONAL SEARCH FOR OUTSTANDING TEACHING-RELATED PERSONNEL
(PUBLIC SCHOOL PRINCIPALS)**

KEY RESULT AREA (KRA)	PERFORMANCE INDICATOR	CRITERIA	SUPPORTING DOCUMENT
1. Instructional Leadership (20 pts)	1. Improved Learning Outcomes (5 points)	Average increase of NAT MPS for the past three school years 10 above - 5 pts. 7-9 - 4 pts. 4-6 - 3 pts. 1-3 - 2 pts. Below 1 - 1 pt.	NAT results printed from NETRC Summary Report on NAT performance for the past three school years (table and graph) signed by SDO officials
	2. Number of School winnings in contests (10 points) Ex. Best Brigada Implementer, Best SHDP Application Project, Best School Paper, Best Performing School etc.	Number of school winnings in contests for the past 3 school years (1 st - 3 rd place) Each winning will be given the following corresponding points in every level: Division – 1 pt. Regional – 3 pts. National – 5 pts.	Summary Report of School/s Winnings for the past three school years indicating the title of contest/date/rank signed by SDO officials
	2. Number of Students' winnings in contests (5 points)	Number of students' winnings in individual contests for the past 3 school years (1 st - 3 rd place) Each winning will be given the following corresponding points in every level:	Summary Report of Students' Winnings for the past three school years indicating the title of contest/date/name of student/rank signed by SDO officials

		Division – 1 pt. Regional – 3 pts. National – 5 pts.	
II. Learning Environment (15 pts)	1. Management of physical facilities (5pts)	1. Projects on School Improvement (construction, repair, beautification, etc.) Amount of projects (from external funding) 1M and above - 5pts 700,000-999,999 - 4 400,000-699,999 - 3 100,000-399,999 -2 Below 100,000 = 1	Brigada Eskwela report Reports on School Improvement projects (program of works, pictures) signed by SDO Officials
	2. Provision of safe learning environment (5 pts.)	1. Institutionalization of the following DepEd programs -Child Protection Policy – 1 pt. -Disaster Risk Reduction Management – 1 pt. -Eco-Friendly School – 1 pt. -Gender Awareness Development (GAD) – 1 pt. -Child Friendly School System-1 pt.	Summary of Accomplishment Reports for the following: -CPP -DRRM -Eco-friendly School/YES-O -GAD -CFSS

	3. Functional ancillary services and laboratories (5 pts. maximum)	1. Science Laboratories -1 pt. 2. TLE laboratories/shops - 1 pt. 3. Clinic -1 pt. 4. Guidance Office -1 pt. 5. Library/Learning Center -1 pt. 6. Canteen -1 pt.	Summary Report on the use of ancillary services and laboratories signed by SDO officials with proof of use such as copy of logbooks/pictures/inventory of materials
III. Human Resource Management and Development (10 pts.)	1. Conduct of HRMD programs Total no. of SLACS,INSETS, trainings etc. 17-20 (5pts.) 13-16 (4 pts.) 9-12 (3 pts.) 5-8 (2 pts.) 1-4 (1 pt.)	1. Teacher Development Programs - 5 pts. No. of -Induction program -SLAC sessions -INSETs -Trainings, Seminars, Workshops	Summary Report of school-based trainings with documentation signed by SDO officials
<i>Note: Promotion includes natural vacancy promotions, ERF/Upgrading/Re-classification</i>	Continuous Professional Development of Teachers: 75% -100% of teachers have earned units/CAR/MA/Doctorate degree – 5 pts. 50%-74% of teachers have earned units/CAR/MA/Doctorate degree – 2 pts.	2. Teachers' Continuous Prof.Dev. -5 pts. 3. -No. of teachers pursuing graduate studies	Summary of List of Teachers and corresponding MA/Doctorate units earned

<p>IV. Parents' Involvement and Community Partnership (15 pts.)</p>	<p>1. SBM Level (5 pts.)</p> <p>2. Stakeholders' Participation and Involvement (5 pts.)</p> <p>3. Rewards and Recognition System (5 pts.)</p>	<p>Level 1 (1 pt.) Level 2 (3 pts.) Level 3 (5 pts.)</p> <p>Strategic Planning SIP Writing Communication of the SIP 1 SIP – 1 pt. 3 AIP – 2 pts. 3 SOB – 2 pts.</p> <p>Guidelines of Reward System for Parents/Stakeholders/Community – 2 pts.</p> <p>Recognition of Stakeholders' Accomplishments – 5 pts.</p>	<p>Certification on SBM level</p> <p>Summary Report and documentation on strategic planning SIP, AIP, SOB signed by SDO officials</p> <p>Report on Recognition Programs/activities with documentation signed by SDO officials</p>
<p>V. School Leadership and Management Operations (20 pts)</p>	<p>1. Implementation of DepEd Programs and Policies (15 pts.)</p>	<p>Adherence to the ff. policies: (10 pts.)</p> <ul style="list-style-type: none"> • No Collection Policy • Updated Transparency Board • Reporting of Accomplished PPAs • Citizen's 	<p>Summary of Reports with documentation signed by SDO officials</p>

	<p>2. SIP/LIS/Clientele's Satisfaction (5 Pts)</p>	<p>Charter</p> <ul style="list-style-type: none"> • Presence of Help Desks/Public Assistance Desks • Presence of Suggestion Box/Surveys • Monitoring of Personnel Attendance <p>7 out of 7 indicators met – 10 pts. 6 out of 7 indicators met – 8 pts. 5 out of 7 indicators met – 6 pts. 4 out of 7 indicators met – 4 pts. 3 out of 7 indicators met – 2 pts. 2 out of 7 indicators met – 1 pt.</p> <ul style="list-style-type: none"> • Approved SIP • Learner Information System • Clientele's Satisfaction <p>3 out of 3 indicators met – 5 pts. 2 out of 3 indicators met – 3 pts. 1 out of 3 indicators met – 1 pt.</p>	<p>Copy of Approval Sheet/LIS report/Clientele's satisfaction report</p>
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	<p>3. Resource mobilization and financial management (5 pts.)</p>	<p>Fiscal Management-5 pts.</p> <p>For Implementing Units:</p> <ul style="list-style-type: none"> • 100% Attainment of Budget Utilization • 100% Compliance on the Submission of Budget Execution Reports • 100% Release of Salaries, Allowances and Other Personnel Benefits • 100% Remittance of Salary Deductions, Government Shares to Government Financing Institutions and Private Lending Companies <p>4 out of 4 indicators met – 5 pts.</p> <p>3 out of 4 indicators met – 4 pts.</p>	<p>Summary of Reports signed by SDO officials</p>
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		<p>2 out of 4 indicators met – 3 pts.</p> <p>1 out of 4 indicators met – 2 pts.</p> <p>For Non-Implementing Units:</p> <p>On-time submission of complete MOOE liquidation reports – 5 pts.</p> <p>On-time submission of complete MOOE liquidation reports but with minimum requirements for compliance – 4 pts.</p> <p>Monthly MOOE liquidation reports submitted – 3 pts</p>	<p>Summary of Liquidation reports signed by SDO officials</p>
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VI. Professional Growth and Outstanding Accomplishments (20 points)	1. Education (4)	Doctoral Degree- 4 CAR (Doctoral)- 3 MA Degree - 2 CAR (MA) - 1	Certified copy of Transcript of records
	2. Trainings Attended (4)	International (at least 1, 3 day-training) - 4 National (1, 3 days) - 3 Regional (3, 3 days) - 2 Division (3, 3 days) -1	Certificates of trainings
	3. Resource Speakership (4)	International - 4 National - 3 Regional - 2 Division - 1	Certificate of recognition
	4. Publication (4)	Authorship (book) -4 2 articles in journals - 3 2 articles in newspapers - 2	photocopy of the page/s of the book, journal, newspaper with the name of author and article/cover of the book/preliminary pages of the book
	5. Research/Innovation (4)	Regional - 4 Division - 3	

		Cluster/District - 2 School - 1	Summary of the research/innovation with the name of the proponent and signed by SDO officials
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(Enclosure No. 5 to Regional Memorandum No____ , s. 2018)

CRITERIA FOR EVALUATION
2018 REGIONAL SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL (Level 2)

A. Qualification for Nomination

The nominee for the search category must meet the following qualification requirements:

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school/ Schools Division Office and in the community;
3. A permanent employee in the DepEd who holds a Level 2 position at least for the last three (3) years;
4. Has been rated "Outstanding" or its equivalent for the last three (3) performance rating periods prior to the nomination;
5. Has not been found guilty of any administrative or criminal offense;

B. List of Non-Teaching Personnel (Level 2)

1. Attorney III
2. Legal Assistant I
3. Information Technology Officer I
4. Administrative Officer V (Admin)
5. Administrative Officer IV (Cash)
6. Administrative Officer IV (Personnel)
7. Administrative Officer IV (Property)
8. Administrative Officer IV (Records)
9. Accountant III
10. Administrative Officer V (Budget)
11. Librarian II
12. Project Development Officer II
13. Project Development Officer I
14. Medical Officer Iii
15. Dentist II
16. Nurse II
17. Engineer III
18. Planning Officer III

C. Selection Criteria & Rubrics

1. Quality & Consistency of Performance – Average of the performance ratings for the last three years manifested exemplary noteworthiness that contributed to the achievements of the organization/institution **(20 points)**
 - 4.900 - 5.000 = 20 points
 - 4.800 - 4.899 = 18 points
 - 4.700 - 4.799 = 16 points
 - 4.600 - 4.699 = 14 points
 - 4.500 - 4.599 = 12 points

2. Responsiveness to the Public/Cientele- Extension /Provision of prompt, courteous, and adequate service to the public/clients **(20 points)**
 - Always extends/provides prompt, courteous, and adequate service to the public/clients (20 pts.)
 - Most often extends/provides prompt, courteous, and adequate service to the public/clients (18 pts)
 - Often extends/provides prompt, courteous, and adequate service to the public/clients (16 pts.)
 - Rarely extends/provides prompt, courteous, and adequate service to the public/clients (14 pts.)
 - Never extends/provides prompt, courteous, and adequate service to the public/clients (12 pts.)

3. Dedication, and Diligence – The degree of love for work, sincerity, and industriousness in performing his/her tasks, duties, and responsibilities **(20 points)**
 - Demonstrates very high level of dedication, and diligence in his/her work (20 pts)
 - Demonstrates high level of dedication, and diligence in his/her work (18 pts.)
 - Demonstrates average level of dedication, and diligence in his/her work (16 pts.)
 - Demonstrates low level of dedication, and diligence in his/her work (14 pts.)
 - Demonstrates very low level of dedication, and diligence in his/her work (12 pts.)

4. Honesty, Trustworthiness, and Sincerity – The depth of truthfulness, dependability, and transparency as manifested in his/her ideas, words, and acts as an employee **(20 points)**
 - Shows very highly commendable depth of honesty, truthfulness, and sincerity (20 pts.)
 - Shows highly commendable depth of honesty, truthfulness, and sincerity (18 pts.)
 - Shows commendable depth of honesty, truthfulness, and sincerity (16 pts.)
 - Shows less commendable depth of honesty, truthfulness, and sincerity (14 pts.)
 - Shows least commendable depth of honesty, truthfulness, and sincerity (12 pts.)

5. Difficulty and Risk Inherent in the Work – The degree of sacrifice, danger, hazard substantially present in the work **(20 points)**
 - Experiences extremely high difficulty and risk in his/her work (20 pts.)
 - Experiences high difficulty and risks in his/her work (18 pts.)
 - Experiences average difficulty and risks in his/her work (16 pts.)
 - Experiences low difficulty and risks in his/her work (14 pts.)
 - Experiences very low difficulty and risks in his/her work (12 pts.)

C. On Summary of Accomplishments/Norms of Conduct Manifested, the following written information should be provided:

1. Highlights of the outstanding accomplishments or exemplary norms manifested for the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
 - Use specific terms such as: assisted, contributed, facilitated and the like;
 - State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and
 - Cite specific situation(s) showing his exemplary behavior and qualities as employee, problems/issues addressed, people/office benefited and or activities/tasks facilitated.

2. For outstanding accomplishments, state whether or not the accomplishments presented are part of the regular duties of the nominees or if these are his/her own initiatives. If part of the nominee's regular duties or mandate, give justifications why the norms displayed are considered exemplary.
3. For exemplary conduct and ethical behavior, cite justifications why the norms displayed are considered exemplary in addition to the presentation of the summary norms of conduct manifested/shown.

*Reference: Civil Service Commission on the 2011 Search for Outstanding Public Official and Employees
No. 1100208 dated February 1, 2011*

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(Enclosure No. 6 to Regional Memorandum No _____, s. 2018)

This validation tool shall be administered and accomplished by the Preliminary Screening and Selection Committee (PSSC) in-charge of Validation without the knowledge of the nominee. Three (3) individuals, who can provide truthful and unbiased information about the nominee, shall be chosen as respondents. The three (3) respondents must preferably be a Superior, Colleague/Peer, and Community Leader.

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

2018 Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel

Name of Nominee: _____ Category: _____
Schools Division Office: _____ Station: _____
Name of Respondent: _____ Address: _____
Job/Position: _____ Relationship with Nominee: _____

Directions:

The Validator shall conduct an interview with the respondent in order to gather information about the nominee. This form shall be accomplished by the Validator and all significant findings based on the interview shall be recorded accordingly and shall be treated with utmost confidentiality.

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

Rate each situation based on the following scale:



Use separate sheets of paper if necessary.

A. Morality and Integrity

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

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

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B. Human Relations in the School and Community

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

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

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

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C. Impact to Learning/Service Delivery

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

Situation	Task	Action	Result	Score (0-3)
Situation 7				
Situation 8				

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

Situation	Task	Action	Result	Score (0-3)
Situation 9				
Situation 10				

Name of Validator: _____
 Position/Designation: _____
 Signature: _____

Noted by: _____
 Chair of PSSC In-Charge of Validation

Date of the Investigation: _____ Time: _____
Location: _____

SCORE SHEET
Validation Tool for Assessing Morality and Integrity,
Human Relations in the School and Community, and Impact to Learning/Service Delivery
2018 Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel

Nominee: _____ Category: _____ Score in Validation: _____

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

Total Score				

Score in Validation = Total Score/90 X 100 X 20% (Teaching Personnel)
 Total Score/90 X 100 X 30% (Teaching-Related Personnel)
 Total Score/90 X 100 X 30% (Non-Teaching Personnel)

Name of Validator: _____

Position/Designation: _____

Signature: _____

Noted by: _____

Chair of PSSC In-Charge of Validation

(Enclosure No. 7 to Regional Memorandum No____ , s. 2018)

**INDIVIDUAL SUMMARY OF SCORES IN PAPER SCREENING
2018 REGIONAL SEARCH FOR OUTSTANDING TEACHING PERSONNEL
(PUBLIC SCHOOL TEACHERS)**

Name of Nominee: _____ Division: _____
School: _____ Grade Level/Subject Taught: _____
School Address: _____

I.	Instructional Competence & Teaching Effectiveness	_____ points
a.	Instructional Materials	- points	
b.	Research Outputs	- points	
c.	Original Creative Outputs	- points	
d.	Innovative Teaching Strategies	- points	
e.	Co-curricular Involvement	- points	
f.	Educational Attainment/Professional Advancement	- points	
II.	Professional & Community Involvement	_____ points
a.	Participation in Training Programs	- points	
b.	Leadership in Professional Organizations	- points	
c.	Participation in Community and Civic Movement	- points	
d.	Professional/Community service awards	- points	
	TOTAL	_____ points

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____
Signature of Evaluator: _____ Date Evaluated: _____

Approved:

Chair, Preliminary Screening and Selection Committee

**INDIVIDUAL SUMMARY OF SCORES IN PAPER SCREENING
2018 REGIONAL SEARCH FOR OUTSTANDING TEACHING-RELATED PERSONNEL
(PUBLIC SCHOOL PRINCIPALS)**

Name of Nominee: _____ Division: _____
School: _____ Grade Level/Subject Taught: _____
School Address: _____

- | | | | |
|-------------|---|----------|---------------------|
| I. | Instructional Leadership | | _____ points |
| | a. Improved Learning Outcomes | - points | |
| | b. School Winnings | - points | |
| | c. Students' Winnings | - points | |
| II. | Learning Environment | | _____ points |
| | a. Management of Physical Facilities | - points | |
| | b. Provision of Safe Learning Environment | - points | |
| | c. Functional Ancillary Services | - points | |
| III. | Human Resource Management | | _____ points |
| | a. SLACS/INSETS | - points | |
| | b. Continuous Professional Development of Teachers | - Points | |
| IV. | Parents' Involvement/Community Partnership | | _____ points |
| | a. SBM Level | - points | |
| | b. Stakeholders' Participation | - points | |
| | c. Rewards and Recognition System | points | |
| V. | School Leadership and Management | | _____ points |
| | a. Implementation of DepEd Programs/Policies | - points | |
| | b. SIP/LIS/Clientele's Satisfaction | - points | |
| | c. Resource Mobilization | - points | |
| | | - | |

VI. Professional Growth/Accomplishments **___ points**

- a. Education - points
- b. Trainings - points
- c. Speakership - points
- d. Publication - points
- e. Research/Innovation -

TOTAL **_____ points**

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____
Signature of Evaluator: _____ Date Evaluated: _____

Approved:

Chair, Preliminary Screening and Selection Committee

(Enclosure No. 9 to Regional Memorandum No____ , s. 2018)

**INDIVIDUAL SUMMARY OF SCORES IN PAPER SCREENING
2018 REGIONAL SEARCH FOR OUTSTANDING Non-TEACHING PERSONNEL
(Level 2)**

Name of Nominee: _____ Division: _____
Position: _____ School/Office: _____
School/Office Address: _____
Unit Assigned and Nature of Work: _____

INDICATOR	POINT
1. Quality & Consistency of Performance	
2. Responsiveness to the Public/Cientele	
3. Dedication and Diligence	
4. Honesty, Trustworthiness, and Sincerity	
5. Difficulty and Risk Inherent in the Work	
Total Points	

Remarks/Comments:

Accomplished by:

Name of Evaluator: _____ Position: _____
Signature of Evaluator: _____ Date Evaluated: _____

Approved:

Chair, Preliminary Screening and Selection Committee