



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



Office of the Schools Division Superintendent

November 4, 2021

DIVISION MEMORANDUM

No. 347, s. 2021

DIVISION SEARCH FOR TEN OUTSTANDING TEACHING AND NON- TEACHING PERSONNEL FOR THE 2021 SERVICE, INNOVATION, NOTABLE ACCOMPLISHMENT GEARED TOWARDS EXCELLENCE "SINAG" AWARDS

To: Assistant Schools Division Superintendent
Chief ES, School Governance and Operations Division
OIC-Chief ES, Curriculum Implementation Division

1. The Schools Division of Angeles City, through the Division **PR**ogram on **A**wards and **I**ncentive for **S**ervice **E**xcellence (PRAISE) and SGOD- Human Resource Development Unit announces the Division Search for Ten Outstanding Teaching and Non- Teaching Personnel for the 2021 **SINAG** AWARDS.
2. The program aims to encourage, recognize, and reward employees for their accomplishments, innovative ideas, heroic deeds, exemplary behavior, extraordinary acts or services in the public interests and other personal efforts which contribute to the efficiency, economy and improvements of government operations leading to organizational productivity.
3. Schools Heads and Division Unit Heads are enjoined to submit their nominees:
 - A. Teaching Personnel Category
 - B. Non- Teaching Personnel Category
(Level 1) Salary Grade 9 and Below
(Level 2) Salary Grade 10 and above (Excluding the School Heads and Supervisors)
4. The nomination, which maybe paper submission or electronic files sent via Google Drive should be submitted at the Division Office on **November 25, 2021** not later than 5:00 P.M. All scanned copies of the required documents must be uploaded in their respective folders in the Google Drive link: following this format: School/ Functional Division/Section / Unit, Surname, First Name, Middle Initial (i.e., Angeles Limassol, DelaCruz, Juan A.)
5. Enclosed are the Nomination Form, Rules and Mechanics, Timetable, Criteria for Evaluation, and Individual Summary Score Sheet for reference and guidance.
6. For more details, please contact the HRD unit at mobile phone no. 09426165209 or email at sgod.hrd@deped.angelescity.com.ph



^{CN 2021 - 242}
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7. Immediate and wide dissemination of and compliance to this Memorandum is earnestly desired.

Irilyn P. Tamayo

MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer -in- Charge
Office of the Schools Division Superintendent *IR*



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Enclosure No.1

Directions:

Accomplish the nomination from sans attach one -page (letter -size) essay (Times New Roman size 11, 1.5 spacing) about the nominee with emphasis on her integrity, accomplishments and impact to learning/service delivery and contribution to the community.

NOMINATION FORM
Division Search for Outstanding Teaching and Non- Teaching Personnel

THE SCREENING AND SELECTION COMMITTEE

Division of City Schools
Angeles City

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

Name of Nominee: _____

Category: _____

School/ Functional Division/Section/Unit: _____

Current Position of the Nominee: _____

Subject Area/ Grade Level Taught /Unit Assigned and Nature of Work _____

School /Office: _____

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: _____ Position: _____

Signature of Nominator: _____ Date Signed: _____



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RULES AND MECHANICS

I. WHAT ARE THE AWARDS?

There are twenty (20) awards in the 2021 Division Search for Outstanding Teaching 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 a committed falsification of documents submitted or have been found guilty of any case that was pending during the search period.

TEN OUTSTANDING TEACHING PERSONNEL (Public School Teachers)

TEN OUTSTANDING NON- TEACHING PERSONNEL (Level 1 and Level 2)

II. WHO ARE ELIGIBLE TO JOIN?

A. Teaching Personnel

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 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 years;
6. Has not been found guilty of any administrative or criminal offense;

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

Level 1 – Salary Grade 9 and below

Level 2 – Salary Grade 10 and Up (Excluding School Heads and Supervisors)

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;

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2. Has good human relations in the school/ Schools Division Office and in the community;
3. A permanent employee in the DepEd who holds either a Level 1 or level 2 position for the last three (3) years;
4. Has been rated "Outstanding" for the last three (3) performance rating period
5. Has not been guilty of any administrative or criminal offense;

III. WHO ARE NOT ELIGIBLE TO JOIN?

1. Previous awardees/ winners in a similar search in the regional level or division level organized/ sponsored by either the Department of Education or any private organization recognized by DepEd (regardless of the year/s they joined)
2. Teaching /Non- Teaching Personnel who have been suspended for any administrative and criminal offense,

IV. WHO CAN NOMINATE?

- A. Teaching Personnel (Public School Teachers)
School Heads/ Public School District Supervisors/ Education Program Supervisors/ Parents are authorized to nominate teachers to the Search.
- B. 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 are authorized to nominate non-teaching personnel to the search.

V. WHAT ARE THE PRIZES?

More than the Plaques, Certificates that awaits the finalists and the winners, the honor of being nominated as one of the winners in the DIVISION SEARCH FOR OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL is truly beyond measure.
The Division Office will also nominate the winners in the regional and national searches.

VI. WHO ARE THE BOARD OF JUDGES?

The Preliminary Screening and Selection committee composed of Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, and Unit Heads will conduct the paper screening, validation, demonstration teaching and interview.

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%)

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- Stage 2 – Validation (20%)
- Stage 3 – Demonstration Teaching (20%)
- Stage 4 – Interview (20%)
- B. Non - Teaching Personnel (Level 1 and Level 2)
 - Stage 1 – Paper Screening (40%)
 - Stage 2 – Validation (30%)
 - Stage 3 – Interview (30%)

1. **PAPER SCREENING** shall include all supporting documents submitted to the Search Committee which will be evaluated using a specific criterion.
2. **VALIDATION** assesses 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, using validation and character investigation tools, will conduct this process to obtain information and assessment about the nominees.
3. **INTERVIEW** shall gauge the nominee's ability to answer questions relevant to the award category. The board of judges will be guided with rubrics in assessing interview responses.

VIII. WHAT ARE THE STEPS IN THE SEARCH PROCESS

A. Teaching Personnel (Public School Teachers)

1. Nominees in this search category are elementary/ and or secondary public-school teachers who meet the selection criteria regardless of their rank, subject area and grade level taught.
2. Documents of the nominees will be submitted to the division office for Stage 1 of the Search Process which is paper screening.
3. In Stage 1 (Paper Screening), the Preliminary Screening and Selection Committee shall evaluate and rank all the nominees, not per school
4. Each school is allowed to enter the following number of nominees based on their school size classification:
 - (a. Large – 10 nominees b. Medium – 7 nominees c. Small – 5 nominees)

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



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1. Schools may nominate based on the size of their school size classification (a. Large – 10 nominees b. Medium – 7 nominees c. Small – 5 nominees)
2. Functional Division/Section/Unit may nominate 1-3 non-teaching personnel
4. Nominees in this search category are permanent employees in the DepEd who holds either a Level 1 or Level 2 position (Level 2 must be under Administrative Support) at least for the last three (3) years.
5. Documents of the nominees will be submitted to the Division Office for Stage 1 of the Search Process which is Paper Screening.
6. In Stage 1 (Paper Screening), the Preliminary Screening and Selection Committee shall evaluate and rank all the nominees, not per school, following the criteria on Paper Screening to determine the Top 30 who will advance to the next round.
7. The TOP 20 will undergo Stage 2 (validation) to determine who will move to the final round.
8. Only the TOP 20 will advance to the final round (Stage 3 – Interview) to select the TOP 10 winners

(Note: For the Non-Teaching Personnel Category, there is no minimum raw score in paper screening to qualify to this Search. However, the preliminary and Selection Committee will rank the nominees in all stages of the search process shall be cumulative.)

IX. WHAT ARE THE NECESSARY ATTACHMENTS?

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

1. Endorsement by the School Head with all the names of the nominees. A copy of the endorsement must be included in the paper 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 paper of each nominee.
3. Duly accomplished nomination (see enclosure) form with one-page write up (Times New Roman 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 rating in the last three (3) years and summary of ratings with average signed by the School Division Superintendent/Assistant Schools Division Superintendent
7. Following the specific criteria on Paper Screening, Photocopies of the supporting documents of the nominees in the school level must be certified true and verified against the original by their respective Administrative Officer



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Enclosure No.3

TIMETABLE
SEARCH FOR THE 2021 OUTSTANDING TEACHING AND NON- TEACHING PERSONNEL

Activity	Date	Person/s Responsible
Submission of List and Supporting Documents of Nominees to the Division Secretariat	November Nov. 25,2021	HRD
Paper Screening and Validation	November 26-29, 2021	Division and Selection Committee (Paper Screening)
Demonstration Teaching (Teaching Personnel)	Dec.1-2, 2021	Division and Selection Committee (Demonstration Teaching)
Interview	Dec.4-5,2021	Division and Selection Committee (Interview)
Finalization of Results	Dec. 9 ,2021	Planning Committee and Over- All Committee
Preparation of the Awarding Ceremony (Certificates, Program, etc)	December 10- 17,2021	Planning Committee and Technical Committee
Awards Ceremony	Dec.18-19,2021	Planning Committee and Technical Committee



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 Enclosure No.4

**CRITERIA FOR EVALUATION
 TEN 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)
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 period prior for nomination
6. Has not been found guilty of any administrative or criminal offense

B. Selection and Criteria & Rubrics

I.	Instructional Competence & Teaching Effectiveness	60 points
a.	Instructional Materials	-	20 points
b.	Research Outputs	-	10 points
c.	Innovative Teaching Strategies	-	20 points
f.	Educational Attainment/Professional Advancement	-	10 points
II.	Professional & Community Involvement	40 points
a.	Participation in Training Programs	-	10 points
b.	Leadership in Program Organizations	-	10 points
c.	Participation in Community and Civic Movement	-	10 points
d.	Professional/ Community service awards	-	10 points

I. Instructional Competence and Teaching Effectiveness (60 points)

A. Instructional material produced and used for the improvement of teaching and learning for the last three (3) years (20 points)



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The nominee will choose on 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 nominees. Its use and contribution to the improvement of teaching and learning must be properly documented with supporting evidences.

INDICATOR	POINTS			
	Not at all (0)	Somewh at (2)	Very well (4)	TOTAL SCORE
Show uniqueness and creativity	0	2	4	
Focuses on the knowledge, skills and abilities appropriate to the grade level	0	2	4	
Reflects a variety of ways to differentiate instruction to support all learners	0	2	4	
Aligns to K to 12 Curriculum	0	2	4	
Contribute to the improvement of teaching and learning as shown by measurable data	0	2	4	
TOTAL SCORE				

Supporting documents: (1) Written description and pictures on how Instructional Material is being used in the class, (2) Actual/ Original sample of IM, (3) Supporting Evidence/s on the use of IM and Contribution to the improvement of teaching duly signed by DepEd Officials (School Head, EPS, SDS)

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. (SDS, ASDS, Division Chiefs)

The nominee should be the sole researcher

b. Highest level of any of the research outputs (5 points)	
Conducted in the national level	10 points
Conducted in the regional level	8 points
Conducted in the division level	6 points



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Conducted in the cluster/district	4 points	
Conducted in the school level	2 points	
TOTAL SCORE		

Supporting document:

- (1) Research Proposal with signed approval sheet and research report with certificate of completion.

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

The nominees will choose one teaching approach/strategy/practice which he/she/ consider 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	POINTS			TOTAL SCORE
	Not at all (0)	Somewhat (1)	Very well (2)	
Show uniqueness and creativity	0	2	4	
Focuses on the knowledge, skills and abilities appropriate to the grade level	0	2	4	
Reflects a variety of ways to differentiate instruction to support all learners	0	2	4	
Aligns to K to 12 Curriculum		2	4	
Contribute to the improvement of teaching and learning as shown by measurable data	0	2	4	
TOTAL SCORE				

Supporting documents: (1) documentary evidence (picture and written description) on how the teaching approach/strategy/practice is being used in class, (2) Supporting evidence/s on its contribution to the improvement of the teaching and learning duly signed by DepEd Officials (EPS, School Heads / Department Head)

Supporting Documents: DLL/ Weekly Home Learning Plan, COT

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



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- a.** The nominees 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-year of service in the same club/organization two (2) points. Concurrent service for one school-year in another club/organization is another point.
- b.** The nominees 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 endorsement by the DepEd. Winning for serving as adviser in a group contests in journalism such as best school paper is not given points.

INDICATOR		POINT
a. Leadership in Co-Curricular Organization (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:



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- (1) Designation as adviser of Co-curricular organization or chair of school committee
- (2) Certificate of Recognition as teacher-coach of winning student/s

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	5 points
National	4 points
Regional	3 points
Division	2 points
District/cluster	1 point
Note: One (1) Seminar of the highest level required which shall be credited with the corresponding point/s	
Total Score	

Supporting documents:

A. Education 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 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.



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INDICATOR		POINT
2 International or 3 National	5 points	
1 International or 2 National	4 points	
1 National or 3 Regional	3 points	
2 Regional or 3 division	2 points	
1 Regional or 2 Division	1 point	
Note: Only the highest level obtained shall be credited with the corresponding point/s.		
Total Score		

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 endorsement by the DepEd. Each training/seminar must have been conducted for at least three (3)-day seminar is equivalent to one (1) seminar only.

Supporting documents: (1) Certificate of participation, (2) DepEd Endorsement (for those not organized/sponsored by the DepEd)

B. Leadership in professional organization 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 year of service in the same organization is two (2) points. Concurrent service for one school-year in another organization is another point.



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Supporting documents: (1) designation as president/chair of professional organization indicating also the level (cluster, division, National)

INDICATOR		POINT
a. Leadership in professional Organization related to teaching (5points)		
Number of school-year/s in service as president/chair 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	
b. Highest level of any of the organizations (5)		
National	5 points	
Regional	4 points	
Division	3 points	
District/cluster	2 points	
School		
Note:	1 point	
Only the highest level obtained shall be credited with the corresponding point/s.		
Total Score		

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.

Support documents: 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 award for the last three (3) years (10 points)



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

Supporting documents: (1) Certificate of Recognition, (2) Rank list or Memorandum



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Enclosure No.5

CRITERIA FOR EVALUATION
SEARCH FOR TEN OUTSTANDING NON-TEACHING PERSONNEL
(Level I and/or Level 2)

A. Qualification for Nomination

The nominees 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/ School Division Office and in the Community
3. A permanent employee in the DepEd who holds either a level 1 or level 2 at least for the last Three (3) years
4. Has been rated "Outstanding" for the last three (3) performance rating periods prior to the nomination
5. Has not been found guilty of any administrative or criminal offense

Note: All non-teaching personnel who holds level 1 position are eligible to join in this search as long as they meet the selection criteria. For those holding level 2 positions, the employee must be under Administrative Support and must meet the selection criteria.

B. Selection Criteria & Rubrics

1. Quality & Consistency of Performance- Average of the performance rating 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/clientele- Extension/Provision of prompt, Courteous, and adequate service to the public/client **(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)



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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)**

Demonstrate very high level of dedication, and diligence in his/her work (20 pts)

Demonstrate high level of dedication, and diligence in his/her work (18 pts)

Demonstrate average level of dedication, and diligence in his/her work (16 pts)

Demonstrate low level of dedication, and diligence in his/her work (14 pts)

Demonstrate 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 high commendable depth of honesty truthfulness, and sincerity (20 pts)

Shows high 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 presents in the work **(20 points)**

Experience extremely high difficulty and risk in his/her work (20 pts)

Experience high difficulty and risk in his/her work (18 pts)

Experience average difficulty and risk in his/her work (16 pts)

Experience low difficulty and risk in his/her work (14 pts)

Experience very low difficulty and risk in his/her work (12 pts)

B. 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



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SCHOOLS DIVISION OF ANGELES CITY

Office of the Schools Division Superintendent

-State outstanding accomplishment or norms displayed and impact in brief, factual and in bullet form -cite specific situation(s) showing his exemplary behavior and qualities as employee, problems/issues addressed, people/office benefited and or activities/task facilitated

2. For outstanding accomplishments, state whether 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 justification why the norms displayed are considered exemplary.
3. For exemplary conduct and ethical behavior, cite justification why the norms displayed are considered exemplary in addition to the presentation of the summary norms of conduct manifested/shown.



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101





Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF ANGELES CITY

Office of the Schools Division Superintendent
 Enclosure No.6

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

Name of Nominee: _____ District Cluster: _____
 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 Organization | - points |
| c. | Participation in Community and civic movement | - points |
| d. | Professional/Community service awards | - points |

TOTAL _____ points

Remarks/Comments:



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Office of the Schools Division Superintendent

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
SEARCH FOR TEN OUTSTANDING NON- TEACHING PERSONNEL**

Name of Personnel: _____

Division Section: _____

Position: _____

1. Quality & Consistency of Performance- Average of the performance rating for the last three years manifested exemplary noteworthiness that contributed to the achievements of the organization/institution **(20 points)** ____ points
2. Responsiveness to the public/clientele- Extension/Provision of prompt, Courteous, and adequate service to the public/client **(20 points)** ____ points
3. Dedication, and Diligence - The degree of love for work, sincerity, and industriousness in performing his/her tasks, duties, and responsibilities **(20 points)** ____points
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)** ____points
5. Difficulty and risk Inherent in the work- the degree of sacrifice, danger hazard substantially present in the work **(20 points)** ____ points

Remarks/Comments:



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Accomplished By:

Name of Evaluator: _____ Position: _____

Signature of Evaluator: _____ Date Evaluated: _____

Approved:

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