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Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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August 14, 2014

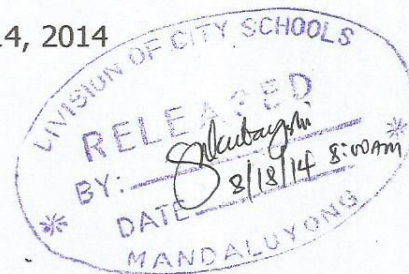
DIVISION MEMORANDUM

TO : Asst. Schools Division Superintendent
Education/District Supervisors
Principals, Public Elementary and Secondary Schools

SUBJECT: GUIDELINES/MECHANICS FOR 2014 SEARCH FOR OUTSTANDING EDUCATORS
AND EMPLOYEES OF DEPED MANDALUYONG CITY

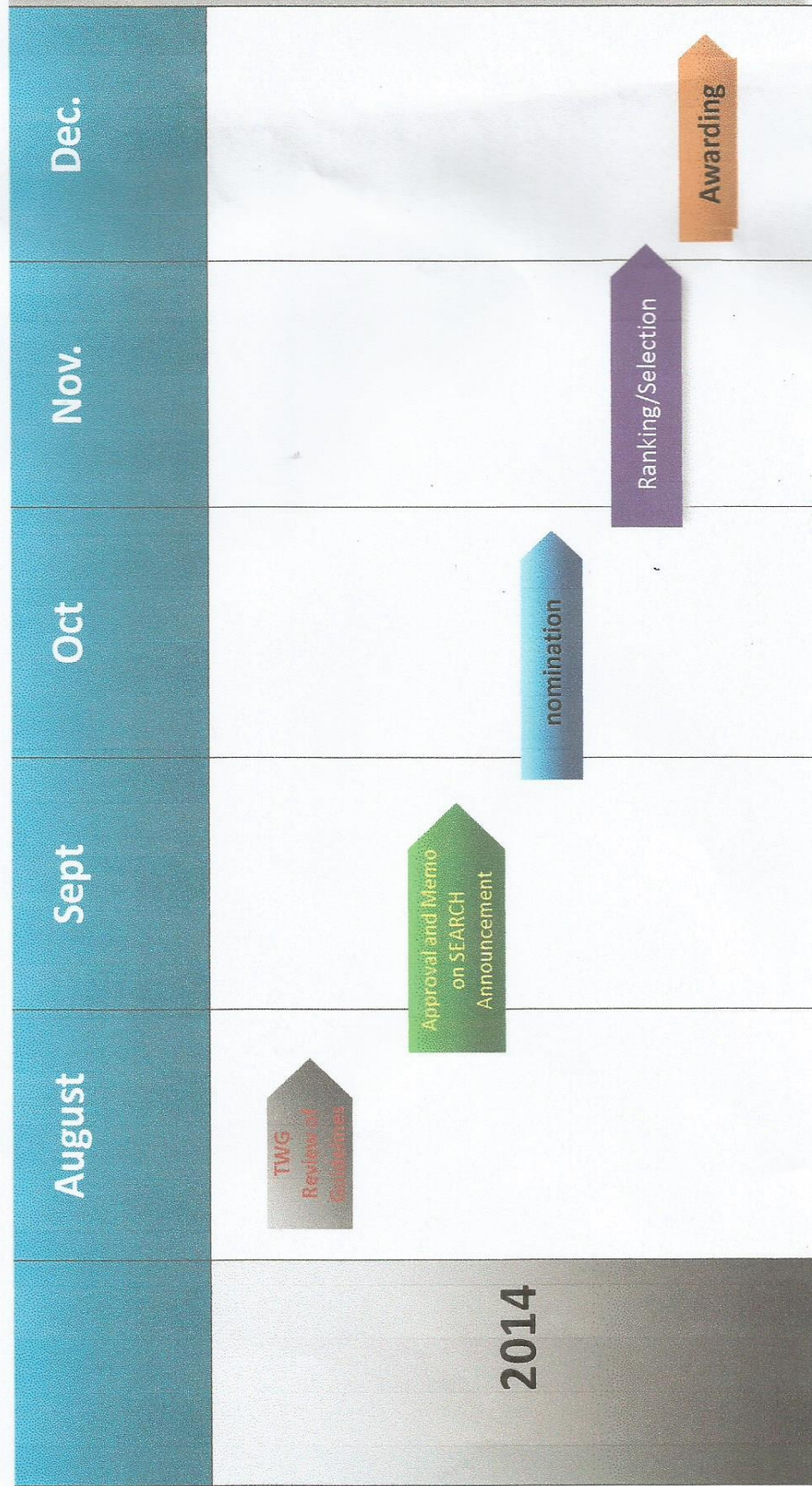
1. Attached are the guidelines/mechanics for 2014 Search for Outstanding Educators and Employees of DepEd Mandaluyong City, contents of which are self-explanatory, for information and guidance.
2. Dissemination of this **Memorandum** is desired.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent



TIMELINE for the SEARCH Processes

Outstanding Teachers, Principal, Supervisor and Non-Teaching Personnel



Awarding Program

Selection Results

Nomination

Memo on SEARCH

SEARCH Committee and Review of Guidelines

Tasks/
Outputs

2014

SEARCH FOR OUTSTANDING EDUCATORS AND EMPLOYEES OF DepEd MANDALUYONG CITY

The annual Search for Outstanding Educators, Teachers and Non-Teaching Personnel (NTP) is on for SY 2014-15 in recognition of exemplary individual performance in the delivery of educational services in the Division of Mandaluyong City.

The objectives of the Search are to:

- . give recognition to Teachers, Supervisor, Principal and NTP-Level 1 and 2 who demonstrated exemplary evidenced-based performance and commitment in the service;
- . provide incentives to these educators through awards and other forms; and
- . identify role models in their respective fields

NOMINATION PROCESSES

I. For Teachers and Master Teachers

- a. All interested candidates who meet the criteria for evaluation shall submit their documents and letter of intent to the School Search Committee (SSC). Nominations can also be lodged by school level teachers association.
- b. The SSC composed of the school head, ASTP, designated master teacher and guidance teacher, shall screen all nominations and come up with shortlist of two (2) school candidates for schools with 2,500 student population and one (1) for those with below 2,500 student population.
- c. The SSC will endorse their candidates to the Division Search Committee (DSC).
- d. The DSC will evaluate the teacher-candidates using the following criteria:

<u>Criterion</u>	<u>Percentage Weight</u>
. Paper/Document Qualifications	50%
. On-the Spot teaching observation and background check	20%
. Interview	15%
. *Behavioral Indicators	15%
	<hr/>
	100%

- e. Only those who obtain a rating of 70% and above have the chance to be adjudged Outstanding Educator/Personnel.
- f. Specific criteria for evaluation are in the Annex A.
- g. *Behavioral indicators pertaining to integrity and character and human relations shall be

determined by four assigned raters using the attached rating form.

h. Using the ranking system, the DSC will determine the following awardees:

- 1 Outstanding Elem. Teacher (TI-III)
- 1 Outstanding Secondary Teacher (TI-III)
- 1 Outstanding Master Teacher (Elementary and Secondary)
- 1 Outstanding Head Teacher
- 1 Outstanding Principal
- 1 Outstanding District/Education Program Supervisor
- 1 Outstanding Non-Teaching Personnel, Level 1
- 1 Outstanding Non-Teaching Personnel, Level 2

II. Nomination and Selection of Outstanding Principal, Supervisor and Level 1 and 2 Non-Teaching Personnel

A. Candidates are to be nominated by the following Nominating Bodies/Associations:

For Outstanding Principal: MFPSTA, Principals' Associations, Education Program Supervisors' Association and MANTEP

For Outstanding Supervisor: MFPSTA and Principals' Associations

For Outstanding Non-Teaching Personnel (for Levels 1 and 2): Principals' Associations, and MANTEP

In nominating candidates, it is to be ensured that the prospective candidates meet the screening eligibility and evaluation criteria.

B. All nominations and relevant documents are to be forwarded to the DSC which will screen/determine the candidates' eligibility and conduct the other screening procedures.

Behavioral rating pertaining to the indicators - integrity, character and human relations shall be determined by four assigned raters using the behavioural rating form. Percentage weight of the behavioral indicators vary for the position levels/ categories.

Specific criteria for evaluation are in the attached annexes B, C and D.

C. The Search is open for all qualified educators and personnel, including the awardees of the previous years. Three-time awardees are elevated to the Hall of Fame category and shall no longer be eligible for the Search after such distinction.

D. Documents used of previous awardees when he/she was awarded cannot be used anymore.

E. The timeline for the Search for Outstanding Employees is in ANNEX - Timeline.

Annex A

CRITERIA FOR THE SEARCH FOR OUTSTANDING TEACHERS

Criteria	Documents to be Submitted	Percentage Weight
Paper/Document Credentials		(50%)
Performance Rating in the last two (2) rating periods	Performance Rating	15%
Outstanding Accomplishments (e.g. Action Research, Academic Projects, Other Co-Curricular Activities Managed, Publication/Articles in Regional/National Levels)	Actual documentary report/paper, certified by the School Head or Responsible Party/Agency	15%
Student Outcomes	Mean Percentage Score in the latest Periodical Exams of ALL students/pupils handled in the subject (with computation and certified by the school head)	15%
Attendance	No. of A&E Test Passers for ALS Teachers Record of Monthly Attendance	5%
Teaching Observation (15%)		
- Demo Points	Process Observation Form	20%
Interview (10%)		
. Know-How in Current Trends in Education 10%	Interview	15%
. Communication Skills 5%		
Behavioral Indicators		
. Integrity and Character 10%	Rating Form	15%
. Human Relations 5%		

CRITERIA FOR THE SEARCH FOR OUTSTANDING MASTER TEACHERS

Criteria	Documents to be Submitted	Percentage Weight
Paper/Document Credentials		(50%)
Performance Rating in the last two (2) rating periods	Performance Rating	15%
Outstanding Accomplishments (e.g. Action Research, Academic Projects, Other Co-Curricular Activities Managed, Publication/Articles in Regional/National Levels Curriculum/instructional materials and effective teaching strategies and were adopted in the school or district; served as chairperson in special committees – e.g. curriculum study, preparation of instructional materials or academic program, community or rural service development project; and as trainer/resource person in district/division levels	Actual documentary report/paper, certified by the School Head or Responsible Party/Agency	15%
Student Outcomes	Mean Percentage Score in the latest Periodical Exams of ALL students/pupils handled in the subject (with computation and certified by the school head)	20%
Teaching Observation (20%)		
- Demo Points	Process Observation Form	20%
Interview (10%)		
. Know-How in Current Trends in Education 10%	Interview	15%
. Communication Skills 5%		
Behavioral Indicators		
. Integrity and Character 10%	Rating Form	15%
. Human Relations 5%		

ANNEX B

CRITERIA FOR THE SEARCH FOR OUTSTANDING PRINCIPAL

Criteria	Documents to be Submitted	Percentage Weight
<p>Achievements as Evidenced by Impact on People, Educational System and the Community</p>	<p>Records of maximum utilization of school spaces; certified true copies of rehabilitation/repairs done; maintenance programs, updated acquisition and allocation and maximum utilization of instructional materials, facilities, library materials, etc. (with picture-evidence)</p> <p>Student achievement rate for the past 2 years; certified true copies of rank in the division, school testing program, recognition and awards won by the school; innovative ALS programs (with evidence); report on program implementation based on DepEd thrusts</p> <p>Reports/records/narrative and photo documentation of community projects and certified written testimonies of community, officials, organized literacy classes and livelihood/ALS classes</p>	<p>30%</p>
<p>PROFESSIONAL COMPETENCE</p> <p>Managerial/Leadership Skills Professional Growth</p>	<p>True copies of Certificate of Recognition</p> <p>Certified statement on latest drop-out/school leaver rate</p> <p>SBM Level of Practice</p> <p>Timeliness, accuracy and completeness of financial statements and liquidation reports (to be issued by the Division Accountant and SDS)</p> <p>Absence of complaints, grievance and cases</p> <p>Membership records and roles in community and other relevant professional organizations; documentation on published materials; true copies of awards and recognitions received; and degree/training certificates earned in the past year.</p>	<p>35% (5% for each criterion)</p>

Interview (20%) . Know-How of New Trends in Education 10% . Quality of Response/ Communication Skills 5%	Interview Rating	15%
Behavioral Indicators . Integrity and Character 10% . Human Relations 10%	Rating Form	20%

ANNEX C

CRITERIA FOR THE SEARCH FOR OUTSTANDING SUPERVISOR

Criteria	Documents to be Submitted	Percentage Weight
Paper/Documents Evaluation (60%)		
Performance Rating	Performance Rating	15%
Achievement/Impact on Schools and the Community and other Educational Interventions/Projects implemented	Quality Supervisory plan with report on actual accomplishment of plan, including interventions implemented with documentation report	15%
Observation reports	Written observation reports	10%
B. Professional Competence, Managerial/Leadership Skills Professional Growth	True copies of Certificate of Recognition	(5%)
	Certification as Resource Person/Session Facilitator in Training Programs	(5%)
	List of latest professional trainings attended; designation certifications as lead person/coordinator of relevant projects	(5%)
	Membership records and roles in community and other relevant professional organizations; and documentation on published materials	(5%)
Interview (20%) <ul style="list-style-type: none"> . Know-How of New Trends in Education 10% . Quality of Response/ Communication Skills 10% 	Interview Rating	20%
Behavioral Indicators <ul style="list-style-type: none"> . Integrity and Professionalism 10% . Human Relations 10% 	Rating Sheet	20%

Annex D

CRITERIA FOR THE SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL (Level 1)

Criteria	Documents to be Submitted	Percentage Weight
Performance Rating in the last 3 rating periods	Performance Rating	20%
Previous Awards	Certificate of Plaque of Recognition	10%
Attendance	Record of Office Attendance	15%
Length of Service (not less than 5 years)	Service Record	5%
Interview Quality of Response 15% Cognitive and Communication Skills 10%	Interview	25%
Behavioral Indicators . Integrity and Character 15% . Human Relations 10%	Rating Sheet	25%

Annex D

CRITERIA FOR THE SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL (Level 2)

Criteria	Documents to be Submitted	Percentage Weight
OFFICE MANAGEMENT COMPETENCE		50%
a. Performance Rating in the last two rating periods	Performance Rating	(20%)
b. Attendance	Record of Monthly Attendance	(15%)
c. Office-Based Achievements	Certification by Unit Head/Immediate Supervisor	(15%)
Professional Development Educational Qualifications		15%
Masters Degree 15%	Transcript of Records	
Academic Requirements 10%		
Bachelor's 5%		
Length of Service (not less than 5 years)	Service Record	5%
20 years and above 5%		
10 – 19 years 3%		
5-9 years 2%		
Interview	Interview	15%
Quality of Response 10%		
Communication 5%		
Skills		
Behavioral Indicators	Rating Sheet	15%
. Integrity and Character 10%		
. Human Relations 5%		

SEARCH FOR OUTSTANDING SCHOOL HEAD AND SUPERVISOR

Rating Sheet for BEHAVIORAL INDICATORS

Indicators	RATING
I. Integrity, Morality and Character 10%	
Dedication and Commitment (2%)	
Morality/Credibility(2%)	
Transparency (2%)	
Honesty (2%)	
Trustworthiness (2%)	
II. Human Relations (10%)	
Communicating with Tact (2%)	
Responsiveness to Clients (internal and external (2%)	
Stress Tolerance (2%)	
Courtesy (2%)	
Empathy (2%)	

Total _____

SEARCH FOR OUTSTANDING TEACHERS, MASTER TEACHERS
AND NON-TEACHING PERSONNEL (Level 2)

Rating Sheet for BEHAVIORAL INDICATORS

Indicators	RATING
I. Integrity, Morality and Character 10%	
Dedication and Commitment (2%)	
Morality/Credibility (2%)	
Fairness and Justice (2%)	
Honesty (2%)	
Trustworthiness (2%)	
II. Human Relations (5%)	
Communicating with Tact (2%)	
Responsiveness to Clients (internal and external) (2%)	
Stress Tolerance (1%)	

Total _____

SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL (Level 1)

Rating Sheet for BEHAVIORAL INDICATORS

Indicators	RATING
I. Integrity, Morality and Character (15%)	
Dedication and Commitment (5%)	
Honesty (4%)	
Morality/Credibility (2%)	
Trustworthiness (2%)	
Transparency (2%)	
II. Human Relations (10%)	
Communicating with Tact (2%)	
Responsiveness to Clients (internal and external) (2%)	
Stress Tolerance (2%)	
Courtesy (2%)	
Empathy (2%)	

Total _____