Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
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RELEASED
BY:
DATE 10/16/2014 8:00am
MANDALUYONG

Date : October 15, 2014

Memorandum To : Education/District Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Division Section Chiefs
President, Mandaluyong Federation of Public School Teachers Association (MFPSTA)
President, Mandaluyong Association of Non-Teaching Personnel (MANTEP)

Subject : **CORRIGENDUM TO UNNUMBERED DIVISION MEMORANDUM DATED AUGUST 14, 2014 RE: GUIDELINES/MECHANICS FOR 2014 SEARCH FOR OUTSTANDING EDUCATORS AND EMPLOYEES OF DEPED MANDALUYONG CITY**

The field is hereby informed that using the ranking system, the Division Search Committee (DSC) will determine the following awardees:

1 Outstanding Elementary Teacher (TI-TIII)
1 Outstanding Secondary Teacher (TI-TIII)
1 Outstanding Elementary Master Teacher
1 Outstanding Secondary Master Teacher
1 Outstanding Head Teacher
1 Outstanding SPED Teacher
1 Outstanding ALS Teacher
1 Outstanding Principal
1 Outstanding District/Education Program Supervisor
1 Outstanding Non-Teaching Personnel, Level 1
1 Outstanding Non-Teaching Personnel, Level 2

The Annual Search for Outstanding Educators & Employees of DepEd Mandaluyong City is for educators and employees holding National Regular-Permanent Plantilla Item Position who demonstrated exemplary evidence-based performance and commitment in the service.

Candidates for SPED and ALS Teachers are to be nominated by their respective coordinators and constituents. Attached is the criteria for evaluation of Outstanding SPED and ALS Teachers. Nominees for Outstanding SPED Teacher should be teachers who handle full-time SPED classes and nominees for Outstanding ALS Teacher should be teachers who handle full-time ALS classes regardless of the position title. All other provisions in the earlier Division Memorandum remain.

The DSC is composed of the following:

Chair: Mrs. Lourdes P. Dela Cruz, Education Program Supervisor
Members:
Teacher and Head Teacher Category:
Ms. Erdelinda G. Diaz, Education Program Supervisor
Mr. Rex A. Ado, Education Program Supervisor
Mr. Romeo E. Bandal, School Principal III
Ms. Miriam M. Villa Ignacio, President of MFPSTA

Non-Teaching Personnel Category:
Dr. Victor M. Javeña, Education Program Supervisor
Dr. Alyn G. Mendoza, Education Program Supervisor
Mr. Bony G. Abalos, Administrative Officer V
Mr. Mark Mark Sherwin G. Magsombol, President of MANTEP

Principal and Supervisor Category:
Dr. Rosa G. Alvarez, Education Program Supervisor
Mr. Ceasar A. Nachor, Education Program Supervisor
Ms. Jovy D. Balbuena, Division Coordinator

DSC Secretariat: Ms. Marian A. Soriano, Human Resource Management Officer

This Office will not accept mere endorsement by the President of the Association. **Nomination of the Association** should have to be deliberated as a group, by the officers of the Association. Signed minutes of the meeting or any document that will attest to the deliberation process should be attached, together with the nomination of the Association duly signed by majority of the officers.

Deadline of submission of nomination and pertinent documents for the 2014 Search for Outstanding Educators & Employees of DepEd Mandaluyong City will be on **November 7, 2014** to give ample time to all the contenders/nominees to prepare all the required documents to be submitted on the criteria specified in the Unnumbered Division Memorandum dated August 14, 2014.

It is likewise reminded that the folders containing the credentials of the nominee must include the nomination and/or endorsement of the ALS/SPED Coordinator or constituents for ALS/SPED nominees and accredited association or group as indicated in the guidelines for other nominees. Nominees who failed to comply with the submission of documents after the due date will no longer be accepted or entertained.

Please be guided by the guidelines and criteria per each category or get in touch with the office of the undersigned for clarifications and inquiries.

Immediate and wide dissemination of this **Memorandum** is desired.

NERISSA L. LOSARIA, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

CRITERIA FOR THE SEARCH FOR OUTSTANDING SPED TEACHER

Criteria	Documents to be Submitted	Percentage Weight
Paper/Document Credentials		
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, Responsible Party/Agency or SPED Coordinator	15%
Student Outcomes	Number of handled SPED learners who achieved the Individual Education Plan (IEP) – certified by the school head/SPED Coordinator	15%
Attendance	Record of Monthly Attendance	5%
Teaching Observation - Demo Points	Process Observation Form	20%
Interview (10%) - Know-How in Current Trends in Education 10% Communication Skills 5%	Interview	15%
Behavioral Indicators (15%) - Integrity and Character 10% - Human Relations 5%	Rating Form	15%

CRITERIA FOR THE SEARCH FOR OUTSTANDING ALS TEACHER

Criteria	Documents to be Submitted	Percentage Weight
Paper/Document Credentials		
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, Responsible Party/Agency or SPED Coordinator	15%
Student Outcomes	Number of A & E Test Passers	15%
Attendance	Record of Monthly Attendance	5%
Teaching Observation - Demo Points	Process Observation Form	20%
Interview (10%) - Know-How in Current Trends in Education 10% Communication Skills 5%	Interview	15%
Behavioral Indicators (15%) - Integrity and Character 10% - Human Relations 5%	Rating Form	15%