



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

Tel. no. 533-60-85 Fax. no.532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com



Date : November 10, 2014

To : Education/ District Supervisors
Principals, Elementary and Secondary Schools
Administrative Officer-V
Section Chiefs
President, Mandaluyong Teachers Federation
President, Mandaluyong Association of Non-Teaching Personnel
Nominees for the Different Categories

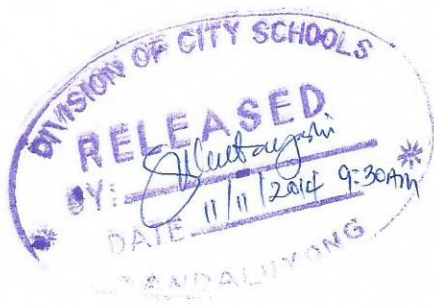
Subject : **EXTENSION OF SUBMISSION OF PAPER CREDENTIALS FOR NOMINEES
FOR THE 2014 SEARCH FOR OUTSTANDING HEAD TEACHER**

RUSH


Inasmuch as this Office failed to release a well-defined criterion for the 2014 Search for Outstanding Head Teacher, the field is hereby informed that the submission of pertinent documents is extended until **Friday, November 14, 2014**.

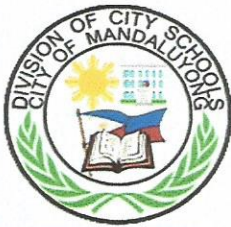
Enclosed is the criteria duly approved by the members of the Division Search Committee, contents of which are self-explanatory and for reference and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.



For the Schools Division Superintendent:


ERDELINDA G. DIAZ
Education Program Supervisor
Officer In-charge of the Division *lpc*



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Criteria for the Search for Outstanding Head Teacher

Criteria	Documents to be Submitted	Percentage Weight
A. Paper/Documents Evaluation (60%)		
<ul style="list-style-type: none"> * Performance Rating (last 2 rating period) 	Performance Rating	15%
<ul style="list-style-type: none"> • Achievement/Impact in the Department/School and Community and other Educational Intervention Projects implemented 	Quality Supervisory plan with report on actual accomplishment of plan, including interventions implemented with document report	15%
<ul style="list-style-type: none"> • Observation reports 	Written observations reports	10%
B. Professional Competence Managerial Leadership Skills, Professional Growth		(20%)
	*True copies of Certificate of Recognition	5%
	*Certification as Resource Person/Session Facilitator in Training Programs	5%
	*List of latest professional training conducted in the dept. Trainings/Seminars attended	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 (20%)		
<ul style="list-style-type: none"> • Integrity and Professionalism (10%) • Human Relations (10%) 	Rating Sheet	20%