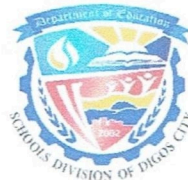




Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 690, S. 2019

August 29, 2019

**SEARCH FOR THE 2019 DIGOS CITY DIVISION EDUCATIONAL
PERFORMANCE AWARDS (DCDEPA) FOR TEACHING
AND TEACHING – RELATED PERSONNEL**

**TO: CHIEFS, SGOD and CID
PUBLIC SCHOOLS DIVISION SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
DIVISION SECTION/UNIT HEADS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL DIVISION PERSONNEL (TEACHING AND NON-TEACHING)**

1. Pursuant to Deped Order (DO) No. 9, S. 2002, entitled "Establishing the Program On Awards and Incentives for Service Excellence (PRAISE) in the Department of Education", and DO No. 78, S. 2007 re. "Strengthening the PRAISE of the Department of Education", this Office has constituted its own Division PRAISE Committee (DPC) and Annual Performance Awards Search, to be known as the Digos City Division Educational Performance Awards or DCDEPA.

2. The DCDEPA has two main components: the non-teaching personnel, and the teaching and teaching-related personnel. Under each component are the various award categories. Except for this year, the DCDEPA Search for the teaching and teaching-related personnel shall be conducted every July of the year, with the awarding of winners scheduled in time for the World Teachers' Day Celebration every October.

The Search for the non-teaching personnel however shall be conducted every November of the year, and the winners shall be awarded during the Division Year-End Evaluation of Projects, Programs and Activities (PPAs) every December.

3. The DCDEPA aims "to recognize and reward deserving division employees, individually or in groups, for their excellent performances that include innovative ideas, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in government operations"; and to inspire/encourage all division personnel, teaching and non-teaching, to continuously improve themselves for the service of the Filipino children.

4. Winners from the DCDEPA Search shall automatically form part of the Division nominees to but not limited to similar Performance Awards of the Region and National Office or other government agencies.

5. For this year, the DCDEPA Search for the Division's Teaching and Teaching-Related Personnel is open to the following categories:

1) Teaching Personnel:

- a) **Kindergarten Teacher**
- b) **Elementary**
 - b1) Elementary Teacher (Teacher I - III)
 - b2) Master Teacher (I - III)

- c) **Secondary**
 - c1) Secondary Teacher (Teacher I-III)
 - c2) Master Teacher (I – III)
- d) **Inclusive Programs**
 - d1) ALIVE
 - d2) ALS
 - d3) MULTI-GRADE
 - d4) SPED

2) Teaching-Related Personnel

- a) PSDS
 - b) EPS
 - c) Head Teacher
 - d) School-in-Charge/Principal
6. All 47 schools are enjoined to conduct their own Search, and come up with School level winners to compete in the District and Division levels. Please see enclosed Guidelines and Criteria for the timeline and other details of the DCDEPA Search.
 7. For clarifications, please refer the matter to the members of the Secretariat, Mr. Ronald B. Dedace and Ms. Cecile C. Uy at the HRD Unit of the SGOD Office at the Division Office.
 8. For your guidance and compliance.

WINNIE E. BATON, EdD

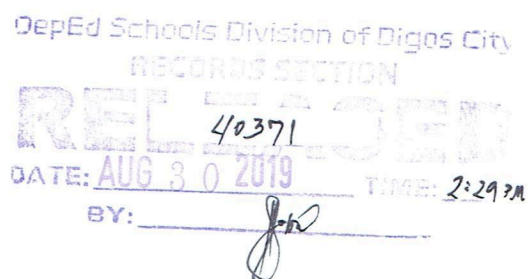
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the OIC-SDS:

Melanie P. Estacio

MELANIE P. ESTACIO, PhD

Officer-In-Charge
Office of the Assistant Schools Division Superintendent



Encl: As Stated

References: none

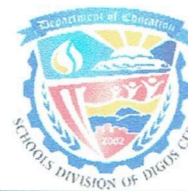
To be indicated in the Perpetual Index under the following subject:

SGOD HRD AWARDS & RECOGNITION SEARCH

CUY: August 29, 2019: Search For the 2019 Digos City Division Educational Performance Awards (DCDEPA) For Teaching And Teaching – Related Personnel



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DIGOS CITY DIVISION EDUCATIONAL PERFORMANCE AWARDS (DCDEPA)
Schools Division Office of Digos City's Performance Award Search

GUIDELINES

I. COVERAGE: The Search for the Digos City Division Educational Performance Awards (DCDEPA) shall be opened to all regular employees of the Schools Division Office (SDO) of Digos City.

II. CATEGORIES OF AWARDS:

A. Teaching-Related Category:

- 1) PSDS
- 2) EPS
- 3) Head Teacher
- 4) School-In-Charge/Principal

SCHEDULE OF CONDUCT: Month of July
SCHEDULE OF AWARDING: Month of October
(WTD Celebration)

B. Teaching Category

Same as above....

- 1) Kindergarten Teacher
- 2) Elementary
 - a) Elementary Teacher (Teacher I - III)
 - b) Master Teacher (I - III)
- 3) Secondary
 - a) Secondary Teacher (Teacher I-III)
 - b) Master Teacher (I - III)
- 4) Inclusive Programs
 - a) ALIVE
 - b) ALS
 - c) MULTI-GRADE
 - d) SPED

C. Non-Teaching Category

SCHEDULE OF CONDUCT: Month of November
SCHEDULE OF AWARDING: Month of December
(Year-end Evaluation of PAPS)

- 1) Division Level
 - a) Section Heads
 - b) SGOD Personnel
 - c) ADMIN Personnel
 - d) Accounting and Budget Personnel
 - e) OSDS Personnel
 - f) CID Personnel (excluding PSDS, EPS ALS Mobile Teachers)
- 2) District Level
 - a) School and District ADA
 - b) School and District ADAS

III. GENERAL QUALIFICATIONS:

1. Must be a regular employee of the Department of Education (DepEd) for at least three (3) years.
2. Must have a consistent performance rating of *Very Satisfactory* for the past (three) annual rating periods.
3. Must not be a national and/or regional awardee before.
4. Must have no pending administrative or criminal case nor have not been found guilty of any administrative or criminal case at the time of the Search.

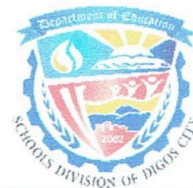
IV. PROCESS OF EVALUATION/SELECTION OF WINNERS

A. TEACHING CATEGORIES

1. School Level



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- a) The aspirants shall submit their pertinent documents in a folder which is properly labelled, to the School Selection Committee (SSC) to be headed by the School Head on or before September 11, 2019.
 - b) The SSCs shall select one winner per category (only those categories applicable to their schools) on September 12, 2019.
 - c) The SSCs shall endorse the winning documents to their respective districts on September 13, 2019.
2. District Level
- a) The District Selection Committee (DSC) shall select one winner per category from the school winners on September 16-17, 2019.
 - d) On September 18, 2019, the DSCs shall submit all winning documents to the Division Office.
3. Division Level
- a) The Division PRAISE Committee (DPC) shall convene from September 19-20 and 23, 2019 to select from the District entries the top three (3) winners per category.
 - b) The DPC may conduct ocular or on-site visitation for verification and validation purposes.
 - c) On September 29, 2019 (tentative date), the DPC shall announce the winners for the teaching and teaching related categories.
 - d) The awarding ceremony shall be conducted during the Division's World Teachers' Day celebration temporarily scheduled on October 4, 2019.

B. TEACHING-RELATED CATEGORIES

- a) Aspirants for the following Teaching Related Categories: PSDS, EPS, HT, and SHs (SICs & Principals) shall submit their pertinent documents to the Division using the Document Tracking System (DTS) on or before September 16, 2019.
- b) The DPC shall select one winner per category on September 17, 2019.

C. NON-TEACHING CATEGORY

- a) All aspirants for the non-teaching category shall follow the same process as the teaching and teaching categories except for the dates which will be announced in a separate memo.

D. Division winners in the teaching and teaching-related categories shall automatically qualify for but not limited to the following Award Search: the Regional Achievement of Great Instructional and Leadership Award (AGILA) Search and the Civil Service Commission (CSC) Honor Awards Program (HAP). The non-teaching categories division winners shall also be endorsed as the official division nominees to the Regional EAGLE Awards for the Non-Teaching Personnel and CSC HAP.

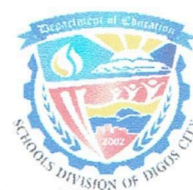
E. Awarding of the School, District and Division Winners shall be done during the WTD Celebration.

V. REQUIRED NOMINATION DOCUMENTS

1. The aspirant shall submit both, hard and soft, copies of his/her documents.
2. A nomination folder shall be used for the hard copy and shall contain the following documents in two copies (one original and two (2) certified true copies):
 - a) A brief and concise Executive Summary of not more than three (3) pages in A-4 bond size, double-spaced and front Arial 11. The summary shall describe the aspirant based on the set of criteria.
 - b) A properly accomplished Entry Form (See Annex A).
 - c) A summary of accomplishments duly certified/signed by the aspirant.
 - d) A CD containing a three (3) minute video presentation of the significant achievements of the aspirant.
 - e) A properly accomplished CSC Form 212 or Personal Data Sheet of the nominee with passport size (1 ½" x 2") picture with nametag taken within the last six (6) months.



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- f) A certification issued by the aspirant that s/he does not have no pending administrative or criminal case nor have not been found guilty of any administrative or criminal case at the time of search.
 - g) Photocopies of clippings, news items, pictures and other documents to support the nomination of the aspirant.
 - h) Cover page of the document folder shall indicate the name of the search, category, aspirant's name, school and district.
3. Folders shall follow the color-coding scheme of the categories:
- a) Kindergarten Category – Pink
 - b) Elementary Category – Light Blue
 - c) Secondary Category – Dark Green
 - d) Head Teacher Category - Light Green
 - e) School Head (SIC & Principal) Category – Dark Blue
 - f) PSDS Category – Red
 - g) EPS – Light Violet
 - h) ALIVE – Yellow
 - i) ALS – Orange
 - j) Multi-Grade – Brown
 - k) SPED – Gold

**SEARCH FOR THE 2019 DIGOS CITY DIVISION
EDUCATIONAL PERFORMANCE AWARDS
(DCDEPA) FOR TEACHING AND
TEACHING – RELATED PERSONNEL**

CATEGORY

NAME: _____
SCHOOL: _____
DISTRICT: _____



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VI. AWARDS

School winners shall receive certificates of participation; district winners shall receive plaque and certificates of participation; and division winners shall receive plaques and certificates of participation.

VII. TIMELINE

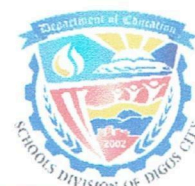
DATE	ACTIVITY
2 nd week of July 2019	Meeting of Division PRAISE Committee; Finalization of Categories, Criteria and Mechanics
Aug 28-30, 2019	Dissemination of Information to the Field
Sept. 11, 2019	Deadline of Submission – Teaching Category (School Level)
Sept. 12, 2019	School Level Evaluation
Sept. 13, 2019	Submission of Results and Documents to the District Offices
Sept. 16, 2019	Deadline of Submission – (Teaching Related Category) at the Division Office
Sept. 17, 2019	Division Level Evaluation for Teaching Related Categories
Sept 16-17, 2019	District Level Evaluation
Sept. 18, 2019	Submission of Results and Documents to the Division Office
Sept. 19-20 & 23, 2019	Division Level Evaluation
Sept. 29, 2019	Announcement of Winners
Oct. 4, 2019 (tentative)	Awarding Ceremony

VIII. COMPOSITION OF THE PRAISE TEAMS TO MANAGE THE SELECTION PROCESS PER LEVEL:

1. School PRAISE Team: Chairman: *School Head*
Members: *One Teacher* (To be selected by the school personnel: preferably the most senior and the highest in rank)
School PTA President
Secretariat: *School HRD Coordinator*
2. District PRAISE Team:
 - a) DIGOS OCCIDENTAL DISTRICT
 - 1) Zenaida Guya – PSDS – Chairperson
 - 2) Imelda Cardines – EPS – Member
 - 3) Peter-Jason Senarillos- SEPs - Member
 - 4) Julie Ann Posadas – PDO I - Member
 - 5) Elvie Timon – EPS II – Member
 - b) DIGOS ORIENTAL DISTRICT
 - 1) Patriotiso Peñas – PSDS – Chairperson



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- 3) Mary Glor Tabanao – EPS – Member
- 4) Reyzen Monserate - SEPS – Member
- 5) Antonia Ponce – EPS II – Member
- c) DIGOS SOUTH DISTRICT
 - 1) Helen Casimiro – PSDS – Chairperson
 - 2) Ferna Renira Alde – PSDS – Member
 - 3) Joan Niones – EPS – Member
 - 4) Xavier Fuentes – SEPS – Member
 - 5) Eleser Mateo –EPS II – Member
- d) MT. APO DISTRICT
 - 1) Ely Cataluña – PSDS – Chairman
 - 2) Arlene Barba – PSDS – Member
 - 3) Luzminda Jasmin – EPS – Member
 - 4) Ronilyn Nieves – EPS – Member
 - 5) Dhelmie Penas – Nurse – Member
- e) DIGOS CITY NATIONAL HIGH SCHOOL
 - 1) Ida Juezan – PSDS - Chairperson
 - 2) Neil Bongcayao – PSDS – Member
 - 3) Tito Endrina – EPS – Member
 - 4) Valeriano De Los Reyes – EPS – Member
 - 5) Vicente Laburada – EPS – Member

The District Selection Teams shall help the Division Winners coming from their districts in packaging the nomination documents for the AGILA, HAP and EAGLE Search.

- 3) Division School Praise: Chairman: SDS
Co-Chairman: ASDS
Members: SGOD Chief, CID Chief, AO-V, AO-IV & ACCOUNTANT II
Secretariat: HRD Personnel



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CRITERIA FOR EVALUATION

CATEGORY: MOST OUTSTANDING KINDERGARTEN TEACHER

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. Instructional Competence And Teaching Effectiveness			
1.1 Competence in Teaching as evidenced by High Performance Evaluation obtained as a Teacher, and Students' Achievements.		30%	10 pts
1. Performance ratings for the last 3 years preceding the search (5pts) a) Outstanding 5 pts b) Very Satisfactory 3 pts	➤ Service Record ➤ IPCR Rating		
2. Student performance for the last 3 school years preceding the search (Academic performance of students (Mean Percentage Grade) in Subject/ Subjects Handled for the last 3 yrs preceding the search) [5pts.]: a) 95%-above 5 pts b) 94.99% - 90% 4 pts c) 89.99% - 85% 3 pts d) 84.99% - 80% 2 pts e) 79.99% - 75% 1 pt	➤ Certification from the Principal ➤ Approved SF7		
1.2 Outstanding Contribution in Education		30%	45pts
1. Number of Years in service as Teacher (5pts) a) 3 years 1 pt b) 4-5 years 2 pts c) 6-7 years 3 pts d) 8-9 years 4 pts e) 10 years & above 5 pts	➤ Service Record		
2. Introduced and tried innovative teaching approaches with evidence on increased achievement level during its utilization/ impact of utilization which contributed to the improvement of instruction (Maximum of 10 pts): ❖ 2 pts per innovation strategy used/introduced	➤ Photocopies of model lesson plans utilizing said approaches/ teaching strategies, documentation of the actual materials utilized during the application of innovative teaching approaches. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional) ➤ Literature on the devices made with the impact of the materials to the learning process.		
3. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools (Max. of 10 pts): ❖ 2 pts. per material	Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		



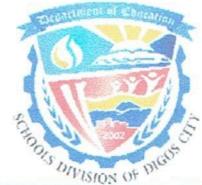
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
4. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes (Max. of 10 pts.) a) 1 pt. per evaluative material used in the school and district levels. b) 2 pts. per evaluative material used in the division and regional levels	➤ Certified photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative tests, rubrics, etc.) including brief description and extent of use whether school, district, division or region.		
5. Research and creative outputs (Max. of 10 pts.) a) Published 5 pts b) Unpublished 2 pts	➤ Certified true copies of action researches and other studies conducted related to teaching (except those presented for Post Graduate Studies). ➤ Copies of published/unpublished work of poetry, musical composition, or essay/article (state name of magazine and other periodicals where published).		
1.3 LEADERSHIP POTENTIAL		20%	15 pts
1. Involvement in Co-curricular Activities a) Served as demonstration teacher of classes (school, district, division, regional and national levels) (3pts): School/District 1 pt. Division Level 2 pts Regional/National 3 pts	➤ Certificate of Recognition/Appreciation ➤ Certification from the Principal/Supervisor as demonstration Teacher		
b) As Facilitator/Resource Person/Discussant (4 pts) ❖ 1 pt. per instance	➤ Certification from the Principal/Supervisor as Facilitator/Resource Person/Discussant ➤ Certificate of Recognition/Appreciation		
c.) As Trainer/Adviser/Coach: (3 pts) • Organized socio-cultural activities for students • Trained students in socio-cultural activities • Adviser of school club • Coach of student-writers in academic, literary, musical, arts, dance and sports competition • Organized remedial and enrichment program	➤ Certification from the principal/supervisor for organizing socio-cultural activities. ➤ Certification from the principal/supervisor as Adviser of school clubs ➤ Certified true copies of certificates as coach of student-winners ➤ Certification from the principal/supervisor for organizing remedial and enrichment programs		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
2. Awards Received for the last 3 years (2 pts.) • Recipient of school/district/division/regional awards of recognition for exemplary services as teacher • Recipient of local/municipal awards and recognition ❖ 1 pt. per award	➤ Certified true copies of awards and recognition received		
3. School projects/classroom academic interventions initiated, implemented and sustained (3 pts) ❖ 1 pt. per project	➤ Certification from the principal for initiating school projects, activity design/Intervention Plan		
2. PROFESSIONAL AND COMMUNITY INVOLVEMENT		15%	20 pts
2.1 Professional Qualities			
1. Educational Attainment and Professional Growth (5 pts) a) Full-fledged Doctor 5 pts b) Completed Academic Requirements (CAR) 4 pts c) Full-fledged Masters 3 pts d) CAR 2.5 pts e) At least 27 M.A. Units 2 pts.	➤ Certified true copies of TOR for the highest degree obtained		
2. Seminars/Workshops/Training Attended (3pts) a) Regional 3 pts b) Division 2 pts c) District 1 pt	➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement.		
3. Punctuality and Attendance (2 pts) • Submits reports on or before the dates • Regular in coming to school and observes punctuality including attendance to co-curricular activities.	➤ Certification on punctuality and attendance in seminars, workshops and other training advancement		
2.2 Community Involvement			
1. As Chairperson/Initiator of projects and programs in professional, civic and religious organizations (2 pts).	➤ Certification from the purok/ barangay/community of the activity to be conducted ➤ Letter request to purok/ barangay/community of the conduct of the outreach activity ➤ Pictures during the conduct of activities		



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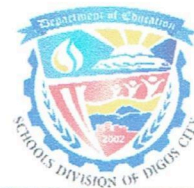
EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
2. Resource Generation, Support and Networking (8 pts) a) Initiated school/class activities that resulted to improvement of the community (e.g., Functional Literacy, etc.) school/ class (5 pts) b) Resource generated for the school project (Non-government services/resources drawn to the school to help improve school/community environment. P 100,000.00 up 3 pts 50,000.00 – 99,000.00 2 pts 10,000.00 – 49,000.00 1 pt.	➤ Certificate of recognition/ participation from the principal/supervisor/ Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of activities ➤ Certification from the NGO ➤ Evidences such as pictures taken during the activity		
3. PERSONAL QUALITIES AND CHARACTER		5%	10 pts
1. Model of Morality and Integrity (10 pts) a) Demonstrate positive traits both private and public life (2 pts) b) Friendly, compassionate and tactful (2 pts) c) Team-player and has a good working rapport with colleagues and community (2 pts) d) Initiates, facilitates and builds inter-community relations (2 pts) e) Demonstrate transparency, honesty, accountability and personal integrity (2 pts)	➤ Certification from the principal. Colleagues and community. ➤ Testimony from community, colleagues and or from DepEd key official.		
TOTAL		100%	100 pts

EVALUATOR (MEMBER)

DATE

EVALUATOR (CHAIRPERSON)

DATE



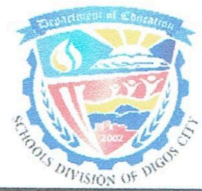
CRITERIA FOR EVALUATION

CATEGORY: MOST OUTSTANDING SPECIAL EDUCATION (SPED) TEACHER

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS		40%	45 pts.
1.1 Performance ratings for the last 3 years preceding the search (5pts) a) Outstanding 5 pts b) Very Satisfactory 3 pts	➤ Service Record ➤ Performance Ratings		
1.2 Pupils Performance for the last 3 years			
1) Academics (10pts) Performance of Students in Academics a) National Winner 5 pts b) Regional Winner 8 pts c) Division Winner 6 pts d) District Winner 4 pts e) School Winner 2 pts	➤ Certification from the School Principal ➤ Approved SF7		
2) Co- Curricular (Sports, On the Spot Painting) (5pts) a) National Winner 5 pts b) Regional Winner 4 pts c) Division Winner 3 pts d) District Winner 2 pts e) School Winner 1 pt	➤ Certification from the School Principal; Approved SF7 ➤ Certificate of Recognition, Trophies, Plaques		
1.3 Outstanding Contribution in Educ. (25 pts)			
1) Number of years teaching experience (5pts) a) 10 yrs. and above 5 pts. b) 8-9 yrs. 4 pts. c) 6-7 yrs. 3 pts. d) 4-5 yrs. 2 pts. e) 3 yrs. 1 pt.	➤ Service Record ➤ Original Appointment		
2) Introduced and tried out innovative teaching approaches with Evidence on increase of achievement lever during its utilization/ impact of utilization which contributed to the improvement of instruction in SPED (Max. of 6 pts.) ❖ 2 pts. per innovative teaching strategy introduced/ used	➤ Photocopies of model lesson plans utilizing said approaches/ teaching strategies, documentation of the actual materials utilized during the application of innovative teaching approaches. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional). ➤ Literature on the devices made with the impact of the materials to the learning process.		



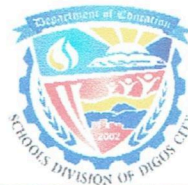
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
3) Evaluative materials prepared and utilized to improve teaching in SPED and pupil's performance (Max. of 4 pts.) ❖ 1 pt. per evaluative material used in the school and district levels. ❖ 2 pts. per evaluative material used in the division and regional levels.	➤ Certified photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative tests, rubrics, etc.) including brief description and extent of use whether school, district, division or regional level.		
4) Research and creative output (Max. of 10 pts.) ❖ 5 pts. Per published ❖ 2 pts. Unpublished work	➤ Certified true copies of action researches and other studies conducted related to teaching (except those presented for Post Graduate Studies). ➤ Copies of published/unpublished work of poetry, musical composition, or essay/ article (state name of magazine and other periodicals where published). ➤ Outcome and or impact of the research to the learners and schools.		
2. TEACHING COMPETENCE		30%	25 pts.
2.1. As Demonstration Teacher (5 pts) a) National 5 pts b) Regional 4 pts c) Division 3 pts d) District 2 pts e) School 1 pt.	➤ Certificate of Recognition/ Appreciation ➤ Certification from the principal/ supervisor as demo teacher		
a. As Facilitator (5 pts) a) National 5 pts b) Regional 4 pts c) Division 3 pts d) District 2 pts e) School 1 pt.	➤ Certification from the principal/ supervisor as facilitator/ resource person/ discussant ➤ Certificate of recognition/ Appreciation		
b. As Trainer/ Adviser/ Coach (5 pts) 1) Organized socio- cultural activities for students 2) Trained students in socio-cultural activities 3) Adviser of school club 4) Coach of student-writers in academic, literary, musical, arts, dance and sports competition 5) Organized remedial and enrichment program a) National 5 pts b) Regional 4 pts c) Division 3 pts d) District 2 pts e) School 1 pt.	➤ Certification from the principal/supervisor for organizing socio-cultural activities. ➤ Certification from the principal/supervisor as Adviser of school clubs ➤ Certified true copies of certificates as coach of student-winners ➤ Certification from the principal/supervisor for organizing remedial and enrichment programs.		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
c. Awards received for the last 3 years (5pts) 1) Recipient of school /district /division/ regional awards of recognition or of barangay/city/ provincial awards for exemplary services as SPED teacher. a) National 5 pts b) Regional 4 pts c) Division/Province 3 pts. d) District/Municipal 2 pts. e) School/ Barangay 1 pt.	➤ Certified true copies of award and recognition received		
d. School project Initiated (5pts) 1) Initiated school/ class activities that resulted to improvement of the Community a) P 100,000.00 up 5 pts b) 50,000.00 – 99,000.00 3 pts c) 10,000.00 – 49,000.00 1 pt.	➤ Certificate of recognition/ participation from the principal// supervisor/ Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of Activities		
D. PROFESSIONAL GROWTH AND DEVELOPMENT		20%	20 pts.
3.1 Professional Qualities (15 pts.)			
1) Educational Attainment and Professional Growth (5 pts) a) Full-fledged Doctor 5 pts b) CAR 4 pts c) Full-fledged Masters Degree 3 pts d) M.A Academic Requirement 2.5 pts e) At least 27 M.A. Units 2 pts	➤ Certified true copies of TOR for the highest degree obtained		
2) Seminars/Workshops/Training Attended (5 pts) a) National 5 pts b) Regional 4 pts c) Division/Province 3 pts. d) District/Municipal 2 pts. e) School/ Barangay 1 pt.	➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement.		
3) Punctuality and Attendance (5 pts) a) Submits reports on or before the dates b) Regular in coming to school and observes punctuality including attendance to co-curricular activities.	➤ Certification on punctuality of Attendance signed by the HRMO ➤ Certification from the school head/principal/ supervisor		
3.2. Community Involvement (5pts.)			
4) Community Involvement a) As Chairperson/Initiator of projects and programs in professional, civic and religious organizations An active chairperson/ member for: 1 year to 2 years - 2 pts. 3 years to 4 years - 3 pts. 5 years to above - 5 pts.	➤ Certification from the purok/ barangay/community of the activity to be conducted ➤ Membership and participation to the outreach activities		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
3.3. Personal Qualities And Character		10%	10 pts.
1) Model of Morality and Integrity (10 pts) a. Demonstrate positive traits both private and public life (2pts) b. Friendly, compassionate and tactful (2pts) c. Team-player and has a good working rapport with colleagues and community (2pts) d. Initiates, facilitates and builds inter-community relations (2pts) e. Demonstrate transparency, honesty, accountability and personal integrity (2 pts)	➤ Certification from the principal, Colleagues and community. Testimony from community, colleagues and or from DepEd key official		
TOTAL		100%	100 PTS.

EVALUATOR (MEMBER)

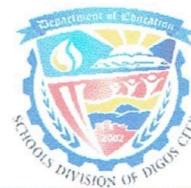
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EVALUATOR (CHAIRPERSON)

DATE



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CRITERIA FOR EVALUATION

CATEGORY: MOST OUTSTANDING MULTIGRADE TEACHER

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS			
1.1 Competence in Teaching as evidenced by High Performance Evaluation obtained as a Teacher, and Students' Achievements.		35%	15 pts
1. Performance ratings for the last 3 years rating period (5pts) a) Outstanding 5 pts b) Very Satisfactory 3 pts	➤ Original copy of the Service Record ➤ Certified true copy of the Performance Rating for 3 consecutive years ➤ Original copy of the certification of the summary of ratings signed by the Principal and the PSDS ➤ Photos on actual performance/s with caption		
2. Pupil Performance for the last 3 school Years (10pts)			
2a) Performance of students in Academic Competition (5pts) a) National 5 pts. b) Regional 4 pts. c) Division 3 pts. d) District 2 pts. e) School 1 pt. 2b) Performance of students in Co- Curricular Activities (5 pts) a) National 5 pts. b) Regional 4 pts. c) Division 3 pts. d) District 2 pts. e) School 1 pt.	➤ Certified true copy of the Certificate of Recognition ➤ Original copy of certification of the veracity of the claim signed by the Principal and PSDS ➤ Photos on actual performance/s with caption		
1.2 Outstanding Contribution in Education		30%	40pts
1. Number of years in service as multi-Grade Teacher (5 pts.) a) 3 years 1 pt. b) 4-5 years 2 pts. c) 6-7 years 3 pts. d) 8-9 years 4 pts. e) 10 years & above 5 pts.	➤ Service Record ➤ Original copy of the certification from the PTA/ LGU that the services were actually rendered ➤ Original copy of the certification of the veracity of the claim signed by Principal and the PSDS		
2. Number of classes handled as Multi-Grade Teacher (5 pts.) a) 2 Grade Levels 1 pt. b) 3 Grade Levels 2 pts. c) 4 Grade Levels 3 pts. d) 5 Grade Levels 4 pts. e) 6 Grade Levels 5 pts.	➤ DepEd Form 3 ➤ Class Program ➤ Original copy of the certification of the claim signed by the Principal and the PSDS		



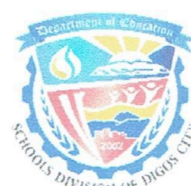
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
3. Introduced and tried <u>out Innovative Teaching Approaches</u> which contributed to the improvement of instruction (Max. of 5 pts.) 1 pt. per innovative approach introduced and tried but with additional points as indicated below. a) If adopted in the district level 2 pts. b) If adopted in the division level 3 pts. c) If adopted in the regional level 4 pts. d) If adopted in the national level 5 pts.	➤ Literature (guide) on how the innovative teaching approaches be applied in teaching recommended signed by the Principal and approved by the PSDS. ➤ Certified true copy of the model lesson plans utilizing the said evaluative materials. ➤ Certification mentioning the extent of use whether school, district, division or regional level signed by the Principal and PSDS.		
4. Introduced and used out <u>Instructional/ Teaching Devices</u> to improve teaching instruction (Max. of 5 pts.) a) If adopted in the district level 2 pts. b) If adopted in the division level 3 pts. c) If adopted in the regional level 4 pts. d) If adopted in the national level 5 pts.	➤ Literature (guide) on how the instructional teaching devices be utilized teaching recommended by the Principal and approved by the PSDS. ➤ Certified true copy of the model lesson plans utilizing the said evaluative materials. ➤ Certification mentioning the extent of use whether school, district, division or regional level signed by the Principal and PSDS.		
5. Introduce and utilized Evaluative Materials to improve teaching and pupil's performance in classes (Max. of 5 pts.) a) If adopted in the district level 2 pts. b) If adopted in the division level 3 pts. c) If adopted in the regional level 4 pts. d) If adopted in the national level 5 pts.	➤ Literature (guide) on how the evaluative materials be utilized in teaching recommended by the Principal and approved by the PSDS. ➤ Certified true copy of the model lesson plans utilizing the said evaluative materials. ➤ Certification mentioning the extent of use whether school, district, division or regional level signed by the Principal and PSDS.		
6. Research (published and unpublished) and Creative Output (Max. of 5 pts.) a) Research ❖ Per Published Work 5 pts. ❖ Per Unpublished work 2 pts.	➤ Copies of researches related to teaching conducted except those presented for grade and post graduate studies. ➤ Certification that the research/ was actually conducted by the nominee signed by the Principal and the PSDS. ➤ Certified true copies of certificates as coach of student-winners ➤ Photos during the research activity.		



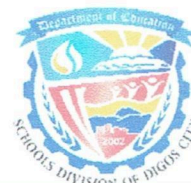
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
b) Creative Output ❖ Per Published Work 5 pts. ❖ Per Unpublished work 2 pts.	➤ Copies of creative outputs with narrative background of their relevance and impact to education. ➤ Certification that the creative output/s was/were actually created by the nominee signed by the Principal and the PSDS. ➤ Photos during the actual conduct of the event.		
1.3. LEADERSHIP POTENTIALS		15%	15 pts
i. Involvement in co- curricular activities			
1a) As Demonstration Teacher (3 pts) a) School/District level 1 pt. b) Division level 2 pts. c) Regional 3 pts.	➤ Copy of the lesson plan ➤ Certified true copy of the Certificate of Recognition ➤ Photos of the actual demonstration teaching		
1b) As Facilitator (3 pts) a) School/District level 1 pt. b) Division level 2 pts. c) Regional 3 pts.	➤ Certified true copy of the Certificate of Recognition as facilitator ➤ Accomplished Report of the conduct of the activity ➤ Photos of the actual conduct of the event		
1c) As Trainer/ Adviser/ Coach (3 pts) a) School/District level 1 pt. b) Division level 2 pts. c) Regional 3 pts.	➤ Certification for organizing socio- cultural activities, or for organizing remedial and enrichment programs, or as adviser of school clubs signed by the Principal and PSDS ➤ Certified true copy of the certificate of Recognition as trainer/ adviser/ coach signed by the Principal and PSDS. ➤ Photos of the actual conduct of the event		
ii. Awards received for the last 3 years • Recipient of school/ district/ division/ regional awards of recognition for exemplary services as teacher. • Recipient of local/ municipal awards and recognition. ❖ 1 pt. per award but not to exceed 3 pts.	➤ Certified true copies of the certificates of recognition received. ➤ Narrative of the relevance of the awards to teaching profession and the learners. ➤ Photos when the awards were conferred.		
iii. School projects initiated, implemented and sustained (3 pts.) ❖ 1 pt. per project but not to exceed 3 pts	➤ Certified true copy of the certificate of Recognition as project owner. ➤ Project Accomplishment Report. ➤ Photos of the project implementation.		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
2. PROFESSIONAL AND COMMUNITY INVOLVEMENT		15%	20 pts
2.1 Professional Qualities			
1. Educational Attainment and Professional Growth (5pts) a) Full- fledged Doctor 5 pts. b) CAR 4 pts. c) Full- fledged Masters of Arts 3 pts. d) M.A. Academic requirement 2.5 pts. e) At least 27 M.A. units 2 pts.	➤ Certified true copies of TOR for the highest degree obtained. ➤ Diploma ➤ Graduation Photo.		
2. Seminars/ workshops/ attended (4pts) a) National level 3 pts. b) Regional 2 pts. c) District 1 pt.	➤ Certified true copies of certificates of participation. ➤ Narrative Report on the significance of the seminar/ workshop/ training attended to the teaching profession and the learners. ➤ Photos on the actual conduct of the seminar/ workshop/ training attended.		
3. Punctuality and Attendance (5 pts.) a) Submits report on or/ before the dates b) Regularly comes to school and observes punctuality including attendance to co-curricular activities.	➤ Certification on punctuality of attendance signed by the Logbook Officer, Principal and PSDS. ➤ Certification from the Planning Officer stating the promptness of the submission of reports, Principal and PSDS.		
2.2 Community Involvement			
1. Active membership is professional, civic and religious organizations (3pts) ❖ 1 pt. per organization but not to exceed 3 pts.	➤ Certificate of Membership signed by the president of the organization ➤ Narrative Report on the nominee's involvement to the organization and its significance to the teaching profession and the learners ➤ Photos on the aspirant's involvement in the community activities.		
2. Resource Generation, Support and Networking (3pts) a) Initiated school/ class activities that resulted to improvement of the community like functional literacy and other related activities. ❖ 1 pt. per activity but not to exceed 3 pts.	➤ Certificate of recognition/ participation from the Principal/ Supervisor/ Barangay Chairman. ➤ Description of activities/ projects stating the networking activity as services and resources generated, and their relevance to the teaching profession and learners. ➤ Photos of the activities/ projects.		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
2.3 PERSONAL QUALITIES AND CHARACTER		5%	10%
1) Model of morality and integrity a) Demonstrate positive traits both private and public life. (2pts) b) Friendly, compassionate and tactful. (2 pts) c) Team-player and has a good working rapport with colleagues and community. (2pts) d) Initiates, facilitates and builds inter-community relations. (2 pts.) e) Demonstrate transparency, honesty, accountability and personal integrity. (2 pts.)	➤ Certification from Principal, colleagues and from community. ➤ Testimony from community/colleagues and or from DepEd key official.		
TOTAL		100%	100 pts

EVALUATOR (MEMBER)

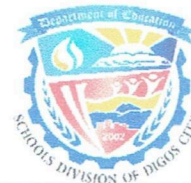
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EVALUATOR (CHAIRPERSON)

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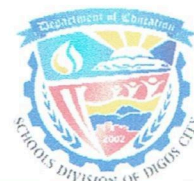
CRITERIA FOR EVALUATION

**CATEGORY: MOST OUTSTANDING ALIVE TEACHER
(ARABIC LANGUAGE and ISLAMIC VALUES EDUCATION)**

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS		40%	45pts
1.1. Performance Rating for the last 3 years preceding the search (5 pts.) a) Outstanding 5 pts b) Very Satisfactory 3 pts	➤ Service Record ➤ Performance Ratings (Original Copy)		
1.2 Pupils Performance for the last 3years			
1. Academics (5pts.) 1a) Performance of Students in Academics in line to Arabic Language & Islamic Values a) National Winner 5 pts. b) Regional Winner 4 pts. c) Division Winner 3 pts. d) District Winner 2 pts. e) School Winner 1 pt.	➤ Certification from the School Principal ➤ Approved SF7		
2. Co- Curricular (Sports, On the Spot Painting) (5pts) a) National Winner 5 pts. b) Regional Winner 4 pts. c) Division Winner 3 pts. d) District Winner 2 pts. e) School Winner 1 pt.	➤ Certification from the School Principal ➤ Approved SF7 ➤ Certificate of recognition, Trophies, Plaques (Original Copy)		
3. Outstanding Contribution in Education (30pts) 3a) Length of teaching experience in ALIVE (5pts) a) 10 years & above 5 pts. b) 8-9 years 4 pts. c) 6-7 years 3 pts. d) 4-5 years 2 pts. e) 3 years 1 pt.	➤ Service Record ➤ Original Appointment		
3b) Evaluative materials prepared and utilized to improve teaching in ALIVE and pupil's performance for the last 3 years (Max. of 7 pts.) a) Per evaluative material 2 pts. b) School & District Level 1 pt. c) Division or Regional Level 2 pts.	➤ Certified photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) including brief description and extent of use whether school, district, division or region.		
3c) Introduced and tried out innovative Teaching approaches in ALIVE with Evidence on increase of achievement level during its utilization/ impact of utilization which contributed to the improvement of instruction in ALIVE (Max. of 8 pts.) ❖ Per innovative teaching strategy introduced/ used. 2 pts.	➤ Photo copies of model lesson plans utilizing said approaches/ teaching strategies, documentation of the actual materials utilized during the application of innovative teaching approaches ➤ Principal/Supervisor's certification mentioning extent of use (school, district, division or regional)		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
	➤ Literature on the devices made with the impact of the materials to the learning process		
3d) Research and creative outputs (Max. of 10 pts.) a) Published 5 pts b) Unpublished 2 pts	➤ Certified true copies of action researches and other studies conducted related to teaching (except those presented for Post Graduate Studies). ➤ Copies of published/ unpublished work of poetry, musical composition, or essay/article (state name of magazine and other periodicals where published). ➤ Outcome and or impact of the research to the learners and school		
2. TEACHING COMPETENCE		30%	25 pts
2.1. As Demonstration Teacher for the last 3 years (5pts) . Served as Demonstration Teacher of classes related to ALIVE/ Madrasah Education Program (MEP) a) National 5 pts. b) Regional 4 pts. c) Division 3 pts. d) District 2 pts. e) School 1 pt.	➤ Certificate of Recognition/ Appreciation ➤ Certification from the Principal/Supervisor as demonstration Teacher		
a. As Facilitator related to MEP (5pts) a) National 5 pts. b) Regional 4 pts. c) Division 3 pts. d) District 2 pts. e) School 1 pt.	➤ Certification from the Principal/ Supervisor as facilitator/ resource person/ discussant ➤ Certificate of Recognition/ Appreciation		
b. As ALIVE Trainer/ Adviser/ Coach (5pts) ❖ Organized socio- cultural activities for students ❖ Trained students in socio- cultural activities ❖ Adviser of school club ❖ Coach of student-winners in academic, literary, musical, arts, dance and sport competition ❖ Organized remedial and enrichment program a) National 5 pts. b) Regional 4 pts. c) Division 3 pts. d) District 2 pts. e) School 1 pt.	➤ Certification from the principal/ supervisor for organizing socio-cultural activities ➤ Certification from the principal/ supervisor as adviser of school clubs ➤ Certified true copies of certificates as coach of student-winners ➤ Certification from the principal/ supervisor for organizing remedial and enrichment programs for MEP/ ALIVE.		



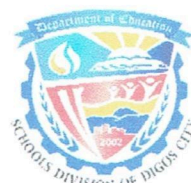
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
c. Awards received for the last 3 years (5pts) ❖ School/ district/ division/ regional awards of recognition for exemplary services as ALIVE teacher ❖ Local/ municipal awards and recognition a) Regional 5 pts. b) Division 4 pts. c) District 3 pts. d) School 2 pt.	➤ Certified true copies of awards and recognition received		
d. School Project Initiated (5 pts) . Initiated school/ class activities that resulted to improvement of the community a) P 100,000.00 up 5 pts b) 50,000.00 – 99,000.00 3 pts c) 10,000.00 – 49,000.00 1 pt.	➤ Certificate of recognition/ participation from the principal/ supervisor/ Barangay Chairman ➤ Other evidences such as photos, project by- laws ➤ Description of activities.		
3) PROFESSIONALGROWTH AND DEVELOPMENT		20%	20 pts.
3.1 Professional Qualities (15 pts.)			
1. Educational Attainment and Professional Growth (5 pts.) a) Full- fledged Doctor 5 pts. b) CAR 4 pts. c) Full- fledged Masters of Arts 3 pts. d) M.A. Academic requirement 2.5 pts. e) At least 27 M.A. units 2 pts.	➤ Certified true copies of TOR for the highest degree obtained		
2. Seminar/ workshops/ training attended relative to ALIVE Program (5 pts.) a) National 5 pts. b) Regional 4 pts. c) Division 3 pts. d) District 2 pts. e) School 1 pt.	➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other advance training advancement		
3. Punctuality and Attendance (1 pt. per instance) (5pts) a) Submits reports on or before the dates b) Regular in coming to school and observes punctuality including attendance to co-curricular activities.	➤ Certification on punctuality of attendsnce signed by the logbook Officer, Principal and PSDS ➤ Certification from the Planning Officer stating the promptness of the submission of reports, Principal and PSDS ➤ WATCH Certificates		
3.2 Muslim Community Involvement (5 pts.) ❖ An active Chairperson/ initiator of projects and programs in professional, civic and religious organizations/ member for: a) 1 year to 2 years 2 pts b) 3 years to 4 years 3 pts. c) 5 years and above 5 pts.	➤ Certification from the purok/ barangay/ community of the activities conducted ➤ Membership and participation to the outreach activities ➤ Pictures during the conduct of the activities		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
4) PERSONAL QUALITIES AND CHARACTER		10%	10 pts.
4.1 Model of morality and integrity a. Demonstrate positive traits both private and public life. (2 pts.) b. Friendly, compassionate and tactful. (2 pts.) c. Team-player and has a good working rapport with colleagues and community. (2 pts.) d. Initiates, facilitates and builds inter-community relations. (2 pts.) e. Demonstrate transparency, honesty, accountability and personal integrity. (2 pts.)	➤ Certification from Principal, colleagues and from community. ➤ Testimony from community/colleagues and or from DepEd key official.		
TOTAL		100%	100 pts

EVALUATOR (MEMBER)

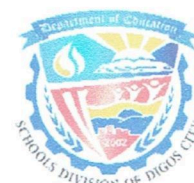
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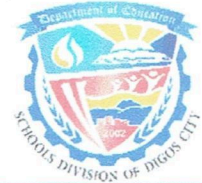
CRITERIA FOR EVALUATION

**CATEGORY: MOST OUTSTANDING ALS MOBILE TEACHER
(ALTERNATIVE LEARNING SYSTEM)**

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. OCCUPATIONAL COMPETENCE			
1.1 Competence in Teaching as evidenced by High Performance Evaluation obtained as an ALS Mobile Teacher		40%	15pts.
1. Performance ratings for the last 3 years rating period (5pts) a) Outstanding 5 pts b) Very Satisfactory 3 pts	➤ Original copy of the Service Record ➤ Certified true copy of the Performance Rating for 3 consecutive years		
2. ALS Learners' Achievement in the last 3 SYs (10pts) 2a. Basic Literacy Program (BLP): Enrolment versus Completers a) 90% above 5 pts. b) 70% - 89% 4 pts. c) 50% - 69% 3 pts. d) 30% - 49% 2 pts. e) 1% - 29% 1 pt.	➤ Submitted report to the district and division office duly certified by the PSDS and or Division EPSA		
2b. Actual Takers versus Passers for A & E in the last 3 SYs (5 pts. Per program) a) 90% above 5 pts. b) 70% - 89% 4 pts. c) 50% - 69% 3 pts. d) 30% - 49% 2 pts. e) 1% - 29% 1 pt.	➤ Submitted report to the district and division office duly certified by the PSDS and or Division EPSA		
1.2 OUTSTANDING CONTRIBUTION IN EDUCATION		30%	55 pts.
1. ALS programs and projects approved plan of activities and implemented in the district that are responsive to the needs of the community. (Max. of 5pts) a) Per evidence 2 pts.	➤ Action Plan, Project Proposal, MOU or MOA approved by the PSDS. ➤ Conducted consultation of proposed program or project with narrative report submitted to the PSDS and or to the Division Office or stakeholders. ➤ Annual Accomplishment Report with pictures and submitted to the SDO.		
2. Introduced and tried out innovative teaching approaches through non-formal or informal evidence with evidence on increase of achievement level during its utilization/impact of utilization which contributed to the improvement of instruction. (Max. of 10pts) a) Per innovative teaching strategy introduced/used in ALS Program 2 pts.	➤ Photocopies of model learning session and utilizing said approaches/teaching strategies ➤ Documentation of the actual materials utilized during the application of the innovative teaching approaches. ➤ Certification from the PSDS mentioning extent of use. ➤ Literature on the devices made with the impact of the materials to the learning process.		



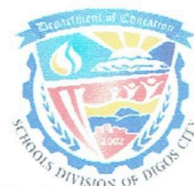
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
3. Served as a Resource Person/Facilitator (5pts) a) National Level 5 pts. b) Regional 4 pts. c) Division 3 pts. d) District 2 pts	➤ Certification from the organizer for creating socio-cultural activities. ➤ Certification from the District ALS Coordinator (DALSC) as coach during Literacy Day ➤ Certified true copies of Certification as Coach ➤ Certification from the PSDS for organizing remedial and enrichment programs for the ALS program.		
4. Developed community-based learning materials and utilized by other Mobile Teachers (10pts) a) 5 Learning Materials 10 pts. b) 4 Learning Materials 7 pts. c) 3 Learning Materials 5 pts. d) 2 Learning Materials 3 pts. e) 1 Learning Material 1 pt.	➤ Confirmation from other Mobile Teachers re. the use of the Learning Materials.		
5. Amount generated in establishing Functional Community Learning Centers (FLC) through networking and linkages with NGO's, LGU's and other stakeholders. (10 pts) a) P500,000.00 and up 10 pts. b) 400,000.00 – 499,000.00 8 pts, c) 300,000.00 - 399,000.00 6 pts. d) 200,000.00 – 299,000.00 4 pts. e) 100,000.00 - 199,000.00 1 pt.	➤ Approved letter request from the donors/stakeholders ➤ Certification from stakeholders/donor		
6. Research studies on (published & unpublished) on community-based programs/projects (Max. 10 pts.) 4 pts. Per published 2 pts. Per unpublished research work	➤ Certified true copies of action and other studies conducted except those presented for grade and post graduate studies. ➤ Copies of published/unpublished work of poetry, musical composition, essay/article (state name of magazine and other periodicals where published ➤ Outcome and or impact of the research to the learners and school.		
2. PROFESSIONAL AND COMMUNITY INVOLVEMENT		20%	20 pts.
2.1. Professional			
1. Educational Attainment and /professional Growth (Max. of 5 pts.) a) Full- fledged Doctor 5 pts. b) CAR (Doctorate) 4 pts. c) Full- fledged MA grad 3 pts. d) CAR (Masteral) 2.5 pts. e) At least 27 M.A. Units 2 pts.	➤ Certified true copy of TOR for the highest degree obtained ➤ Diploma ➤ Graduation Photo		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
2. Seminar/ workshops/ training attended related to ALS Program (Max. 3 pts.) a) National Level 3 pts. b) Regional 2 pts. c) District 1 pt.	➤ Certified true copies of the certificates of participation and attendance in seminars, workshops, and other training advancement.		
3. Awards received for the last 3 years (Max. 4 pts.) ❖ Recipient of school/ district/division/ regional award of recognition for exemplary services as ALS teacher. ❖ Recipient of local/ municipal awards and recognition. a) Per Award 1 pt.	➤ Certified true copies of the awards and recognition received.		
4. Punctuality and Attendance (Max. 4 pts.) a) Regularly comes to school 1 pt b) Attends co-curricular activities regularly 1 pt. c) Observes punctuality 1 pt. d) Submits reports on or/ before the dates. 1 pt.	➤ Certification on punctuality and attendance signed by the HRMO. ➤ Certification from the School Head, Principal and Supervisor.		
2.2. Community Involvement			
1. As Chairperson/Initiator of projects and programs in professional, civic and religious organizations (Max. of 2 pts.) a) Per Project/Program/Org 1 pt	➤ Certification from the purok/barangay/community where activity was conducted. ➤ Letter request to the purok/barangay/community for the conduct of the outreach activity. ➤ Photos on the nominees' involvement in the community activities.		
3. PERSONAL QUALITIES and CHARACTER		5%	10 pts.
3.1 Model of Morality Model of Morality a) Demonstrate positive traits both private and public life. (2 pts.) b) Friendly, compassionate & tactful (2pts.) c) Team- player; has a good working rapport with colleagues and community (2 pts.) d) Initiates, facilitates and builds inter-community relations. (2 pts.) e) Demonstrate transparency, honesty, accountability & personal integrity (2 pts.).	➤ Certification from Principal, colleagues and from community. ➤ Testimony from community/colleagues and/or from DepEd Official.		
TOTAL		100%	100 pts.

EVALUATOR (MEMBER)

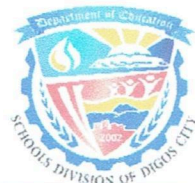
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EVALUATOR (CHAIRPERSON)

Date



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CRITERIA FOR EVALUATION

**CATEGORY: MOST OUTSTANDING MASTER TEACHER
(ELEMENTARY & SECONDARY)**

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS			
1.1. Competence in Teaching as evidence by high performance evaluation obtained as A teacher and student achievement		35%	10 pts.
1. Performance ratings as Master Teacher for the last 3 SYs preceding the search (5 pts.) a) Outstanding 5 pts b) Very Satisfactory 3 pts	➤ Service Record ➤ Approved RPMS for last 3 years		
2. Student Performance for the last 3 SYs preceding the search (Max. of 5 pts.) 2a. Academic performance of students (Mean Percentage Grade) in subject. 2b. Handled for the last 3 School Years preceding the search a) 95% above 5 pts. b) 94.99-90.00 4 pts. c) 89.99-85.00 3 pts. d) 84.99-80.00 2 pts. e) 79.99-75.00 1 pt.	➤ Certification from the School Principal ➤ Approved SF7		
1.2. Outstanding Contribution in Education		30%	45pts
1. Number of years in service as teacher (5 pts) a) 15 Years & above 5 pts. b) 12- 14 Years 4 pts. c) 10- 11 Years 3 pts. d) 8- 9 Years 2 pts. e) 8 Years below 1 pts.	➤ Duly signed Service Record.		
2. Developed, introduced and tried out innovative teaching strategies that promote critical and creative thinking as well as other higher order thinking skills which contributed to the improvement of instruction (8 pts.) a) Per model Lesson Plan 2 pts.	Each model lesson plan must have: ➤ Photocopy of model lesson plan utilizing said innovative approaches/ teaching strategies that develop critical/ creative/ HOTS thinking skills. ➤ Certificate of Corroboration from Colleagues ➤ Certificate from Principal/ Supervisor mentioning extent of use (school, district, division or regional)		
3. LDMS- Quality Assured Instructional Materials (IM) prepared and utilized in teaching to improve teaching and shared with other schools. The IMs must be competency-based, contextualized, and must address the least- learned competencies in a particular subject (6 pts.) a) Per model Lesson Plan 2 pts.	➤ LRMS- Quality Assured IMs. ➤ Certification from the LRMS Supervisor, duly-signed report on least learned competencies. ➤ Documentation on the use of IMs in the classroom.		



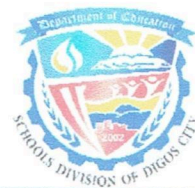
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
4. Modelled and shared effective techniques in the management of classroom structure, effective technological/ pedagogical strategies, and content knowledge through <u>LAC sessions</u> (Max. of 8% pts.) a) Per Session 2 pts.	➤ Approved LAC Session Proposal, Duly signed Session Guide. ➤ Documentation (Photos and Attendance Sheet) ➤ LAC Session Matrix (If available- LAC Action Plan for the SY) ➤ Accomplished Coaching and Mentoring Form (Coaching and Mentoring Form of at least 5 teachers per session)		
5. Reviewed, validated and conducted item analysis to improve summative assessments consistent with the requirements of the curriculum (Max. 8pts) a) Per reviewed/ validated/ modified/ summative assessment 2 pts.	➤ Certificate as member of the Test Validation Team or Certificate as participant in a test validation process activity- School/ Cluster/ District/ Division/ Regional. ➤ File of the assessment instrument reviewed/ validated. ➤ TOS, results of the test item analysis, modified assessments based on the results of the item analysis.		
6. Conduct and Application of Research to Enrich Knowledge of Content and Pedagogy (Max. of 10pts) a) Per research work (Max. of 6pts) 2 pts. b) Per published/unpublished work (Max. of 4pts) 2 pts.	➤ Certified true copies of action researches and other studies conducted (except Thesis/ Dissertation) ➤ Proof of dissemination of research findings with colleagues and evidence of implementation & impact. ➤ Proof of utilization of research findings (Points to be divided for researches done as a group.) ➤ Copies of published/ unpublished work of poetry, musical composition, or essay/ article (state name of magazine and other periodicals where published)		
1.3. LEADERSHIP POTENTIALS		20%	25 pts.
1. Involvement in co- curricular activities 1a. Demonstrator Teacher (Max. of 5pts) a) School/ District Level 2 pts. b) Division 3 pts. c) Regional 4 pts. d) National Level 5 pts.	➤ Certificate of Recognition/ Appreciation. ➤ Certification from the principal/ supervisor as demonstration teacher.		
1b. As facilitator (Max. Of 5pts) a) School/ District Level 2 pts. b) Division 3 p ts. c) Regional 4 pts. d) National Level 5 pts.	➤ Certification from the Principal/ Supervisor as facilitator/ resource person/ discussant. ➤ Certificate of Recognition/ Appreciation.		



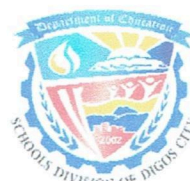
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1c. As Choreographer/ Event Coordinator/ Trainer/ Adviser/ Coach (Max. Of 5pts) ❖ Organized socio- cultural activities for Students ❖ Trained students in socio- cultural activities ❖ Adviser of school club ❖ Coach of student- winners in academic, literary, musical, arts, dance and sports competition. a) Per Item 1 pt.	➤ Certification from the Principal/ Supervisor for organizing socio-cultural activities and or; ➤ Certification from the Principal/ Supervisor as adviser of school clubs; or ➤ Certified true copies of certificates as coach of student-winners.	30%	45pts
2. Awards received for the last 3 years (Max. Of 5 pts.) ❖ Recipient of school/ district/ division/ regional awards of recognition for exemplary services as teacher. ❖ Recipient of local/ municipal awards and recognition a) School 1 pt. b) District 2 pts. c) Division 3 pts. d) Regional 4 pts. e) National 5 pts.	➤ Certified true copies of awards and recognition received.		
3. School project initiated/ implemented/ sustained (Max. of 5pts) a) Per project 1 pt	➤ Certification from the Principal for initiating schools project.		
1.4. PROFESSIONAL AND COMMUNITY INVOLVEMENT		10%	10 pts.
1. Professional Qualities			
1a. Educational Attainment and /professional Growth (5 pts.) a) Full- fledged Doctor 5 pts. b) CAR (Doctorate) 4 pts. c) Full- fledged MA grad 3 pts. d) CAR (Masteral) 2.5 pts. e) At least 27 M.A. Units 2 pts	➤ Certified true copies of TOR for the highest degree obtained.		
2. Community Involvement			
2a. Active membership in professional, civic and religious organization (Max. of 2pts) a) Per Organization 1 pt.	➤ Certification from the president of the organization.		
2b. Resource Generation, Support and Networking (Max. of 3 pts.) a) Initiated school/ class activities that resulted to improvement of the community (e.g. Functional literacy, etc.) Per school/class activity 1 pt.	➤ Certificate of recognition/ participation from the principal/ supervisor/ Barangay Chairman. ➤ Other evidences such as photos, project by- laws. ➤ Description of activities.		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
b) Networking ❖ Intervention of MT to literacy and numeracy ❖ Technical assistance provided by the MT through interventions ❖ Non-government services/resources drawn to the school to help improve school/community environment Per service/resource 1 pt.	➤ Certification from NGO. ➤ Evidence such as photos. ➤ Description of services.		
1.5. PERSONAL QUALITIES AND CHARACTER		5%	10 pts.
Model of morality and integrity (10pts) a. Demonstrate positive traits both private and public life. (2 pts.) b. Friendly, compassionate and tactful. (2 pts.) c. Team-player and has a good working rapport with colleagues and community. (2 pts.) d. Initiates, facilitates and builds inter-community relations. (2 pts.) e. Demonstrate transparency, honesty, accountability and personal integrity. (2 pts.)	➤ Certification from Principal, colleagues and from community. ➤ Testimony from community/colleagues and or from DepEd key official.		
TOTAL		100%	100

EVALUATOR (MEMBER)

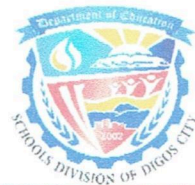
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EVALUATOR (CHAIRPERSON)

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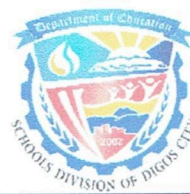
CRITERIA FOR EVALUATION

**CATEGORY: MOST OUTSTANDING SCHOOL-IN-CHARGE/SCHOOL PRINCIPAL
(ELEMENTARY & SECONDARY)**

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. PERFORMANCE		50%	45pts.
1.1. Performance ratings as School Principal for the last 3 School Years preceding the search (5pts) a) Outstanding 5 pts b) Very Satisfactory 3 pts	➤ Service Record. ➤ Certified performance ratings for the past three (3) School Years.		
1.2. Improvement on the quality, equity & relevance dimensions of the program (Max. of 15 pts.) a) Per evidence 2 pts.	➤ Approved Site Development Plan and SIP/AIP, School Report Card. ➤ Photographs of different school facilities and records of maximum utilization of school space. ➤ Certified true copies of rehabilitation/ repairs done, maintenance program, updated acquisition, allocation and maximum utilization of basic elementary/ secondary instructional materials, facilities/ equipment, utilization, and ➤ Liquidation report of MOOE, library materials, record or class/ classroom ratio, records of management and maximum utilization of ancillary services.		
1.3. Contribution to the total development of his/her school & its environment. (Max. of 15pts) a) Per evidence 2 pts.	➤ Record of achievement of students for the past three (3) SYs, certified true copies of rank in the division, regional. ➤ Records of program/ trainings conducted, existence of Co-curricular activities, recognition, certified true copies of awards and recognition ➤ Awards won by the school, ➤ Existence of innovative programs which improved student performance. ➤ environment data for the past three (3) School Years in regular and special program, ➤ Records of the performance indicators, report on programs for alternative learning delivery system for school- age children.		



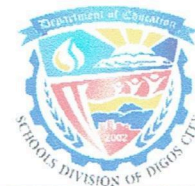
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
	➤ Records/ photographs of indigenous resources, and Reports on implementation of DepEd thrusts.		
1.4. Contribution to community development (Max. of 10 pts.) a) Per evidence 2 pts.	➤ Records/ photographs of programs and projects in the community. ➤ Certified written testimonies of community officials, reports/ photographs of efforts on mobilization of resources. ➤ Reports on organized literacy, livelihood and vocational/ ALS classes.		
2. PROFESSIONAL COMPETENCE		30%	35 pts
2.1 Managerial/Leadership Skills (Max. of 15 pts.) 1. Includes technical, administrative skills and innovative ability reflected in the equality standards of organization, leadership, curriculum, climate and evaluation and assessment. a) Per evidence 2 pts.	➤ True copies of Certificate of Appreciation/ Recognition that manifest excellence in managerial and Leadership skills. ➤ List of trainings participated in and/ or conducted, ➤ Letters of designation as coordinator of projects anchored/ managed, ➤ Certified report on reduced cases of pupils/ students and teachers' misbehaviour, ➤ Report on reduced number of administrative cases, protests and complaints filed in the school, district and division offices.		
2.2 Professional Growth (Max. 10 pts.) Evidenced by her membership in professional organizations relevant to job, awards and distinctions received in the field of education, creative outputs such as published educational articles, research reports, compositions and books, professional journals and other forms of literature read, pursuit of higher degree through scholarship/ own initiative and honors received. a) Per Evidence 1 pt.	➤ Proof of membership for the last 3 years with certification of an active participation of a professional organization, ➤ Certificate of Recognition/ Plaques received certified true copy, and ➤ True copy of published educational articles, research reports and other professional journals.		



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CRITERIA FOR EVALUATION

CATEGORY: MOST OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. PERFORMANCE - Achievements/ Impact on people, Educational System and Community for the last three (3) SYs		55%	50 pts.
1.1 Improvement on the quality, equity & relevance dimensions of the program (Max. 15pts) a) Per evidence 3 pts.	➤ Three (3) Year Action Plan on the special programs implemented. ➤ Certified true copies of rehabilitation/ repairs done. Maintenance program, updated acquisition, allocation and maximum utilization of funds allotted and maximum utilization of ancillary services.		
1.2 Contribution to the total development of his/her schools district and its environment (Max. of 15pts) a) Per evidence 3 pts.	➤ Certified true copies of schools' district rank in the division and regional test results, ➤ Records of program/ trainings conducted, ➤ Existence of co- curricular activities, ➤ Recognition and awards won by the schools district ➤ Existence of innovative programs which improved student performance, ➤ Environment data for the past three (3) SYs in regular and special programs, ➤ Records of performance indicators and reports on implementation of DepEd thrusts.		
1.3 Performance ratings for the last three (3) years preceding the search (Max. of 15 pts). a) Outstanding for the last three ratings 15 pts. b) Outstanding for the last two ratings 13 pts. c) Rated outstanding once 11 pts. d) Very satisfactory for the last three ratings 9 pts. e) Very satisfactory for the last two ratings 7 pts. f) Rated very satisfactory once 5 pts.	➤ Duly signed IPCR (SY2016-2017;2017- 2018; 2018-2019)		
1.4 Contribution to community development (Max. of 5 pts.) a) Per evidence 1 pts	➤ Records/ photographs of programs and projects in the community. ➤ Reports/ photographs of efforts on mobilization of resources. ➤ Reports on organized programs and projects.		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
2. PROFESSIONAL COMPETENCE		35%	30 pts.
1. Managerial/Leadership Skills (Max. of 15 pts.) ❖ Includes technical, administrative skills and innovative ability reflected in the equality standards of organization, leadership, curriculum, climate and evaluation and assessment. a) Per evidence 3 pts.	➤ True copies of Certificate of Appreciation/ Recognition that manifest excellence in managerial and leadership skills. ➤ List of trainings participated in and/or conducted. ➤ Letters of designation as coordinator of projects anchored/ managed. ➤ Certified report on reduced cases of pupils/ students and teachers' misbehaviour. ➤ Report on reduced number of administrative cases, protests and complaints filed in the school, district and division offices.		
2. Professional Growth (15 pts) 2a. Evidenced of membership in professional organizations relevant to job, awards and distinctions received in the field of education, creative outputs such as published educational articles, research reports, compositions and books, professional journals and other forms of literature read, pursuit of higher degree through scholarship/ own initiative and honors received. (Max. of 5 pts.) a) Per evidence 1 pt.	➤ Membership records and role in various relevant to the job, titles, copies of published materials, annotated bibliography of books and professional journals read, true copies of awards and distinctions received, degree or course completed and record of study visit/ official travel.		
2b. Educational Attainment (10pts) a) Full- fledged Doctor 10 pts. b) CAR (Doctorate) 7pts. c) Full- fledged MA grad 5pts. d) CAR (Masteral) 3pts. e) At least 27 M.A. Units 2 pts	➤ Certified true copies of TOR for the highest degree obtained.		
3. PERSONAL ATTRIBUTE		10%	20 pts.
1. A model in both public and private life, is morally upright, simple, frugal and approachable, honest, humble, diligent, courteous, generous and kind, has a good faith, love and concern for people around her/ him. (Max. of 10 pts.) 2 pts. per evidence	➤ Testimonies from peers, teachers, supervisors, parents, Local Government Officials (LGO's) obtained casually or formally through surveys indicating harmonious relationship in the schools/ community, ➤ Certification of no pending administrative case.		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
2. Maintains high work standards, creative, innovative and adaptable. With high level of stress tolerance. (Max. of 10 pts.) a) Per evidence 2 pts.	➤ Certified list of innovation introduced to improve work standards. ➤ Photographs and participation programs involving national issues and concerns, e.g. values formation, information technology, drug prevention and control and others, ➤ Reports on its contributions to curriculum implementation.		
TOTAL		100%	100pts.

EVALUATOR (MEMBER)

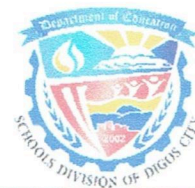
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CRITERIA FOR EVALUATION

**CATEGORY: MOST OUTSTANDING
EDUCATIONAL PROGRAM SUPERVISOR (EPS)**

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. OUTSTANDING PERFORMANCE		65%	50pts.
1.1 ACCOMPLISHMENTS			
1. Class Observation and Monitoring in the Learning Area (10pts)	➤ Instructional Supervision Report/ Monitoring Report within the last three (3) years. ➤ Monitoring Tool/ Class Observation Tool / related documents, arranged per month/ semester/ year, whichever is applicable, made during actual observation duly signed by the teacher/s observed monitored. ➤ Other evidences		
2. Technical Assistance (10pts)	➤ Evidences of having extended technical assistance/ coaching/ mentoring teacher/s within the last three (3) years. ➤ Action Plan/ Individual Program prepared for teacher/s identified needing technical assistance as evidenced with Observation Tools/ data/ and others ➤ Related Monitoring and Evaluation Reports ➤ Other evidences		
3. Learning Outcomes Assessment (10pts)	➤ Result of assessment reports on least-learned skill/s with analysis of the performance gaps to pinpoint causes and the intervention/s conducted to close the gap. ➤ Program/s implemented/ conducted based on data.		
4. K to 12 Implementation (10pts)	➤ Initiated and implemented curricular support activities/ In-service training/s on K to 12 in the learning area		



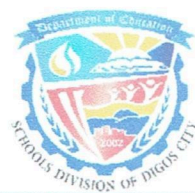
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
	within the last three (3) years. ➤ Related approved Activity Design/ Training Design for the conduct of the INSET or other similar evidences. ➤ Monitoring and Evaluation tools, reports/ evidences in relation to the training conducted. ➤ Policy recommendations/s made and implemented. ➤ Other evidences		
5. Curriculum Development, Enrichment and Localization (10pts)	➤ Summary/ list of resources developed/ initiated within the last three (3) years. ➤ Sample of each resource material/s enumerated/ given, if applicable. If not, pictorials may do, as deemed acceptable by the judges. ➤ Related approved Activity Design/ Training Design for the purpose of developing such resource/s or other similar evidences. ➤ Evidence on the extend of utilization in the field. ➤ Other evidences		
2. PROFESSIONAL COMPETENCE		25%	40 pts.
1. Educational Attainment and Professional Advancement (5 pts) a) Full- fledged Doctor 5 pts. b) CAR (Doctorate) 4pts. c) Full- fledged MA grad 3pts. d) CAR (Masteral) 2.5pts. e) At least 27 M.A. Units 2 pts.	➤ Certified true copy of Transcript of Report and CAV for those graduated. ➤ CAR certificate/ TOR, when applicable.		
2. Performance Rating (10 pts.) ❖ Average of the performance ratings for the last 3 years: a) 4.900 – 5.000 10 points b) 4.800 – 4.899 8 points c) 4.700 – 4.799 6 points d) 4.600 – 4.699 4 points e) 4.500 – 4.599 2 points	➤ Duly signed IPCR (SY 2016-2017;2017- 2018;2018-2019)		



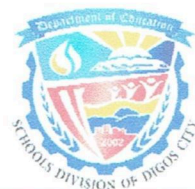
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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
3. Speakership (5pts.) ❖ Speakership on the DepED training/ seminar/ workshop of the highest level within the last (3) years is required which shall be credited with the corresponding points. a) International level 5 pts. b) National level 4 pts c) Regional level 3 pts. d) Division level 2 pts e) District level 1 pt.	➤ Certificate of Recognition; letter of invitation/ memorandum/ training matrix with the name of the speaker.		
4. Award/s (5pts) ❖ This refers to the award/s won by the Schools Division Office as a whole, not as per individual event, within the last three (3) years. ❖ Regional / National Level a) Champion 5 pts. b) First Runner-up 4 pts. c) Second Runner-up 3 pts. d) Third Runner-up 2 pts.	➤ Certification from the Focal Person, copy of the memorandum ➤ Other evidence/s		
5. Research (10 pts.) ❖ Sole authorship of a research work on curriculum implementation needs and issues, and appropriate intervention in the assigned area that is based from a prevailing issues/situation in the concerned area, duly approved by the Schools Division Superintendent conducted within the last three (3) years and has been implemented for at least two years. a) Fully functional research 10 pts. implemented Division-wide b) Fully functional research 7 pts. implemented at the School level	➤ The research work with evidence of implementation and data on the impact of it for the last three years of implementation.		
6. Punctuality and Attendance (5 pts.) ❖ Regularly comes to office; attends co-curricular activities regularly ❖ Observes punctuality ❖ Submits reports on or/ before the dates. a) Per certificate 1 pt.	➤ Certification from the HRMO ➤ WATCH Certificates ➤ Early Birds or similar Awards given during training activities		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
3. PERSONAL ATTRIBUTES		10%	10 ts.
1. Model of morality and integrity (10 pts) a) Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children (2 pts.) b) Friendly, compassionate and tactful (2 pts.) c) Team- player and has good working rapport with colleagues (2 pts.) d) Demonstrates personal sacrifices for the good of the service (2 pts.) e) Maintains wholesome relations with community stakeholders and local partners (2 pts.) Process: Judges interview from superior/s/ principals/ teachers/ /co-workers	➤ Certification from Principal, colleagues and from community. ➤ Testimony from community/ colleagues and or from DepEd key official.		
TOTAL		100%	100 pts.

EVALUATOR (MEMBER)

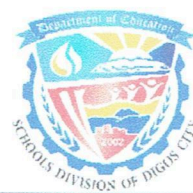
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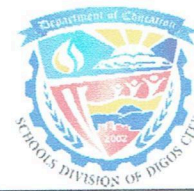
CRITERIA FOR EVALUATION

**CATEGORY: MOST OUTSTANDING
HEAD TEACHER (HT)**

EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
1. PERFORMANCE		50%	45pts.
1.1 Performance ratings as Head Teacher for the last 3 School Years preceding the search (5pts) a) Outstanding 5 pts b) Very Satisfactory 3 pts	➤ Service Record. ➤ Certified performance ratings for the past three (3) School Years.		
1.2 Improvement on the quality, equity & relevance dimensions of the program (Max. of 15 pts.) a) Per evidence 2 pts.	➤ Approved Site Development Plan and SIP/AIP, School Report Card. ➤ Photographs of different school facilities and records of maximum utilization of school space. ➤ Certified true copies of rehabilitation/ repairs done, maintenance program, updated acquisition, allocation and maximum utilization of basic elementary/ secondary instructional materials, facilities/ equipment, utilization, and ➤ Liquidation report of MOOE, library materials, record or class/ classroom ratio, records of management and maximum utilization of ancillary services.		
1.3 Contribution to the total development of his/her school & its environment. (Max. of 15pts) a) Per evidence 2 pts.	➤ Record of achievement of students for the past three (3) SYs, certified true copies of rank in the division, regional. ➤ Records of program/ trainings conducted, existence of Co-curricular activities, recognition, certified true copies of awards and recognition ➤ Awards won by the school, ➤ Existence of innovative programs which improved student performance. ➤ environment data for the past three (3) School Years in regular and special program, ➤ Records of the performance indicators, report on programs for alternative learning delivery system for school- age children.		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
	➤ Records/ photographs of indigenous resources, and Reports on implementation of DepEd thrusts.		
1.4 Contribution to community development (Max. of 10 pts.) a) Per evidence 2 pts.	➤ Records/ photographs of programs and projects in the community. ➤ Certified written testimonies of community officials, reports/ photographs of efforts on mobilization of resources. ➤ Reports on organized literacy, livelihood and vocational/ ALS classes.		
2. PROFESSIONAL COMPETENCE		30%	36 pts
2.1 Managerial/Leadership Skills (Max. of 15 pts.) 1. Includes technical, administrative skills and innovative ability reflected in the equality standards of organization, leadership, curriculum, climate and evaluation and assessment. a) Per evidence 2 pts.	➤ True copies of Certificate of Appreciation/ Recognition that manifest excellence in managerial and Leadership skills. ➤ List of trainings participated in and/ or conducted, ➤ Letters of designation as coordinator of projects anchored/ managed, ➤ Certified report on reduced cases of pupils/ students and teachers' misbehaviour, ➤ Report on reduced number of administrative cases, protests and complaints filed in the school, district and division offices.		
2.2 Professional Growth (Max. 10 pts.) Evidenced by her membership in professional organizations relevant to job, awards and distinctions received in the field of education, creative outputs such as published educational articles, research reports, compositions and books, professional journals and other forms of literature read, pursuit of higher degree through scholarship/ own initiative and honors received. a) Per Evidence 1 pt.	➤ Proof of membership for the last 3 years with certification of an active participation of a professional organization, ➤ Certificate of Recognition/ Plaques received certified true copy, and ➤ True copy of published educational articles, research reports and other professional journals.		



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EVALUATION CRITERIA	DOCUMENTS NEEDED	WEIGHT	SCORE
2.3 Educational Attainment and Professional Growth (5 pts.) a) Full- fledged Doctor 5 pts. b) CAR (Doctorate) 4 pts. c) Full- fledged MA grad 3 pts. d) CAR (Masteral) 2.5 pts. e) At least 27 M.A. Units 2 pts	➤ Membership records and roles in various organizations relevant to the job, titles, copies of published materials, annotated bibliography of books and professional journals read, true copies of awards and distinctions received, degree or course completed and record of study visit/ official travel.		
2.4 Punctuality and Attendance (Max. of 5pts) a) Regularly comes to school 1 pt b) Attends co-curricular activities regularly 1 pt. c) Observes punctuality 1 pt. d) Submits reports on or/ before the dates. 1 pt.	➤ Certification on punctuality of attendance signed by the Logbook Officer, Principal and PSDS. ➤ Certification from the Planning Officer stating the promptness of the submission of reports, Principal and PSDS.		
3 PERSONAL ATTRIBUTES		20%	20 pts.
3.1 Maintains high work standards. Creative, innovative and adaptable. With high level of stress tolerance (10 pts.) a) Per evidence 2 pts.	➤ Certified list of innovations introduced to improve work standards. ➤ Reports/ Photographs on participation programs involving national issues and concerns, e.g. values, formation, information technology, drug prevention and control and others.		
3.2 Model of Morality and Integrity (10 pts.) a) Demonstrate positive traits both private and public life. (2 pts.) b) Friendly, compassionate and tactful. (2 pts.) c) Team-player and has a good working rapport with colleagues and community. (2 pts.) d) Initiates, facilitates and builds inter-community relations. (2 pts.) e) Demonstrate transparency, honesty, accountability and personal integrity. (2 pts.)	➤ Certification from Principal, Colleagues and from Community. ➤ Testimony from Community/ Colleagues and or from DepEd key officials.		
TOTAL		100%	100 pts.

EVALUATOR (MEMBER)

DATE

EVALUATOR (CHAIRPERSON)

DATE



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