



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 401, s. 2022

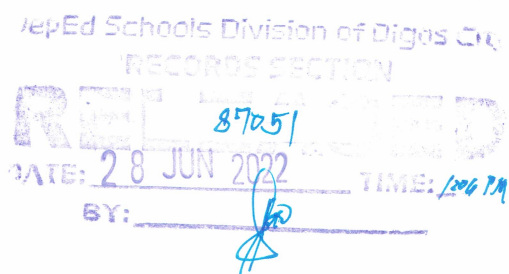
June 21, 2022

**CALL FOR NOMINATION TO THE SCHOOLS DIVISION OFFICE BASIC
EDUCATION ACHIEVEMENTS OF NOTABLE EDUCATORS AND GENUINE
INDIVIDUALS AWARDS (B.A.N.G.A.)**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
Public School Teachers
School HRD Coordinators
PRAISE Committee
SDO Personnel

1. This is in reference to the Division Memorandum No. 377, s. 2022 re: "Adoption of Rewards and Recognition System of the Schools Division of Digos City". This calls for nomination to the Schools Division Office Basic Education Achievements of Notable Educators and Genuine Individuals Awards (B.A.N.G.A.).
2. The awardees of the said Awards will automatically be the Division Entry for the Search of Great Instructional Leadership Award (AGILA) for Public School Teachers, School Heads, Public Schools District Supervisors and Division Education Program Supervisors and Exemplary Achievement for Great and Laudable Employees (EAGLE) 2022 for Non-Teaching Employees.
3. Attached are the Guidelines and Criteria, Categories, Timetable, and the Division PRAISE Committee for ready reference.
4. For information, dissemination, and compliance.

CRISTY C. EPE
Schools Division Superintendent



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Digos City



**PRAISE SCREENING AND EVALUATION FOR TEACHING AND
NON-TEACHING TIMELINE OF ACTIVITIES CY 2022**

Steps	Activity	Form to Use	Timeline (No. of Working Days)	Inclusive Dates
1	Pre-screening and Evaluation (Acceptance of Nominations)	Nomination Form	5	June 21-27, 2022
2	Screening and Evaluation of Documents	Screening Evaluation Tool (Criteria)	10	June 28 to July 12, 2022
3	Short-listing of Semi- finalists	NONE	2	July 13-14, 2022
4	On-site Validation of Semi-finalists accomplishments <i>NOTE: On-site validation is applicable only when accomplishment is part of the criteria.</i>	Validation Tool	10	July 15-28, 2022
5	Final Screening and Ranking of Semi- finalists	Consolidated Ranking Sheet	5	July 29 to August 4, 2022
6	Selection and Approval of Awardees	NONE	2	August 5 and 8, 2022
7	Announcement of Awardees	NONE	1	August 9, 2022
8	Conferment of Awards	NONE	1	August 10, 2022
End of Process				

Prepared by:


DANICA L. ACEDILLA
Administrative Officer II
Division PRAISE Secretariate



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GUIDELINES FOR THE DIVISION B.A.N.G.A.
Basic Education **A**chievements of **N**otable Educators
and **G**enuine Individuals **A**wards

I – Coverage

Digos City lies on the western shores of the Davao Gulf and southern foothills of Mount Apo on the island of Mindanao, centrally located between the three major cities in Mindanao, Davao City in the north, General Santos City in the south and Cotabato City in the west.

Digos City is known for its pottery. Banga, as one of its masterpieces signifies ingenuity, hard work, focus and spontaneity. These characteristics imbue what it takes to be exemplary in one's field with remarkable performance, efficiency and productivity.

Anchored on the attributes what banga symbolizes, Digos City division with its locally-initiated performance-based excellence award and recognition to both teaching and non-teaching personnel takes the center stage in giving honor and due credits of deserving public servants.

The Schools Division Office **B**asic Education **A**chievements of **N**otable Educators and **G**enuine Individuals **A**wards (**B.A.N.G.A.**) recognizes the outstanding contributions and exemplary achievements of public basic education teachers, academic leaders, and the non-teaching personnel, regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio- economic standing, following the principle of equal opportunity. The awards recognize those who strive to create deep and meaningful developments anchored on the principle of equitable service for the greater good of the offices/schools/communities one serves.



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II – Categories of Awards

(Competitive Awards)

Teaching Category – This category is open to all teachers and other teaching-related position holding a permanent plantilla item.

A. Teaching

- a. Elementary Teacher (I-III)
- b. Junior High School Teacher (I-III)
- c. Senior High School Teacher (I-III)
- d. Elementary Master Teacher (I-IV)
- e. Junior High School Master Teacher (I-IV)
- f. Senior High School Master Teacher (I-IV)
- g. Kindergarten Teacher
- h. SPED Teacher
- i. ALIVE Teacher
- j. ALS Mobile Teacher
- k. Multi-Grade Teacher
- l. IPED Teacher

B. School Heads

- a. Elementary School In-Charge
- b. Elementary School Head Teacher (I-VI)
- c. Elementary School Principal (I-IV)
- d. Secondary School In-Charge
- e. Secondary School Head Teacher (I-VI)
- f. Secondary School Principal (I-IV)

C. Public Schools District Supervisor

D. Education Program Supervisor

Non-Teaching Category – This category is open to all Non-Teaching Personnel in the Schools Division of Digos City, whether school-based



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or division-based holding a permanent plantilla item.

- A. Attorney III
- B. Medical Officer
- C. Dentist
- D. Engineer
- E. Nurse
- F. Senior Education Program Specialists
- G. Accountant (I-III)
- H. Administrative Officer (I-V)
- I. Project Development Officer (I-II)
- J. Education Program Specialists – II
- K. Education Program Specialists (ALS)
- L. Information Technology Officer I
- M. Planning Officer III
- N. Administrative Assistant (I-III)
- O. Administrative Aide (I-VI)
- P. Driver

III – Qualifications

The nominees must meet the following criteria, to wit:

1. Employed in the Department of Education with a designation/appointment which indicates any of the above-mentioned categories for at least three (3) years at the time of nomination.
2. Must not be a national awardee and must not also be regional AGILA/EAGLE awardee (1st Place Winner).
3. Have been rated at least Very Satisfactory for the last three (3) consecutive performance rating period prior to the nomination.



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4. Have not been found guilty of any administrative or criminal offense involving moral turpitude and no pending administrative or criminal case at the time of nomination.
5. The nominee must not be on leave for 1 whole School Year (School Based) or 1 whole Calendar Year (Division-Based). If the incurred leave of absence is less than one (1) school year or calendar year, he/she may be qualified to be nominated provided that the he/she can present a Performance Rating of the remaining months in the calendar year or school year.
6. Elementary, secondary, and alternative learning system mobile teachers must have full teaching load.
7. For integrated schools, only one nominee per level (elementary and/or secondary).
8. Those carrying administrative functions/positions, including district alternative learning system coordinators are eligible provided they carry a minimum of 6 hours (or 6 units)/week teaching load for the past 3 years and within the school year they are joining

IV – Nomination Documents

The nomination folder shall contain the following documents and must be submitted in three (3) certified photocopies, to wit;

1. Properly accomplished nomination form. (*Enclosure No. 1*)
2. CSC Form 212 or Personal Data Sheet of the nominee with passport size (1 ½" x 2") ID picture (hard copy/soft copy) with nametag taken within the last six (6) months;
3. Certified photocopies of nominee's achievements clippings, news items, pictures and other documents to support the nomination;



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4. All nominations with corresponding support documents endorsed by the nominator must be submitted to the Division Office in color coded folder or in soft bound.

a. Teacher Category (in Color Coded Folder)

Elementary Teacher (Teacher I-III)	-	Light Blue
Junior High School Teacher (I-III)	-	Light Blue
Senior High School Teacher (I-III)	-	Light Blue
Elementary Master Teacher (I-III)	-	Royal Blue
Junior High School Master Teacher (I-III)	-	Royal Blue
Senior High School Master Teacher (I-III)	-	Royal Blue
Kindergarten Teacher	-	Pink
SPED Teacher	-	Gold Yellow
ALIVE Teacher	-	Yellow
ALS Mobile Teacher	-	Orange
Multi-Grade Teacher	-	Brown
IPED Teacher	-	White
Elementary School In-Charge	-	Light Green
Elementary School Head Teacher (I-VI)	-	Light Green
Elementary School Principal (I-IV)	-	Light Green
Secondary School In-Charge	-	Dark Green
Secondary School Head Teacher (I-VI)	-	Dark Green
Secondary School Principal (I-IV)	-	Dark Green
Public Schools District Supervisor	-	Red



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Education Program Supervisor - Violet

b. Non-Teaching Category (with Color Coded Cover Page in soft bound)

Attorney III	-	Red
Medical Officer	-	Light Green
Dentist	-	Dark Green
Engineer	-	Rose Pink
Nurse	-	Royal Blue
Senior Education Program Specialists	-	Navy Blue
Accountant (I-III)	-	Powder Blue
Administrative Officer (I-V)	-	Orange
Project Development Officer (I-II)	-	God Yellow
Education Program Specialists II	-	Yellow
Education Program Specialists (ALS)	-	White
Information Technology Officer I	-	Brown
Planning Officer III	-	Grey
Administrative Assistant (I-III)	-	Violet
Administrative Aide (I-VI)	-	Mint Green
Driver	-	Fuchsia

5. Cover page of the document shall indicate the name, position, title of the search, the category, name of school (for school-based) or name of Unit/Section/Division (for division-based).

V – Criteria

The nominees shall be evaluated based on the criteria in Enclosure No. 2 of this guidelines.



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VI – Evaluation Process

Rewards and Recognition is a system where people are acknowledged for their performance in intrinsic or extrinsic ways. Recognition & Reward is present in a work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

The Division PRAISE Committee shall conduct through evaluation and search for each category.

I. PRE-SCREENING AND EVALUATION (Acceptance of Nominations)

Immediate superior and/or other DepEd personnel submits and endorses nominations to the Division PRAISE. Division PRAISE secretariat notifies the PRAISE Chairperson on the submitted nominations. The committee members shall set a meeting to review nominations. The committee shall ensure total adherence to EEOP.

II. SCREENING AND EVALUATION OF DOCUMENTS

PRAISE shall screen and evaluate the documents submitted after the Evaluation team using the criteria and scoring templates.

III. SHORT-LISTING OF SEMI-FINALISTS

Based on documentary evaluation, The Division PRAISE Committee shall select semi-finalist among the nominees, who will be subjected for On-Site Validation. The Division PRAISE Secretariat shall prepare the minutes of the proceeding of the activity.

IV. ON-SITE VALIDATION OF SEMI-FINALISTS ACCOMPLISHMENTS

To validate semi-finalists claims of achievements and accomplishments, PRAISE shall conduct an on-site validation. In case face to face interview is not viable, online interview shall be conducted instead. The



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Division PRAISE Secretariat shall prepare the minutes of the proceeding of the activity. On-site validation is applicable only when accomplishment is part of the criteria.

V. FINAL SCREENING AND RANKING OF SEMI-FINALISTS

The Division PRAISE shall have a meeting for the final screening of semi-finalists. PRAISE shall rank semi-finalists, using the Consolidated Rating Sheet, as provided in *Enclosure No. 3*. The Division PRAISE Secretariat shall prepare the minutes of the meeting.

VI. SELECTION AND APPROVAL OF AWARDEES

The Division PRAISE Committee shall deliberate the result of the selection process including the result of the on-site validation. The committee shall prepare the list of awardees who will be recommended for approval by the SDS, through a resolution. The approved resolution will be the basis for the Division PRAISE Committee to prepare the Final List and prepare the Memorandum for the awarding ceremony

VII. ANNOUNCEMENT OF AWARDEES

The Division PRAISE shall post and issue a memorandum to the field which shall announce the schedule of the awarding ceremony. The names of the winners shall be announced during the awarding ceremony.

VIII. CONFERMENT OF AWARDS

The Division PRAISE Committee, through its Secretariate shall prepare the Program for the conferment awards, and other logistic preparations, such as the Plaques, Certificate, Tokens (if any).



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Prepared by:


DANICA L. ACEDILLA

Administrative Officer II

Division PRAISE Secretariat

Date: 04-20-2022

Reviewed:


BASILIO P. MANA-AY JR.

Assistant Schools Division Superintendent

Chairperson, Division PRAISE Committee

Date: 4-20-2022

Approved:


CRISTY C. EPE

Schools Division Superintendent

Date: 4-21-2022



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Enclosure No. 1

**SEARCH FOR DIVISION
B.A.N.G.A.**

NOMINATION FORM



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Date : _____

Enclosure No. 2

**SEARCH FOR DIVISION
B.A.N.G.A
EVALUATION CRITERIA**



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TEACHING CATEGORY

EVALUATION CRITERIA
Category: Elementary School Teacher (I-III)

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements	15 pts.	
A. Performance ratings for the last 3 rating periods preceding the search; 15pts. ➤ Outstanding – 15pts. ➤ Very satisfactory – 10 pts.		
Documents to be submitted: ➤ Service Record, Performance Ratings		
B. Innovation before and during the new normal	55 pts.	
1.2.1. Introduced and tried out innovative teaching approaches /implemented Learning Continuity Plan (LCP) which contributed to the improvement of instruction within three years and in this time of pandemic new normal - 15 pts		
Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/differentiated teaching strategies, teaching innovations through contextualization and localization within three years and in this new normal period. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.2. Instructional/Teaching devices /Learning modalities prepared and utilized in teaching to improve teaching and shared with other schools (2 pts. per material) - 11 pts		





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Evaluation Criteria	Weight	Score
Documents to be submitted: ➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.3. Evaluative materials/virtual monitoring tools prepared and utilized to improve teaching and pupil's performance in classes, 2 pts. per evaluative material; - 8 pts		
Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.4. Research and creative output - 9 pts. 1pt. per research work (maximum of 4 pts.) 1pt. per published/unpublished work (maximum of 2 pts.)		
Documents to be submitted: ➤ 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)		
1.2.5. Utilized the findings and recommendations through implementation to address the need (certification from the school head as to its output and outcomes, other supporting documents) - 12 pts		
II. LEADERSHIP and MANAGEMENT	10 pts.	
1. Personal and Professional Development Involvement in instructional and co- curricular activities a. As Demonstration Teacher/virtual demo teacher - 2 pts.		
2. Classroom Management		





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Evaluation Criteria	Weight	Score
a. Served as demonstration teacher of classes/LAC session/virtual demo in LAC session (school, district, regional and national levels). – 2 pts. District level 2 pts. Division level 1 pt. Regional/National levels 2 pts. Documents to be submitted: ➤ Certificate of Recognition/ Appreciation ➤ Certification from the principal/supervisor as demonstration teacher b. As Facilitator /virtual facilitator 1 pt. Documents to be submitted: ➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher/virtual demo teacher. ➤ Certificate of Recognition/ Appreciation 3. Community Involvement and Linkage a. As Trainer/Adviser/Coach 1 pt. ➤ 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 ➤ Organized remedial and enrichment program Documents to be submitted: ➤ 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.		





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Evaluation Criteria	Weight	Score
➤ Certification from the principal/supervisor for organizing remedial and enrichment programs. 11.2 Awards received for the last 3 years - 1 pt. per award (maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition Documents to be submitted: ➤ Certified true copies of awards and recognition received 11.2.1 School project initiated, implemented and sustained EX. Science Investigatory Project, livelihood project, any project relevant to teaching learning processes of different subject areas) - 1 pt. per project (maximum of 2pts.) - 2 pts. Documents to be submitted: ➤ Certification from the principal for initiating schools project		
III. PROFESSIONAL AND COMMUNITY INVOLVEMENT	10 pts.	
A. Professional Qualities A.1 Educational Attainment and Professional Growth - 4 pts. ○ Full-fledged Doctor - 4 pts. ○ Completed Academic requirements - 3 pts. ○ Full-fledged Master's Degree - 2 pts. ○ M. A. Academic requirement - 1 pts. ○ College Graduate - .5 pts. Documents to be submitted ➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended - 2 pts. - Regional - 2 pts. District - .5 pt. - Division - 1 pts.		





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Evaluation Criteria	Weight	Score
Documents to be submitted ➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement. A.3 Punctuality and Attendance - 1 pt. a. Submits reports on or/ before the dates b. Is regular in coming to school and observes punctuality c. Renders voluntary services beyond official time d. Participates in school activities Documents to be submitted: ➤ Certification on punctuality of attendance signed by the HRMO ➤ Certification from the school head/principal/supervisor B. Community Involvement B.1. Active membership in professional, civic and religious organizations -1 pt Documents to be submitted ➤ Certification from the president of the organization B.2. Resource Generation, Support and Networking - 1 pt. B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity - 6 pts. Documents to be submitted: ➤ 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	Weight	Score
B.2.2 Networking 1 pt. per services/resources - 1 pt. • Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Certification from the NGO ➤ Evidences such as photos ➤ Description of services		
IV. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity - 6 pts. ➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ➤ Demonstrates personal sacrifices for the good of the service 2. Good human relations in the school and in the community - 4 pts. ➤ Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted: ➤ Certification from the principal/supervisor/community leaders/ parents' certification (attested by PTA President) /learners' testimonies (attested by Student Council)		
TOTAL	100pts.	

Evaluator

Position





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Date: _____

EVALUATION CRITERIA
Category: Junior High School Teacher (I-III)

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements	15 pts.	
A. Performance ratings for the last 3 rating periods preceding the search; 15pts. ➤ Outstanding – 15pts. ➤ Very satisfactory – 10 pts.		
Documents to be submitted: ➤ Service Record, Performance Ratings		
B. Innovation before and during the new normal	55 pts.	
1.2.1. Introduced and tried out innovative teaching approaches /implemented Learning Continuity Plan (LCP) which contributed to the improvement of instruction within three years and in this time of pandemic new normal 15 pts		
Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/differentiated teaching strategies, teaching innovations through contextualization and localization within three years and in this new normal period. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.2. Instructional/Teaching devices /Learning modalities prepared and utilized in teaching to improve teaching		

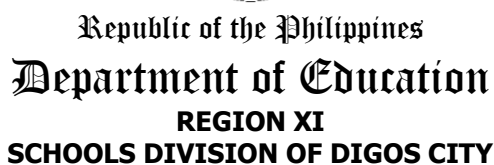




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Evaluation Criteria	Weight	Score
and shared with other schools (2 pts. per material) 11 pts Documents to be submitted: ➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.3. Evaluative materials/virtual monitoring tools prepared and utilized to improve teaching and pupil's performance in classes, 2 pts. per evaluative material; 8 pts Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.4. Research and creative output - 9 pts. 1pt. per research work (maximum of 4 pts.) 1pt. per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ 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) 1.2.5. Utilized the findings and recommendations through implementation to address the need (certification from the school head as to its output and outcomes, other supporting documents) 12 pts		
II. LEADERSHIP and MANAGEMENT	10 pts.	
1. Personal and Professional Development Involvement in instructional and co- curricular activities a. As Demonstration Teacher/virtual demo teacher - 2 pts.		







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Evaluation Criteria	Weight	Score
➤ Certification from the principal/supervisor for organizing remedial and enrichment programs. 11.2 Awards received for the last 3 years - 1 pt. per award (maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition Documents to be submitted: ➤ Certified true copies of awards and recognition received 11.2.1 School project initiated, implemented and sustained EX. Science Investigatory Project, livelihood project, any project relevant to teaching learning processes of different subject areas) - 1 pt. per project (maximum of 2pts.) - 2 pts. Documents to be submitted: ➤ Certification from the principal for initiating schools project		
III. PROFESSIONAL AND COMMUNITY INVOLVEMENT	10 pts.	
A. Professional Qualities A.1 Educational Attainment and Professional Growth - 4 pts. ○ Full-fledged Doctor - 4 pts. ○ Completed Academic requirements - 3 pts. ○ Full-fledged Master's Degree - 2 pts. ○ M. A. Academic requirement - 1 pts. ○ College Graduate - .5 pts. Documents to be submitted: ➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended - 2 pts. - Regional - 2 pts. District - .5 pt. - Division - 1 pts.		





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Evaluation Criteria	Weight	Score
Documents to be submitted: ➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement. A.3 Punctuality and Attendance - 1 pt. a. Submits reports on or/ before the dates b. Is regular in coming to school and observes punctuality c. Renders voluntary services beyond official time d. Participates in school activities Documents to be submitted: ➤ Certification on punctuality of attendance signed by the HRMO ➤ Certification from the school head/principal/supervisor B. Community Involvement B.1. Active membership in professional, civic and religious organizations -1 pt Documents to be submitted: ➤ Certification from the president of the organization B.2. Resource Generation, Support and Networking - 1 pt. B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity - 6 pts. Documents to be submitted:		





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Evaluation Criteria	Weight	Score
➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of activities B.2.2 Networking 1 pt. per services/resources - 1 pt. • Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Certification from the NGO ➤ Evidences such as photos ➤ Description of services		
IV. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity - 6 pts. ➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ➤ Demonstrates personal sacrifices for the good of the service 2. Good human relations in the school and in the community - 4 pts. ➤ Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted: ➤ Certification from the principal/supervisor/community leaders/ parents' certification (attested by PTA President) /learners' testimonies (attested by Student Council)		





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Department of Education
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SCHOOLS DIVISION OF DIGOS CITY

Evaluation Criteria	Weight	Score
TOTAL	100pts.	

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
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EVALUATION CRITERIA
Category: Senior High School Teacher (I-III)

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements	15 pts.	
A. Performance ratings for the last 3 rating periods preceding the search; 15pts. ➤ Outstanding – 15pts. ➤ Very satisfactory – 10 pts.		
Documents to be submitted: ➤ Service Record, Performance Ratings		
B. Innovation before and during the new normal	55 pts.	
1.2.1. Introduced and tried out innovative teaching approaches /implemented Learning Continuity Plan (LCP) which contributed to the improvement of instruction within three years and in this time of pandemic new normal 15 pts		
Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/differentiated teaching strategies, teaching innovations through contextualization and localization within three years and in this new normal period. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.2. Instructional/Teaching devices /Learning modalities prepared and utilized in teaching to improve teaching and shared with other schools (2 pts. per material) 11 pts		





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Evaluation Criteria	Weight	Score
Documents to be submitted: ➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.3. Evaluative materials/virtual monitoring tools prepared and utilized to improve teaching and pupil's performance in classes, 2 pts. per evaluative material; 8 pts Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.4. Research and creative output - 9 pts. 1pt. per research work (maximum of 4 pts.) 1pt. per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ 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) 1.2.5. Utilized the findings and recommendations through implementation to address the need (certification from the school head as to its output and outcomes, other supporting documents) 12 pts		
II. LEADERSHIP and MANAGEMENT	10 pts.	
1. Personal and Professional Development Involvement in instructional and co- curricular activities a. As Demonstration Teacher/virtual demo teacher - 2 pts. 2. Classroom Management		





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Evaluation Criteria	Weight	Score
a. Served as demonstration teacher of classes/LAC session/virtual demo in LAC session (school, district, regional and national levels). – 2 pts. District level 2 pts. Division level 1 pt. Regional/National levels 2 pts. Documents to be submitted: ➤ Certificate of Recognition/ Appreciation ➤ Certification from the principal/supervisor as demonstration teacher b. As Facilitator /virtual facilitator 1 pt. Documents to be submitted: ➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher/virtual demo teacher. ➤ Certificate of Recognition/ Appreciation 3. Community Involvement and Linkage a. As Trainer/Adviser/Coach 1 pt. ➤ 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 ➤ Organized remedial and enrichment program Documents to be submitted: ➤ 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		





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Evaluation Criteria	Weight	Score
➤ Certification from the principal/supervisor for organizing remedial and enrichment programs. 11.2 Awards received for the last 3 years - 1 pt. per award (maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition Documents to be submitted: ➤ Certified true copies of awards and recognition received 11.2.1 School project initiated, implemented and sustained EX. Science Investigatory Project, livelihood project, any project relevant to teaching learning processes of different subject areas) - 1 pt. per project (maximum of 2pts.) - 2 pts. Documents to be submitted: ➤ Certification from the principal for initiating schools project		
III. PROFESSIONAL AND COMMUNITY INVOLVEMENT	10 pts.	
A. Professional Qualities A.1 Educational Attainment and Professional Growth - 4 pts. ○ Full-fledged Doctor - 4 pts. ○ Completed Academic requirements - 3 pts. ○ Full-fledged Master's Degree - 2 pts. ○ M. A. Academic requirement - 1 pts. ○ College Graduate - .5 pts. Documents to be submitted: ➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended - 2 pts. Regional - 2 pts. District - .5 pt.		





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Evaluation Criteria	Weight	Score
Division - 1 pts. Documents to be submitted: ➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement. A.3 Punctuality and Attendance - 1 pt. a. Submits reports on or/ before the dates b. Is regular in coming to school and observes punctuality c. Renders voluntary services beyond official time d. Participates in school activities Documents to be submitted: ➤ Certification on punctuality of attendance signed by the HRMO ➤ Certification from the school head/principal/supervisor B. Community Involvement B.1. Active membership in professional, civic and religious organizations -1 pt Documents to be submitted: ➤ Certification from the president of the organization B.2. Resource Generation, Support and Networking - 1 pt. B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity - 6 pts. Documents to be submitted:		





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Evaluation Criteria	Weight	Score
➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of activities B.2.2 Networking 1 pt. per services/resources - 1 pt. • Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Certification from the NGO ➤ Evidences such as photos ➤ Description of services		
IV. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity - 6 pts ➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ➤ Demonstrates personal sacrifices for the good of the service 2. Good human relations in the school and in the community - 4 pts. ➤ Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted: ➤ Certification from the principal/supervisor/community leaders/ parents' certification (attested by PTA President) /learners' testimonies (attested by Student Council)		
TOTAL	100pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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

EVALUATION CRITERIA
Category: Elementary School Master Teacher (I-IV)

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS BEFORE AND DURING NEW NORMAL EDUCATIONAL LANDSCAPE	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and students' achievements	15 pts.	
A. Performance ratings for the last 3 rating periods preceding the search; 15pts. ➤ Outstanding – 15pts. ➤ Very satisfactory – 10 pts. Documents to be submitted: ➤ Service Record, Performance Ratings		
1.2 Innovation before and during new normal educational relevance	55 pts.	
1.2.1. Introduced and tried out innovative teaching approaches which contributed to the improvement of instruction 15 pts Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/differentiated teaching strategies, teaching innovations through contextualization and localization. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.2. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools (2 pts. per material) 9 pts Documents to be submitted:		





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➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.3. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes, 2 pts. per evaluative material; 9 pts. Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized ➤ (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.4. Research and creative output - 10 pts. 1pt. per research work (maximum of 4 pts.) 1pt per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ 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) 1.2.5 Utilized the findings and recommendations through implementation to address the need (certification from the school head as to its output and outcomes, other supporting documents) -12 pts		
II. LEADERSHIP and MANAGEMENT BEFORE AND DURING NEW NORMAL EDUCATIONAL LANDSCAPE	10 pts.	
1. Personal and Professional Development Involvement in instructional and co- curricular activities a. As Demonstration Teacher 2 pts. 2. Classroom Management a. Served as demonstration teacher of classes (school, district, regional and national levels).		





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District level	2 pts.
Division level	1 pt.
Regional/National levels	2 pts.

Documents to be submitted

- Certificate of Recognition/ Appreciation
- Certification from the principal/supervisor as demonstration teacher

b. As Facilitator **1 pt.**

Documents to be submitted:

- Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher.
- Certificate of Recognition/ Appreciation

3. Community Involvement and Linkage

c. As Trainer/Adviser/Coach **1 pt.**

- 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
- Organized remedial and enrichment program

Documents to be submitted:

- 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.

11.2 Awards received for the last 5 years 1 pt. per award





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(maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition Documents to be submitted: ➤ Certified true copies of awards and recognition received 11.2.1 School project initiated, implemented and sustained EX. Science Investigatory Project, livelihood project, any project relevant to teaching learning processes of different subject areas) 1 pt. per project (maximum of 2pts.) 2 pts Documents to be submitted: ➤ Certification from the principal for initiating schools project										
III. PROFESSIONAL AND COMMUNITY INVOLVEMENT	10 pts.									
A. Professional Qualities A.1 Educational Attainment and Professional Growth 4 pts. ○ Full-fledged Doctor - 4 pts. ○ Completed Academic requirements - 3 pts. ○ Full-fledged Master’s Degree - 2 pts. ○ M. A. Academic requirement - 1 pt. ○ College Graduate - .5 pts. Documents to be submitted: ➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended 2 pts. <table><tr><td>Regional</td><td>- 2 pts.</td><td>District</td><td>- ,5 pt.</td></tr><tr><td>Division</td><td>- 1 pts.</td><td></td><td></td></tr></table> Documents to be submitted: ➤ Certified true copies of certificates of participation and attendance in	Regional	- 2 pts.	District	- ,5 pt.	Division	- 1 pts.				
Regional	- 2 pts.	District	- ,5 pt.							
Division	- 1 pts.									





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seminars, workshops and other training advancement.

A.3 Punctuality and Attendance 1 pt.

- a. Submits reports on or/ before the dates
- b. Is regular in coming to school and observes punctuality
- c. Renders voluntary services beyond official time
- d. Participates in school activities

Documents to be submitted:

- Certification on punctuality of attendance signed by the HRMO
- Certification from the school head/principal/supervisor

B. Community Involvement

B.1. Active membership in professional, civic and religious organizations **1 pt**

Documents to be submitted:

- Certification from the president of the organization

B.2 Resource Generation, Support and Networking **1 pt.**

B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.)
2 pts. per school/class activity 6 pts.

Documents to be submitted:

- Certificate of recognition/participation from the principal / supervisor / Barangay Chairman
- Other evidences such as photos, project by-laws
- Description of activities

B.2.2 Networking 1 pt. per services/resources 1 pt.

- Non-government services/resources drawn to the school to help improve school/community environment



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Documents to be submitted: ➤ Evidences such as photos ➤ Description of services ➤ Certification from the NGO		
IV. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity 5 pts. ➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ➤ Demonstrates personal sacrifices for the good of the service 2. Good human relations in the school and in the community 5 pts. ➤ Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted: ➤ Certification from the principal/supervisor/community leaders/ parents' certification (attested by PTA President) /learners' testimonies (attested by Student Council)		
TOTAL	100pts.	

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Junior High School Master Teacher (I-IV)

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS BEFORE AND DURING NEW NORMAL EDUCATIONAL LANDSCAPE	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and students' achievements	15 pts.	
A. Performance ratings for the last 3 rating periods preceding the search; 15pts. ➤ Outstanding – 15pts. ➤ Very satisfactory – 10 pts. Documents to be submitted: ➤ Service Record, Performance Ratings		
1.2 Innovation before and during new normal educational relevance	55 pts.	
1.2.1. Introduced and tried out innovative teaching approaches which contributed to the improvement of instruction 15 pts Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/differentiated teaching strategies, teaching innovations through contextualization and localization. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.2. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools (2 pts. per material) - 9 pts Documents to be submitted:		





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➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.3. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes, 2 pts. per evaluative material; 9 pts. Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized ➤ (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.4. Research and creative output - 10 pts. 1pt. per research work (maximum of 4 pts.) 1pt per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ 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) 1.2.5 Utilized the findings and recommendations through implementation to address the need (certification from the school head as to its output and outcomes, other supporting documents) 12 pts		
II. LEADERSHIP and MANAGEMENT BEFORE AND DURING NEW NORMAL EDUCATIONAL LANDSCAPE	10 pts.	
1. Personal and Professional Development Involvement in instructional and co- curricular activities a. As Demonstration Teacher 2 pts. 2. Classroom Management a. Served as demonstration teacher of classes (school,		





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district, regional and national levels).

District level	2 pts.
Division level	1 pt.
Regional/National levels	2 pts.

Documents to be submitted:

- Certificate of Recognition/ Appreciation
- Certification from the principal/supervisor as demonstration teacher

b. As Facilitator

1 pt.

Documents to be submitted:

- Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher.
- Certificate of Recognition/ Appreciation

3. Community Involvement and Linkage

a. As Trainer/Adviser/Coach

1 pt.

- 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
- Organized remedial and enrichment program

Documents to be submitted:

- 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



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➤ Certification from the principal/supervisor for organizing remedial and enrichment programs. 11.2 Awards received for the last 5 years 1 pt. per award (maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition Documents to be submitted: ➤ Certified true copies of awards and recognition received 11.2.1 School project initiated, implemented and sustained EX. Science Investigatory Project, livelihood project, any project relevant to teaching learning processes of different subject areas) 1 pt. per project (maximum of 2pts.) 2 pts Documents to be submitted: ➤ Certification from the principal for initiating schools project		
III. PROFESSIONAL AND COMMUNITY INVOLVEMENT	10 pts.	
A. Professional Qualities A.1 Educational Attainment and Professional Growth 4 pts. ○ Full-fledged Doctor - 4 pts. ○ Completed Academic requirements - 3 pts. ○ Full-fledged Master's Degree - 2 pts. ○ M. A. Academic requirement - 1 pt. ○ College Graduate - .5 pts. Documents to be submitted: ➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended 2 pts. Regional - 2 pts. District - .5 pt.		





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Division - 1 pts.

Documents to be submitted:

- Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement.

A.3 Punctuality and Attendance 1 pt.

- a. Submits reports on or/ before the dates
- b. Is regular in coming to school and observes punctuality
- c. Renders voluntary services beyond official time
- d. Participates in school activities

Documents to be submitted:

- Certification on punctuality of attendance signed by the HRMO
- Certification from the school head/principal/supervisor

B. Community Involvement

B.1. Active membership in professional, civic and religious organizations **1 pt**

Documents to be submitted:

- Certification from the president of the organization

B.2 Resource Generation, Support and Networking **1 pt.**

B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.)
2 pts. per school/class activity 6 pts.

Documents to be submitted:

- Certificate of recognition/participation from the principal / supervisor / Barangay Chairman
- Other evidences such as photos, project by-laws



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➤ Description of activities B.2.2 Networking 1 pt. per services/resources 1 pt. • Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Evidences such as photos ➤ Description of services ➤ Certification from the NGO		
IV. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity 5 pts. ➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ➤ Demonstrates personal sacrifices for the good of the service 2. Good human relations in the school and in the community 5 pts. ➤ Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted: ➤ Certification from the principal/supervisor/community leaders/ parents' certification (attested by PTA President) /learners' testimonies (attested by Student Council)		
TOTAL	100pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Senior High School Master Teacher (I-IV)

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS BEFORE AND DURING NEW NORMAL EDUCATIONAL LANDSCAPE	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and students' achievements	15 pts.	
A. Performance ratings for the last 3 rating periods preceding the search; 15pts. ➤ Outstanding – 15pts. ➤ Very satisfactory – 10 pts.		
Documents to be submitted: ➤ Service Record, Performance Ratings		
1.2 Innovation before and during new normal educational relevance	55 pts.	
1.2.1. Introduced and tried out innovative teaching approaches which contributed to the improvement of instruction 15 pts Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/differentiated teaching strategies, teaching innovations through contextualization and localization. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.2. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools (2 pts. per material) 9 pts Documents to be submitted:		





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➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.3. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes, 2 pts. per evaluative material; 9 pts. Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized ➤ (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.4. Research and creative output - 10 pts. 1pt. per research work (maximum of 4 pts.) 1pt per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ 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) 1.2.5 Utilized the findings and recommendations through implementation to address the need (certification from the school head as to its output and outcomes, other supporting documents) 12 pts		
II. LEADERSHIP and MANAGEMENT BEFORE AND DURING NEW NORMAL EDUCATIONAL LANDSCAPE	10 pts.	
1. Personal and Professional Development Involvement in instructional and co- curricular activities a. As Demonstration Teacher 2 pts. 2. Classroom Management a. Served as demonstration teacher of classes (school,		





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district, regional and national levels).

District level	2 pts.
Division level	1 pt.
Regional/National levels	2 pts.

Documents to be submitted

- Certificate of Recognition/ Appreciation
- Certification from the principal/supervisor as demonstration teacher

b. As Facilitator **1 pt.**

Documents to be submitted:

- Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher.
- Certificate of Recognition/ Appreciation

3. Community Involvement and Linkage

a. As Trainer/Adviser/Coach **1 pt.**

- 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
- Organized remedial and enrichment program

Documents to be submitted:

- 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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11.2 Awards received for the last 5 years 1 pt. per award (maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition Documents to be submitted: ➤ Certified true copies of awards and recognition received 11.2.1 School project initiated, implemented and sustained EX. Science Investigatory Project, livelihood project, any project relevant to teaching learning processes of different subject areas) 1 pt. per project (maximum of 2pts.) 2 pts Documents to be submitted: ➤ Certification from the principal for initiating schools project						
III. PROFESSIONAL AND COMMUNITY INVOLVEMENT	10 pts.					
A. Professional Qualities A.1 Educational Attainment and Professional Growth 4 pts. ○ Full-fledged Doctor - 4 pts. ○ Completed Academic requirements - 3 pts. ○ Full-fledged Master’s Degree - 2 pts. ○ M. A. Academic requirement - 1 pt. ○ College Graduate - .5 pts. Documents to be submitted: ➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended 2 pts. <table> <tr> <td>Regional - 2 pts.</td> <td>District - ,5 pt.</td> </tr> <tr> <td>Division - 1 pts.</td> <td></td> </tr> </table>	Regional - 2 pts.	District - ,5 pt.	Division - 1 pts.			
Regional - 2 pts.	District - ,5 pt.					
Division - 1 pts.						





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Documents to be submitted:

- Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement.

A.3 Punctuality and Attendance 1 pt.

- a. Submits reports on or/ before the dates
- b. Is regular in coming to school and observes punctuality
- c. Renders voluntary services beyond official time
- d. Participates in school activities

Documents to be submitted:

- Certification on punctuality of attendance signed by the HRMO
- Certification from the school head/principal/supervisor

B. Community Involvement

B.1. Active membership in professional, civic and religious organizations 1 pt

Documents to be submitted:

- Certification from the president of the organization

B.2 Resource Generation, Support and Networking 1 pt.

- B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity 6 pts.**

Documents to be submitted:

- 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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B.2.2 Networking 1 pt. per services/resources 1 pt. • Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Evidences such as photos ➤ Description of services ➤ Certification from the NGO		
IV. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity 5 pts. ➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ➤ Demonstrates personal sacrifices for the good of the service 2. Good human relations in the school and in the community 5 pts. ➤ Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted: ➤ Certification from the principal/supervisor/community leaders/ parents' certification (attested by PTA President) /learners' testimonies (attested by Student Council)		
TOTAL	100pts.	





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Evaluator

Position

Date: _____



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EVALUATION CRITERIA
Category: Kindergarten Teacher

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements	15 pts.	
A. Performance ratings for the last 3 rating periods preceding the search; 15pts. ➤ Outstanding – 15pts. ➤ Very satisfactory – 10 pts. Documents to be submitted: ➤ Service Record, Performance Ratings		
B. Innovation before and during the new normal	55 pts.	
1.2.1. Introduced and tried out innovative teaching approaches /implemented Learning Continuity Plan (LCP) which contributed to the improvement of instruction within three years and in this time of pandemic new normal 15 pts Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/differentiated teaching strategies, teaching innovations through contextualization and localization within three years and in this new normal period. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.2. Instructional/Teaching devices /Learning modalities prepared and utilized in teaching to improve teaching and shared with other schools (2 pts. per material) 11 pts Documents to be submitted:		





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Evaluation Criteria	Weight	Score
➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.3. Evaluative materials/virtual monitoring tools prepared and utilized to improve teaching and pupil's performance in classes, 2 pts. per evaluative material; 8 pts Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.4. Research and creative output - 9 pts. 1pt. per research work (maximum of 4 pts.) 1pt. per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ 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) 1.2.5. Utilized the findings and recommendations through implementation to address the need (certification from the school head as to its output and outcomes, other supporting documents) 12 pts		
II. LEADERSHIP and MANAGEMENT	10 pts.	
1. Personal and Professional Development Involvement in instructional and co- curricular activities a. As Demonstration Teacher/virtual demo teacher - 2 pts. 2. Classroom Management		





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Evaluation Criteria	Weight	Score
a. Served as demonstration teacher of classes/LAC session/virtual demo in LAC session (school, district, regional and national levels). – 2 pts. District level 2 pts. Division level 1 pt. Regional/National levels 2 pts. Documents to be submitted: ➤ Certificate of Recognition/ Appreciation ➤ Certification from the principal/supervisor as demonstration teacher b. As Facilitator /virtual facilitator 1 pt. Documents to be submitted: ➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher/virtual demo teacher. ➤ Certificate of Recognition/ Appreciation 3. Community Involvement and Linkage a. As Trainer/Adviser/Coach 1 pt. ➤ 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 ➤ Organized remedial and enrichment program Documents to be submitted: ➤ Certification from the principal/supervisor for organizing socio-cultural activities.		





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Evaluation Criteria	Weight	Score
➤ 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. 11.2 Awards received for the last 3 years - 1 pt. per award (maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition Documents to be submitted: ➤ Certified true copies of awards and recognition received 11.2.1 School project initiated, implemented and sustained EX. Science Investigatory Project, livelihood project, any project relevant to teaching learning processes of different subject areas) - 1 pt. per project (maximum of 2pts.) - 2 pts. Documents to be submitted: ➤ Certification from the principal for initiating schools project		
III. PROFESSIONAL AND COMMUNITY INVOLVEMENT	10 pts.	
A. Professional Qualities A.1 Educational Attainment and Professional Growth - 4 pts. ○ Full-fledged Doctor - 4 pts. ○ Completed Academic requirements - 3 pts. ○ Full-fledged Master's Degree - 2 pts. ○ M. A. Academic requirement - 1 pts. ○ College Graduate - .5 pts. Documents to be submitted		





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Evaluation Criteria	Weight	Score
➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended - 2 pts. Regional - 2 pts. District - .5 pt. Division - 1 pts. Documents to be submitted ➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement. A.3 Punctuality and Attendance - 1 pt. a. Submits reports on or/ before the dates b. Is regular in coming to school and observes punctuality c. Renders voluntary services beyond official time d. Participates in school activities Documents to be submitted: ➤ Certification on punctuality of attendance signed by the HRMO ➤ Certification from the school head/principal/supervisor B. Community Involvement B.1. Active membership in professional, civic and religious organizations - 1 pt Documents to be submitted		





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Evaluation Criteria	Weight	Score
➤ Certification from the president of the organization B.2. Resource Generation, Support and Networking - 1 pt. B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity - 6 pts. Documents to be submitted: ➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of activities B.2.2 Networking 1 pt. per services/resources - 1 pt. Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Certification from the NGO ➤ Evidences such as photos ➤ Description of services		
IV. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity - 6 pts. ➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ➤ Demonstrates personal sacrifices for the good of the service		





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Evaluation Criteria	Weight	Score
2. Good human relations in the school and in the community - 4 pts. ➤ Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted: ➤ Certification from the principal/supervisor/community leaders/ parents' certification (attested by PTA President) /learners' testimonies (attested by Student Council)		
TOTAL	100pts.	

Evaluator

Position

Date: _____



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EVALUATION CRITERIA
Category: SPED Teacher

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS before and during the new normal	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements	15 pts.	
1. Performance ratings for the last 3 rating periods preceding the search; 5pts. ➤ Outstanding – 5pts. ➤ Very satisfactory – 3pts.		
Documents to be submitted; ➤ Service Record, Performance Ratings		
2. Pupils Performance for the last 3 School Years preceding the last search - 10pts. Academic performance of students (Mean Percentage Score) for the last 2 school years preceding the search 75%- above - 10 pts. 54-50 - 5 pts. 74-70 - 9 pts. 49-45 - 4 pts. 69-65 - 8 pts. 44-40 - 3 pts. 64-60 - 7 pts. 39 below - 2 pt. 59-55 - 6 pts.		
1.2 Outstanding Contribution in Education	40 pts.	
1.2.1. Number of years in service as teacher (5 pts.) 3 years - 1 pt. 8-9 years - 4 pts. 4-5 years - 2 pts. 10 years & above - 5 pts. 6-7 years - 3 pts.		
1.2.2. Introduced and tried out innovative teaching approaches that contributed to the improvement of instruction. (10pts) (2 pts. per innovative teaching strategy introduced/used)		
Documents to be submitted:		





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➤ Photocopies of model lesson plans utilizing said approaches/teaching strategies. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.3. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools. (10pts) (2 pts. per material) Documents to be submitted: ➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.4. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes. (10pts) (2 pts. per evaluative material) Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.5. Research and creative output. (5 pts.) 1pt. per research work (maximum of 3 pts.) 1pt per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ Certified true copies of action research 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 POTENTIALS	15 pts.	
1.3.1. Involvement in co- curricular activities a. As Demonstration Teacher (3 pts.) Served as demonstration teacher of classes (school, district, regional and national levels). District level 1 pt. Division level 2 pts.	10 pts.	





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Regional/National levels	3 pts.	
Documents to be submitted: ➤ Certificate of Recognition/ Appreciation ➤ Certification from the principal/supervisor as demonstration teacher b. As Facilitator 1 pt. per instance (2 pts.) Documents to be submitted: ➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher. ➤ Certificate of Recognition/ Appreciation c. As Trainer/Adviser/Coach (5 pts.) ➤ 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,skills competition, dance and sports competition ➤ Organized remedial and enrichment program District level -1pt Division level-2 pts Regional level -3 pts National level – 5 pts Documents to be submitted: ➤ 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.		
1.3.2. Awards received for the last 5 years 1 pt. per award (maximum of 2 pts.)	2 pts.	





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➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition Documents to be submitted: ➤ Certified true copies of awards and recognition received 1.3.3. School projects initiated, implemented and sustained 1 pt. per project (maximum of 3 pts.) Documents to be submitted: ➤ Certification from the principal for initiating schools project	3 pts.	
II. PROFESSIONAL AND COMMUNITY INVOLVEMENT	20 pts.	
A. Professional Qualities A.1 Educational Attainment and Professional Growth 5 pts. ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements - 4 pts. ○ Full-fledged Master's Degree - 3 pts. ○ M. A. Academic requirement - 2.5 pts. ○ College Graduate - 2 pts. Documents to be submitted: ➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended 3 pts. Regional - 3 pts. District - 1 pt. Division - 2 pts. Documents to be submitted: ➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement.	10 pts.	





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A.3 Punctuality and Attendance 2 pts. a. Submits reports on or/ before the dates b. Is regular in coming to school and observes punctuality c. Renders voluntary services beyond official time d. Participates in school activities Documents to be submitted: ➤ Certification on punctuality of attendance signed by the HRMO ➤ Certification from the school head/principal/supervisor B. Community Involvement B.1. Active membership in professional, civic and religious organizations 2 pts. Documents to be submitted: ➤ Certification from the president of the organization B.2 Resource Generation, Support and Networking 8 pts. B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity -6 pts. Documents to be submitted: ➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of activities B.2.2 Networking 1 pt. per services/resources-2 pts.	10 pts.	
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• Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Certification from the NGO ➤ Evidence such as photos ➤ Description of services		
III. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity 5 pts. • Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children • Demonstrates personal sacrifices for the good of the service Document to be submitted: ➤ character investigation (CI) Report from SDO 2. Good human relations in the school and in the community 5 pts. • Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted ➤ Certification from the principal/supervisor		
TOTAL	100pts.	

Evaluator

Position

Date: _____



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EVALUATION CRITERIA
Category: ALIVE Teacher

Evaluation Criteria	Weight	Score
1. Occupational Competence	75 pts.	
A. Outstanding Accomplishments		
1. Approved planned of activities that are responsive to the needs and problems of the community. (1 pt. per evidence) a. Action Plan/AP which is addresses needs relevant to new normal b. Project Proposal c. AIP d. Conducted consultation of proposed program or project e. Accomplishment Report with picture	10 pts.	
2. Sourced-out funds from NGO's, LGU's and other organizations for the implementation of MEP programs/ projects (2 pts. per approved Project Proposal) a. Provincial LGU b. Municipal LGU c. Barangay LGU d. NGO's e. People's Organization and other stakeholders	10 pts.	
3. Published articles related to MEP programs/ projects a. National 10 pts. b. Region 8 pts. c. Division 6 pts. d. District 4 pts. e. School 2 pts.	10 pts.	
4. Served as a resource person/ trainer/ facilitator/before and during new normal • National – 10 pts. • Regional – 8 pts. • Division – 6 pts. • District - 4 pts. • School -2 pts	10 pts.	
5. Developed community- based learning materials utilized by other ALIVE Teachers /under LCP and LDM a. 5 Learning materials 10 pts.	10 pts.	







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2. In-service Trainings Attended ○ International Level – 5 pts. ○ National Level – 4 pts. ○ Regional Level – 3 pts. ○ Division Level – 2 pts. ○ District Level/school level – 1 pt.	5 pts.	
3. Awards Received ○ National – 10 ○ Regional – 8 ○ Division – 6 ○ District – 4 ○ School – 2	10 pts.	
111. Personal Qualities and Character	10 pts.	
1. Model of morality and integrit 5 pts. ➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ➤ Demonstrates personal sacrifices for the good of the service 2. Good human relations in the school and in the community 5 pts. ➤ Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted ● Certification With supporting documents from the principal/supervisor		
TOTAL	100 pts.	

Evaluator

Position

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EVALUATION CRITERIA
Category: ALS Mobile Teacher

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS before and during the new normal	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements	15 pts.	
1. Performance ratings for the last 3 rating periods preceding the search; 5pts. ➤ Outstanding – 5pts. ➤ Very satisfactory – 3pts.		
Documents to be submitted; ➤ Service Record, Performance Ratings		
2. Pupils Performance for the last 3 School Years preceding the last search - 10pts. Academic performance of students (Mean Percentage Score) for the last 2 school years preceding the search 75%- above - 10 pts. 54-50 - 5 pts. 74-70 - 9 pts. 49-45 - 4 pts. 69-65 - 8 pts. 44-40 - 3 pts. 64-60 - 7 pts. 39 below - 2 pt. 59-55 - 6 pts.		
1.2 Outstanding Contribution in Education	40 pts.	
1.2.1. Number of years in service as teacher (5 pts.) 3 years - 1 pt. 8-9 years - 4 pts. 4-5 years - 2 pts. 10 years & above - 5 pts. 6-7 years - 3 pts.		
1.2.2. Introduced and tried out innovative teaching approaches that contributed to the improvement of instruction. (10pts)		





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(2 pts. per innovative teaching strategy introduced/used) Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/teaching strategies. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.3. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools. (10pts) (2 pts. per material) Documents to be submitted: ➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.4. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes. (10pts) (2 pts. per evaluative material) Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.5. Research and creative output. (5 pts.) 1pt. per research work (maximum of 3 pts.) 1pt per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ Certified true copies of action research and other studies conducted related to teaching (except those presented for Post Graduate Studies) Copies of published/ unpublished		

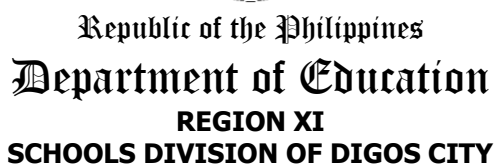




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work of poetry, musical composition, or essay/article (state name of magazine and other periodicals where published)		
1.3. LEADERSHIP POTENTIALS	15 pts.	
1.3.1. Involvement in co- curricular activities a. As Demonstration Teacher (3 pts.) Served as demonstration teacher of classes (school, district, regional and national levels). District level1 pt. Division level2 pts. Regional/National levels3 pts. Documents to be submitted: ➤ Certificate of Recognition/ Appreciation ➤ Certification from the principal/supervisor as demonstration teacher b. As Facilitator 1 pt. per instance (2 pts.) Documents to be submitted: ➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher. ➤ Certificate of Recognition/ Appreciation c. As Trainer/Adviser/Coach (5 pts.) ➤ 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,skills competition, dance and sports competition ➤ Organized remedial and enrichment program District level -1pt Division level-2 pts	10 pts.	







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- Completed Academic requirements - 4 pts.
- Full-fledged Master's Degree - 3 pts.
- M. A. Academic requirement - 2.5 pts.
- College Graduate - 2 pts.

Documents to be submitted:

- Certified true copies of TOR for the highest degree obtained

A.2 Seminars/workshops/training attended 3 pts.

Regional - 3 pts. District - 1 pt.
Division - 2 pts.

Documents to be submitted:

- Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement.

A.3 Punctuality and Attendance 2 pts.

- a. Submits reports on or/ before the dates
- b. Is regular in coming to school and observes punctuality
- c. Renders voluntary services beyond official time
- d. Participates in school activities

Documents to be submitted:

- Certification on punctuality of attendance signed by the HRMO
- Certification from the school head/principal/supervisor

B. Community Involvement





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B.1. Active membership in professional, civic and religious organizations 2 pts. Documents to be submitted: ➤ Certification from the president of the organization B.2 Resource Generation, Support and Networking 8 pts. B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity -6 pts. Documents to be submitted: ➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of activities B.2.2 Networking 1 pt. per services/resources-2 pts. ● Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Certification from the NGO ➤ Evidence such as photos ➤ Description of services	10 pts.	
III. PERSONAL QUALITIES AND CHARACTER	10 pts.	
1. Model of morality and integrity 5 pts. ● Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children		





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• Demonstrates personal sacrifices for the good of the service Document to be submitted: ➤ character investigation (CI) Report from SDO 2. Good human relations in the school and in the community 5 pts. • Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted ➤ Certification from the principal/supervisor		
TOTAL	100pts.	

Evaluator

Position

Date: _____



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EVALUATION CRITERIA
Category: Multi-Grade Teacher

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS before and during the new normal	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements	15 ts.	
1. Performance ratings for the last 3 rating periods preceding the search; 5pts. ➤ Outstanding – 5pts. ➤ Very satisfactory – 3pts.		
Documents to be submitted; ➤ Service Record, Performance Ratings		
2. Pupils Performance for the last 3 School Years preceding the last search - 10pts. Academic performance of students (Mean Percentage Score) for the last 2 school years preceding the search 75%- above - 10 pts. 74-70 - 9 pts. 69-65 - 8 pts. 64-60 - 7 pts. 59-55 - 6 pts. 54-50 - 5 pts. 49-45 - 4 pts. 44-40 - 3 pts. 39 below - 2 pt.		
1.2 Outstanding Contribution in Education	40 ts.	
1.2.1. Number of years in service as teacher (5 pts.) 3 years - 1 pt. 8-9 years - 4 pts. 4-5 years - 2 pts. 10 years & above - 5 pts. 6-7 years - 3 pts.		
1.2.2. Introduced and tried out innovative teaching approaches that contributed to the improvement of instruction. (10pts)		





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(2 pts. per innovative teaching strategy introduced/used) Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/teaching strategies. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.3.Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools. (10pts) (2 pts. per material) Documents to be submitted: ➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.4.Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes. (10pts) (2 pts. per evaluative material) Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.5.Research and creative output. (5 pts.) 1pt. per research work (maximum of 3 pts.) 1pt per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ Certified true copies of action research 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)		





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1.3.	LEADERSHIP POTENTIALS	15 pts.	
1.3.1.	Involvement in co- curricular activities	10 pts.	
	a. As Demonstration Teacher (3 pts.)		
	Served as demonstration teacher of classes (school, district, regional and national levels).		
	District level 1 pt.		
	Division level 2 pts.		
	Regional/National levels 3 pts.		
	Documents to be submitted:		
	➤ Certificate of Recognition/ Appreciation		
	➤ Certification from the principal/supervisor as demonstration teacher		
	b. As Facilitator 1 pt. per instance (2 pts.)		
	Documents to be submitted:		
	➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher.		
	➤ Certificate of Recognition/ Appreciation		
	c. As Trainer/Adviser/Coach (5 pts.)		
	➤ 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,skills competition, dance and sports competition		
	➤ Organized remedial and enrichment program		
	District level -1pt		
	Division level-2 pts		
	Regional level -3 pts		





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National level – 5 pts		
Documents to be submitted: ➤ 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.		2 pts.
1.3.2. Awards received for the last 5 years 1 pt. per award (maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition		3 pts.
Documents to be submitted: ➤ Certified true copies of awards and recognition received		
1.3.3. School projects initiated, implemented and sustained 1 pt. per project (maximum of 3 pts.)		
Documents to be submitted: ➤ Certification from the principal for initiating schools project		
II. PROFESSIONAL AND COMMUNITY INVOLVEMENT		20 pts.
A. Professional Qualities		10 pts.
A.1 Educational Attainment and Professional Growth 5 pts. ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements - 4 pts. ○ Full-fledged Master's Degree - 3 pts. ○ M. A. Academic requirement - 2.5 pts. ○ College Graduate - 2 pts.		





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Documents to be submitted: ➤ Certified true copies of TOR for the highest degree obtained A.2 Seminars/workshops/training attended 3 pts. Regional - 3 pts. District - 1 pt. Division - 2 pts. Documents to be submitted: ➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement. A.3 Punctuality and Attendance 2 pts. e. Submits reports on or/ before the dates f. Is regular in coming to school and observes punctuality g. Renders voluntary services beyond official time h. Participates in school activities Documents to be submitted: ➤ Certification on punctuality of attendance signed by the HRMO ➤ Certification from the school head/principal/supervisor B. Community Involvement B.1. Active membership in professional, civic and religious organizations 2 pts. Documents to be submitted: ➤ Certification from the president of the organization		10 pts.
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B.2 Resource Generation, Support and Networking 8 pts. B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity -6 pts. Documents to be submitted: ➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of activities B.2.2 Networking 1 pt. per services/resources-2 pts. ● Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Certification from the NGO ➤ Evidence such as photos ➤ Description of services		
III. PERSONAL QUALITIES AND CHARACTER	10 pts.	
3. Model of morality and integrity 5 pts. ● Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children ● Demonstrates personal sacrifices for the good of the service Document to be submitted: ➤ character investigation (CI) Report from SDO		





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4. Good human relations in the school and in the community 5 pts. - Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted ➤ Certification from the principal/supervisor		
TOTAL	100pts.	

Evaluator

Position

Date: _____



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EVALUATION CRITERIA
Category: IPED Teacher

Evaluation Criteria	Weight	Score
I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS before and during the new normal	70 pts.	
1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements	16 ts.	
1. Performance ratings for the last 3 rating periods preceding the search; 5pts. ➤ Outstanding – 5pts. ➤ Very satisfactory – 3pts. Documents to be submitted; ➤ Service Record, Performance Ratings		
2. Pupils Performance for the last 3 School Years preceding the last search - 10pts. Academic performance of students (Mean Percentage Score) for the last 2 school years preceding the search 75%- above - 10 pts. 74-70 - 9 pts. 69-65 - 8 pts. 64-60 - 7 pts. 59-55 - 6 pts. 54-50 - 5 pts. 49-45 - 4 pts. 44-40 - 3 pts. 39 below - 2 pt.		
1.2 Outstanding Contribution in Education	41 ts.	
1.2.1. Number of years in service as teacher (5 pts.) 3 years - 1 pt. 8-9 years - 4 pts. 4-5 years - 2 pts. 10 years & above - 5 pts. 6-8 years - 3 pts.		
1.2.2. Introduced and tried out innovative teaching approaches that contributed to the improvement of instruction. (10pts)		





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(2 pts. per innovative teaching strategy introduced/used) Documents to be submitted: ➤ Photocopies of model lesson plans utilizing said approaches/teaching strategies. ➤ Certification from principal/supervisor mentioning extent of use (school, district, division or regional)		
1.2.3. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools. (10pts) (2 pts. per material) Documents to be submitted: ➤ Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
1.2.4. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes. (10pts) (2 pts. per evaluative material) Documents to be submitted: ➤ Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division or regional level).		
1.2.5. Research and creative output. (5 pts.) 1pt. per research work (maximum of 3 pts.) 1pt per published/unpublished work (maximum of 2 pts.) Documents to be submitted: ➤ Certified true copies of action research 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)		





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1.3.	LEADERSHIP POTENTIALS	15 pts.	
1.3.1.	Involvement in co- curricular activities	10 pts.	
	a. As Demonstration Teacher (3 pts.)		
	Served as demonstration teacher of classes (school, district, regional and national levels).		
	District level 1 pt.		
	Division level 2 pts.		
	Regional/National levels 3 pts.		
	Documents to be submitted:		
	➤ Certificate of Recognition/ Appreciation		
	➤ Certification from the principal/supervisor as demonstration teacher		
	b. As Facilitator 1 pt. per instance (2 pts.)		
	Documents to be submitted:		
	➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher.		
	➤ Certificate of Recognition/ Appreciation		
	c. As Trainer/Adviser/Coach (5 pts.)		
	➤ 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,skills competition, dance and sports competition		
	➤ Organized remedial and enrichment program		
	District level -1pt		
	Division level-2 pts		
	Regional level -3 pts		





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National level – 5 pts		
Documents to be submitted: ➤ 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.		2 pts.
1.3.2. Awards received for the last 5 years 1 pt. per award (maximum of 2 pts.) ➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher ➤ Recipient of local/municipal awards and recognition		3 pts.
Documents to be submitted: ➤ Certified true copies of awards and recognition received		
1.3.3. School projects initiated, implemented and sustained 1 pt. per project (maximum of 3 pts.)		
Documents to be submitted: ➤ Certification from the principal for initiating schools project		
II. PROFESSIONAL AND COMMUNITY INVOLVEMENT		20 pts.
A. Professional Qualities		10 pts.
A.1 Educational Attainment and Professional Growth 5 pts. ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements - 4 pts. ○ Full-fledged Master's Degree - 3 pts. ○ M. A. Academic requirement - 2.5 pts. ○ College Graduate - 2 pts.		





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Documents to be submitted:

- Certified true copies of TOR for the highest degree obtained

A.2 Seminars/workshops/training attended **3 pts.**

Regional - 3 pts. District - 1 pt.
Division - 2 pts.

Documents to be submitted:

- Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement.

A.3 Punctuality and Attendance **2 pts.**

- i. Submits reports on or/ before the dates
- j. Is regular in coming to school and observes punctuality
- k. Renders voluntary services beyond official time
- l. Participates in school activities

Documents to be submitted:

- Certification on punctuality of attendance signed by the HRMO
- Certification from the school head/principal/supervisor

B. Community Involvement

B.1. Active membership in professional, civic and religious organizations **2 pts.**

10 pts.





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Documents to be submitted: ➤ Certification from the president of the organization B.2 Resource Generation, Support and Networking 8 pts. B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy, etc.) 2 pts. per school/class activity -6 pts. Documents to be submitted: ➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman ➤ Other evidences such as photos, project by-laws ➤ Description of activities B.2.2 Networking 1 pt. per services/resources-2 pts. • Non-government services/resources drawn to the school to help improve school/community environment Documents to be submitted: ➤ Certification from the NGO ➤ Evidence such as photos ➤ Description of services		
III. PERSONAL QUALITIES AND CHARACTER	10 pts.	
5. Model of morality and integrity 5 pts. • Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children • Demonstrates personal sacrifices for the good of the service Document to be submitted:		





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➤ character investigation (CI) Report from SDO 6. Good human relations in the school and in the community 5 pts. • Demonstrates good relations with pupils, co-teachers, school head and community Document to be submitted ➤ Certification from the principal/supervisor		
TOTAL	100pts.	

Evaluator

Position

Date: _____



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EVALUATION CRITERIA
Category: Elementary School In-Charge

Evaluation Criteria	Weight	Score
A. Personal Development/Attributes and Professional Growth	20 pts.	
A.1 Personal Development/Attributes	10 pts.	
- Received awards and recognitions as a school head (2pts) a. Division – 0.5 b. Regional – 1 c. National – 1.5 d. International – 2 - Created a validated School Heads Personal Development Plan (2pts) - Established records of accomplishments and achievements (2pts) - Displayed commitment and passion for service excellence (2pts) - Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)		
A.2 Professional Development	10 pts.	
- Attended trainings/virtual trainings and conferences (3pts) a. Division – 1 b. Regional – 1.5 c. National – 2 d. International – 3 - Obtained highest educational attainment (3pts) a. Baccalaureate Degree – 1 b. Graduate Study – 2 c. Post Graduate Study – 3 - Presented research studies or best practices on school management (4pts) a. Division – 1		





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b. Regional – 2 c. National – 3 d. International – 4		
B. Mandatory Function	50 pts.	
B.1 Curriculum Management before and in the new normal	10 pts.	
• Implemented the curriculum effectively. • Produced contextualized learning resources. • Designed interventions to improve academic performance. • Engaged highly proficient and distinguished teachers to coach and mentor the beginning teachers. • Monitored the performance of teachers for quality classroom instructions that are responsive and inclusive in addressing learning needs. • Implemented the Instructional Supervisory Plan. • Achieved an average of at least 2.5 in the SBM assessment for principle 2 (Curriculum and Instruction). • Strengthened implementation of mandated inclusive programs. Points ➤ 8-7 indicators – 10pts ➤ 6-5 indicators – 8pts ➤ 4-3 indicators – 6pts ➤ 3-2 indicators – 4pts ➤ 1 indicator – 2pts		
B.2 School Management	10 pts.	
• Spearheaded in the crafting and approval of the School Improvement Plan. • Engaged community in the decision-making process. • Initiated at least three (3) Capacity Building Programs for the teaching and non-teaching personnel of the school.		





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- Conducted regular M&E, review, assessment, and adjustments on implemented projects to ensure resolution of the identified priority improvement areas. - Kept a track inventory of the trainings, workshops attended by school personnel and provided equal opportunities for all. - Established a system for rewards and recognition of school personnel, students and stakeholders. - Posted in the transparency board the updated liquidation reports in the utilization of school MOOE and other local funds. - Garnered at least 2.5 in the DOD rating of the SBM level of practice.		
B. Mandatory/Regular Functions		
B.3 Learning Environment(LE) (performance within 3 years before new normal can be included but in the new normal(NN) ,LE is no longer needed since teachers and learners don't go to school momentarily ..Virtual LE – good internet connectivity ,LDMs selected by parents/learners are effective in the delivery of LCP)	10 pts. (7 pts before NN) 3 pts in the NN	
- Provided a conducive, well-maintained, safe and secure, gender sensitive and child friendly school learning environment for learners and stakeholders. - Mobilized a functional DRRM system. - Established learning resources and laboratories - Implemented any of the special programs that are responsive to the needs of learning community. (SPA, SPS, SPFL,SPJ) - Observed and implemented Child Protection Policy Procedures and Project WATCH campus wide.		
B.4 Resource Mobilization(RM) (performance within 3 years before new normal can be included but in the new normal(NN) ,RM refers to acquisition of internet connectivity, gadgets, radio/tv for radio/tv based instructions, modules)	10 pts (7 pts before NN) 3 pts in the NN	





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• Generated resources for school improvement within three years and for the new normal for LDM acquisition to address the needs of learners and parents • Provided school ancillary services such as School Clinic, School Canteen, and Child Minding Area etc. not needed in the new normal • Sustained best practices in the management and acquisition of facilities and equipment that contributed to the achievement of better learning outcomes within three years and for the new normal for LDM acquisition to address the needs of learners and parents • Provided evidence-based results of accountable, transparent governance practice shown in the School Inventory, DOD, and MOA/MOU for donations and pledges received for the new normal acquisition of internet connectivity, gadgets, flash drives for learners' use • Facilitated local initiatives and partnerships • Garnered an average of 2.5 in the SBM assessment for principle 4 (Management of Resources) Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
B.5 Linkages	10 pts	
• Implemented the Adopt-A-School Program (ASP)/Brigada Eskwela (BE) and established linkages with stakeholders. • Conducted Annual Stakeholders Forum and forged partnership of support to the SHS Immersion Program. • Recognized school adopters and partners and awarded Certificate of Recognition/Appreciation for their support to school PAPs.		



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- Organized a functional School Governing Council/Parents Teachers Association as part of School and Community Linkages. - Gained support from LGUs, partner agencies, industries and individuals that contributed to School Continuous Improvement (CI). - Maintained linkages portfolios Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
C. Innovations	30 pts.	
- C.1 Designed technology driven teaching and learning innovations adopted by the school that raised school performance outcomes. (6pts) - C.2 Implemented communication network alternatives through the Web or link and other media in disseminating and gathering information and reporting system at the school level. (6pts) - C.3 Introduced school and community outreach programs for OSY, STARDO, adult learning and other advocacies for social and civic responsibilities. (6pts) - C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other schools. (well-documented) (6pts) - C.5 Established a school monitoring system in the implementation of mandated and initiated PAPs. (6pts)		
Total	100 pts.	





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Evaluator

Position

Date: _____



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EVALUATION CRITERIA
Category: Elementary School Head Teacher (I-VI)

Evaluation Criteria	Weight	Score
A. Personal Development/Attributes and Professional Growth	20 pts.	
A.1 Personal Development/Attributes	10 pts.	
- Received awards and recognitions as a school head (2pts) e. Division – 0.5 f. Regional – 1 g. National – 1.5 h. International – 2 - Created a validated School Heads Personal Development Plan (2pts) - Established records of accomplishments and achievements (2pts) - Displayed commitment and passion for service excellence (2pts) - Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)		
A.2 Professional Development	10 pts.	
- Attended trainings/virtual trainings and conferences (3pts) a. Division – 1 b. Regional – 1.5 c. National – 2 d. International – 3 - Obtained highest educational attainment (3pts) a. Baccalaureate Degree – 1 b. Graduate Study – 2 c. Post Graduate Study – 3 - Presented research studies or best practices on school management (4pts) e. Division – 1		





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f. Regional – 2 g. National – 3 h. International – 4		
B. Mandatory Function	50 pts.	
B.1 Curriculum Management before and in the new normal	10 pts.	
• Implemented the curriculum effectively. • Produced contextualized learning resources. • Designed interventions to improve academic performance. • Engaged highly proficient and distinguished teachers to coach and mentor the beginning teachers. • Monitored the performance of teachers for quality classroom instructions that are responsive and inclusive in addressing learning needs. • Implemented the Instructional Supervisory Plan. • Achieved an average of at least 2.5 in the SBM assessment for principle 2 (Curriculum and Instruction). • Strengthened implementation of mandated inclusive programs. Points ➤ 8-7 indicators – 10pts ➤ 6-5 indicators – 8pts ➤ 4-3 indicators – 6pts ➤ 3-2 indicators – 4pts ➤ 1 indicator – 2pts		
B.2 School Management	10 pts.	
• Spearheaded in the crafting and approval of the School Improvement Plan. • Engaged community in the decision-making process. • Initiated at least three (3) Capacity Building Programs for the teaching and non-teaching personnel of the school.		





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- Conducted regular M&E, review, assessment, and adjustments on implemented projects to ensure resolution of the identified priority improvement areas. - Kept a track inventory of the trainings, workshops attended by school personnel and provided equal opportunities for all. - Established a system for rewards and recognition of school personnel, students and stakeholders. - Posted in the transparency board the updated liquidation reports in the utilization of school MOOE and other local funds. - Garnered at least 2.5 in the DOD rating of the SBM level of practice.		
B. Mandatory/Regular Functions		
B.3 Learning Environment(LE) (performance within 3 years before new normal can be included but in the new normal(NN) ,LE is no longer needed since teachers and learners don't go to school momentarily ..Virtual LE – good internet connectivity ,LDMs selected by parents/learners are effective in the delivery of LCP)	10 pts. (7 pts before NN) 3 pts in the NN	
- Provided a conducive, well-maintained, safe and secure, gender sensitive and child friendly school learning environment for learners and stakeholders. - Mobilized a functional DRRM system. - Established learning resources and laboratories - Implemented any of the special programs that are responsive to the needs of learning community. (SPA, SPS, SPFL,SPJ) - Observed and implemented Child Protection Policy Procedures and Project WATCH campus wide.		
B.4 Resource Mobilization(RM) (performance within 3 years before new normal can be included but in the new normal(NN) ,RM refers to acquisition of internet connectivity, gadgets, radio/tv for radio/tv based instructions, modules)	10 pts (7 pts before NN) 3 pts in the NN	



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- Generated resources for school improvement within three years and for the new normal for LDM acquisition to address the needs of learners and parents - Provided school ancillary services such as School Clinic, School Canteen, and Child Minding Area etc. not needed in the new normal - Sustained best practices in the management and acquisition of facilities and equipment that contributed to the achievement of better learning outcomes within three years and for the new normal for LDM acquisition to address the needs of learners and parents - Provided evidence-based results of accountable, transparent governance practice shown in the School Inventory, DOD, and MOA/MOU for donations and pledges received for the new normal acquisition of internet connectivity, gadgets, flash drives for learners' use - Facilitated local initiatives and partnerships - Garnered an average of 2.5 in the SBM assessment for principle 4 (Management of Resources) Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
B.5 Linkages	10 pts	
- Implemented the Adopt-A-School Program (ASP)/Brigada Eskwela (BE) and established linkages with stakeholders. - Conducted Annual Stakeholders Forum and forged partnership of support to the SHS Immersion Program. - Recognized school adopters and partners and awarded Certificate of Recognition/Appreciation for their support to school PAPs.		



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- Organized a functional School Governing Council/Parents Teachers Association as part of School and Community Linkages. - Gained support from LGUs, partner agencies, industries and individuals that contributed to School Continuous Improvement (CI). - Maintained linkages portfolios Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
C. Innovations	30 pts.	
- C.1 Designed technology driven teaching and learning innovations adopted by the school that raised school performance outcomes. (6pts) - C.2 Implemented communication network alternatives through the Web or link and other media in disseminating and gathering information and reporting system at the school level. (6pts) - C.3 Introduced school and community outreach programs for OSY, STARDO, adult learning and other advocacies for social and civic responsibilities. (6pts) - C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other schools. (well-documented) (6pts) - C.5 Established a school monitoring system in the implementation of mandated and initiated PAPs. (6pts)		
Total	100 pts.	





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Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Elementary School Principal (I-IV)

Evaluation Criteria	Weight	Score
A. Personal Development/Attributes and Professional Growth	20 pts.	
A.1 Personal Development/Attributes	10 pts.	
- Received awards and recognitions as a school head (2pts) i. Division – 0.5 j. Regional – 1 k. National – 1.5 l. International – 2 - Created a validated School Heads Personal Development Plan (2pts) - Established records of accomplishments and achievements (2pts) - Displayed commitment and passion for service excellence (2pts) - Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)		
A.2 Professional Development	10 pts.	
- Attended trainings/virtual trainings and conferences (3pts) a. Division – 1 b. Regional – 1.5 c. National – 2 d. International – 3 - Obtained highest educational attainment (3pts) a. Baccalaureate Degree – 1 b. Graduate Study – 2 c. Post Graduate Study – 3 - Presented research studies or best practices on school management (4pts) i. Division – 1		





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j. Regional – 2 k. National – 3 l. International – 4		
B. Mandatory Function	50 pts.	
B.1 Curriculum Management before and in the new normal	10 pts.	
- Implemented the curriculum effectively. - Produced contextualized learning resources. - Designed interventions to improve academic performance. - Engaged highly proficient and distinguished teachers to coach and mentor the beginning teachers. - Monitored the performance of teachers for quality classroom instructions that are responsive and inclusive in addressing learning needs. - Implemented the Instructional Supervisory Plan. - Achieved an average of at least 2.5 in the SBM assessment for principle 2 (Curriculum and Instruction). - Strengthened implementation of mandated inclusive programs. Points ➤ 8-7 indicators – 10pts ➤ 6-5 indicators – 8pts ➤ 4-3 indicators – 6pts ➤ 3-2 indicators – 4pts ➤ 1 indicator – 2pts		
B.2 School Management	10 pts.	
- Spearheaded in the crafting and approval of the School Improvement Plan. - Engaged community in the decision-making process. - Initiated at least three (3) Capacity Building Programs for the teaching and non-teaching personnel of the school.		





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- Conducted regular M&E, review, assessment, and adjustments on implemented projects to ensure resolution of the identified priority improvement areas. - Kept a track inventory of the trainings, workshops attended by school personnel and provided equal opportunities for all. - Established a system for rewards and recognition of school personnel, students and stakeholders. - Posted in the transparency board the updated liquidation reports in the utilization of school MOOE and other local funds. - Garnered at least 2.5 in the DOD rating of the SBM level of practice.		
B. Mandatory/Regular Functions		
B.3 Learning Environment(LE) (performance within 3 years before new normal can be included but in the new normal(NN) ,LE is no longer needed since teachers and learners don't go to school momentarily ..Virtual LE – good internet connectivity ,LDMs selected by parents/learners are effective in the delivery of LCP)	10 pts. (7 pts before NN) 3 pts in the NN	
- Provided a conducive, well-maintained, safe and secure, gender sensitive and child friendly school learning environment for learners and stakeholders. - Mobilized a functional DRRM system. - Established learning resources and laboratories - Implemented any of the special programs that are responsive to the needs of learning community. (SPA, SPS, SPFL,SPJ) - Observed and implemented Child Protection Policy Procedures and Project WATCH campus wide.		
B.4 Resource Mobilization(RM) (performance within 3 years before new normal can be included but in the new normal(NN) ,RM refers to acquisition of internet connectivity, gadgets, radio/tv for radio/tv based instructions, modules)	10 pts (7 pts before NN) 3 pts in the NN	



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• Generated resources for school improvement within three years and for the new normal for LDM acquisition to address the needs of learners and parents • Provided school ancillary services such as School Clinic, School Canteen, and Child Minding Area etc. not needed in the new normal • Sustained best practices in the management and acquisition of facilities and equipment that contributed to the achievement of better learning outcomes within three years and for the new normal for LDM acquisition to address the needs of learners and parents • Provided evidence-based results of accountable, transparent governance practice shown in the School Inventory, DOD, and MOA/MOU for donations and pledges received for the new normal acquisition of internet connectivity, gadgets, flash drives for learners' use • Facilitated local initiatives and partnerships • Garnered an average of 2.5 in the SBM assessment for principle 4 (Management of Resources) Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
B.5 Linkages	10 pts	
• Implemented the Adopt-A-School Program (ASP)/Brigada Eskwela (BE) and established linkages with stakeholders. • Conducted Annual Stakeholders Forum and forged partnership of support to the SHS Immersion Program. • Recognized school adopters and partners and awarded Certificate of Recognition/Appreciation for their support to school PAPs.		





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- Organized a functional School Governing Council/Parents Teachers Association as part of School and Community Linkages. - Gained support from LGUs, partner agencies, industries and individuals that contributed to School Continuous Improvement (CI). - Maintained linkages portfolios Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
C. Innovations	30 pts.	
- C.1 Designed technology driven teaching and learning innovations adopted by the school that raised school performance outcomes. (6pts) - C.2 Implemented communication network alternatives through the Web or link and other media in disseminating and gathering information and reporting system at the school level. (6pts) - C.3 Introduced school and community outreach programs for OSY, STARDO, adult learning and other advocacies for social and civic responsibilities. (6pts) - C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other schools. (well-documented) (6pts) - C.5 Established a school monitoring system in the implementation of mandated and initiated PAPs. (6pts)		
Total	100 pts.	





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Evaluator

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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Secondary School In-Charge

Evaluation Criteria	Weight	Score
A. Personal Development/Attributes and Professional Growth	20 pts.	
A.1 Personal Development/Attributes	10 pts.	
- Received awards and recognitions as a school head (2pts) m. Division – 0.5 n. Regional – 1 o. National – 1.5 p. International – 2 - Created a validated School Heads Personal Development Plan (2pts) - Established records of accomplishments and achievements (2pts) - Displayed commitment and passion for service excellence (2pts) - Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)		
A.2 Professional Development	10 pts.	
- Attended trainings/virtual trainings and conferences (3pts) a. Division – 1 b. Regional – 1.5 c. National – 2 d. International – 3 - Obtained highest educational attainment (3pts) a. Baccalaureate Degree – 1 b. Graduate Study – 2 c. Post Graduate Study – 3 - Presented research studies or best practices on school management (4pts) m. Division – 1		





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n. Regional – 2 o. National – 3 p. International – 4		
B. Mandatory Function	50 pts.	
B.1 Curriculum Management before and in the new normal	10 pts.	
- Implemented the curriculum effectively. - Produced contextualized learning resources. - Designed interventions to improve academic performance. - Engaged highly proficient and distinguished teachers to coach and mentor the beginning teachers. - Monitored the performance of teachers for quality classroom instructions that are responsive and inclusive in addressing learning needs. - Implemented the Instructional Supervisory Plan. - Achieved an average of at least 2.5 in the SBM assessment for principle 2 (Curriculum and Instruction). - Strengthened implementation of mandated inclusive programs. Points ➤ 8-7 indicators – 10pts ➤ 6-5 indicators – 8pts ➤ 4-3 indicators – 6pts ➤ 3-2 indicators – 4pts ➤ 1 indicator – 2pts		
B.2 School Management	10 pts.	
- Spearheaded in the crafting and approval of the School Improvement Plan. - Engaged community in the decision-making process. - Initiated at least three (3) Capacity Building Programs for the teaching and non-teaching personnel of the school.		





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- Conducted regular M&E, review, assessment, and adjustments on implemented projects to ensure resolution of the identified priority improvement areas. - Kept a track inventory of the trainings, workshops attended by school personnel and provided equal opportunities for all. - Established a system for rewards and recognition of school personnel, students and stakeholders. - Posted in the transparency board the updated liquidation reports in the utilization of school MOOE and other local funds. - Garnered at least 2.5 in the DOD rating of the SBM level of practice.		
B. Mandatory/Regular Functions		
B.3 Learning Environment(LE) (performance within 3 years before new normal can be included but in the new normal(NN) ,LE is no longer needed since teachers and learners don't go to school momentarily ..Virtual LE – good internet connectivity ,LDMs selected by parents/learners are effective in the delivery of LCP)	10 pts. (7 pts before NN) 3 pts in the NN	
- Provided a conducive, well-maintained, safe and secure, gender sensitive and child friendly school learning environment for learners and stakeholders. - Mobilized a functional DRRM system. - Established learning resources and laboratories - Implemented any of the special programs that are responsive to the needs of learning community. (SPA, SPS, SPFL,SPJ) - Observed and implemented Child Protection Policy Procedures and Project WATCH campus wide.		
B.4 Resource Mobilization(RM) (performance within 3 years before new normal can be included but in the new normal(NN) ,RM refers to acquisition of internet connectivity, gadgets, radio/tv for radio/tv based instructions, modules)	10 pts (7 pts before NN) 3 pts in the NN	



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SCHOOLS DIVISION OF DIGOS CITY

- Generated resources for school improvement within three years and for the new normal for LDM acquisition to address the needs of learners and parents - Provided school ancillary services such as School Clinic, School Canteen, and Child Minding Area etc. not needed in the new normal - Sustained best practices in the management and acquisition of facilities and equipment that contributed to the achievement of better learning outcomes within three years and for the new normal for LDM acquisition to address the needs of learners and parents - Provided evidence-based results of accountable, transparent governance practice shown in the School Inventory, DOD, and MOA/MOU for donations and pledges received for the new normal acquisition of internet connectivity, gadgets, flash drives for learners' use - Facilitated local initiatives and partnerships - Garnered an average of 2.5 in the SBM assessment for principle 4 (Management of Resources) Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
B.5 Linkages	10 pts	
- Implemented the Adopt-A-School Program (ASP)/Brigada Eskwela (BE) and established linkages with stakeholders. - Conducted Annual Stakeholders Forum and forged partnership of support to the SHS Immersion Program. - Recognized school adopters and partners and awarded Certificate of Recognition/Appreciation for their support to school PAPs.		



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- Organized a functional School Governing Council/Parents Teachers Association as part of School and Community Linkages. - Gained support from LGUs, partner agencies, industries and individuals that contributed to School Continuous Improvement (CI). - Maintained linkages portfolios Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
C. Innovations	30 pts.	
- C.1 Designed technology driven teaching and learning innovations adopted by the school that raised school performance outcomes. (6pts) - C.2 Implemented communication network alternatives through the Web or link and other media in disseminating and gathering information and reporting system at the school level. (6pts) - C.3 Introduced school and community outreach programs for OSY, STARDO, adult learning and other advocacies for social and civic responsibilities. (6pts) - C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other schools. (well-documented) (6pts) - C.5 Established a school monitoring system in the implementation of mandated and initiated PAPs. (6pts)		
Total	100 pts.	





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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Secondary School Head Teacher (I-VI)

Evaluation Criteria	Weight	Score
A. Personal Development/Attributes and Professional Growth	20 pts.	
A.1 Personal Development/Attributes	10 pts.	
- Received awards and recognitions as a school head (2pts) q. Division – 0.5 r. Regional – 1 s. National – 1.5 t. International – 2 - Created a validated School Heads Personal Development Plan (2pts) - Established records of accomplishments and achievements (2pts) - Displayed commitment and passion for service excellence (2pts) - Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)		
A.2 Professional Development	10 pts.	
- Attended trainings/virtual trainings and conferences (3pts) a. Division – 1 b. Regional – 1.5 c. National – 2 d. International – 3 - Obtained highest educational attainment (3pts) a. Baccalaureate Degree – 1 b. Graduate Study – 2 c. Post Graduate Study – 3 - Presented research studies or best practices on school management (4pts) q. Division – 1		





Republic of the Philippines
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r. Regional – 2 s. National – 3 t. International – 4		
B. Mandatory Function	50 pts.	
B.1 Curriculum Management before and in the new normal	10 pts.	
• Implemented the curriculum effectively. • Produced contextualized learning resources. • Designed interventions to improve academic performance. • Engaged highly proficient and distinguished teachers to coach and mentor the beginning teachers. • Monitored the performance of teachers for quality classroom instructions that are responsive and inclusive in addressing learning needs. • Implemented the Instructional Supervisory Plan. • Achieved an average of at least 2.5 in the SBM assessment for principle 2 (Curriculum and Instruction). • Strengthened implementation of mandated inclusive programs. Points ➤ 8-7 indicators – 10pts ➤ 6-5 indicators – 8pts ➤ 4-3 indicators – 6pts ➤ 3-2 indicators – 4pts ➤ 1 indicator – 2pts		
B.2 School Management	10 pts.	
• Spearheaded in the crafting and approval of the School Improvement Plan. • Engaged community in the decision-making process. • Initiated at least three (3) Capacity Building Programs for the teaching and non-teaching personnel of the school.		





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- Conducted regular M&E, review, assessment, and adjustments on implemented projects to ensure resolution of the identified priority improvement areas. - Kept a track inventory of the trainings, workshops attended by school personnel and provided equal opportunities for all. - Established a system for rewards and recognition of school personnel, students and stakeholders. - Posted in the transparency board the updated liquidation reports in the utilization of school MOOE and other local funds. - Garnered at least 2.5 in the DOD rating of the SBM level of practice.		
B. Mandatory/Regular Functions		
B.3 Learning Environment(LE) (performance within 3 years before new normal can be included but in the new normal(NN) ,LE is no longer needed since teachers and learners don't go to school momentarily ..Virtual LE – good internet connectivity ,LDMs selected by parents/learners are effective in the delivery of LCP)	10 pts. (7 pts before NN) 3 pts in the NN	
- Provided a conducive, well-maintained, safe and secure, gender sensitive and child friendly school learning environment for learners and stakeholders. - Mobilized a functional DRRM system. - Established learning resources and laboratories - Implemented any of the special programs that are responsive to the needs of learning community. (SPA, SPS, SPFL,SPJ) - Observed and implemented Child Protection Policy Procedures and Project WATCH campus wide.		
B.4 Resource Mobilization(RM) (performance within 3 years before new normal can be included but in the new normal(NN) ,RM refers to acquisition of internet connectivity, gadgets, radio/tv for radio/tv based instructions, modules)	10 pts (7 pts before NN) 3 pts in the NN	



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• Generated resources for school improvement within three years and for the new normal for LDM acquisition to address the needs of learners and parents • Provided school ancillary services such as School Clinic, School Canteen, and Child Minding Area etc. not needed in the new normal • Sustained best practices in the management and acquisition of facilities and equipment that contributed to the achievement of better learning outcomes within three years and for the new normal for LDM acquisition to address the needs of learners and parents • Provided evidence-based results of accountable, transparent governance practice shown in the School Inventory, DOD, and MOA/MOU for donations and pledges received for the new normal acquisition of internet connectivity, gadgets, flash drives for learners' use • Facilitated local initiatives and partnerships • Garnered an average of 2.5 in the SBM assessment for principle 4 (Management of Resources) Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
B.5 Linkages	10 pts	
• Implemented the Adopt-A-School Program (ASP)/Brigada Eskwela (BE) and established linkages with stakeholders. • Conducted Annual Stakeholders Forum and forged partnership of support to the SHS Immersion Program. • Recognized school adopters and partners and awarded Certificate of Recognition/Appreciation for their support to school PAPs.		



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- Organized a functional School Governing Council/Parents Teachers Association as part of School and Community Linkages. - Gained support from LGUs, partner agencies, industries and individuals that contributed to School Continuous Improvement (CI). - Maintained linkages portfolios Points ➤ 6 out of 6 indicators – 10pts ➤ 5 out of 6 indicators – 8pts ➤ 4 out of 6 indicators – 6pts ➤ 3 out of 6 indicators – 4pts ➤ 2 out of 6 indicators – 2pts ➤ 1 out of 6 indicators – 1pt		
C. Innovations	30 pts.	
- C.1 Designed technology driven teaching and learning innovations adopted by the school that raised school performance outcomes. (6pts) - C.2 Implemented communication network alternatives through the Web or link and other media in disseminating and gathering information and reporting system at the school level. (6pts) - C.3 Introduced school and community outreach programs for OSY, STARDO, adult learning and other advocacies for social and civic responsibilities. (6pts) - C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other schools. (well-documented) (6pts) - C.5 Established a school monitoring system in the implementation of mandated and initiated PAPs. (6pts)		
Total	100 pts.	





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EVALUATION CRITERIA
Category: Secondary School Principal (I-IV)

Evaluation Criteria	Weight	Score
A. Personal Development/Attributes and Professional Growth	20 pts.	
A.1 Personal Development/Attributes	10 pts.	
- Received awards and recognitions as a school head (2pts) u. Division – 0.5 v. Regional – 1 w. National – 1.5 x. International – 2 - Created a validated School Heads Personal Development Plan (2pts) - Established records of accomplishments and achievements (2pts) - Displayed commitment and passion for service excellence (2pts) - Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)		
A.2 Professional Development	10 pts.	
- Attended trainings/virtual trainings and conferences (3pts) a. Division – 1 b. Regional – 1.5 c. National – 2 d. International – 3 - Obtained highest educational attainment (3pts) a. Baccalaureate Degree – 1 b. Graduate Study – 2 c. Post Graduate Study – 3 - Presented research studies or best practices on school management (4pts) u. Division – 1		





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v. Regional – 2 w. National – 3 x. International – 4		
B. Mandatory Function	50 pts.	
B.1 Curriculum Management before and in the new normal	10 pts.	
- Implemented the curriculum effectively. - Produced contextualized learning resources. - Designed interventions to improve academic performance. - Engaged highly proficient and distinguished teachers to coach and mentor the beginning teachers. - Monitored the performance of teachers for quality classroom instructions that are responsive and inclusive in addressing learning needs. - Implemented the Instructional Supervisory Plan. - Achieved an average of at least 2.5 in the SBM assessment for principle 2 (Curriculum and Instruction). - Strengthened implementation of mandated inclusive programs. Points ➤ 8-7 indicators – 10pts ➤ 6-5 indicators – 8pts ➤ 4-3 indicators – 6pts ➤ 3-2 indicators – 4pts ➤ 1 indicator – 2pts		
B.2 School Management	10 pts.	
- Spearheaded in the crafting and approval of the School Improvement Plan. - Engaged community in the decision-making process. - Initiated at least three (3) Capacity Building Programs for the teaching and non-teaching personnel of the school.		





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B. Mandatory/Regular Functions		
B.3 Learning Environment(LE) (performance within 3 years before new normal can be included but in the new normal(NN) ,LE is no longer needed since teachers and learners don't go to school momentarily ..Virtual LE – good internet connectivity ,LDMs selected by parents/learners are effective in the delivery of LCP)	10 pts. (7 pts before NN) 3 pts in the NN	
- Provided a conducive, well-maintained, safe and secure, gender sensitive and child friendly school learning environment for learners and stakeholders. - Mobilized a functional DRRM system. - Established learning resources and laboratories - Implemented any of the special programs that are responsive to the needs of learning community. (SPA, SPS, SPFL,SPJ) - Observed and implemented Child Protection Policy Procedures and Project WATCH campus wide.		
B.4 Resource Mobilization(RM) (performance within 3 years before new normal can be included but in the new normal(NN) ,RM refers to acquisition of internet connectivity, gadgets, radio/tv for radio/tv based instructions, modules)	10 pts (7 pts before NN) 3 pts in the NN	



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B.5 Linkages	10 pts	
- Implemented the Adopt-A-School Program (ASP)/Brigada Eskwela (BE) and established linkages with stakeholders. - Conducted Annual Stakeholders Forum and forged partnership of support to the SHS Immersion Program. - Recognized school adopters and partners and awarded Certificate of Recognition/Appreciation for their support to school PAPs.		



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C. Innovations	30 pts.	
- C.1 Designed technology driven teaching and learning innovations adopted by the school that raised school performance outcomes. (6pts) - C.2 Implemented communication network alternatives through the Web or link and other media in disseminating and gathering information and reporting system at the school level. (6pts) - C.3 Introduced school and community outreach programs for OSY, STARDO, adult learning and other advocacies for social and civic responsibilities. (6pts) - C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other schools. (well-documented) (6pts) - C.5 Established a school monitoring system in the implementation of mandated and initiated PAPs. (6pts)		
Total	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____

EVALUATION CRITERIA
Category: Public School District Supervisor

Evaluation Criteria	Weight	Score
A. Personal Development/Attributes and Professional Growth	25 pts.	
A.1 Personal Development/Attributes	10 pts.	
- Received awards and recognitions (4pts) a. Division – 1 b. Regional – 2 c. National – 3 d. International – 4 - Created PSDS Personal Development Plan and established records of accomplishment of achievement verified and validated by the CID Chief and the SGOD. (2pts) - Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts) - Shown commitment and passion for service excellence with evidenc based portfolio of documents. (2pts)		
A.2 Professional Growth	15 pts.	
- Attended trainings and conferences (3pts) a. Division – 1 b. Regional – 1.5 c. National – 2 d. International – 3 - Obtained educational attainment (3pts) a. Baccalaureate Degree – 1 b. Graduate Study – 2 c. Post Graduate Study – 3		



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• Facilitated seminars, trainings, and the like (4pts) a. Division – 1 b. Regional – 2 c. National – 3 d. International – 4 • Presented research studies or best practices on TA provision to school managers (5pts) a. Division – 1 b. Regional – 2 c. National – 3 d. International – 5		
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B. Mandatory/Regular Functions	32 pts.	
B.1 Instructional Supervision	18 pts.	
• Provided guidance and instructional supervision to School Heads/Master Teachers by observing and gathering data on their strengths and development needs for TA provision. (6pts) • Assessed the situation of schools and learning centers and put in place an enabling environment for School Heads, Master Teachers and Teachers to deliver quality basic education. (6pts) • Coached School Heads and Master Teachers on how to improve teachers' KSA in teaching-learning delivery, and to raise school performance indicators. (6pts)		
B.2 Technical Assistance in School Management, Curriculum and Learning Delivery	14pts.	
• Crafted and implemented TA Plans for the District /Cluster. (2pts) • Provided Technical Assistance to school heads on SBM implementations. (3pts) • Submitted accomplishment report and impact analysis of TA provision. (3pts)		





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- Conducted evaluation and quality-assurance activity on TA provision (6pts) 90%-100% of schools provided TA raised SBM Level of Practice – 6pts 80%-89% of schools provided TA raised SBM Level of Practice – 5pts 70%-79% of schools provided TA raised SBM Level of Practice – 4pts 60%-69% of schools provided TA raised SBM Level of Practice – 3pts 50-59% of schools provided TA raised SBM Level of Practice – 2pts 49% and below of schools provided TA raised SBM Level of Practice – 1pt		
B. Mandatory/Regular Functions	23 pts.	
B. 3 Management of Curriculum Implementation	15 pts.	
- Developed and submitted Concept Papers, Project Designs and Proposals for curriculum enhancement and innovation. (3pts) - Conducted evaluation of Instructional Supervision Plan of School Heads and provided feedback for process improvement. (3pts) - Submitted quarterly reports to CID on the results of quarterly examinations, academic progress of learners, least mastered skills and recommendation for interventions. (3pts) - Developed advocacy programs and materials on the basic education curriculum for information and appreciation of stakeholders. (3pts) - Monitored, evaluated, assessed and analyzed performance gaps of schools across learning areas including inclusive programs for possible intervention. (3pts)		
B.4 Learning Resource Development, Curriculum Enrichment and Localization	8 pts.	





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- Developed training designs, modules and materials to contextualize, indigenize and localize competencies in the curriculum for use of the schools district/cluster/division. (2pts) - Spearheaded or served as a team member to evaluate or quality assure to uphold standards of the localized learning materials for the reading program and other learning areas. (2pts) - Advocated and supported the development of local learning resources/materials across learning areas to support basic education curriculum. (2pts) - Conducted monitoring and evaluation of the schools' implementation of the localized curriculum and provided feedback for continuous enhancement. (2pts)		
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B. Mandatory/Regular Functions		
B.5 Monitoring and Evaluation	10pts.	
- Monitored and evaluated private schools through ocular inspection of required documents to determine adherence to set standards for permit to operate, recognition and accreditation and implementation. (2pts) - Conducted monitoring of schools on the SBM Level of practice to identify TA provision needed. (2pts) - Intensified monitoring on good governance, transparency in the utilization and liquidation of the SEF/MOOE and other local funds. (2pts) - Monitored and evaluated implementation of PAPs in schools kept and accounted District portfolio of accomplishments. (2pts) - Evaluated, recognized and recommended publication of effective school best practices		





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e.g. leaflets, SRCs, Magazine, Newsletter, Journal and etc. (2pts)		
C. Innovation before and during new normal	10 pts.	
• C.1 Designed technology driven teaching and learning innovations, management interventions adopted by the schools in the District/Cluster that contributed to the achievement of higher learning outcomes or any other product of creativity that is relevant to community needs. (2pts) • C.2 Implemented communication network alternatives for schools through the web or link and or any other media in disseminating and gathering information and Reporting system at the district level. (2pts)		
C. Innovations		
• C.3 Introduced school and community outreach programs for OSY, STARDO, adult learners, and other advocacies for Social and Civic Responsibilities. (2pts) • C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other District. (well-documented) (2pts) • C.5 Established a better tuned school monitoring system in the implementation of mandated and initiated PAPs that can be considered for benchmarking activities of effective practices by other schools/District/Cluster. (2pts)		
Total	100 pts.	





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Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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EVALUATION CRITERIA
Category: Education Program Supervisor

Evaluation Criteria	Weight	Score
A. Personal Development/Attributes and Professional Growth	25 pts	
A.1 Personal Development/Attributes	10 pts.	
- Received awards and recognitions (4pts) a. Division – 1 b. Regional – 2 c. National – 3 d. International – 4 - Created EPS Personal Development Plan and established records of accomplishment of achievement verified and validated by the CID Chief and the SGOD. (2pts) - Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts) - Shown commitment and passion for service excellence with evidence-based portfolio of documents. (2pts)		
A.2 Professional Growth before and during new normal educational landscape	15 pts.	
- Attended trainings and conferences (3pts) a. Division – 1 b. Regional – 1.5 c. National – 2 d. International – 3 - Obtained educational attainment (3pts) a. Baccalaureate Degree – 1 b. Graduate Study – 2 c. Post Graduate Study – 3 - Facilitated seminars, trainings, and the like (4pts) a. Division – 1 b. Regional – 2 c. National – 3 d. International – 4		





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- Presented research studies or best practices on TA provision to school managers (5pts) a. Division – 1 b. Regional – 2 c. National – 3 d. International – 5		
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B. Mandatory/Regular Functions	65pts.	
B.1 Instructional Supervision before and during new normal educational landscape	18 pts.	
- Provided guidance and instructional supervision to PSDSS/School Heads/Master Teachers by observing and gathering data on their strengths and development needs for TA provision. (6pts) - Assessed the situation of schools and learning centers and put in place an enabling environment for PSDSs, School Heads, Master Teachers and Teachers to deliver quality basic education. (6pts) - Coached PSDSs/School Heads and Master Teachers on how to improve teachers' KSA in teaching-learning delivery, and to raise school performance indicators. (6pts)		
B.2 Technical Assistance in School Management, Curriculum and Learning Delivery before and during new normal educational landscape	14pts.	
- Crafted and implemented TA Plans for the Division/district/Cluster. (2pts) - Provided Technical Assistance to school heads on SBM implementations. (3pts) - Submitted accomplishment report and impact analysis of TA provision. (3pts) - Conducted evaluation and quality-assurance activity on TA provision (6pts)		





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a. 90%-100% of schools provided TA raised SBM Level of Practice – 6pts b. 80%-89% of schools provided TA raised SBM Level of Practice – 5pts c. 70%-79% of schools provided TA raised SBM Level of Practice – 4pts d. 60%-69% of schools provided TA raised SBM Level of Practice – 3pts e. 50-59% of schools provided TA raised SBM Level of Practice – 2pts f. 49% and below of schools provided TA raised SBM Level of Practice – 1pt		
B. Mandatory/Regular Functions before and during new normal educational landscape		
B. 3 Management of Curriculum Implementation	12 pts.	
• Developed and submitted Concept Papers, Project Designs and Proposals for curriculum enhancement and innovation. Likewise, used the LCP and LDM for the new normal educational landscape (3pts) • Conducted evaluation of Instructional Supervision Plan of School Heads and provided feedback for process improvement. (3pts) • Developed advocacy programs and materials on the basic education curriculum for information and appreciation of stakeholders. (3pts) • Monitored, evaluated, assessed and analyzed performance gaps of schools across learning areas including inclusive programs for possible intervention. Likewise, used the LCP and LDM monitoring tools for the new normal educational landscape (3pts)		
B.4 Learning Resource Development, Curriculum Enrichment and Localization. For the new normal educational landscape , uses the LCP	11pts.	



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and LDM		
- Developed training designs, modules and materials to contextualize, indigenize and localize competencies in the curriculum for use of the schools district/cluster/division. (2pts) - Spearheaded or served as a team member to evaluate or quality assure to uphold standards of the localized learning materials for the reading program and other learning areas. (2pts) - Advocated and supported the development of local learning resources/materials across learning areas to support basic education curriculum. (2pts) - Conducted monitoring and evaluation of the schools' implementation of the localized curriculum and provided feedback for continuous enhancement. (2pts)		

B. Mandatory/Regular Functions. For the new normal educational landscape, uses the Learning Continuity Plan and Learning Delivery Modalities		
B.5 Monitoring and Evaluation	10pts	
- Monitored and evaluated private schools through ocular inspection of required documents to determine adherence to set standards for permit to operate, recognition and accreditation and implementation. (2pts) - Conducted monitoring of schools on the SBM Level of practice to identify TA provision needed. (2pts) - Intensified monitoring on good governance, transparency in the utilization and liquidation of the SEF/MOOE and other local funds. (2pts) - Monitored and evaluated implementation of PAPs in schools kept and accounted		





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District portfolio of accomplishments. (2pts) Evaluated, recognized and recommended publication of effective school best practices e.g. leaflets, SRCs, Magazine, Newsletter, Journal and etc. (2pts)		
C. Innovations. For the new normal educational landscape, it uses the Learning Continuity Plan and Learning Delivery Modalities	15 pts.	
- C.1 Designed technology driven teaching and learning innovations, management interventions adopted by the schools in the District/Cluster that contributed to the achievement of higher learning outcomes or any other product of creativity that is relevant to community needs. (2pts) - C.2 Implemented communication network alternatives for schools through the web or link and or any other media in disseminating and gathering information and Reporting system at the district level. (2pts)		
C. Innovations		
- C.3 Gave technical assistance to district/school and community outreach programs for OSY, STARDO, adult learners, and other advocacies for Social and Civic Responsibilities. (2pts) - C.4 Assisted innovative projects and activities that gained community support and benchmark by other District. (well-documented) (2pts) - C.5 Assisted the districts/schools to establish a better tuned school monitoring system in the implementation of mandated and initiated PAPs that can be considered for benchmarking activities of effective		



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practices by other schools/District/Cluster. (2pts)		
Total	100 pts.	

Evaluator

Position

Date: _____



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NON-TEACHING CATEGORY

EVALUATION CRITERIA
Category: Attorney III

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts. Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. • Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point		





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1.2.2 Punctuality and Attendance - 5 pts. ➤ 15 minutes before the time is always observed (5 pts.) ➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts.		





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• Documents to be submitted; -Photocopy of the awards -Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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Seminars/workshops/training attended National 5pts. Regional 3pts. Division 2pts. • Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National) National 5pts. Regional 3pts. Division 2pts. • Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted) • Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted) • Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





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Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



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EVALUATION CRITERIA
Category: Medical Officer

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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Seminars/workshops/training attended		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National)		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted)		
• Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted)		
• Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



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Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Dentist

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts. Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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Seminars/workshops/training attended National 5pts. Regional 3pts. Division 2pts. • Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National) National 5pts. Regional 3pts. Division 2pts. • Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted) • Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted) • Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





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SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Engineer

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts. Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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Seminars/workshops/training attended		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National)		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted)		
• Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted)		
• Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA

Category: Nurse

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree		







Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Senior Education Program Specialist

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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Seminars/workshops/training attended National 5pts. Regional 3pts. Division 2pts. Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National) National 5pts. Regional 3pts. Division 2pts. Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted) Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted) Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Accountant (I-III)

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts. Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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SCHOOLS DIVISION OF DIGOS CITY

-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





Republic of the Philippines
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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Seminars/workshops/training attended		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National)		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted)		
• Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted)		
• Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Administrative Officer (I-V)

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





Republic of the Philippines
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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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SCHOOLS DIVISION OF DIGOS CITY

-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. ● Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) ● Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor – 5 pts. ○ Completed Academic requirements in the Doctoral Program – 4.5 pts. ○ Full-fledged Master’s Degree Holder – 3.5 pts. ○ M. A. Academic requirements – 3 pts. ○ College Graduate – 2.5 pts. ○ Three Years in college – 2 pts. ○ Graduated a Two Year Course Program – 1.5 pts. ○ One Year in college – 1pts. ○ High School Graduate with Special Skills -.5 pts. ● Documents to be submitted; -Certified true copies of TOR for the highest degree		







Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Project Development Officer (I-II)

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts. Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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SCHOOLS DIVISION OF DIGOS CITY

Seminars/workshops/training attended National 5pts. Regional 3pts. Division 2pts. Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National) National 5pts. Regional 3pts. Division 2pts. Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted) Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted) Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Education Program Specialist – II

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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Seminars/workshops/training attended		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National)		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted)		
• Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted)		
• Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Education Program Specialist - ALS

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts. Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Seminars/workshops/training attended		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National)		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted)		
• Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted)		
• Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Information Technology Officer I

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





Republic of the Philippines
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SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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SCHOOLS DIVISION OF DIGOS CITY

-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Seminars/workshops/training attended		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National)		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted)		
• Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted)		
• Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Planning Officer III

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% - 5 points 90-99% - 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





Republic of the Philippines
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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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SCHOOLS DIVISION OF DIGOS CITY

-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Seminars/workshops/training attended National 5pts. Regional 3pts. Division 2pts. • Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National) National 5pts. Regional 3pts. Division 2pts. • Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted) • Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted) • Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Administrative Assistant (I-III)

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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SCHOOLS DIVISION OF DIGOS CITY

-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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Seminars/workshops/training attended National 5pts. Regional 3pts. Division 2pts. • Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National) National 5pts. Regional 3pts. Division 2pts. • Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted) • Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted) • Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA
Category: Administrative Aide (I-VI)

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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SCHOOLS DIVISION OF DIGOS CITY

➤ Just on time and twice a month late (3 pts.) ➤ Just on time and oftentimes-late (1 pt.) 1.2.3 Voluntary service - 5 pts. ➤ Always render voluntary services even beyond official time (5 pts.) ➤ Oftentimes render voluntary services even beyond official time (3 pts.) ➤ Sometimes render voluntary services even beyond official time (1 pt.) ● Documents to be submitted; -Certification on punctuality of attendance and voluntary services signed by the HRMO -Transmittal of Reports; Cover Memo signed by the SDS 1.2.4 Number of Years in the service - 5 pts. ➤ 10 years & above 5 pts. ➤ 8 -9 years 4 pts. ➤ 6 -7 years 3 pts. ➤ 4 -5 years 2 pts. ➤ 3 years 1 pt.		
1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
2. Outstanding Accomplishments 25 pts.		
2.1. Outstanding Employee Award - 10 pts. Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. ➤ Region / Mindanao Area 10 pts. ➤ Division / Provincial Level 7 pts. ➤ District/ Municipal Level 4 pts. ● Documents to be submitted; -Photocopy of the awards		





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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
2.3 Speakership/ Consultancy – 5 pts.		
Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
3. Professional Growth	10 pts.	
3.1 Education – 5 pts.		
Educational Attainment and Professional Growth ○ Full-fledged Doctor - 5 pts. ○ Completed Academic requirements in the Doctoral Program - 4.5 pts. ○ Full-fledged Master's Degree Holder - 3.5 pts. ○ M. A. Academic requirements - 3 pts. ○ College Graduate - 2.5 pts. ○ Three Years in college - 2 pts. ○ Graduated a Two Year Course Program - 1.5 pts. ○ One Year in college - 1pts. ○ High School Graduate with Special Skills -.5 pts. • Documents to be submitted; -Certified true copies of TOR for the highest degree Obtained		
3.2 Trainings/virtual trainings – 5 pts.		





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Seminars/workshops/training attended		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted;		
-Certified true copies of certificates of participation and attendance in Seminars		
-workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National)		
National	5pts.	
Regional	3pts.	
Division	2pts.	
• Documents to be submitted;		
-Certificate of Recognition/ Appreciation		
-Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted)		
• Documents to be submitted;		
-Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted)		
• Documents to be submitted;		
-Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

EVALUATION CRITERIA

Category: Driver

Evaluation Criteria	Weight	Score
1. Occupational Competence	50 pts.	
1.1 Work Performance – 20 pts.		
Performance ratings for the last 3 rating periods preceding the search; ➤ Outstanding for the last three ratings – 20 pts. ➤ Outstanding for the last two ratings – 17 pts. ➤ Rated outstanding once – 14 pts. ➤ Very satisfactory for the last three ratings – 11 pts. ➤ Very satisfactory for the last two ratings – 8 pts. ➤ Rated very satisfactory once – 5 pts. ● Documents to be submitted; -Service Record -Performance Ratings		
1.2 Work Accomplishment – 20 pts		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); 1.2.1 Submission of Reports – 5 pts. ➤ Always submits reports on or/ before the dates (5 pts.) ➤ Sometimes submit report on or/before the dates (3 pts.) ➤ Submit reports on or before the dates and sometimes-late (1 pt.) ➤ For Attorney III-IV Percentage of cases acted upon/no. of cases on or before the dates 100% – 5 points 90-99% – 4 points 80%-89.99% -3 points 70%-79.99% -2 points 60%-69.99% -1 point 1.2.2 Punctuality and Attendance – 5 pts. ➤ 15 minutes before the time is always observed (5 pts.)		





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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

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1.3 Human Relations - 10 pts. Observes and demonstrates respect and good working relationship with superiors, other personnel, co-workers and community esp. the elderly: (2 pts. per documents submitted) ● Documents to be submitted; -Certification from the Head of Office		
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-Certification from the sponsoring Agency/ Head of Office		
2.2 Innovation / Creativity – 10 pts.		
Practice locally initiated and creative strategies, approaches in the work place that contributed to the performance of the office (2 pts. per document presented) before and during the new normal. • Documents to be submitted; -Concept paper -Project proposal -Flow Chart		
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Has been a speaker or consultant in a training workshop, seminars, conferences or meetings; invited as consultant in a project implemented / conducted (1 pt. per document presented, maximum of 5 pts.) • Documents to be submitted; -Invitation letters -Memo and Certified true copy of Certifications from the authorities		
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3.1 Education – 5 pts.		
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3.2 Trainings/virtual trainings – 5 pts.		





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SCHOOLS DIVISION OF DIGOS CITY

Seminars/workshops/training attended National 5pts. Regional 3pts. Division 2pts. ● Documents to be submitted; -Certified true copies of certificates of participation and attendance in Seminars -workshops and other training		
4. Leadership Potentials	5 pts.	
4.1. Involvement in co- curricular activities – 5 pts.		
Served as chairperson in activities conducted (Division, Region or National) National 5pts. Regional 3pts. Division 2pts. ● Documents to be submitted; -Certificate of Recognition/ Appreciation -Certification from the Head of Office (Division)		
5. Personal Characteristics and Community Involvement	10 pts.	
5.1 Model of morality and integrity – 5 pts.		
Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children and demonstrates personal sacrifices for the good of the service (1 pt. per document submitted) ● Documents to be submitted; -Certification from the head of Office		
5.2 Community Involvement – 5 pts.		
Active membership in professional, civic and religious organizations (1 pt. per documents submitted) ● Documents to be submitted; -Certification from the president of the organization		
TOTAL	100 pts.	





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Evaluator

Position

Date: _____



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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Enclosure No. 3

**SEARCH FOR DIVISION
B.A.N.G.A
CONSOLIDATED RATING SHEET**



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Enclosure No. 3

SEARCH FOR DIVISION B.A.N.G.A

CONSOLIDATED RATING SHEET

CATEGORY: _____

Name of Awardees	Gender	Position	Total Score	Rank

Prepared by:

Division PRAISE Secretariat

Division PRAISE Committee

SOLLIE B. OLIVER
Member

BEVERLY S. DAUGDAUG, EdD
Member

CLARENCE S. PILLERIN, EdD
Member

FRANCIS JUDE D. ALCOMEDRAS
Member

NEPTUNE L. TAMBILAWAN
Member

NORELIZA A. MISAL
Member

MYHRRRA FAYE L. BONTIA
Member

RAFAEL RODRIFO III MEDIODIA
Member

BASILIO P. MANA-AY, JR.
Chairperson



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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