



Republic of the Philippines
Department of Education
Caraga Region XIII
J.P. Rosales Avenue, Butuan City



September 7, 2018

REGIONAL MEMORANDUM

No. **481** s. 2018

**2018 SEARCH FOR OUTSTANDING DEPED CARAGA
OFFICIALS AND EMPLOYEES**



To: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS**
This Region

1. DepEd Caraga Region announces the 2018 Search for Outstanding DepEd Caraga Officials and Employees.
2. The Search aims to recognize Outstanding DepEd Caraga Public Officials and Employees who have shown excellence and utmost dedication and commitment in the public service. Specifically it aims to:
 - a. identify outstanding accomplishments, best practices of employees on a continuing basis;
 - b. recognize and reward accomplishments and innovations periodically or as the need arises and;
 - c. provide incentives and interventions to motivate employees who have contributed ideas, suggestions, interventions, discoveries, superior accomplishments and other personal and professional efforts.
3. The Search covers the following award categories:
 - a. Outstanding School Principal (Elementary and Secondary);
 - b. Outstanding Master Teacher (Elementary and Secondary);
 - c. Outstanding SPED Teacher (Elementary and Secondary);
 - d. Outstanding Teacher (Elementary and Secondary);
 - e. Outstanding Multigrade Teacher;
 - f. Outstanding ALS Mobile Teacher;
 - g. Outstanding Public Schools District Supervisor (PSDS);
 - h. Outstanding Education Program Supervisor (Division and Region);
 - i. Outstanding Non-Teaching Level I Employee (Division and Region, SG 1-9);
 - j. Outstanding Non-Teaching Level II Employee (Division and Region, SG 10-24)
 - k. Outstanding Schools Division Office.
4. The Program on Awards and Incentives for Service Excellence (PRAISE) Committee at the school and division levels shall screen, evaluate, and recommend to the Regional Office the nominees based on the attached criteria.
5. Each SDO should recommend one (1) nominee for each of the categories. The Regional PRAISE Committee shall not declare a winner for any of the categories with only one nominee for the entire Region.
6. The Division Office shall submit the accomplished nomination forms, write-ups, consolidated summary of outstanding accomplishments, and documents of all nominees duly

signed by the Chairperson of the Division PRAISE Committee in conformity with DepEd Order No. 9, s. 2002 entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education, to the Regional PRAISE Committee not later than October 31, 2018.

7. The Regional PRAISE Committee shall conduct a thorough search for each category following the three stages namely:
 - i. Evaluation of Documents
 - ii. Validation of the Results
 - iii. Interview of the Finalists
8. The winners in each category shall receive cash prizes and plaque of recognitions.
9. The Awarding Ceremonies shall be on December 14, 2018 (venue to be announced later).
10. Attached hereto are the guidelines, criteria, nomination form, rating sheet, and sample consolidated rating sheet for reference and guidance.
11. Immediate and wide dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Incls: As stated

Reference: D.O. 66, s. 2007, CSC MC No. 1, s. 2001
CSC MC No. 6, 2002, CSC MC No. 3, s. 2016

To be indicated in the PERPETUAL INDEX under the following subjects:

AWARDS AND INCENTIVES PLANNING PROGRAMS AND PROJECTS

HRDD01/frd
09/06/18

**Guidelines on the Search for Outstanding DepEd Caraga Public
Officials and Employees**

I. Categories

- a. Outstanding School principal (Elementary and Secondary);
- b. Outstanding Master Teacher (Elementary and Secondary);
- c. Outstanding SPED Teacher (Elementary and Secondary);
- d. Outstanding Teacher (Elementary and Secondary);
- e. Outstanding Multigrade Teacher;
- f. Outstanding ALS Mobile Teacher;
- g. Outstanding Public Schools District Supervisor (PSDS);
- h. Outstanding Education Program Supervisor (Division and Region);
- i. Outstanding Non-Teaching Level I Employee (Division and Region, SG 1-9);
- j. Outstanding Non-Teaching Level II Employee (Division and Region, SG 10-24)
- k. Outstanding Schools Division Office

II. Qualification Requirements of Nominees

Nominated officials and employees must meet the following qualifications:

- a. Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
- b. Have a performance rating of at least Very Satisfactory or its equivalent for three (3) rating periods prior to the nomination; and
- c. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.
- d. Have not been awarded in any National Search or similar Regional Search recognized by DepEd for the last three (3) years.

III. Required Nomination Documents

Each nomination requires the submission of one (1) original nomination folder containing the fully-accomplished nomination form, original clearances and other documentary requirements (see Letters A-J); and two (2) additional copies of the original nomination folder.

A. Letter from the Schools Division Superintendent endorsing the nomination to the Regional PRAISE Committee

B. Completely filled-out Nomination Form:

Each completely filled up nomination form should be accompanied by a write-up using the Nomination Write-up form. In no case shall the write-up exceed the maximum allowable ten (10) pages of A4 size bond paper, using Arial font #12.

C. Individual Summary of Scores of each nominee following the Criteria and points per indicator. This must be included in the papers of each nominee.

D. Nominee's updated CS Form 212 or Personal Data Sheet with passport size photo with name tag taken within the last six months prior to the nomination.

E. Certification from the Chairperson of the Division Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) Committee or its equivalent, that the nomination has undergone deliberation by the Committee.

F. Certification signed by the nominee that he/she has not been found guilty of any administrative or criminal offense involving moral turpitude. If the nominee has pending administrative or criminal case/s, there should be no adverse judgment/ruling on administrative or criminal case at the time of nomination.

G. A certification of no pending administrative or criminal case involving moral turpitude issued by the highest ranking Administrative Officer or Legal Officer is required for posthumous nomination only.

H. Certification issued by the Human Resource Management Officer (HRMO) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for three (3) rating periods prior to the nomination. Copy of the rating forms should no longer be attached to the nomination folder. Certified true copies of the Performance Ratings with the average signed by the Schools Division Superintendents/Assistant Schools Division Superintendents.

I. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities as of December 31 of the year prior to nomination to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor. Said Certification should be signed by the agency's COA Resident Auditor NOT the agency's Financial Officer/Accountant. In case of existing unliquidated cash advance and disallowance, a certificate of the status of such financial obligation shall be issued by the COA Resident Auditor.

J. Updated service record duly certified by the agency's Human Resource Management Officer (HRMO).

K. Documents following the specific criteria should be supported with Certification duly signed by the School Principal for School level, District Supervisor for District Level, and SDS for Division Level. Photocopies must be certified true and verified against the original by the Administrative Officer, Human Resource Management Officer, or Records Officer.

L. The nomination forms and other documentary requirements should be placed in legal size folders and properly labeled. Hard-bound and creative covers are discouraged. Copies of annual reports, recommendations from institutions/personalities, news clippings and certificates of training, seminars and recognition should be included in the submission.

M. All nomination folders and documents submitted shall be considered as records of the PRAISE Committee, thus, shall no longer be returned to the nominee/s.

IV. Write-up of Accomplishments

- A. The write-up must be highlighting the outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";

- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of heads of offices should present individual accomplishments or behavioral norms, not the accomplishments of the entire agency.

B. The following information must be adequately provided:

1. For outstanding work accomplishment, state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee's regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary. The impact of the contribution must be substantially elaborated:
2. For exemplary conduct and ethical behavior, present the exemplary norms of conduct manifested/displayed and provide justifications why the norm/s displayed are considered exemplary.

V. Procedure for Screening and Evaluation

A. Division Level Search

B. Regional Level Search

a. In the Regional level, there shall be three stages of evaluation:

- i. Document Evaluation – The top three (3) nominees who obtained not less than 65 points shall qualify for the next stages.
- ii. Validation – Points obtained by the nominees may be changed after the validation.
- iii. Interview – All finalists shall undergo an interview.

b. Documents evaluated and validated shall comprise 90% of the final rating while interview comprises 10% of the final rating.

c. The Regional PRAISE Committee shall not declare a winner for any of the categories with only one nominee for the entire Region.

d. All teaching categories shall involve actual classroom demonstration during the validation stages.

VI. Prizes

Winners shall receive cash prizes of ten thousand pesos (P10,000.00) for individual category and twenty thousand pesos (P20,000.00) for the Outstanding Schools Division Office and plaque of recognition.

VII . Submission of Nomination together with the Supporting Documents

Nominations to the Search for Outstanding Official and Employees must be submitted to the Regional PRAISE not later than October 31, 2018.

Below is the calendar of activities in relation to the Search:

DATE	ACTIVITY
October 1-31, 2018	Search for Outstanding DepEd Caraga Public Officials and Employees Nomination Period
October 31, 2018	Deadline of Submission of Nomination with Supporting Documents
November 5-9, 2018	Regional PRAISE Document Evaluation/deliberation
November 19-23, 2018	Validation/Review
November 27-29, 2018	Interview
December 14, 2018	Awards Rites for the Outstanding Officials and Employees

CRITERIA

**SEARCH FOR OUTSTANDING SCHOOL PRINCIPAL (I-IV)
(ELEMENTARY AND SECONDARY)**

1. Managerial Competence-----30 pts

1.1 NAT MPS - **15 pts** (where the school principal was assigned on SY ____)

MPS	NO. OF POINTS	MPS	NO. OF POINTS
95-99	15	70-74	10
90-94	14	65-69	9
85-89	13	60-64	8
80-84	12	55-59	7
75-79	11	50-54	6

1.2 Level of SBM of Practice (with Division Office Validation) - **15 pts.**

LEVEL OF PRACTICE	NO. OF POINTS
Level 3	15
Level 2	10
Level 1	5

2. Professional Competence.....50 pts.

2.1 Performance Ratings for the last 3 rating periods -10 pts.

RATING	NO.OF POINTS	RATING	NO.OF POINTS
4.9-5.0	10	4.1-4.2	6
4.7-4.8	9	3.9-4.0	5
4.5-4.6	8	3.7-3.8	4
4.3-4.4	7	3.5-3.6	3

2.2 Research and creative outputs, re-entry projects after attendance to seminars, conferences, workshops within the last three (3) years - 5 pts.

LEVEL	NO. OF POINTS
National	5
Regional	4
Division	3
District	2
School	1

2.3 Trainings and workshops organized within the last three (3) years- 5 pts.

LEVEL	NO. OF POINTS
National	5
Regional	4
Division	3
District	2
School	1

2.4 Published supplementary materials, articles, references and other papers within the last three (3) years - 5 pts.

LEVEL	NO. OF POINTS
National	5
Regional	4
Division	3
District	2
School	1

2.5 Educational Attainment/Professional advancement - 10 pts.

LEVEL	NO. OF POINTS
Doctoral Degree	10
Completed Academic Requirements in Doctoral Degree	9
Master's Degree	8
Completed Academic Degree in Master's Degree	7

2.6 Scholarship awarded in partnership with DepEd -10 pts

LEVEL	NO. OF POINTS
International	10
National	5

2.7 Awards, distinction received within the last 3 years – 5 pts.

LEVEL	NO. OF POINTS
International	5
National	4
Regional	3
Division	2
District	1
School	0.5

3. **Community Partnership (Outreach program and networking/linkages: LSB, PSB, PTA excluded) within the last three (3) years ----- 10 pts.**

RANGE	NO. OF POINTS
1 Million and above	10
500,000-999,999.99	8
300,000-499,999.99	6
100,000-299,999.99	4
50,000-99,999.99	2

4. **Professionalisms/Personal Attributes10 pts.**

Refer to Enclosure No. , Rating Sheet to be filled-up by direct supervisor.

SEARCH FOR OUTSTANDING TEACHER

(Elementary and Secondary School Teacher I/ II/III)

A. Criteria

- | | | |
|--------------|---------------------------------|------------------|
| 1. | Instructional Competence | ----- 40 points |
| | a. Teaching Competence | -20 pts. |
| | b. Outstanding Accomplishment | -10 pts. |
| | c. Creativity and Innovations | -10 pts. |
| 2. | Professional Growth | ----- 40 points |
| | a. Education | -10 pts. |
| | b. Speakership | -10 pts. |
| | c. Demonstration Teacher | -10 pts. |
| | d. Trainings | -5 pts. |
| | e. Publications | -5 pts. |
| 3. | Community Development | ----- 10 points |
| | a. Outreach Activity | -5 pts. |
| | b. Networking/Linkages | -5 pts. |
| 4. | Personal Characteristics | ----- 10 points |
| | a. Personality | -5 pts. |
| | b. Potential | -5 pts. |
| TOTAL | | ----- 100 points |

1. Instructional Competence----- 40 pts.

a. Teaching Competence - 20 points

Average Numerical Rating for the last 3 rating periods

Rating	No. of Points	Rating	No. of Points	Rating	No. of Points
5	20	4.4	14	3.8	8
4.9	19	4.3	13	3.7	7
4.8	18	4.2	12	3.6	6
4.7	17	4.1	11	3.5	5
4.6	16	4.0	10		
4.5	15	3.9	9		

b. Outstanding Accomplishment (For the last 3 years, Highest Level Obtained)- 10 pts.

Outstanding employee or coach or trainer of winning students in different competitions

RANK	NO. OF POINTS			
	DISTRICT LEVEL	DIVISION LEVEL	REGIONAL LEVEL	NATIONAL LEVEL
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	1	3	6	8

Creativity & Innovation----- 10 pts

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional official

STAGES OF IMPLEMENTATION	NO. OF POINTS
Conceptualized	2
Started the implementation	4
Fully implemented in the school	6
Adopted in the district	8
Adopted in the division	10

2. **Professional Growth----- 40 pts**

a. **Education - 10 pts**

EDUCATIONAL LEVEL	NO. OF POINTS
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
Completed Academic Requirements for Master's Degree	6
Master's Degree	8
Completed Academic Requirements for Doctoral Degree	9
Doctoral Degree	10

b. **Consultant/ Resource Speaker/ Facilitator in Trainings/ Seminars/ Workshop (for the last 3 years) -10 pts**

LEVEL	NO. OF POINTS
School	1
District	2
Division	3
Regional	5
National	8
International	10

c. **Demonstration Teacher (for the last 3 years) - 10 pts**

LEVEL	NO. OF POINTS
School	1
District	2
Division	3
Regional	5
National	8
International	10

d. **Trainings/ Seminars/ Workshops/ Conferences attended (for the last 3 years) -5 pts**

LEVEL	NO. OF POINTS
School	0.5
District	1
Division	2
Regional	3
National	4
International	5

e. **Publication/Authorship (for the last 3 years) - 5 pts**

NATURE OF PUBLICATION/AUTHORSHIP	NO. OF POINTS
Articles published in a school Organ/newsletter	1
Per article but not to exceed 5 points	
Articles published in a journal/newsletter/ Magazine of wide circulation	2
Per article but not to exceed 5 points	
Co-authorship of a book	4
Sole authorship of a book	5

3. **Community Development (for the last 3 years) ----- 10 pts**

a. **Outreach Programs - 5 pts**

Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials

Level	No. of Times	Points
School	3	3
District	2	3
Division	1	5

b. **Networking/Linkages (for the last 3 years) - 5 pts**

Served as instrument for sourcing of funds and other donations in kind for classroom and/or school facilities and/or activities properly documented with narrative and pictorial reports attested by immediate supervisors, division or regional officials

Estimated Amount of Donations (cash or kind)	Points
P 50, 000.00 and above	5
P 31, 000.00 to P 49,999.99	4
P 21, 000.00 to P 30,999.99	3
P 11, 000.00 to P 20,999.99	2
P 1, 000.00 to P 10, 999.99	1

4. **Professionalism/Personal Characteristics ----- 10 pts**

Refer to Enclosure No. , Rating Sheet to be filled-up by direct supervisor.

SEARCH FOR OUTSTANDING MASTER TEACHER (I-III)

Criteria

1. Instructional Competence	-----	50 points
a. Teaching Competence	-20 pts.	
b. Outstanding Accomplishment	-15 pts.	
c. Creativity and Innovations	-15 pts.	
2. Professional Growth	-----	30 points
a. Education	-10 pts.	
b. Speakership	-5 pts.	
c. Demonstration Teacher	-5 pts.	
d. Trainings	-5 pts.	
e. Publications	-5 pts.	
3. Community Development	-----	10 points
a. Outreach Activity/ Barangay & Other Agencies' Activity	-5 pts.	
b. Networking/Linkages	-5 pts.	
4. Personal Characteristics	-----	10 points
a. Personality	-5 pts.	
b. Potential	-5 pts.	
TOTAL -----		100 points

1. Instructional Competence-----50 pts.

a. Teaching Competence- 20 pts.

Average Numerical Rating for the last 3 years

Rating	No. of Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15

Rating	No. of Points
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10

Rating	No. of Points
3.9	9
3.8	8
3.7	7
3.6	6
3.5	5

b. Outstanding Accomplishments - 15 pts

Outstanding employee as coach or trainer of winning students in different competitions

RANK	NO. OF POINTS			
	DISTRICT LEVEL	DIVISION LEVEL	REGIONAL LEVEL	NATIONAL LEVEL
1 st	3	5	10	15
2 nd	2	4	8	13
3 rd	1	3	5	10

- c. **Creativity & Innovation----- 15 pts**
 Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional official.

STAGES OF IMPLEMENTATION	NO. OF POINTS
Conceptualized	2
Started the implementation	4
Fully implemented in the school	6
Adopted in the district	10
Adopted in the division	15

2. **Professional Growth -----30 pts**

a. **Education – 10 pts**

EDUCATIONAL LEVEL	NO. OF POINTS
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
Completed Academic Requirements for Master’s Degree	6
Master’s Degree	8
Completed Academic Requirements for Doctoral Degree	9
Doctoral Degree	10

b. **Consultant/ Resource Speaker/ Facilitator in Trainings/ Seminars/ Workshops within the last three (3) years - 5 pts**

LEVEL	NO. OF POINTS
School	0.5
District	1
Division	2
Regional	3
National	4
International	5

c. **Demonstration Teacher within the last three (3) years - 5 pts**

LEVEL	NO. OF POINTS
School	0.5
District	1
Division	2
Regional	3
National	4
International	6

d. **Trainings/ Seminars/ Workshops/ Conferences attended within the last three (3) years - 5 pts**

LEVEL	NO. OF POINTS
School	0.5
District	1
Division	2
Regional	3
National	4
International	5

e. Publication/Authorship within the last three (3) years - 5 pts

NATURE OF PUBLICATION/AUTHORSHIP	NO. OF POINTS
Articles published in a school Organ/newsletter	1
Per article but not to exceed 4 points	
Articles published in a journal/newsletter/ Magazine of wide circulation	2
Per article but not to exceed 4 points	
Co-authorship of a book	4
Sole authorship of a book	5

3. Community Development within the last three (3) years -----10 pts

a. Outreach Programs - 5 pts

Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials

Level	No. of Times	No. of Points
School	3	3
District	2	3
Division	1	4
Regional	1	5

b. Networking/Linkages - 5 pts

Served as instrument for sourcing of funds and other donations in kind for classroom and/or school facilities and/or activities properly documented with narrative and pictorial reports attested by immediate supervisors, division or regional officials

Estimated Amount of Donations (cash or kind)	Points
P 50, 000.00 and above	5
P 31, 000.00 to P 49, 999.99	4
P 21, 000.00 to P 30, 999.99	3
P 11, 000.00 to P 20, 999.99	2
P 1, 000.00 to P 10, 999.99	1

4. Professionalism and Personal Characteristics - 10 pts

Refer to Enclosure No. , Rating Sheet to filled-up by the direct supervisor.

SEARCH FOR OUTSTANDING MULTIGRADE TEACHER

Criteria

1. Experience as Multigrade Teacher -----20 pts.

NO. OF YEARS	NO. OF POINTS	NO. OF YEARS	NO. OF POINTS
3-4	5	13-14	15
5-6	7	15-16	17
7-8	9	17-18	18
9-10	11	19-20	19
11-12	13	Above 20	20

2. Instructional Competence-----50 pts.

a. Teaching Competence- 20 pts.

Average Numerical Rating for the last 3 years

Rating	No. of Points
5	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15

Rating	No. of Points
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10

Rating	No. of Points
3.9	9
3.8	8
3.7	7
3.6	6
3.5	5

b. Outstanding Accomplishments - 15 pts

Outstanding employee as coach or trainer of winning students in different competitions

RANK	NO. OF POINTS			
	DISTRICT LEVEL	DIVISION LEVEL	REGIONAL LEVEL	NATIONAL LEVEL
1 st	3	5	10	15
2 nd	2	4	8	13
3 rd	1	3	5	10

c. Creativity & Innovation----- 10 pts

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional official

STAGES OF IMPLEMENTATION	NO. OF POINTS
Conceptualized	2
Started the implementation	4
Fully implemented in the school	6
Adopted in the district	8
Adopted in the division	10

d. Publication/Authorship (for the last 3 years) - 5 pts

NATURE OF PUBLICATION/AUTHORSHIP	NO. OF POINTS
Articles published in a school Organ/newsletter	1
Per article but not to exceed 4 points	
Articles published in a journal/newsletter/ Magazine of wide circulation	2
Per article but not to exceed 4 points	
Co-authorship of a book	4
Sole authorship of a book	5

3. Professional Growth -----20 pts

a. Education – 10 pts

EDUCATIONAL LEVEL	NO. OF POINTS
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
Completed Academic Requirements for Master’s Degree	6
Master’s Degree	8
Completed Academic Requirements for Doctoral Degree	9
Doctoral Degree	10

b. Trainings/ Seminars/ Workshops/ Conferences attended - 10 pts

LEVEL	NO. OF POINTS
School	1
District	2
Division	4
Regional	6
National	8
International	10

4. Professionalism and Personal Characteristics - 10 pts

Refer to Enclosure No. , Rating Sheet to filled-up by the direct supervisor.

TOTAL-----100 points

SEARCH FOR OUTSTANDING SPED TEACHER
(ELEMENTARY AND SECONDARY)

A. Qualifications:

1. SPED Teacher handling any of the following classes:
 - a. Fast Learners
 - b. Slow Learners
 - c. Autism
 - d. Hearing Impairment
 - e. Visual Impairment
 - f. Mental Retardation
 - g. Intellectual Disability
 - h. Learning Disability

B. Criteria:

I. Instructional Competence & Teaching Effectiveness-- 90 points

AREA/S			NO. OF POINTS												
A. Outstanding contribution in the Special Education Program			30												
1. Introduced/tried out effective approach or innovations in teaching which contributed to the improvement of instruction in meeting the needs of special children-10 pts.															
	<table><tr><th>STAGES OF IMPLEMENTATION</th><th>NO. OF POINTS</th></tr><tr><td>Conceptualized</td><td>6</td></tr><tr><td>Started the implementation</td><td>7</td></tr><tr><td>Fully implemented in the school</td><td>8</td></tr><tr><td>Adopted in the district</td><td>9</td></tr><tr><td>Adopted in the division</td><td>10</td></tr></table>	STAGES OF IMPLEMENTATION	NO. OF POINTS	Conceptualized	6	Started the implementation	7	Fully implemented in the school	8	Adopted in the district	9	Adopted in the division	10		
STAGES OF IMPLEMENTATION	NO. OF POINTS														
Conceptualized	6														
Started the implementation	7														
Fully implemented in the school	8														
Adopted in the district	9														
Adopted in the division	10														
2. Written/produced Instructional Materials (IMs) in SPED – 10 pts. a. Modules b. Equipment/Teaching Devices c. Technical paper/Publications															
	<table><tr><th>LEVEL</th><th>NO. OF POINTS</th></tr><tr><td>School</td><td>5</td></tr><tr><td>District</td><td>7</td></tr><tr><td>Division</td><td>8</td></tr><tr><td>Regional</td><td>9</td></tr><tr><td>National</td><td>10</td></tr></table>	LEVEL	NO. OF POINTS	School	5	District	7	Division	8	Regional	9	National	10		
LEVEL	NO. OF POINTS														
School	5														
District	7														
Division	8														
Regional	9														
National	10														
3. Organized/trained socio-cultural activities (i.e. choral group, dance troupe, theater & drama, arts club, etc.)- 5 pts.															
4. Graduates (record of number of batches or names of successful graduates)---5 pts.			5												

B.Leadership			30												
1. Coordinated the organization of classes/implementation of SPED program – 5 pts.															
	<table><tr><td>LEVEL</td><td>NO. OF POINTS</td></tr><tr><td>District</td><td>3</td></tr><tr><td>Division</td><td>4</td></tr><tr><td>Regional</td><td>5</td></tr></table>	LEVEL	NO. OF POINTS	District	3	Division	4	Regional	5						
LEVEL	NO. OF POINTS														
District	3														
Division	4														
Regional	5														
2. Conducted in-service training programs - 10 pts.															
	<table><tr><td>LEVEL</td><td>NO. OF POINTS</td></tr><tr><td>School</td><td>6</td></tr><tr><td>District</td><td>7</td></tr><tr><td>Division</td><td>8</td></tr><tr><td>Regional</td><td>9</td></tr><tr><td>National</td><td>10</td></tr></table>	LEVEL	NO. OF POINTS	School	6	District	7	Division	8	Regional	9	National	10		
LEVEL	NO. OF POINTS														
School	6														
District	7														
Division	8														
Regional	9														
National	10														
3. Resource Speaker/ Discussant/ Demonstration Teacher- 10 pts.															
	<table><tr><td>LEVEL</td><td>NO. OF POINTS</td></tr><tr><td>School</td><td>6</td></tr><tr><td>District</td><td>7</td></tr><tr><td>Division</td><td>8</td></tr><tr><td>Regional</td><td>9</td></tr><tr><td>National</td><td>10</td></tr></table>	LEVEL	NO. OF POINTS	School	6	District	7	Division	8	Regional	9	National	10		
LEVEL	NO. OF POINTS														
School	6														
District	7														
Division	8														
Regional	9														
National	10														
4. Participated in community programs/projects for the development/enhancement of the learners in their areas of interests – 5 pts.															

C. Continuous and Dedicated Service			15												
1. Rendering continuous and dedicated service in SPED teaching– 5 pts.															
	<table><tr><th>NO. OF YEARS</th><th>NO. OF POINTS</th></tr><tr><td>3-4</td><td>1</td></tr><tr><td>5-6</td><td>2</td></tr><tr><td>7-8</td><td>3</td></tr><tr><td>9-10</td><td>4</td></tr><tr><td>10 and above</td><td>5</td></tr></table>	NO. OF YEARS	NO. OF POINTS	3-4	1	5-6	2	7-8	3	9-10	4	10 and above	5		
NO. OF YEARS	NO. OF POINTS														
3-4	1														
5-6	2														
7-8	3														
9-10	4														
10 and above	5														
2. Rated as SPED teacher with at least very satisfactory performance rating for the last three (3) years - 10 pts.															
	<table><tr><th>AVERAGE RATING</th><th>NO. OF POINTS</th></tr><tr><td>5.0</td><td>10</td></tr><tr><td>4.6-4.9</td><td>9</td></tr><tr><td>4.2-4.5</td><td>8</td></tr><tr><td>3.8-4.1</td><td>7</td></tr><tr><td>3.5-3.8</td><td>6</td></tr></table>	AVERAGE RATING	NO. OF POINTS	5.0	10	4.6-4.9	9	4.2-4.5	8	3.8-4.1	7	3.5-3.8	6		
AVERAGE RATING	NO. OF POINTS														
5.0	10														
4.6-4.9	9														
4.2-4.5	8														
3.8-4.1	7														
3.5-3.8	6														

D. Professional Advancement			5
LEVEL	NO. OF POINTS		
With Masteral units	1		
With complete MA Academic requirements	2		
MA degree holder	3		
With Doctoral units	4		
Ph.D./Ed.d. degree holder	5		

II. PROFESSIONAL/ PERSONAL CHARACTERISTICS----- 10 points
Refer to Enclosure No. , Rating Sheet to filled-up by the direct supervisor.

SEARCH FOR OUTSTANDING ALS MOBILE TEACHER

CRITERIA

AREA/S		NO. OF POINTS												
I. Occupational Competence		65												
Outstanding Accomplishment														
1. Plan activities that are responsive to the needs and problems of the community – 5 pts.														
2. Source-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects (for the last 3 years) - 10 pts.														
	<table><tr><th>Estimated Amount of Donations (cash or kind)</th><th>Points</th></tr><tr><td>P 50, 000.00 and above</td><td>10</td></tr><tr><td>P 31, 000.00 to P 49,999.99</td><td>8</td></tr><tr><td>P 21, 000.00 to P 30,999.99</td><td>6</td></tr><tr><td>P 11, 000.00 to P 20,999.99</td><td>4</td></tr><tr><td>P 1, 000.00 to P 10, 999.99</td><td>2</td></tr></table>		Estimated Amount of Donations (cash or kind)	Points	P 50, 000.00 and above	10	P 31, 000.00 to P 49,999.99	8	P 21, 000.00 to P 30,999.99	6	P 11, 000.00 to P 20,999.99	4	P 1, 000.00 to P 10, 999.99	2
Estimated Amount of Donations (cash or kind)	Points													
P 50, 000.00 and above	10													
P 31, 000.00 to P 49,999.99	8													
P 21, 000.00 to P 30,999.99	6													
P 11, 000.00 to P 20,999.99	4													
P 1, 000.00 to P 10, 999.99	2													
3. Initiated literacy programs/projects (for the last 3 years) – 10 pts.														
	<table><tr><th>STAGES OF IMPLEMENTATION</th><th>NO. OF POINTS</th></tr><tr><td>Conceptualized</td><td>6</td></tr><tr><td>Started the implementation</td><td>7</td></tr><tr><td>Fully implemented in the school</td><td>8</td></tr><tr><td>Adopted in the district</td><td>9</td></tr><tr><td>Adopted in the division</td><td>10</td></tr></table>	STAGES OF IMPLEMENTATION	NO. OF POINTS	Conceptualized	6	Started the implementation	7	Fully implemented in the school	8	Adopted in the district	9	Adopted in the division	10	
STAGES OF IMPLEMENTATION	NO. OF POINTS													
Conceptualized	6													
Started the implementation	7													
Fully implemented in the school	8													
Adopted in the district	9													
Adopted in the division	10													
4. Published articles on ALS program/projects (1 pt. per article)- 5pts.														
5. Served as a Resource person/trainer/ facilitator (for the last 3 years) – 5 pts.														
	<table><tr><th>LEVEL</th><th>NO. OF POINTS</th></tr><tr><td>School</td><td>1</td></tr><tr><td>District</td><td>2</td></tr><tr><td>Division</td><td>3</td></tr><tr><td>Region</td><td>4</td></tr><tr><td>National</td><td>5</td></tr></table>	LEVEL	NO. OF POINTS	School	1	District	2	Division	3	Region	4	National	5	
LEVEL	NO. OF POINTS													
School	1													
District	2													
Division	3													
Region	4													
National	5													
6. Develop community-based learning materials – 10 pts.														
	<table><tr><td>Conceptualized LMs</td><td>6</td></tr><tr><td>Developed LMs</td><td>7</td></tr><tr><td>Utilized in the Learning Center</td><td>8</td></tr><tr><td>Adopted in the district</td><td>9</td></tr><tr><td>Adopted in the division</td><td>10</td></tr></table>	Conceptualized LMs	6	Developed LMs	7	Utilized in the Learning Center	8	Adopted in the district	9	Adopted in the division	10			
Conceptualized LMs	6													
Developed LMs	7													
Utilized in the Learning Center	8													
Adopted in the district	9													
Adopted in the division	10													
7. Established functional data-based at the district/school level- 10 pts.														

8. Conducted action research on community- based programs/project (for the last 3 years) – 10 pts.			
	STAGES OF IMPLEMENTATION	NO. OF POINTS	
	Conceptualized	6	
	Proposal Approved	7	
	Research Done	8	
	Presented in the district	9	
	Presented in the division	10	
II. Professional Advancement			25
1. Educational Attainment – 10 pts.			
	LEVEL	NO. OF POINTS	
	With Masteral units	2	
	With complete MA Academic requirements	4	
	MA degree holder	6	
	With Doctoral units	8	
	Ph.D./Ed.d. degree holder	10	
2. In-service training attended (for the last 3 years) – 5 pts.			
	LEVEL	NO. OF POINTS	
	School	0.5	
	District	1	
	Division	2	
	Regional	3	
	National	4	
	International	5	
3. Awards Received (for the last 3 years) – 10 pts.			
	LEVEL	NO. OF POINTS	
	School	1	
	District	2	
	Division	4	
	Regional	6	
	National	8	
	International	10	
III. PROFESSIONALISM/ PERSONAL CHARACTERISTICS			10
Refer to Enclosure No. , Rating Sheet to be fill-up by direct supervisor			
TOTAL			100

**OUTSTANDING PUBLIC SCHOOLS DISTRICT SUPERVISOR/
EDUCATION PROGRAM SUPERVISOR (DIVISION AND REGION)**

1. Performance Rating..... 20 pts.

Average Numerical Rating for the last 3 rating periods

Rating	No. of Points	Rating	No. of Points	Rating	No. of Points
5	20	4.5	15	4.0	10
4.9	19	4.4	14	3.9	9
4.8	18	4.3	13	3.8	8
4.7	17	4.2	12	3.7	7
4.6	16	4.1	11	3.6	6
				3.5	5

2. Outstanding Accomplishments----- 35 pts.

a. Outstanding Employee Award/Leadership in Organizations (for the last 3 years) ----5 pts

LEVEL	NO. OF POINTS
SCHOOL	1
DISTRICT	2
DIVISION	3
REGION	4
NATIONAL	5

b. Innovations----- 7 pts.

STAGE	NO. OF POINTS
Conceptualized	2
Started Implementataion	3
Fully Implemented in the School	4
Adopted in the District	5
Adopted in the Division	6
Adopted in the Region	7

3. Education and Training20 pts.

a. Education- 15 pts.

EDUCATIONAL LEVEL	NO. OF POINTS
Completed Academic Requirements for Master's Degree	8
Master's Degree	10
Completed Academic Requirements for Doctoral Degree	12
Doctoral Degree	15

b. Trainings (for the last 3 years) -5 pts.

Participated in Trainings for at least three (3) days

LEVEL	NO. OF POINTS
DISTRICT	1
DIVISION	2
REGION	3
NATIONAL	4
INTERNATIONAL	5

4. Community Development (for the last 3 years) -----10 pts.

c. Outreach Programs - 10 pts

Outreach programs/activities initiated/ participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials

Level	No. of Times	No. of Points
School	3	3
District	2	3
Division	1	4
Regional	1	5

d. Networking/Linkages --5 pts

Served as instrument for sourcing of funds and other donations in kind for classroom and/or school facilities and/or activities properly documented with narrative and pictorial reports attested by immediate supervisors, division or regional officials

Estimated Amount of Donations (cash or kind)	Points
P 50, 000.00 and above	5
P 31, 000.00 to P 49, 999.99	4
P 21, 000.00 to P 30, 999.99	3
P 11, 000.00 to P 20, 999.99	2
P 1, 000.00 to P 10, 999.99	1

5. PROFESSIONAL/PERSONAL CAHRACTERISTICS10 pts

Refer to Enclosure No. , Rating Sheet to be filled-up by direct supervisor.

OUTSTANDING NON-TEACHING PERSONNEL (1st & 2nd Level)

CRITERIA

I. Performance Rating -----30 pts.

The average performance rating of nominees for the last 3 rating period

RATING	NO.OF POINTS
4.9-5.0	30
4.7-4.8	28
4.5-4.6	26
4.3-4.4	24

RATING	NO.OF POINTS
4.1-4.2	22
3.9-4.0	20
3.7-3.8	18
3.5-3.6	16

II. Awards Received (for the last 3 years) -----10 pts

LEVEL	NO. OF POINTS
SCHOOL	2
DISTRICT	4
DIVISION	6
REGION	8
NATIONAL	10

III. Innovation (for the last 5 years) -----10 pts.

Innovative and creative work plan, module or instructional material, properly documented and approved by immediate supervisors and attested by division or regional official.

STAGES OF IMPLEMENTATION	NO. OF POINTS
Conceptualized	2
Started the implementation	4
Fully implemented in the school	6
Adopted in the district	8
Adopted in the division	10

IV. Professional Development-----35 pts

a. Education

EDUCATIONAL LEVEL	NO. OF POINTS
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
Completed Academic Requirements for Master's Degree	6
Master's Degree	8
Completed Academic Requirements for Doctoral Degree	9
Doctoral Degree	10

b. Trainings / Seminars/ Workshops/ Conferences attended (for the last 3 years)--- 10 pts.

LEVEL	NO. OF POINTS
School	1
District	2
Division	4
Regional	6
National	8
International	10

c. Consultant/Resource Speaker/Facilitator in Trainings/Seminars-Workshops..10 pts

LEVEL	NO. OF POINTS
School	1
District	2
Division	4
Regional	6
National	8
International	10

d. Publication/Authorship (for the last 3 years) ----- 5 pts

NATURE OF PUBLICATION/AUTHORSHIP	NO. OF POINTS
Articles published in a school Organ/newsletter	1
Per article but not to exceed 4 points	
Articles published in a journal/newsletter/ Magazine of wide circulation	2
Per article but not to exceed 4 points	
Co-authorship of a book	4
Sole authorship of a book	5

V. Community Development.....5 pts.

a. Outreach Program – 5 pts.

Outreach Program/activities initiated properly documented with narrative and pictorials attested by immediate supervisors, division or regional officials

SCOPE OF IMPLEMENTATON	NO. OF POINTS
School	2
District	3
Division	4
Regional	5

VI. PROFESSIONALISM/PERSONAL CHARACTERISTICS----- 10 pts.

Refer to Enclosure No. , Rating Sheet to be filled-up by direct supervisor.

TOTAL 100 pts

SEARCH FOR OUTSTANDING SCHOOLS DIVISION OFFICE

CRITERIA

1. Performance Indicators ----- 30 pts.

- a. Division NAT MPS – 5 pts.
- b. Completion Rate – 5 pts.
- c. Graduation – 5 pts.
- d. Dropout Rate -5 pts
- e. Retention Rate- 5 pts.
- f. A & E- 5 pts.

For a,b,c, e, and f

RANGE	NO. OF POINTS
91% & above	5
87%-90%	4
83%-86%	3
79%-82%	2
75%-78%	1

For d

RANGE	NO. OF POINTS
0	5
1% - 2%	4
3%- 4%	3
5%-6%	2
7%-8%	1

2. Percentage of 2017 newly created teaching and non-teaching items with NOSCA filled within three (3) months ----- 5 pts.

% OF FILLED-UP ITEMS	NO. OF POINTS
100%	5
95%-99%	4
90%-94%	3
85%-89%	2
80%-84%	1

3. **Percentage of Private School applicants submitted on time their new/renewal application of government permit to operate with complete requirements for SY 2017-2018 ----- 5 pts.**

% OF PRIVATE SCHOOLS WITH COMPLETE REQUIREMENTS	NO. OF POINTS
100%	5
97%-99%	4
94%-96%	3
91%-93%	2
88%-90%	1

4. **100% monthly downloading of MOOE to the schools ----- 5 pts.**

NO. OF MONTHS WITH 100% DOWNLOADING	NO. OF POINTS
12	5
8-11	4
4-7	3

5. **Utilization of 2018 Funds ----- 10 pts.**

% of Obligation and Disbursements

Allotment

% OF FUNDS OBLIGATED	NO. OF POINTS Obligation	NO. OF POINTS Disbursements
90% - 100%	5	5
80% - 89%	4	4
70% - 79%	3	3

6. % of Liquidation and Submission of Financial Reports -----10 pts.

% of Liquidation / Submission of Reports	NO. OF POINTS Obligation	NO. OF POINTS Disbursements
90% - 100%	5	5
80% - 89%	4	4
70% - 79%	3	3

7. Properly Accomplished ----- 10 pts.

OPCRF 2017	2.5 pts.
DEPD with updated AIP	2.5 pts.
Training Completion Report	2.5 pts.
IPDP submitted	2.5 pts.

8. Percentage of school sites with Title ----- 5 pts.

% of SCHOOL SITES WITH TITLE	NO. OF POINTS
50%	5
45% - 49%	3
40% - 44%	1

9. Zero complaint on child protection policy ----- 5 pts.

NO. OF COMPLAINTS	NO. OF POINTS
0	5
1	4
2	3
3	2
4	1

10. Cases resolved in the Division ----- 5 pts.

No. of Cases Resolved
Total No. Cases

% OF CASES RESOLVED	NO. OF POINTS
90% - 100%	5
80% - 89%	3
70% - 79%	1

11. Wins in the National and International Contest
(Not to exceed 10 points)

RANK	NO OF POINTS	
	National	International
1	3	5
2	2	4
3	1	3

Directions:

Accomplish the nomination form and attach a one-paged (A4-size) essay about the nominee highlighting his/her integrity, accomplishments and impact to learning/service delivery and contribution to the community.

NOMINATION FORM
2018 Search for Outstanding Teaching and Non-Teaching Personnel

THE PRAISE COMMITTEE

DepEd Caraga Region
J.P. Rosales Avenue
Butuan City

Recent 2"x2"
Picture of the
nominee

After undergoing a thorough evaluation in the division level based on the guidelines and criteria of the 2018 Search for Outstanding DepEd Caraga Officials and Employees, I hereby nominate:

Name of Nominee: _____
Category: _____
Division: _____
Current Position of Nominee: _____
Subject Area and Grade Level Taught: _____
Unit Assigned and nature of Work: _____
School/Office: _____
School/Office Address: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____
Signature of Nominator: _____ Date Signed: _____

Sample Consolidated Rating Sheet

**SEARCH FOR OUTSTANDING TEACHER (ELEMENTARY AND SECONDARY,
I/II/III)**

CRITERIA		Pts.	Teacher A	Teacher B	Teacher C
Instructional Competence (40 pts)	Teaching Competence	20			
	Outstanding Accomplishment	10			
	Creativity and Innovations	10			
Professional Growth (40 pts)	Education	10			
	Speakership	10			
	Demo Teaching	10			
	Trainings	5			
Community Development (10 pts)	Outreach	5			
	Networking	5			
Personal Characteristics (10 pts)	Personality	5			
	Potential	5			