

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

## **SCHOOLS DIVISION OF NEGROS ORIENTAL**

### **Office of the School Governance and Operations Division**

Capitol Area, Dumaguete City

 [www.depednegor.net](http://www.depednegor.net)

 [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)

 SGOD Office (035) 225 - 6180

November 5, 2016

#### **DIVISION MEMORANDUM**

No. 674 s. 2016

#### **2016 SEARCH FOR OUTSTANDING TEACHERS/SCHOOL HEADS/ALS IMPLEMENTER AND NON-TEACHING PERSONNEL IN THE DIVISION OF NEGROS ORIENTAL**

TO: Asst. Schools Division Superintendents  
Chiefs, CID & SGOD  
DEPS/Div. Coordinators/SEPSs/EPs II  
District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
ALS Implementer  
All Others Concerned

1. In observance of the Education Week on December 7-12, 2016 as indicated in DepEd Order No. 23, s. 2016 and DepEd Order No. 9, s. 2002, entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE), this Division will conduct the Annual Search for Most Outstanding Teachers/School Heads/ALS Implementers and Non-Teaching Personnel on December 2016 at Dumaguete City, *(specific date and venue will announced later in a separate memorandum)*.
2. The search for **Most Outstanding Teachers is open to all regular public school teachers in kinder, elementary and secondary who have served DepEd for at least three (3) years**, so with ALS implementers. The search for Most Outstanding School Heads is also open to all School Heads with or without item (but with official designation signed by the Schools Division Superintendent) in public elementary and secondary who have been in DepEd for at least three (3) years.
3. The search for Most Outstanding Non-Teaching Personnel is for all Non-teaching personnel/support staff (regular or contractual) who have been working in this division for at least three (3) years.
4. There must be only one (1) nominee per district in teacher, school head, ALS Implementer and non-teaching category. However, at the Division Office, there may be One (1) nominee per section.
5. The following criteria will be used in the search for each category.

#### **MOST OUTSTANDING TEACHERS:**

- |    |   |   |     |
|----|---|---|-----|
| a. | Performance (average for the last 3 rating periods) | - | 15% |
| b. | No Dropout (for the past 3 years)                   | - | 10% |

07 NOV 2016

c.	No Non-reader (for the past 3 years)	-	10%
d.	NAT MPS (at least 75% every year for the past 3 years )	-	10%
e.	No Failure (for the past 3 years)	-	10%
f.	Winning Coach/Adviser in contests	-	10%
g.	Resource speaker in Trainings/Workshops	-	10%
h.	School-Community Partnership/Linkages	-	5%
i.	Coordinator (School/District/Division/Region)	-	10%
j.	Interview/In-Depth Validation/Potential	-	10%
	<b>TOTAL</b>		<b>100%</b>

#### **MOST OUTSTANDING SCHOOL HEADS:**

a.	Performance (average for the last 3 rating periods)	-	10%
b.	Timeliness in Submitting Reports	-	15%
c.	School Awards received (under own management)	-	10%
d.	School NAT MPS (at least 75% every year for the past 3 years- under own management)	-	15%
e.	Funds Management:		
	% of utilization (releases/allocation	-	10%
	Timeliness in liquidation	-	10%
f.	Extent of SIP utilization	-	15%
g.	Grievance Management	-	5%
h.	Interview/In-Depth Validation/Potential	-	10%
	<b>TOTAL</b>		<b>100%</b>

#### **MOST OUTSTANDING ALS Implementer:**

a.	Performance (average for the last 3 rating periods)	-	15%
b.	No. Of Livelihood Skills Taught (3 years)	-	10%
c.	% of A & E Passers over No. Of Test Registrants	-	15%
d.	Learning Centers established (3 years)	-	10%
e.	Awards Received (3 years)	-	10%
f.	Winning Coach/Adviser in Contests	-	10%
g.	Resource speaker in Trainings/Workshops	-	10%
h.	School Community Partnership	-	10%
i.	Potential/Interview/In-Depth Validation	-	10%
	<b>TOTAL</b>		<b>100%</b>

#### **MOST OUTSTANDING NON-TEACHINGPERSONNEL/SUPPORT STAFF:**

<b>I.</b>	<b>OCCUPATIONAL COMPETENCE &amp; ACCOMPLISHMENT OF WORK (50%)</b>		
a.	Manual/Operation of Tasks	-	10%
b.	Preparation Task	-	10%
c.	Organization Task	-	10%
d.	Records Management	-	10%
e.	Maintenance Task		

<b>II. WORK ETHICS (25%)</b>		
a.	Courtesy	- 5%
b.	Readiness for Service	- 5%
c.	Cleanliness and Orderliness of Work Area	- 5%
d.	Grooming and Appearance	- 5%
e.	Initiative and Creativity	- <u>5%</u>
	<b>TOTAL</b>	<b>100%</b>
<b>III. ATTENDANCE</b>		
		- <b>15%</b>
<b>IV. HUMAN RELATIONS SKILLS</b>		
		- <u><b>10%</b></u>
	<b>TOTAL</b>	<b>100%</b>

6. Each District shall create a District **PRAISE Committee** and conduct a district level search.

7. Each district shall nominate only one (1) Outstanding Elem. Teacher, one (1) Sec. Teacher, one (1) Outstanding Elem. School Head, one (1) Sec. School Head, one (1) Outstanding ALS Implementer and one (1) Support Staff. However, for municipalities with two (2) or more school districts, only one (1) nominee for ALS category shall be nominated per municipality.

8. All entries (Accomplished Nomination Forms) should be accompanied with relevant documents to support for each criterion for each category. The **deadline for submission of District Nominees is on November 14, 2016. Nominations submitted after this date will no longer be accepted.**

9. Attached is the Nomination Form for each category and rubrics for the Search for Support Staff.

10. For the information, guidance and compliance of all concerned.



**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC-Office of the Assistant Regional Director  
 Concurrent Schools Division Superintendent

11/7/16





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**2016 SEARCH FOR THE OUTSTANDING TEACHERS/SCHOOL HEADS/  
ALS IMPLEMENTER AND SUPPORT STAFF IN THE  
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**NOMINATION FORM  
MOST OUTSTANDING TEACHER CATEGORY**

Name of Nominee: \_\_\_\_\_ Age: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Present Station \_\_\_\_\_ District: \_\_\_\_\_

Previous School Assignment: \_\_\_\_\_ District: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_ Present Position: \_\_\_\_\_

Performance Rating: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

NAT MPS: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

Dropout Rate: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

No. & % of Non-Readers : SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

No. & % of Failures: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

INVOLVEMENT IN DEPED PROGRAMS/ACTIVITIES AND PROJECTS: (Whether as Resource Speaker in Seminar or Coach/Adviser in Contests)

Position	Activity Title	Level of Participation	Awards Received (Sch./Dist./ Cong./Div./ Reg'l./Nat'l.)

Other Significant Awards (Title of Award, Name of Agency, Date Awarded)

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**NOMINATION FORM  
MOST OUTSTANDING SCHOOL HEAD CATEGORY**

Name of Nominee: \_\_\_\_\_ Age: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Present Station \_\_\_\_\_ District: \_\_\_\_\_

Previous School Assignment: \_\_\_\_\_ District: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_ Present Position: \_\_\_\_\_

Performance Rating: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

NAT MPS: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

Timeliness in Submitting Reports: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

Extent of SIP Utilization: (15%) (All funded Programs and Projects are reflected in the SIP).

**SCHOOL AWARDS RECEIVED UNDER OWN MANAGEMENT:**

Title of Award	Given by	Date Received

**FUNDS MANAGEMENT FOR THE PAST TWO YEARS**

% of Utilization (Releases over Allocation) CY 2015 \_\_\_\_\_ CY 2016 \_\_\_\_\_

Timeliness in Liquidation CY 2015 \_\_\_\_\_ CY 2016 \_\_\_\_\_

(Note: Summary of Releases and Dates of Liquidation to be attached as confirmed by the Div. Accountant)

GRIEVANCE MANAGEMENT: No. of Cases Occurred: \_\_\_\_\_ - No. Of Cases Resolved: \_\_\_\_\_

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**NOMINATION FORM  
MOST OUTSTANDING ALS IMPLEMENTER CATEGORY**

Name of Nominee: \_\_\_\_\_ Age: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Present Station \_\_\_\_\_ District: \_\_\_\_\_

Previous School Assignment: \_\_\_\_\_ District: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_ Present Position: \_\_\_\_\_

Performance Rating: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

No. of Livelihood Skills Taught: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

A & E Registrants: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

A & E Passers: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

Learning Centers Established: SY 2015-2016 \_\_\_\_\_ SY 2014-2015 \_\_\_\_\_ SY 2013-2014 \_\_\_\_\_

**AWARDS RECEIVED : (Past 3 years)**

Title of Award	Given by	Date Received

**WINNING COACH/ADVISER IN CONTESTS:**

Position (Coach / Adviser)	Activity Title	Awards Received

**RESOURCE SPEAKER IN TRAININGS/WORKSHOPS:**

NAME OF TRAINING	DATE OF TRAINING	CONDUCTED BY

**SCHOOL-COMMUNITY PARTNERSHIP**

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### **CRITERIA for THE SEARCH OF THE BEST SUPPORT STAFF**

#### **I. Occupational Competence & accomplishment of work (50%)**

##### **A. Manual/Operation Tasks**

These refers to the duties of an employee using specific manipulative/mechanical skill or any work activity requiring the use of an instrument, tool or equipment such as typewriter, computer, calculator, fax machine, camera, reproduction machine, vehicles, binding tools and instruments and other related gadgets to accomplish one's tasks.

1.1 Performance of duties/tasks with the use of instrument/ tool/equipment/vehicle (for drivers, clerks, mimeo machine operators, carpenters, typist, and utility workers)

#### **Rubrics:**

- a. Handles/operates/uses instruments/tool/equipment vehicle with care.
- b. Performs tasks with speed and accuracy.
- c. Demonstrates innovativeness/creativity/ability to improvise materials/gadgets when needed.
- d. Uses tool/equipment/vehicles skillfully following instructions required by standards operation, or as indicated in the Manual of operations.
- e. Observes economical use of materials/supplies in the operations of equipment/tool/ vehicle to minimize/avoid wastes.

All indicators met and done ahead of time	5
Any 4 indicators met and done ahead of time	4
Any 3 indicators met and done on schedule	3
Any 2 indicators met and done behind schedule	2
Any 1 indicator met and done behind schedule	1

##### **B. Preparation Task**

This cover job-related activities of an employee before the execution of major/minor task like packing materials prior to training, checking condition of vehicle before driving, checking availability of other needed resources like paper, ink before typing and making documents and the like.

Rubrics:

- a. Prepares requisition of supplies and materials according to prescribed standards, accurately and on time.
- b. Cleans/Checks conditions of tools/equipment/vehicle and work area at the start of the work.
- c. Does preparatory activities systematically before performing major/minor task(s)
- d. Does predictive maintenance activity before the performance of major/minor activity.
- e. Label materials properly according to standards procedures.

All indicators met and done ahead of time	5
Any 4 indicators met and done ahead of time	4
Any 3 indicators met and done on schedule	3
Any 2 indicators met and done behind schedule	2
Any 1 indicator met and done behind schedule	1

C. **Organization Task**

This refers to activities involving gathering and putting together documents, reports, and other related materials, cataloguing and labeling of documents and other activities relative to the orderly manner of keeping materials.

Rubrics:

- a. Organizes work area (i.e. files, tools, equipment, tables, are strategically and systematically arranged) for easy access.
- b. Work area is free from unnecessary files, unserviceable tools, equipment or "junks".
- c. Documents filed neatly and orderly.
- d. Execution of tasks is based on prioritization to urgency of task observing practical economy in the use of usable materials.

All indicators met without supervision	5
Any 4 indicators met with minimum supervision	4
Any 3 indicators met with close minimum supervision	3
Any 2 indicators met supervision	2
Any 1 indicator met with closest supervision	1

D. **Records Management**

These are activities concerning a system of recording, delivery to concerned officials/persons and filing of documents and materials to facilitate retrieval and proper identification, indexing and storing.

Rubrics:

- a. Receives and/or records communications/documents/packages accurately and on time.
- b. Classifies documents/communications according to destination and have them properly acknowledged after recipients receive them.



- c. Maintains cross reference/cds and back files for easy access (for computer based files)
- d. Keeps a well-organized data base and make a regular updates of files/records/contents of CPUs.
- e. Makes a well organized filing system for easy access and safe keeping.

All indicators met without supervision	5
Any 4 indicators met with very minimum supervision	4
Any 3 indicators met with minimum supervision	3
Any 2 indicators met close supervision	2
Any 1 indicator met with very close supervision	1

E. **Maintenance Task**

This set of tasks focuses on the upkeeping and caring of workplace/materials/documents/supplies and equipment.

Rubrics:

- a. Does predictive maintenance every day before doing minor/major task & maintains the general upkeep of assigned work place/instruments/equipment/vehicle.
- b. Performs preventive maintenance at least once a week and detects signs of defects in the instruments/equipment/vehicle noting them properly in written report informing the office.
- c. Does corrective maintenance by doing minor repair/trouble shooting/reporting malfunction and spare parts/materials needed following standard procedures.
- d. Does failure-finding maintenance by reporting immediately to the office head unserviceable/lost/damaged equipment materials & prompt submission and follow-up of requisition.
- e. Keeps a well-organized area of storage of materials/equipment/tools ensuring safety and accessibility.

All indicators met	5
Any 4 indicators met with no supervision	4
Any 3 indicators met with very minimum supervision	3
Any 2 indicators met with less supervision	2
Any 1 indicator met with close supervision	1

II. Work Ethics (25%)

A. Courtesy

- a.1 Display a very pleasant disposition by smiling, greeting and attending to clients making them feel comfortable and at ease 3
- a.2 Display a very pleasant disposition by smiling and greeting but does not show willingness to provide assistance 2

- a.3 Display a not so pleasant disposition  
but greets clients and provides assistance  
to clients without sense of urgency 1

B. Readiness for Service

- b.1 Starts minor/major task at least 15 minutes before officials time exercising maximum utilization of office hours without engaging unofficial matters like chatting, eating, telephone, etc. 3
- b.2 Starts on time minor/major tasks without wasting official time in providing service to clients. 2
- b.3 Starts on time minor/major tasks without wasting official time but lacks creativity in providing fast delivery of service to clients. 1

C. Cleanliness and Orderliness of Work Area

- c.1 Practices 5 s in the work area 3
- c. 2 Maintains clean & organized area, free from unsightly items, and all materials and equipment are arranged for accessibility 2
- c.3 Keeps clean and organized area but materials & equipment are not very accessible 1

D. Grooming & Appearance

- d.1 Properly groomed and wears appropriate uniform at al times 3
- d.2 Properly groomed but occasionally wears uniform inappropriately 2
- d.3 Seldom groomed and wears uniform very occasionally 1

#### E. Initiative & Creativity

- |   |   |
|---|---|
| e.1 Performs minor and major tasks showing creativity and initiative without being told and without supervision | 3 |
| e.2 Performs minor and major tasks with some degrees of initiative and creativity with minimum supervision      | 2 |
| e.3 Performs minor and major tasks with initiative and creativity with close supervision                        | 1 |

#### III. Attendance (15%)

- |   |   |
|---|---|
| At least 3 times tardy per month and 1 authorized absence supported by Form 6   | 3 |
| At least with 5 times tardy and 2 authorized Absences supported by Form 6 in office Duty and other official functions | 2 |
| With more than 5 times tardy and more than 2 authorized absences in office duly supported By Form 6                   | 1 |

#### IV. Human Relations Skills (10%)

##### Rubrics:

- a. Display flexibility in working with any type/group of person in the office
- b. Establishes good working relations and rapport with other office mates
- c. Maintains a happy disposition when performing minor/major tasks amid confusion/stress and the like
- d. Is polite and well-mannered in all dealings with the officemates and clients

- e. Practices high value of professionalism  
in all his/her dealings with the office  
mates and clients by providing fast  
and unconditional delivery of service

All indicators met	5
All 4 of the indicators met	4
All 3 of the indicators met	3
All 2 of the indicators met	2
All 1 of the indicators met	1