



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

**DIVISION MEMORANDUM**  
No. 217, s. 2021

**April 12, 2021**

**SEARCH FOR THE 2021 ACHIEVEMENT 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) 2021 FOR NON-TEACHING EMPLOYEES**

To: Assistant School Division Superintendent  
CID Chief  
SGOD Chief  
Public Schools District Supervisors  
Education program Supervisors  
SDO PRAISE Committee  
Public School Heads  
SDO Unit/Section Heads  
School HRD Coordinators  
Public School Teachers

1. This is in reference to the Program of the Regional Office related to Rewards and Recognition, re: Search for the 2021 Achievement 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) 2021 for Non-Teaching Employees.
2. Attached herein are the copies of the Categories, Nomination Form, Criteria and Guidelines of each category for reference.
3. For information and guidance.

**CRISTY C. EPE**  
Schools Division Superintendent

04/12/2021



**Composition of the Division Selection Committee:**

<b>Categories (AGILA)</b>	<b>Chairperson</b>	<b>Vice Chairperson</b>	<b>Members</b>	<b>Terms of Reference</b>
Overall	Cristy C. Epe	Basilio P. Manay, Jr.	Ronald B. Dedace Cecile C. Uy	
-Public Schools District Supervisors -Education Program Supervisors	Francis Jude Alcomendras	Myhrra Faye Llanos	Clarence Pillerin Noreliza Misal	To evaluate the documents
Principals (Elementary, Junior High School and Senior High School)	Beverly S. Daugdaug	Tito M. Endrina	Gervasio R. Salinas Juvy Comaingking Mylene Robiños	To evaluate the documents
-Elementary (Teacher I-III and Master Teacher)	Jem Boy Cabrella	Ronilyn Nieves Joan M. Niones	Reyzen O. Monserate	To evaluate the documents
-Junior High School and Senior High School (Teacher I-III and Master Teacher)	Luzminda B. Jasmin	Angel V. Bisaga, Jr	Xavier Fuentes	To evaluate the documents
IPEd	Ely G. Cataluña	Sollie B. Oliver	Julie Anne N. Posadas	To evaluate the documents
ALIVE	Cherry Rossette E. Oliva	Helen Casimiro	Jose Israel Maravilles	To evaluate the documents
SPEd	Gemma P. Salanga	Ferna Renira Alde	Neil Boncayao	To evaluate the documents
Kindergarten	Maryglor D. Tabanao	Ida Juezan	Mary Joy Fortun	To evaluate the documents
Multigrade	Patriotiso O. Peñas	Jessica Lucero	Airon Alejandro	To evaluate the documents
ALS-DALC ALS Mobile Teacher	Elvie Timon	Eleser Mateo	Hazel Marie Escabillas	To evaluate the documents

<b>Categories (EAGLE)</b>	<b>Chairperson</b>	<b>Vice Chairperson</b>	<b>Members</b>	<b>Terms of Reference</b>
Overall	Cristy C. Epe	Basilio P. Manay, Jr.	Ronald B. Dedace Cecile . Uy	To evaluate the documents
Accountant	Sollie B. Oliver	Francis Jude Alcomendras	Neptune L. Tambilawan Rosario Diamante Airon Alejandro Julie Anne Posadas Jason Senarillos	
Administrative IV-V				
PDO II-IV				
EPS II				
EPS II ALS				
ITO				

Planning Officer				
Admin Assistant I-VI				
Admin Aide I-VI				
Driver				
Engineer				
Attorney				
Dentist				
Medical Officer				
Nurse II				
SEPS				

Secretariat: Ronald B. Dedace and Cecile C. Uy

**Packaging Team**

1. Tito M. Endrina
2. Ida I. Juezan
3. Xavier S. Fuentes
4. Myleen Robiños
5. Joan Niones
6. Gervasio Salinas
7. Ronald B. Dedace
8. Cecile C. Uy
9. Peter-Jason C. Senarillos
10. Stephen Pascual
11. Three (3) IT Teachers

**Proposed Timetable (January –December 2021)**

<b>Activity</b>	<b>Committee</b>	<b>Schedule</b>	<b>Remarks</b>
Review of the guidelines and criteria	HRD Specialists	January 11-15, 2021	Done
Reconstruction of the PRAISE Committee	HRD Specialists	January 18-20, 2021	Done
Conference	Division Selection Committee Division Packaging Team	February 19,2021	Done
Re-orientation of the Guidelines and Criteria	Division Selection Committee Division Packaging Team	February 26, 2021	Done
Information Dissemination	HRD Specialists	March 15-19, 2021	To be accomplished
School-based selection	School Selection Committee	April 1-20, 2021	To be accomplished
Office-based selection (EAGLE)	Division Selection Committee	April 1-20, 2021	To be accomplished
District-based selection	District Selection Committee	April 21-May 15,2021	To be accomplished
Submission of documents to the Division Division-based selection	Division Selection Committee	May 17-25, 2021	To be accomplished
Evaluation of Documents	Division Selection Committee	May 26- June 15, 2021	To be accomplished
Declaration of Division Winners (AGILA/EAGLE)	Division Selection Committee	June 16- 18, 2021	To be accomplished
Packaging of documents of the winners	Division Packaging Team	June 21- July 21, 2021	To be accomplished
Final Touches of the Documents	Division Packaging Team	July 22-30, 2021	To be accomplished
Pre-taped of the Awarding Ceremony	Division Packaging Team and IT Team	August 2021	To be accomplished
Editing of the Pre-Taped video	IT Team	August 9-13, 2021	To be accomplished
Submission of Documents to RO and Endorsement of Division Entries to the Regional Office	HRD Specialists	August 20, 2021	To be accomplished
Regional Awarding Ceremony		October 5, 2021	To be accomplished

**AGILA Categories**

Category
A. Teacher
A.1 Elementary Teacher I-III
A.1.1 Kindergarten A.1.2 Multigrade Teacher
A.2 Secondary Teacher I-III A.2.1 Junior High School A.2.2 Senior High School
A.3 Inclusive Education
A.3.1 ALIVE A.3.2 SPED A.3.3 ALS – DALSC A.3.3.1 ALS-Mobile A.3.4 IPED
A.4 Master Teacher A.4.1 Master Teacher Elementary A.4.2 Master Teacher Junior High School A.4.3 Master Teacher Senior High School
B. Principal Category
B.1. Elementary School Principal B.2. Secondary School Principal B.2.2.1 Junior High School Principal B.2.2.2 Senior High School Principal
C. Public Schools District Supervisors
D. Education Program Supervisor Category
Total Categories – 18*

**EAGLE Categories**

Category
1. Accountant I-III
2. Administrative Officer I-V
3. Project Development Officer II-IV
4. -Education Program Specialist II(EPSP II) -Teaching Aid Specialist; and -Teacher Credentials Evaluator II
5. EPSP II - ALS
6. Information Technology Officer 1
7. Planning Officer III
8. Admin Assistant I-VI
9. Admin Aide I-VI
10. Driver
11. Engineer
12. Attorney III-IV
13. Dentist II-III
14. Medical Officer III-IV
15. Nurse II
16. Nutrition and Dietician II
17. Senior Education Program Specialist (SEPS)





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Enclosure No. 1 to the Regional Memorandum No. 044s. 2020

**GUIDELINES ON THE SEARCH FOR THE 2020 VIRTUAL ACHIEVEMENT OF GREAT INSTRUCTIONAL LEADERSHIP AWARD (AGILA) FOR ELEMENTARY AND HIGH SCHOOL TEACHERS, SCHOOL PRINCIPALS, PUBLIC SCHOOLS DISTRICT SUPERVISORS AND EDUCATION PROGRAM SUPERVISORS FOR PERFORMANCES BEFORE AND DURING THE NEW NORMAL**

**I. Coverage**

The search is open to all Elementary and Secondary Teachers, Principals, Public Schools District Supervisors and Education Program Supervisors employed in the Department of Education.

**II. Categories of Awards**

<b>Category</b>
<b>A. Teacher</b>
<b>A.1 Elementary Regular Teachers 1-111</b>
<b>A.1.1 Kindergarten</b> <b>A.1.2 Multigrade Teacher</b>
<b>A.2 Secondary Regular Teachers1-111</b>
<b>A.2.1 Junior High School</b> <b>A.2.2 Senior High School</b>
<b>A.3 Inclusive Education</b>
<b>A.3.1 ALIVE</b> <b>A.3.2 SPED</b> <b>A.3.3 ALS – DALSC</b> <b>A.3.3.1 ALS-Mobile</b> <b>A.3.4 IPED</b>
<b>A.4 Master Teacher</b> <b>A.4.1 Master Teacher Elementary</b> <b>A.4.2 Master Teacher Junior High School</b> <b>A.4.3 Master Teacher Senior High School</b>
<b>B. Principal Category</b>
<b>B.1. Elementary School Principal</b>
<b>B.2. Secondary School Principal</b> <b>B.2.2.1 Junior High School Principal</b> <b>B.2.2.2 Senior High School Principal</b>
<b>C. Elementary Public Schools District Supervisors</b>
<b>D. Education Program Supervisor</b>
<b>Total Categories - 18</b>



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**III. Qualifications**

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 (2017-2018,2018-2019,2019-2020) at the time of nomination;
2. Must not be a national awardee and regional AGILA awardee (as Most Outstanding Employee) before;
3. Have been rated at least Very Satisfactory or its equivalent for the last three (3) consecutive performance rating period prior to the nomination; and
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.

**IV. Nomination Documents**

Nomination folder shall contain the following documents and must be submitted in one (1) certified photocopied, to wit;

1. Properly accomplished nomination form.
2. The summary of the accomplishments should be certified/ signed by the nominee and the nominator (Head of the Agency/ Department, SDS) and one (1) tape of 3 minute video presentation of significant achievements;
3. CSC Form 212 or Personal Data Sheet of the nominee with passport size (1 ½” x 2”) picture (hard and soft copy) with nametag taken within the last six (6) months;
4. Certification and / or copy of the Minutes of Deliberation on the nomination by the DSC;
5. Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal case against him/her at the time of nomination;
6. Photocopies of nominee’s clippings, news items, pictures and other documents to support the nomination;
7. All nominations with corresponding support documents endorsed by the nominator must be submitted to the Division Office in color coded folder or soft bound document, to wit;

Category	Color Code
<b>A. Teacher</b>	
<b>A.1 Elementary Regular Teachers 1-111</b>	<b>Blue*</b>
<b>A.1.1 Kindergarten</b> <b>A.1.2 Multigrade Teacher</b>	<b>Pink*</b> <b>Gray*</b>
<b>A.2 Secondary Regular Teachers1-111</b>	
<b>A.2.1 Junior High School</b> <b>A.2.2 Senior High School</b>	<b>Green *</b> <b>Yellow*</b>
<b>A.3 Inclusive Education</b>	
<b>A.3.1 ALIVE</b> <b>A.3.2 SPED</b> <b>A.3.3 ALS – DALSC</b> <b>A.3.3.1 ALS-Mobile</b> <b>A.3.4 IPED</b>	<b>Gold*</b> <b>Orange*</b> <b>Violet*</b> <b>Violet*</b> <b>Red*</b>
<b>A.4 Master Teacher</b> <b>A.4.1 Master Teacher Elementary</b> <b>A.4.2 Master Teacher Junior High School</b> <b>A.4.3 Master Teacher Senior High School</b>	<b>Black</b> * * *
<b>B. Principal Category</b>	<b>Brown</b>



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<b>B.1. Elementary School Principal</b>	*
<b>B.2. Secondary School Principal</b>	*
<b>B.2.2.1 Junior High School Principal</b>	*
<b>B.2.2.2 Senior High School Principal</b>	*
<b>C. Elementary Public Schools District Supervisors</b>	<b>Immaculate Blue (Sky Blue)*</b>
<b>D. Education Program Supervisor Category</b>	<b>White *</b>
<b>Total Categories – 18*</b>	

*(Cover page of the document shall indicate the title of the search and the category of its nominee)*

**V. Evaluation Criteria**

1. The nominees shall be evaluated based on the criteria in Enclosure No. 1. Evidences should be in the form of Signed Testimonies, Certification by the Chief of the Division/Schools Division Superintendent/Regional Officials/other Stakeholders, Certificate of Participation/ Recognition for the **last three years**, and educational attainment documents;
2. There shall be five (5) shortlisted regional nominees of which three top winners will be chosen based on document evaluation and virtual/onsite validation. In the event that nominee's score does not reach the cut off score of 85% ,he is automatically disqualified for the top 5 shortlist;
3. If he is a lone nominee from among 11 divisions, he shall satisfy the cut off score of 85%, otherwise, he is not qualified;
4. School heads category shall have served a minimum of six months and/or an aggregate of two years regardless of station he/she was /is assigned;
5. A fifty (50) page rule shall be adhered to, if not, the Regional Selection committee reserves the right to return the documents or deduct 1 point for every page violation. Strictly no decoration allowed on the documents and cover page ;
6. There shall be a separate evaluation for each category;
7. Each nominee shall be evaluated through the certified photocopy hardcopy documents submitted in a folder or e-copy, shall be submitted to the Chair/Co-chair of each category, with a 3-minute video presentation for their significant accomplishments.
8. Division SC shall choose the Eleven (11) Division winners (1 )Division winner for each category); and
9. Regional SC shall choose the top 1 winner for each category for the **Most Outstanding 2020 AGILA** awardees; The 2<sup>nd</sup> and 3<sup>rd</sup> place winners can still compete for next years' search

**VI. Evaluation Process**

1. The nominees shall submit their pertinent papers in one(1) hard copy folder and one(1) e-copy color coded with a 3-minute video presentation of their significant achievements to the Division Selection Committee (DSC) for the Division level 2020 AGILA/EAGLE Search on September 9-22,2020;
2. The DSC shall then indorse the results with rating of the evaluation or judging together with the documents of the **Eleven (11) winners/nominees** per category and the video presentation to the Regional Office, attention: HRDD Chief, Lorna F. Mapinogos, EdD on September 23-24,2020
3. The HRDD shall then indorse the documents to the Regional Selection Committee (RSC) (please see attached RSC by Category) headed by the Assistant Regional Director as the overall chairperson and they shall evaluate the documents to come up for the five (5)



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shortlisted nominees. Consequently, the conduct of the virtual/on-site validation will be on October 16-November 15, 2020 to come up with the top three (3) winners in the Regional level search for each category of the 2020 AGILA and EAGLE which will then be deliberated and declared on or before **November 16,2020**; and

- The Regional Office shall award the Eleven (11) winners/nominees of the 11 Schools Division Offices with a Plaque and Certificate of Recognition. Virtual platform will be announced later.

**VII. Awards and Prizes**

- Division winners/nominees shall receive a Plaque and Certificate of Recognition chargeable against Regional Office Funds subject to the usual accounting and auditing rules and regulations, to wit;

**VIII. Timetable (September –December 2020 )**

Activity	Committee	Schedule
Submission of documents by applicants ,Division Evaluation and Selection Process	Division Selection Committee(DSC)	September 9-22,2020
Endorsement of Division Entries to the Regional Office	DSC	September 23-24,2020
RSC Virtual Orientation	RSC/PRAISE Committee	September 25,2020
Regional Evaluation	Regional Selection Committee(RSC)	September 25-October 15,2020
Virtual/On – site Validation	RSC	October 16 - November 15 , 2019
Final Deliberation	RSC	November 16,2020
Submission of Winners to RD	RSC	November 16,2020
Preparation of Plaques and certificates	RSC	November 17-30,2020
3 day Capacity Building on the conduct of Rewards and Recognition and Awarding Ceremony	DepED ROXI	December 1- 3, 2019

**IX. Composition of the Regional Selection Committee (RSC)**

I.	Composition of the Regional Selection Committee (RSC) Chairperson.....Dr. Evelyn R. Fetalvero, CESO V Co-Chair.....Dr. Ma. Ines C. Asuncion, CESO V Vice Chairperson..... Dr. Lorna F. Mapinogos,Chief, HRDD
II.	Regional Selection Committee Members: 1. Dr. Janette G. Veloso, CLMD Chief    3. Dr. Mary Jeanne Aldeguer, FTAD Chief 2.Dr. Marilyn Madrazo, PPRD Chief    4. Dr. Warlito Hua, Chief, ESSD
III.	Secretariat . . . . . Dr. Florence G. Victoria, EPS – HRDD Secretariat/Documenters....Dr. Florence G. Victoria,EPS,HRDD  Dr. Cherry Into, EPS, PPRD Dr. Mary Jane M.Mejorada,EPS, CLMD Dr. Hermenia Bantiding, EPS, QAD



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Tabulators ... Kim Ravida, Tugbok NHS  
 Jashua Wong  
 Pocholo Fernandez

IV. Regional Selection Committee members (RSC):

Category 1: Division Education Program Supervisors
Chair: Dr. Lorna F. Mapinogos, HRDD Chief (Team A)
Members :
Dr. Florence G. Victoria
Dr. Cherry Into

Category 2 : Elementary Public Schools District Supervisor
Chair: Mr .Jenielito Atillo, -Chief-QAD (Team B)
Members : Dr. Maflor Dingal
Dr. Alfredo Ingay

Category 3 : Elementary and Secondary School Principal	
Chair: Dr. May Jeane B. Aldeguer Chief FTAD (Team C)	
Members: Elementary	Secondary
Dr. Nelmalyn Barnija	Dr. Renato Pakpakin
Mr. Ronnie Mercado	Dr. Danilo M. Canda

Category 4 : Elementary and Secondary Master Teacher		
Chair; Dr. Marilyn B. Madrazo, Chief, PPRD (TEAM D)		
Members:	Secondary	
Elementary		
Dr. Chery Into	Junior High	Senior High
Dr. Jeffrey Bernabe	Dr. Jeffrey Bernabe	Engr Alim Maguindanao
	Engr Alim Maguindanao	Dr. Herminia Bantiding

Category 5: Teacher
Chair: Dr. Janette G. Veloso, Chief (Team E)
Co-Chair : Dr. Liza Berandoy - Teacher 1 – 111 Elementary
Members:
1. Dr. Fedelina Huevos
2. Dr. George Wong
Co-chair : Dr. Renato Pacpakin – Junior High School
1. Dr. Ma Cielo Estrada
2. Ms. Jeselyn de la Cuesta
Co-chair : Dr. Fedelina Huevos – Senior High School



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1. Dr. Mary Jane Mejorada
2. Dr. Brenda Belonio
Co-chair : Dr. Danilo Dohinog – ALIVE
1. Dr. Analiza Almazan
Co-Chair : Ms. Jeselyn de la Cuesta – SPED
Members:
1. Dr. Maricel Langahid
Co-Chair: Dr. Maricel Langahid – ALS
Members:
1. Dr. Manny Vallejo
2. Dr. Jemima V. Galang
Co-Chair : Dr. George Wong – MultiGRADE
Member : Dr. Manny Vallejo
Co-Chair: Dr. Manny P. Vallejo – IPED
Member : Dr. George Wong
Co- Chair : Dr. Analiza Almazan – Kinder
Member:
1. Danilo Dohinog

V. Finance Ways and Means  
 Chair: Ms. Loradel Baricaoa (ROP funds)

Members: Fritzie May Padua  
 Ms. Katherine C. Datoy

VI. Resource Mobilization  
 Chair: Dr. Warlito Hua, Chief, ESSD

Members: Dr. Alim Maguindanao  
 Dr. Mara Medrano

VII. Plaques and Certificates  
 Chair: Dr. Florence G. Victoria – EPS, HRDD

Members: Agnes Sagsagat  
 Daryl Remollino  
 Kim P. Ravida

VIII. Tabulation/Validation of Winners  
 Chair : Herminia Bantiding, PhD  
 Co-Chair: Ms. Agnes A. Sagsagat, EPS II, HRDD

Member : Daryl Remollino  
 Kim P. Ravida

IX. Public Affairs and Press Release  
 Chair: Mr. Jeneilito S. Atillo, EPS, QAD



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Co-Chair: Dr. Gemima V. Galang, AOV,PAU

- X. Virtual Hosts  
Dr. Manuel P. Vallejo  
Ms. Maureen Ava Acuna

- XI. IT team  
2. Gaelbert Banluta  
3. Kim Antipuesto  
4. Michael Banghay  
5. Kim Ravida  
XVIII: Program Production

Chair: Kim Ravida  
Co-Chair : Pocholo Fernandez  
Member : Jashua Wong

- XVII. Activity Evaluation Team  
Chair: Jenielito Atillo  
Co-Chair: Dr. Brenda Belonio  
Member : Dr. Maflor Dingal



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**CRITERIA FOR EVALUATION**

**2020 VIRTUAL SEARCH FOR THE MOST OUTSTANDING SCHOOL HEADS  
 IN THE ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL**

Evaluation Criteria	Weight	Score
<b>A. Personal Development/Attributes and Professional Growth</b>	<b>20 pts.</b>	
A.1 Personal Development/Attributes	10 pts.	
<ul style="list-style-type: none"> <li>• Received awards and recognitions as a school head (2pts)               <ul style="list-style-type: none"> <li>b. Division – 0.5</li> <li>c. Regional – 1</li> <li>d. National – 1.5</li> <li>e. International – 2</li> </ul> </li> <li>• Created a validated School Heads Personal Development Plan (2pts)</li> <li>• Established records of accomplishments and achievements (2pts)</li> <li>• Displayed commitment and passion for service excellence (2pts)</li> <li>• Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)</li> </ul>		
A.2 Professional Development	10 pts.	
<ul style="list-style-type: none"> <li>• Attended trainings/virtual trainings and conferences (3pts)               <ul style="list-style-type: none"> <li>a. Division – 1</li> <li>b. Regional – 1.5</li> <li>c. National – 2</li> <li>d. International – 3</li> </ul> </li> <li>• Obtained highest educational attainment (3pts)               <ul style="list-style-type: none"> <li>a. Baccalaureate Degree – 1</li> <li>b. Graduate Study – 2</li> <li>c. Post Graduate Study – 3</li> </ul> </li> <li>• Presented research studies or best practices on school management (4pts)               <ul style="list-style-type: none"> <li>a. Division – 1</li> <li>b. Regional – 2</li> <li>c. National – 3</li> <li>d. International – 4</li> </ul> </li> </ul>		
Evaluation Criteria	Weight	Score
<b>B. Mandatory Function</b>	<b>50%</b>	
B.1 Curriculum Management before and in the new normal	10 pts.	
<ul style="list-style-type: none"> <li>• Implemented the curriculum effectively.</li> <li>• Produced contextualized learning resources.</li> <li>• Designed interventions to improve academic performance.</li> <li>• Engaged highly proficient and distinguished teachers to coach and mentor the beginning teachers.</li> <li>• Monitored the performance of teachers for quality classroom instructions that are responsive and inclusive in addressing learning needs.</li> <li>• Implemented the Instructional Supervisory Plan.</li> </ul>		



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<ul style="list-style-type: none"> <li>• Achieved an average of at least 2.5 in the SBM assessment for principle 2 (Curriculum and Instruction).</li> <li>• Strengthened implementation of mandated inclusive programs.</li> </ul> <p>Points</p> <ul style="list-style-type: none"> <li>➤ 8-7 indicators – 10pts</li> <li>➤ 6-5 indicators – 8pts</li> <li>➤ 4-3 indicators – 6pts</li> <li>➤ 3-2 indicators – 4pts</li> <li>➤ 1 indicator – 2pts</li> </ul>		
<b>B.2 School Management</b>	10 pts.	
<ul style="list-style-type: none"> <li>• Spearheaded in the crafting and approval of the School Improvement Plan.</li> <li>• Engaged community in the decision-making process.</li> <li>• Initiated at least three (3) Capacity Building Programs for the teaching and non-teaching personnel of the school.</li> <li>• Conducted regular M&amp;E, review, assessment, and adjustments on implemented projects to ensure resolution of the identified priority improvement areas.</li> <li>• Kept a track inventory of the trainings, workshops attended by school personnel and provided equal opportunities for all.</li> <li>• Established a system for rewards and recognition of school personnel, students and stakeholders.</li> <li>• Posted in the transparency board the updated liquidation reports in the utilization of school MOOE and other local funds.</li> <li>• Garnered at least 2.5 in the DOD rating of the SBM level of practice.</li> </ul>		

ROF3/nrb

Evaluation Criteria	Weight	Score
<b>B. Mandatory/Regular Functions</b>		
<p>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)</p>	10 pts. (7 pts before NN) 3 pts in the NN	
<ul style="list-style-type: none"> <li>• Provided a conducive, well-maintained, safe and secure, gender sensitive and child friendly school learning environment for learners and stakeholders.</li> <li>• Mobilized a functional DRRM system.</li> <li>• Established learning resources and laboratories</li> <li>• Implemented any of the special programs that are responsive to the needs of learning community. (SPA, SPS, SPFL,SPJ)</li> <li>• Observed and implemented Child Protection Policy Procedures and Project WATCH campus wide.</li> </ul>		
<p>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)</p>	10 pts (7 pts before NN) 3	



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	pts in the NN	
<ul style="list-style-type: none"> <li>• Generated resources for school improvement within three years and for the new normal for LDM acquisition to address the needs of learners and parents</li> <li>• Provided school ancillary services such as School Clinic, School Canteen, and Child Minding Area etc. not needed in the new normal</li> <li>• 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</li> <li>•</li> <li>• 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</li> <li>• Facilitated local initiatives and partnerships</li> <li>• Garnered an average of 2.5 in the SBM assessment for principle 4 (Management of Resources)</li> </ul> <p>Points</p> <ul style="list-style-type: none"> <li>➤ 6 out 6 indicators – 10pts</li> <li>➤ 5 out of 6 indicators – 8pts</li> <li>➤ 4 out of 6 indicators – 6pts</li> <li>➤ 3 out of 6 indicators – 4pts</li> <li>➤ 2 out of 6 indicators – 2pts</li> <li>➤ 1 out of 6 indicators – 1pt</li> </ul>		
<b>B.5 Linkages</b>	<b>10 pts</b>	
<ul style="list-style-type: none"> <li>• Implemented the Adopt-A-School Program (ASP)/Brigada Eskwela (BE) and established linkages with stakeholders.</li> <li>• Conducted Annual Stakeholders Forum and forged partnership of support to the SHS Immersion Program.</li> <li>• Recognized school adopters and partners and awarded Certificate of Recognition/Appreciation for their support to school PAPs.</li> <li>• Organized a functional School Governing Council/Parents Teachers Association as part of School and Community Linkages.</li> <li>• Gained support from LGUs, partner agencies, industries and individuals that contributed to School Continuous Improvement (CI).</li> <li>• Maintained linkages portfolios</li> </ul> <p>Points</p> <ul style="list-style-type: none"> <li>➤ 6 out of 6 indicators – 10pts</li> <li>➤ 5 out of 6 indicators – 8pts</li> <li>➤ 4 out of 6 indicators – 6pts</li> <li>➤ 3 out of 6 indicators – 4pts</li> <li>➤ 2 out of 6 indicators – 2pts</li> <li>➤ 1 out of 6 indicators – 1pt</li> </ul>		
<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>C. Innovations</b>	<b>30 pts.</b>	



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<ul style="list-style-type: none"><li>• C.1 Designed technology driven teaching and learning innovations adopted by the school that raised school performance outcomes. (6pts)</li><li>• 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)</li><li>• C.3 Introduced school and community outreach programs for OSY, STARDO, adult learning and other advocacies for social and civic responsibilities. (6pts)</li><li>• C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other schools. ( well-documented ) (6pts)</li><li>• C.5 Established a school monitoring system in the implementation of mandated and initiated PAPs. (6pts)</li></ul>		
<b>Total</b>	<b>100 pts.</b>	

Evaluator \_\_\_\_\_

\_\_\_\_\_

Position



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Date: \_\_\_\_\_

**CRITERIA FOR EVALUATION**

**2020 VIRTUAL SEARCH FOR THE MOST OUTSTANDING  
 PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)**

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>A. Personal Development/Attributes and Professional Growth</b>	<b>25 pts</b>	
<b>A.1 Personal Development/Attributes</b>	<b>10 pts.</b>	
<ul style="list-style-type: none"> <li>• Received awards and recognitions (4pts)               <ul style="list-style-type: none"> <li>f. Division – 1</li> <li>g. Regional – 2</li> <li>h. National – 3</li> <li>i. International – 4</li> </ul> </li> <li>• Created PSDS Personal Development Plan and established records of accomplishment of achievement verified and validated by the CID Chief and the SGOD. (2pts)</li> <li>• Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)</li> <li>• Shown commitment and passion for service excellence with evidence based portfolio of documents. (2pts)</li> </ul>		
<b>A.2 Professional Growth</b>	<b>15 pts.</b>	
<ul style="list-style-type: none"> <li>• Attended trainings and conferences (3pts)               <ul style="list-style-type: none"> <li>a. Division – 1</li> <li>b. Regional – 1.5</li> <li>c. National – 2</li> <li>d. International – 3</li> </ul> </li> <li>• Obtained educational attainment (3pts)               <ul style="list-style-type: none"> <li>a. Baccalaureate Degree – 1</li> <li>b. Graduate Study – 2</li> <li>c. Post Graduate Study – 3</li> </ul> </li> <li>• Facilitated seminars, trainings, and the like (4pts)               <ul style="list-style-type: none"> <li>a. Division – 1</li> <li>b. Regional – 2</li> <li>c. National – 3</li> <li>d. International – 4</li> </ul> </li> <li>• Presented research studies or best practices on TA provision to school managers (5pts)               <ul style="list-style-type: none"> <li>a. Division – 1</li> <li>b. Regional – 2</li> <li>c. National – 3</li> <li>d. International – 5</li> </ul> </li> </ul>		

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>B. Mandatory/Regular Functions</b>	<b>32 pts.</b>	
<b>B.1 Instructional Supervision</b>	<b>18 pts.</b>	



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<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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)</li> <li>• Coached School Heads and Master Teachers on how to improve teachers' KSA in teaching-learning delivery, and to raise school performance indicators. (6pts)</li> </ul>		
<b>B.2 Technical Assistance in School Management, Curriculum and Learning Delivery</b>	<b>14pts.</b>	
<ul style="list-style-type: none"> <li>• Crafted and implemented TA Plans for the District /Cluster. (2pts)</li> <li>• Provided Technical Assistance to school heads on SBM implementations. (3pts)</li> <li>• Submitted accomplishment report and impact analysis of TA provision. (3pts)</li> <li>• Conducted evaluation and quality-assurance activity on TA provision (6pts)             <ol style="list-style-type: none"> <li>a. 90%-100% of schools provided TA raised SBM Level of Practice – 6pts</li> <li>b. 80%-89% of schools provided TA raised SBM Level of Practice – 5pts</li> <li>c. 70%-79% of schools provided TA raised SBM Level of Practice – 4pts</li> <li>d. 60%-69% of schools provided TA raised SBM Level of Practice – 3pts</li> <li>e. 50-59% of schools provided TA raised SBM Level of Practice – 2pts</li> <li>f. 49% and below of schools provided TA raised SBM Level of Practice – 1pt</li> </ol> </li> </ul>		
<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>B. Mandatory/Regular Functions</b>	<b>23 pts.</b>	
<b>B. 3 Management of Curriculum Implementation</b>	<b>15 pts.</b>	
<ul style="list-style-type: none"> <li>• Developed and submitted Concept Papers, Project Designs and Proposals for curriculum enhancement and innovation. (3pts)</li> <li>• Conducted evaluation of Instructional Supervision Plan of School Heads and provided feedback for process improvement. (3pts)</li> <li>• Submitted quarterly reports to CID on the results of quarterly examinations, academic progress of learners, least mastered skills and recommendation for interventions. (3pts)</li> <li>• Developed advocacy programs and materials on the basic education curriculum for information and appreciation of stakeholders. (3pts)</li> <li>• Monitored, evaluated, assessed and analyzed performance gaps of schools across learning areas including inclusive programs for possible intervention. (3pts)</li> </ul>		
<b>B.4 Learning Resource Development, Curriculum Enrichment and Localization</b>	<b>8pts.</b>	



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<ul style="list-style-type: none"><li>• Developed training designs, modules and materials to contextualize, indigenize and localize competencies in the curriculum for use of the schools district/cluster/division. (2pts)</li><li>• 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)</li><li>• Advocated and supported the development of local learning resources/materials across learning areas to support basic education curriculum. (2pts)</li><li>• Conducted monitoring and evaluation of the schools' implementation of the localized curriculum and provided feedback for continuous enhancement. (2pts)</li></ul>		
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<b>B. Mandatory/Regular Functions</b>		
B.5 Monitoring and Evaluation	<b>10pts</b>	
<ul style="list-style-type: none"> <li>• 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)</li> <li>• Conducted monitoring of schools on the SBM Level of practice to identify TA provision needed. (2pts)</li> <li>• Intensified monitoring on good governance, transparency in the utilization and liquidation of the SEF/MOOE and other local funds. (2pts)</li> <li>• Monitored and evaluated implementation of PAPs in schools kept and accounted District portfolio of accomplishments. (2pts)</li> <li>• Evaluated, recognized and recommended publication of effective school best practices e.g. leaflets, SRCs, Magazine, Newsletter, Journal and etc. (2pts)</li> </ul>		
<b>C. Innovation before and during new normal</b>	<b>10 pts.</b>	
<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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)</li> </ul>		
<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>C. Innovations</b>		
<ul style="list-style-type: none"> <li>• C.3 Introduced school and community outreach programs for OSY, STARDO, adult learners, and other advocacies for Social and Civic Responsibilities. (2pts)</li> <li>• C.4 Spearheaded innovative projects and activities that gained community support and benchmark by other District. ( well-documented ) (2pts)</li> <li>• 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)</li> </ul>		
<b>Total</b>	<b>100 pts.</b>	

Evaluator \_\_\_\_\_

Position \_\_\_\_\_

Date: \_\_\_\_\_



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**CERTIFICATE OF NOMINATION**

**FOR THE**

**2020 VIRTUAL SEARCH FOR ACHIEVEMENT OF GREAT INSTRUCTIONAL  
LEADERSHIP AWARD (AGILA)**

Be it known that \_\_\_\_\_ was nominated for the 2020 Search for AGILA for the outstanding achievement in \_\_\_\_\_ (Category)

This judgment is being rendered with reference to Regional Memorandum \_\_\_\_\_ s. 2020. Mr./Ms./Dr. \_\_\_\_\_ met the criteria set where he/she exhibited exemplary contribution to the Department of Education.

Given this \_\_\_\_\_, 2019.

\_\_\_\_\_  
Nominator

\_\_\_\_\_  
Position/Designation

Date : \_\_\_\_\_



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Enclosure No. 3 to the Regional Memorandum No. 044 s. 2020

**CRITERIA FOR EVALUATION**

2020 SEARCH FOR MOST OUTSTANDING TEACHER ACHIEVER

(ELEMENTARY & SECONDARY-Regular Teachers-KINDERGARTEN, JUNIOR HIGH, SENIOR HIGH )

Evaluation Criteria	Weight	Score
<b>1. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS</b>	<b>70 pts.</b>	
<b>1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements</b>	15	
A. Performance ratings for the last 3 rating periods preceding the search; 15pts. <ul style="list-style-type: none"> <li>➤ Outstanding – 15pts.</li> <li>➤ Very satisfactory – 10 pts.</li> <li>➤ Documents to be submitted; Service Record, Performance Ratings</li> </ul>		
<b>B. Innovation before and during the new normal</b>	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 <b>15 pts</b> <b>Documents to be submitted:</b> 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 ( <b>2 pts. per material</b> ) <b>11 pts</b> <b>Documents to be submitted</b> 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, <b>2 pts. per evaluative material; 8 pts.</b> <b>Documents to be submitted</b> Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent		



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<p>of use whether school, district, division or regional level).</p>		
<p>1.2.4. Research and creative output  <b>9 pts.</b>          1pt. per research work (maximum of 4 pts.)          1pt per published/unpublished work (maximum of 2 pts.)</p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <p>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)</p> <p>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) <b>12 pts</b></p>		
<b>II LEADERSHIP and MANAGEMENT</b>	<b>10 pts.</b>	
<p>1. Personal and Professional Development</p> <p>Involvement in instructional and co- curricular activities</p> <p style="padding-left: 40px;">a. As Demonstration Teacher/virtual demo teacher <b>2 pts.</b></p> <p><b>2. Classroom Management</b></p> <p>Served as demonstration teacher of classes/LAC session/virtual demo in LAC session (school, district, regional and national levels).</p> <p style="padding-left: 40px;">District level <span style="float: right;">2 pts.</span></p> <p>Division level <span style="float: right;">1 pt.</span></p> <p>Regional/National levels <span style="float: right;">2 pts.</span></p> <p><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certificate of Recognition/ Appreciation</li> <li>➤ Certification from the principal/supervisor as demonstration teacher</li> </ul> <p style="padding-left: 40px;">b. As Facilitator /virtual facilitator <b>1 pt.</b></p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher/virtual demo teacher.</li> </ul>		



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<p>➤ Certificate of Recognition/ Appreciation          3. Community Involvement and Linkage</p> <p style="text-align: center;"><b>c. As Trainer/Adviser/Coach</b> <span style="float: right;"><b>1</b></span></p> <p><b>pt.</b></p> <ul style="list-style-type: none"> <li>➤ Organized socio-cultural activities for students</li> <li>➤ Trained students in socio-cultural activities</li> <li>➤ Adviser of school club</li> <li>➤ Coach of student-winners in academic, literary, musical, arts, dance and sports competition</li> <li>➤ Organized remedial and enrichment program</li> </ul> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor for organizing socio-cultural activities.</li> <li>➤ Certification from the principal/supervisor as adviser of school clubs</li> <li>➤ Certified true copies of certificates as coach of student- winners</li> <li>➤ Certification from the principal/supervisor for organizing remedial and enrichment programs.</li> </ul> <p>11.2 Awards received for the last 3 years</p> <p style="text-align: center;"><b>1 pt.</b> per award (maximum of 2 pts.)</p> <ul style="list-style-type: none"> <li>➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher</li> <li>➤ Recipient of local/municipal awards and recognition</li> </ul> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certified true copies of awards and recognition received</li> </ul> <p>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)</p> <p style="text-align: center;">1 pt. per project (maximum of 2pts.) <b>2 pts</b></p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal for initiating schools project</li> </ul>		
<b>111. PROFESSIONAL AND COMMUNITY INVOLVEMENT</b>	<b>10 pts.</b>	
<b>A. Professional Qualities</b>		
<p>A.1 Educational Attainment and Professional Growth <span style="float: right;">4 pts.</span></p> <ul style="list-style-type: none"> <li>○ Full-fledged Doctor <span style="float: right;">- 4 pts.</span></li> <li>○ Completed Academic requirements <span style="float: right;">- 3 pts.</span></li> </ul>		



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- 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.

**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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<p>B.2.2 Networking 1 pt. per services/resources 1 pt.</p> <ul style="list-style-type: none"> <li>➤ Non-government services/resources drawn to the school to help improve school/community environment</li> </ul> <p><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the NGO</li> <li>➤ Evidences such as photos</li> <li>➤ Description of services</li> </ul>		
<p><b>IV. PERSONAL QUALITIES AND CHARACTER</b></p>	<p><b>10 pts.</b></p>	
<p><b>1. Model of morality and integrity 6 pts.</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children</li> <li>➤ Demonstrates personal sacrifices for the good of the service</li> </ul> <p><b>2. Good human relations in the school and in the community 4 pts.</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates good relations with pupils, co-teachers, school head and community</li> </ul> <p style="text-align: center;"><b>Document to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor/community leaders/parents' certification (attested by PTA President ) /learners' testimonies (attested by Student Council)</li> </ul>		
<p><b>TOTAL</b></p>	<p><b>100pts.</b></p>	

\_\_\_\_\_  
 Evaluator (Member)

\_\_\_\_\_  
 Evaluator (Chairperson)



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Enclosure No. 4 to the Regional Memorandum No. 044 s. 2020

**CRITERIA FOR EVALUATION**

2020 VIRTUAL SEARCH FOR THE MOST OUTSTANDING  
 ALIVE TEACHER

Evaluation Criteria	Weight	Score
<b>2. Occupational Competence</b>	<b>75 pts.</b>	
A. Outstanding Accomplishments		
1. Approved planned of activities that are responsive to the needs and problems of the community. (1 pt. per evidence) <ul style="list-style-type: none"> <li>a. Action Plan/AP which is addresses needs relevant to new normal</li> <li>b. Project Proposal</li> <li>c. AIP</li> <li>d. Conducted consultation of proposed program or project</li> <li>e. Accomplishment Report with picture</li> </ul>	<b>10 pts.</b>	
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) <ul style="list-style-type: none"> <li>a. Provincial LGU</li> <li>b. Municipal LGU</li> <li>c. Barangay LGU</li> <li>d. NGO's</li> <li>e. People's Organization and other stakeholders</li> </ul>	<b>10 pts.</b>	
3. Published articles related to MEP programs/ projects <ul style="list-style-type: none"> <li>a. National 10 pts.</li> <li>b. Region 8 pts.</li> <li>c. Division 6 pts.</li> <li>d. District 4 pts.</li> <li>e. School 2 pts.</li> </ul>	<b>10 pts.</b>	
4. Served as a resource person/ trainer/ facilitator/before and during new normal <ul style="list-style-type: none"> <li>• National – 10 pts.</li> <li>• Regional – 8 pts.</li> <li>• Division – 6 pts.</li> <li>• District - 4 pts.</li> <li>• School -2 pts</li> </ul>	<b>10 pts.</b>	
5. Developed community- based learning materials utilized by other ALIVE Teachers /under LCP and LDM <ul style="list-style-type: none"> <li>a. 5 Learning materials 10 pts.</li> <li>b. 4 Learning materials 7 pts.</li> <li>c. 3 Learning materials 5 pts.</li> <li>d. 2 Learning materials 3 pts.</li> <li>e. 1 Learning material 1 pts.</li> </ul>	<b>10 pts.</b>	
8.Handled ALIVE classes with more than 50 learners per class <ul style="list-style-type: none"> <li>a. five or more classes - 5 pts.</li> <li>b. four classes 4 pts.</li> </ul>	<b>5 pts.</b>	



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c. 3 classes 3 pts. d. 2 classes 2 pts. e. one class 1pt.			
9. Conducted action research on community-based programs/ projects Related to MEP (Maximum of 10 points, (5 pts. per Action research))		<b>10 pts.</b>	
Supporting documents needed: <ul style="list-style-type: none"> <li>• Certification from the Schools Division Superintendent on the implementation of Action research</li> </ul>			
6. Performance ratings for the last 3 rating periods preceding the search; 5 pts. <ul style="list-style-type: none"> <li>➤ Outstanding – 5pts.</li> <li>➤ Very satisfactory – 3pts.</li> </ul>		<b>5 pts.</b>	
Supporting documents needed; <ul style="list-style-type: none"> <li>• Service Record, Performance Ratings</li> </ul>			
<b>11. Professional Advancement</b>			
1. Educational Attainment and Professional Growth <ul style="list-style-type: none"> <li>○ Full-fledged Doctor - 5 pts.</li> <li>○ Completed Academic requirements - 4 pts.</li> <li>○ Full-fledged Master's Degree - 3 pts.</li> <li>○ M. A. Academic requirement - 2 pts.</li> <li>○ College Graduate - 1 pt.</li> </ul>		<b>5 pts.</b>	
2. In-service Trainings Attended <ul style="list-style-type: none"> <li>○ International Level – 5 pts.</li> <li>○ National Level – 4 pts.</li> <li>○ Regional Level- 3 pts.</li> <li>○ Division Level -2 pts.</li> <li>○ District Level/school level - 1 pt.</li> </ul>		<b>5 pts.</b>	
3. Awards Received <ul style="list-style-type: none"> <li>○ National – 10</li> <li>○ Regional – 8</li> <li>○ Division – 6</li> <li>○ District – 4</li> <li>○ School -2</li> </ul>		<b>10 pts.</b>	
<b>111. Personal Qualities and Character</b>		<b>10 pts.</b>	



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<p><b>3. Model of morality and integrity</b> <span style="float: right;">5 pts.</span></p> <ul style="list-style-type: none"> <li>➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children</li> <li>➤ Demonstrates personal sacrifices for the good of the service</li> </ul> <p><b>4. Good human relations in the school and in the community</b> 5 pts.</p> <ul style="list-style-type: none"> <li>➤ Demonstrates good relations with pupils, co-teachers, school head and community</li> </ul> <p style="text-align: center;"><b>Document to be submitted</b>  <b>Certification With supporting documents from the principal/supervisor</b></p>		
<b>TOTAL</b>		<b>100 pts.</b>

\_\_\_\_\_  
 Evaluator (Member)

\_\_\_\_\_  
 Evaluator (Chairperson)

Enclosure No. 5 to the Regional Memorandum No. 044 s. 2020

**CRITERIA FOR EVALUATION**

2020 SEARCH FOR MOST OUTSTANDING TEACHER ACHIEVER  
 (IPED, SPED, ALS-DALC, ALS-MOBILE, MULTIGRADE, ELEMENTARY &  
 SECONDARY)

Evaluation Criteria	Weight	Score										
<b>2. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS before and during the new normal</b>	<b>70 pts.</b>											
<b>1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and student achievements</b>	<b>15 pts.</b>											
<p><b>7.</b> Performance ratings for the last 3 rating periods preceding the search; 5pts.</p> <ul style="list-style-type: none"> <li>➤ Outstanding – 5pts.</li> <li>➤ Very satisfactory – 3pts.</li> <li>➤ Documents to be submitted;</li> </ul> <p style="text-align: center;">Service Record, Performance Ratings</p>												
<p><b>8.</b> 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</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">75%- above - 10 pts.</td> <td style="width: 50%;">54-50 - 5 pts.</td> </tr> <tr> <td>74-70 - 9 pts.</td> <td>49-45 - 4 pts.</td> </tr> <tr> <td>69-65 - 8 pts.</td> <td>44-40 - 3 pts.</td> </tr> <tr> <td>64-60 - 7 pts.</td> <td>39 below - 2 pt.</td> </tr> <tr> <td>59-55 - 6 pts.</td> <td></td> </tr> </table>	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.			
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.												
<b>1.2 Outstanding Contribution in Education</b>	<b>40 pts.</b>											



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<p>2.2.1. Number of years in service as teacher <b>(5 pts.)</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">3 years - 1 pt.</td> <td style="width: 50%;">8-9 years - 4 pts.</td> </tr> <tr> <td>4-5 years - 2 pts.</td> <td>10 years &amp; above - 5 pts.</td> </tr> <tr> <td>6-7 years - 3 pts.</td> <td></td> </tr> </table>	3 years - 1 pt.	8-9 years - 4 pts.	4-5 years - 2 pts.	10 years & above - 5 pts.	6-7 years - 3 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.								
<p>2.2.2. Introduced and tried out innovative teaching approaches that contributed to the improvement of instruction. <b>(10pts)</b>          (2 pts. per innovative teaching strategy introduced/used)  <b>Documents to be submitted:</b>          Photocopies of model lesson plans utilizing said approaches/teaching strategies.          Certification from principal/supervisor mentioning extent of use (school, district, division or regional)</p>								
<p>2.2.3. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools. <b>(10pts)</b>  <b>(2 pts. per material)</b>  <b>Documents to be submitted</b>          Photos of innovative teaching devices using indigenous/local materials prepared and utilized.</p>								
<p>2.2.4. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes. <b>(10pts)</b>  <b>(2 pts. per evaluative material)</b>  <b>Documents to be submitted</b>          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).</p>								
<p>2.2.5. Research and creative output. <b>(5 pts.)</b>          1pt. per research work (maximum of 3 pts.)          1pt per published/unpublished work (maximum of 2 pts.)  <b>Documents to be submitted</b>          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)</p>								
<p><b>1.3. LEADERSHIP POTENTIALS</b></p>	<b>15 pts.</b>							
<p>1.3.1. Involvement in co- curricular activities          a. As Demonstration Teacher <b>(3 pts.)</b></p> <p>Served as demonstration teacher of classes (school, district, regional and national levels).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">District level</td> <td style="width: 50%;">1 pt.</td> </tr> <tr> <td>Division level</td> <td>2 pts.</td> </tr> <tr> <td>Regional/National levels</td> <td>3 pts.</td> </tr> </table> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certificate of Recognition/ Appreciation</li> <li>➤ Certification from the principal/supervisor as demonstration teacher</li> </ul> <p>b. As Facilitator 1 pt. per instance <b>(2 pts.)</b></p> <p style="text-align: center;"><b>Documents to be submitted</b></p>	District level	1 pt.	Division level	2 pts.	Regional/National levels	3 pts.	<b>10 pts.</b>	
District level	1 pt.							
Division level	2 pts.							
Regional/National levels	3 pts.							



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<ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher.</li> <li>➤ Certificate of Recognition/ Appreciation</li> </ul> <p style="text-align: right;">(5 pts.)</p> <p style="text-align: center;">c. As Trainer/Adviser/Coach</p> <ul style="list-style-type: none"> <li>➤ Organized socio-cultural activities for students</li> <li>➤ Trained students in socio-cultural activities</li> <li>➤ Adviser of school club</li> <li>➤ Coach of student-winners in academic, literary, musical, arts,skills competition, dance and sports competition</li> <li>➤ Organized remedial and enrichment program           <ul style="list-style-type: none"> <li>District level -1pt</li> <li>Division level-2 pts</li> <li>Regional level -3 pts</li> <li>National level – 5 pts</li> </ul> </li> </ul> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor for organizing socio-cultural activities.</li> <li>➤ Certification from the principal/supervisor as adviser of school clubs</li> <li>➤ Certified true copies of certificates as coach of student- winners</li> <li>➤ Certification from the principal/supervisor for organizing remedial and enrichment programs.</li> </ul> <p>1.3.2. Awards received for the last 5 years</p> <p style="text-align: center;"><b>1 pt. per award (maximum of 2 pts.)</b></p> <ul style="list-style-type: none"> <li>➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher</li> <li>➤ Recipient of local/municipal awards and recognition</li> </ul> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certified true copies of awards and recognition received</li> </ul> <p>1.3.3. School projects initiated, implemented and sustained</p> <p style="text-align: center;">1 pt. per project (maximum of 3 pts.)</p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal for initiating schools project</li> </ul>	<p>2 pts.</p> <p>3 pts.</p>	
<b>11. PROFESSIONAL AND COMMUNITY INVOLVEMENT</b>		<b>20 pts.</b>
<b>A. Professional Qualities</b>		<b>10 pts.</b>
<p>A.1 Educational Attainment and Professional Growth</p> <p>pts.</p> <ul style="list-style-type: none"> <li>○ Full-fledged Doctor - 5 pts.</li> <li>○ Completed Academic requirements - 4 pts.</li> <li>○ Full-fledged Master’s Degree - 3 pts.</li> <li>○ M. A. Academic requirement - 2.5 pts.</li> <li>○ College Graduate - 2 pts.</li> </ul>	5	



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<p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certified true copies of TOR for the highest degree obtained</li> </ul> <p style="margin-left: 40px;">A.2 Seminars/workshops/training attended <span style="float: right;">3</span> pts.</p> <p style="margin-left: 80px;">Regional - 3 pts.      District      - 1 pt. Division - 2 pts.</p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement.</li> </ul> <p style="margin-left: 40px;">A.3 Punctuality and Attendance 2 pts.</p> <ul style="list-style-type: none"> <li>e. Submits reports on or/ before the dates</li> <li>f. Is regular in coming to school and observes punctuality</li> <li>g. Renders voluntary services beyond official time</li> <li>h. Participates in school activities</li> </ul> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification on punctuality of attendance signed by the HRMO</li> <li>➤ Certification from the school head/principal/supervisor</li> </ul> <p style="margin-left: 40px;"><b>C. Community Involvement</b></p> <p style="margin-left: 40px;">B.1. Active membership in professional, civic and religious organizations <b>2 pts.</b></p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the president of the organization</li> </ul> <p style="margin-left: 40px;">B.2 Resource Generation, Support and Networking</p> <p style="margin-left: 40px;">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.</p>	<b>10 pts.</b>	
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**8 pts.**



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<p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman</li> <li>➤ Other evidences such as photos, project by-laws</li> <li>➤ Description of activities</li> </ul> <p style="text-align: center;">B.2.2 Networking 1 pt. per services/resources 2 pts.</p> <ul style="list-style-type: none"> <li>➤ Non-government services/resources drawn to the school to help improve school/community environment</li> </ul> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the NGO</li> <li>➤ Evidences such as photos</li> <li>➤ Description of services</li> </ul>		
<p><b>III. PERSONAL QUALITIES AND CHARACTER</b></p>	<b>10 pts.</b>	
<p><b>5. Model of morality and integrity</b> 5 pts.</p> <ul style="list-style-type: none"> <li>➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children</li> <li>➤ Demonstrates personal sacrifices for the good of the service</li> </ul> <p>Document to be submitted: character investigation (CI) Report from SDO</p> <p><b>6. Good human relations in the school and in the community</b> 5 pts.</p> <ul style="list-style-type: none"> <li>➤ Demonstrates good relations with pupils, co-teachers, school head and community</li> </ul> <p style="text-align: center;"><b>Document to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor</li> </ul>		
<b>TOTAL</b>	<b>100pts.</b>	

\_\_\_\_\_  
 Evaluator (Member)

\_\_\_\_\_  
 Evaluator (Chairperson)



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Enclosure No. 6 to the Regional Memorandum No. 044 s. 2020

**CRITERIA FOR EVALUATION**

2020 VIRTUAL SEARCH FOR MOST OUTSTANDING TEACHER ACHIEVER

(ELEMENTARY & SECONDARY-Master Teacher)

Evaluation Criteria	Weight	Score
<b>3. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS BEFORE AND DURING NEW NORMAL EDUCATIONAL LANDSCAPE</b>	<b>70 pts.</b>	
<b>1.1 Competence in Teaching as evidenced by high performance evaluation obtained as a teacher and students' achievements</b>	15 .	
C. 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>D. Innovation before and during new normal educational relevance</b>	55 pts.	
2.2.6. Introduced and tried out innovative teaching approaches which contributed to the improvement of instruction 15 pts <b>Documents to be submitted:</b>  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)		
2.2.7. Instructional/Teaching devices prepared and utilized in teaching to improve teaching and shared with other schools ( <b>2 pts.</b> per material) 9 pts <b>Documents to be submitted</b>  Photos of innovative teaching devices using indigenous/local materials prepared and utilized.		
2.2.8. Evaluative materials prepared and utilized to improve teaching and pupil's performance in classes, <b>2 pts.</b> per evaluative material; 9 pts.  <b>Documents to be submitted</b>  Photocopies of sample assessment and instruments prepared and utilized (periodic tests, summative test, rubrics, etc.) include brief description and extent		



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<p>of use whether school, district, division or regional level).</p>		
<p>2.2.9. Research and creative output          10 pts.          1pt. per research work (maximum of 4 pts.)          1pt per published/unpublished work (maximum of 2 pts.)</p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <p>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)</p> <p>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</p>		
<p><b>II LEADERSHIP and MANAGEMENT BEFORE AND DURING NEW NORMAL EDUCATIONAL LANDSCAPE</b></p>	<b>10 pts.</b>	
<p>1. Personal and Professional Development</p> <p>Involvement in instructional and co- curricular activities</p> <p style="text-align: center;">a. As Demonstration Teacher <span style="float: right;"><b>2 pts.</b></span></p> <p><b>2. Classroom Management</b></p> <p>Served as demonstration teacher of classes (school, district, regional and national levels).</p> <p style="text-align: center;">District level <span style="float: right;">2 pts.</span></p> <p>Division level <span style="float: right;">1 pt.</span></p> <p>Regional/National levels <span style="float: right;">2 pts.</span></p> <p><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certificate of Recognition/ Appreciation</li> <li>➤ Certification from the principal/supervisor as demonstration teacher</li> </ul> <p style="text-align: center;">b. As Facilitator <span style="float: right;"><b>1 pt.</b></span></p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor as facilitator/ resource person/discussant /demonstration teacher.</li> <li>➤ Certificate of Recognition/ Appreciation</li> </ul>		



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<p>3.Community Involvement and Linkage</p> <p style="text-align: right;"><b>c. As Trainer/Adviser/Coach 1 pt.</b></p> <ul style="list-style-type: none"> <li>➤ Organized socio-cultural activities for students</li> <li>➤ Trained students in socio-cultural activities</li> <li>➤ Adviser of school club</li> <li>➤ Coach of student-winners in academic, literary, musical, arts, dance and sports competition</li> <li>➤ Organized remedial and enrichment program</li> </ul> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor for organizing socio-cultural activities.</li> <li>➤ Certification from the principal/supervisor as adviser of school clubs</li> <li>➤ Certified true copies of certificates as coach of student- winners</li> <li>➤ Certification from the principal/supervisor for organizing remedial and enrichment programs.</li> <li>➤</li> </ul> <p>11.2 Awards received for the last 5 years</p> <p style="text-align: center;"><b>1 pt. per award (maximum of 2 pts.)</b></p> <ul style="list-style-type: none"> <li>➤ Recipient of school/district/division/regional awards of recognition for exemplary services as teacher</li> <li>➤ Recipient of local/municipal awards and recognition</li> </ul> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certified true copies of awards and recognition received</li> </ul> <p>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)</p> <p style="text-align: center;"><b>1 pt. per project (maximum of 2pts.) 2 pts</b></p> <p style="text-align: center;"><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal for initiating schools project</li> </ul>		
<p><b>111. PROFESSIONAL AND COMMUNITY INVOLVEMENT</b></p>	<p><b>10 pts.</b></p>	
<p><b>A. Professional Qualities</b></p> <p>A.1 Educational Attainment and Professional Growth 4 pts.</p>		



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- 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.

**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.

- 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

**D. 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.



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<p><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certificate of recognition/participation from the principal / supervisor / Barangay Chairman</li> <li>➤ Other evidences such as photos, project by-laws</li> <li>➤ Description of activities</li> </ul> <p>B.2.2 Networking 1 pt. per services/resources 1 pt.</p> <ul style="list-style-type: none"> <li>➤ Non-government services/resources drawn to the school to help improve school/community environment</li> </ul> <p><b>Documents to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the NGO</li> <li>➤ Evidences such as photos</li> <li>➤ Description of services</li> </ul>		
<p><b>IV. PERSONAL QUALITIES AND CHARACTER</b></p>	<p><b>10 pts.</b></p>	
<p><b>7. Model of morality and integrity 5 pts.</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children</li> <li>➤ Demonstrates personal sacrifices for the good of the service</li> </ul> <p><b>8. Good human relations in the school and in the community 5 pts.</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates good relations with pupils, co-teachers, school head and community</li> </ul> <p style="text-align: center;"><b>Document to be submitted</b></p> <ul style="list-style-type: none"> <li>➤ Certification from the principal/supervisor/community leaders/ parents' certification (attested by PTA President ) /learners' testimonies (attested by Student Council)</li> </ul>		
<p style="text-align: center;"><b>TOTAL</b></p>	<p><b>100pts.</b></p>	

\_\_\_\_\_  
 Evaluator (Member)

\_\_\_\_\_  
 Evaluator (Chairperson)



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Enclosure No. 7 to the Regional Memorandum No. 044 s. 2020

**CRITERIA FOR EVALUATION  
 2020 SEARCH FOR THE MOST OUTSTANDING  
 EDUCATION PROGRAM SUPERVISOR**

Evaluation Criteria	Weight	Score
<b>A. Personal Development/Attributes and Professional Growth</b>	<b>25 pts</b>	
<b>A.1 Personal Development/Attributes</b>	10 pts.	
<ul style="list-style-type: none"> <li>• Received awards and recognitions (4pts)               <ul style="list-style-type: none"> <li>j. Division – 1</li> <li>k. Regional – 2</li> <li>l. National – 3</li> <li>m. International – 4</li> </ul> </li> <li>• Created EPS Personal Development Plan and established records of accomplishment of achievement verified and validated by the CID Chief and the SGOD. (2pts)</li> <li>• Exhibited fairness, deep honesty, integrity, compassion and care for others (2pts)</li> <li>• Shown commitment and passion for service excellence with evidence based portfolio of documents. (2pts)</li> </ul>		
<b>A.2 Professional Growth before and during new normal educational landscape</b>	15 pts.	
<ul style="list-style-type: none"> <li>• Attended trainings and conferences (3pts)               <ul style="list-style-type: none"> <li>a. Division – 1</li> <li>b. Regional – 1.5</li> <li>c. National – 2</li> <li>d. International – 3</li> </ul> </li> <li>• Obtained educational attainment (3pts)               <ul style="list-style-type: none"> <li>a. Baccalaureate Degree – 1</li> <li>b. Graduate Study – 2</li> <li>c. Post Graduate Study – 3</li> </ul> </li> <li>• Facilitated seminars, trainings, and the like (4pts)               <ul style="list-style-type: none"> <li>e. Division – 1</li> <li>f. Regional – 2</li> <li>g. National – 3</li> <li>h. International – 4</li> </ul> </li> <li>• Presented research studies or best practices on TA provision to school managers (5pts)               <ul style="list-style-type: none"> <li>e. Division – 1</li> <li>f. Regional – 2</li> <li>g. National – 3</li> <li>h. International – 5</li> </ul> </li> </ul>		

Evaluation Criteria	Weight	Score
<b>B. Mandatory/Regular Functions</b>	<b>65pts.</b>	
<b>B.1 Instructional Supervision before and during new normal educational landscape</b>	18 pts.	



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<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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)</li> <li>• Coached PSDSs/School Heads and Master Teachers on how to improve teachers' KSA in teaching-learning delivery, and to raise school performance indicators. (6pts)</li> </ul>		
<b>B.2 Technical Assistance in School Management, Curriculum and Learning Delivery before and during new normal educational landscape</b>	14pts.	
<ul style="list-style-type: none"> <li>• Crafted and implemented TA Plans for the Division/district/Cluster. (2pts)</li> <li>• Provided Technical Assistance to school heads on SBM implementations. (3pts)</li> <li>• Submitted accomplishment report and impact analysis of TA provision. (3pts)</li> <li>• Conducted evaluation and quality-assurance activity on TA provision (6pts)             <ul style="list-style-type: none"> <li>a. 90%-100% of schools provided TA raised SBM Level of Practice – 6pts</li> <li>b. 80%-89% of schools provided TA raised SBM Level of Practice – 5pts</li> <li>c. 70%-79% of schools provided TA raised SBM Level of Practice – 4pts</li> <li>d. 60%-69% of schools provided TA raised SBM Level of Practice – 3pts</li> <li>e. 50-59% of schools provided TA raised SBM Level of Practice – 2pts</li> <li>f. 49% and below of schools provided TA raised SBM Level of Practice – 1pt</li> </ul> </li> </ul>		
<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>B. Mandatory/Regular Functions before and during new normal educational landscape</b>		
<b>B. 3 Management of Curriculum Implementation</b>	12 pts.	
<ul style="list-style-type: none"> <li>• 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)</li> <li>• Conducted evaluation of Instructional Supervision Plan of School Heads and provided feedback for process improvement. (3pts)</li> <li>• Developed advocacy programs and materials on the basic education curriculum for information and appreciation of stakeholders. (3pts)</li> <li>• 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)</li> </ul>		



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B.4 Learning Resource Development, Curriculum Enrichment and Localization. For the new normal educational landscape , uses the LCP and LDM	11pts.	
<ul style="list-style-type: none"> <li>• Developed training designs, modules and materials to contextualize, indigenize and localize competencies in the curriculum for use of the schools district/cluster/division. (2pts)</li> <li>• 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)</li> <li>• Advocated and supported the development of local learning resources/materials across learning areas to support basic education curriculum. (2pts)</li> <li>• Conducted monitoring and evaluation of the schools' implementation of the localized curriculum and provided feedback for continuous enhancement. (2pts)</li> </ul>		

Evaluation Criteria	Weight	Score
<b>B. Mandatory/Regular Functions.</b> For the new normal educational landscape, uses the Learning Continuity Plan and Learning Delivery Modalities		
<b>B.5 Monitoring and Evaluation</b>	<b>10pts</b>	
<ul style="list-style-type: none"> <li>• 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)</li> <li>• Conducted monitoring of schools on the SBM Level of practice to identify TA provision needed. (2pts)</li> <li>• Intensified monitoring on good governance, transparency in the utilization and liquidation of the SEF/MOOE and other local funds. (2pts)</li> <li>• Monitored and evaluated implementation of PAPs in schools kept and accounted District portfolio of accomplishments. (2pts)</li> <li>• Evaluated, recognized and recommended publication of effective school best practices e.g. leaflets, SRCs, Magazine, Newsletter, Journal and etc. (2pts)</li> </ul>		
<b>C. Innovations.</b> For the new normal educational landscape, it uses the Learning Continuity Plan and Learning Delivery Modalities	<b>15 pts.</b>	
<ul style="list-style-type: none"> <li>• 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)</li> <li>• C.2 Implemented communication network alternatives for schools through the web or link</li> </ul>		



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and or any other media in disseminating and gathering information and Reporting system at the district level. (2pts)		
<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>C. Innovations</b>		
<ul style="list-style-type: none"> <li>• 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)</li> <li>• C.4 Assisted innovative projects and activities that gained community support and benchmark by other District. ( well-documented ) (2pts)</li> <li>• 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 practices by other schools/District/Cluster. (2pts)</li> </ul>		
Total	<b>100 pts.</b>	

\_\_\_\_\_  
 Evaluator

\_\_\_\_\_  
 Position

Date: \_\_\_\_\_



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Enclosure No. 8 to the Regional Memorandum No. 044 s. 2020

**ACHIEVEMENT OF GREAT INSTRUCTIONAL  
 LEADERS AWARD**

<b>Category:</b> <input type="checkbox"/> Teacher <input type="checkbox"/> Principal	<input type="checkbox"/> PSDSs/EPS <input type="checkbox"/> IPED/ALIVE	<input type="checkbox"/> SPED <input type="checkbox"/> Other categories _____
--------------------------------------------------------------------------------------------	---------------------------------------------------------------------------	----------------------------------------------------------------------------------

Item No.	Criteria	Weight	Score															
<b>I</b>	<b>Personal and Professional Development</b>	<b>10 pts</b>																
	<b>a. Teaching Competence</b> (MOV: <i>Performance Rating in the last 3 rating periods</i> ) <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">Year</th> <th style="width: 70%;">Rating</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">2016</td><td></td></tr> <tr><td style="text-align: center;">2017</td><td></td></tr> <tr><td style="text-align: center;">2018</td><td></td></tr> </tbody> </table>	Year	Rating	2016		2017		2018										
Year	Rating																	
2016																		
2017																		
2018																		
	<b>b. Educational Attainment</b> (MOV: <i>Certified photocopy of Transcript of Records</i> ) <table border="1" style="width: 100%; margin-top: 5px;"> <tbody> <tr><td>• Full-fledge Doctor</td><td></td><td></td></tr> <tr><td>• Completed Academic Requirements</td><td></td><td></td></tr> <tr><td>• Full-fledge Master's Degree</td><td></td><td></td></tr> <tr><td>• Completed Academic Requirements</td><td></td><td></td></tr> <tr><td>• College Graduate</td><td></td><td></td></tr> </tbody> </table>	• Full-fledge Doctor			• Completed Academic Requirements			• Full-fledge Master's Degree			• Completed Academic Requirements			• College Graduate				
• Full-fledge Doctor																		
• Completed Academic Requirements																		
• Full-fledge Master's Degree																		
• Completed Academic Requirements																		
• College Graduate																		
	<b>c. Seminars/Workshop/Trainings Attended</b> (MOV: <i>Certificate of Participation of the Seminar/Workshop/Trainings attended with the highest number of hours in the last 3 years</i> ) <table border="1" style="width: 100%; margin-top: 5px;"> <tbody> <tr><td>• International</td><td></td><td></td></tr> <tr><td>• National</td><td></td><td></td></tr> <tr><td>• Regional</td><td></td><td></td></tr> <tr><td>• Division</td><td></td><td></td></tr> <tr><td>• District</td><td></td><td></td></tr> </tbody> </table>	• International			• National			• Regional			• Division			• District				
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	<p><b>d. Speaker/Facilitator of Seminar/Workshop/Training in the last 3 years</b>          (MOV: <i>Certificate of Recognition/Appreciation</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%;"></td> <td style="width: 40%;"></td> </tr> <tr> <td>• International</td> <td></td> <td></td> </tr> <tr> <td>• National</td> <td></td> <td></td> </tr> <tr> <td>• Regional</td> <td></td> <td></td> </tr> <tr> <td>• Division</td> <td></td> <td></td> </tr> <tr> <td>• District</td> <td></td> <td></td> </tr> </table>				• International			• National			• Regional			• Division			• District				
• International																					
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<b>II</b>	<b>Regular and Routinary Functions</b>	<b>40 pts</b>																			
	<p><b>a. Instruction</b>          [MOV: <i>Academic Performance of the learners (Weighted Average) in the last quarter per subject (secondary) and all subject area (self-contained class) with Certification</i>]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table> <p><b>b. Ancillary Services</b>          (MOV: <i>Certification from the School Head</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table> <p><b>c. Community Involvement</b>          (MOV: <i>Certification from the Stake Holders</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>																				



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<b>III</b>	<b>Innovations</b>	<b>50 pts</b>															
	<p><b>a. Introduced innovative teaching strategies/prepared evaluative materials adopted in:</b>          (MOV: <i>Certification from the School Head</i>)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td></td> </tr> <tr> <td>School</td> <td></td> </tr> <tr> <td>District</td> <td></td> </tr> <tr> <td>Division</td> <td></td> </tr> <tr> <td>Region</td> <td></td> </tr> </table> <p><b>b. Initiated and implemented school projects relevant to teaching-learning process</b>          (MOV: <i>Certification from the School Head</i>)</p> <table border="1" style="width: 100%;"> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>			School		District		Division		Region							
School																	
District																	
Division																	
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<b>TOTAL</b>																	



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Enclosure No. 1 to the Regional Memorandum No. 044 s. 2020

**GUIDELINES ON THE SEARCH FOR THE 2020 EXEMPLARY AWARDS FOR GREAT AND LAUDABLE EMPLOYEE (EAGLE) BEFORE AND DURING THE NEW NORMAL**

**I. Coverage**

The search is open to majority of non-teaching employees per category who are employed in the Department of Education, Region XI.

**II. Categories of Awards/color code on the nominees' folder with documents to be submitted to ROXI.**

Category	Color Code
1. Accountant I-III	Red
2. Administrative Officer I-V	<b>Yellow</b>
3. Project Development Officer II-IV	<b>Navy Blue</b>
4. -Education Program Specialist II(EPSp II) -Teaching Aide Specialist; and -Teacher Credentials Evaluator II	<b>Black</b>
5. EPSp II - ALS	<b>Fuschia</b>
6. Information Technology Officer 1	<b>Mint Green</b>
7. Planning Officer III	<b>Violet</b>
8. Admin Assistant I-VI	<b>Sky blue</b>
9. Admin Aide I-VI	<b>Forest green</b>
10. Driver	<b>Pink</b>
11. Engineer	<b>White</b>
12. Attorney III-IV	<b>Orange</b>
13. Dentist II-III	<b>Gray</b>
14. Medical Officer III-IV	<b>Brown</b>
15. Nurse II	<b>Gold</b>
16. Nutrition and DieticianII	<b>Yellow green</b>
17. Senior Education Program Specialist (SEPS)	<b>Royal Blue</b>

**III. Qualifications**

Nominees must meet the following criteria, to wit:

- Employed in the Department of Education with a designation/appointment which indicates any of the above mentioned categories for at least three (3) years (2017-2018,2018-2019,2019-2020) at the time of nomination;
- \* Must not be a First Placer EAGLE awardee (as Most Outstanding Employee);
- \* Have been rated at least Very Satisfactory or its equivalent for the last three (3) consecutive performance rating period prior to the nomination; and
- \* 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.

**IV. Nomination Documents**

Nomination folder shall contain the following documents and must be submitted in one (1) certified photocopied, to wit;

- Properly accomplished nomination form.
- The summary of the accomplishments should be certified/ signed by the nominee and the nominator (Head of the Agency/ Department, SDS) and one (1) tape of 3 minute video presentation of significant achievements;
- CSC Form 212 or Personal Data Sheet of the nominee with passport size (1 ½” x 2”) picture (hard and soft copy) with nametag taken within the last six (6) months;
- Certification and / or copy of the Minutes of Deliberation on the nomination by the DSC;



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- Certification issued by the nominee that he/she has not been found guilty of any administrative or criminal case against him/her at the time of nomination;
- Photocopies of nominee’s clippings, news items, pictures and other documents to support the nomination;
- \* All nominations with corresponding support documents endorsed by the nominator must (*Cover page of the document shall indicate the title of the search and the category of its nominee*)

**V. Evaluation Criteria**

- \* The nominees shall be evaluated based on the criteria in Enclosure No. 1. Evidences should be in the form of Signed Testimonies, Certification by the Chief of the Division/Schools Division Superintendent/Regional Officials/other Stakeholders, Certificate of Participation/ Recognition for the **last three years**, and educational attainment documents;
- \* There shall be five (5) shortlisted regional nominees of which three top winners will be chosen based on document evaluation and virtual/onsite validation. In the event that nominee’s score does not reach the cut off score of 85%, he is automatically disqualified for the top 5 shortlist;
- \* If he is a lone nominee from among 11 divisions, he shall satisfy the cut off score of 85%, otherwise, he is not qualified;
- \* A fifty (50) page rule shall be adhered to, if not, the Regional Selection committee reserves the right to return the documents/deduct 1 point for every page violation. Strictly no decoration allowed on the documents and cover page ;
- \* There shall be a separate evaluation for each category;
- \* Each nominee shall be evaluated through the certified photocopy hardcopy documents submitted in a folder and e-copy, shall be submitted to the Chair/Co-chair of each category, with a 3-minute video presentation for their significant accomplishments.
- \* Division SC shall choose the Eleven (11) Division winners (1) Division winner for each category); and
- \* Regional SC shall choose the top 1 winner for each category for the **Most Outstanding 2020 EAGLE** awardees; The 2<sup>nd</sup> and 3<sup>rd</sup> place winners can still compete for succeeding years’ search.

**VI. Evaluation Process**

- The nominees shall submit their pertinent papers in one (1) hard copy folder and one (1) e-copy color coded with a 3-minute video presentation of their significant achievements to the Division Selection Committee (DSC) for the Division level 2020 AGILA/EAGLE Search on Sept 9-22,2020;
- The DSC shall then indorse the results with rating of the evaluation or judging together with the documents of the **Eleven (11) winners/nominees** per category and the video presentation to the Regional Office, attention: HRDD Chief, Lorna F. Mapinogos, EdD on September 23-24,2020
- The HRDD shall then indorse the documents to the Regional Selection Committee (RSC) (please see attached RSC by Category) headed by the Assistant Regional Director as the overall chairperson and they shall evaluate the documents to come up for the five (5) shortlisted nominees. Consequently, the conduct of the virtual/on-site validation will be on October 16- November 15, 2020 to come up with the top three (3) winners in the Regional level search for each category of the 2020 AGILA and EAGLE which will then be deliberated and declared on or before November 16 ,2020; and
- The Regional Office shall award the Eleven (11) winners/nominees of the 11 Schools Division Offices with a Plaque and Certificate of Recognition. Virtual platform will be announced later.

**XII. Awards and Prizes**

- Division winners/nominees shall receive a Plaque and Certificate of Recognition chargeable against Regional Office Funds subject to the usual accounting and auditing rules and regulations, to wit;

**VIII. Timetable ( )**

Activity	Committee	Schedule
Division Evaluation and Selection Process	Division Selection Committee(DSC)	September 9-22,2020
Endorsement of Division Entries to the Regional Office	DSC	September 23-24,2020



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RSC Virtual Orientation	PRAISE Comm/RSC	September 25,2020
Regional Evaluation	Regional Selection Committee(RSC)	September 25-October 15,2020
Virtual/On – site Validation	RSC	October 16 - November 15 , 2019
Final Deliberation	RSC	November 16,2020
Submission of Winners to RD	RSC	November 16,2020
Preparation of Plaques and certificates	RSC	November 17-30,2020
3 day Capacity Building on the conduct of Rewards and Recognition and Awarding Ceremony	DepED ROXI	December 1- 3, 2019

**IX. Composition of the Regional Selection Committee (RSC)**

XIII. Composition of the Regional Selection Committee (RSC) Chairperson.....Dr. Evelyn R. Fetalvero, CESO IV Co-Chair.....Dr. Ma. Ines C. Asuncion, CESO V Vice Chairperson..... Dr. Lorna F. Mapinogos,Chief, HRDD					
Regional Selection Committee Members: 1.Dr. Roy T. Enriquez 3. Dr. Mary Jeanne Aldeguer, FTAD Chief 2. Dr. Marilyn Madrazo, PPRD Chief 4. Dr. Warlito Hua, Chief, ESSD					
XIV. Secretariat . . . . . Dr. Florence G. Victoria, EPS – HRDD Secretariat/Documents.... Dr. Florence G. Victoria,EPS,HRDD Dr. Cherry Into, EPS, PPRD Dr. Mary Jane M.Mejorada,EPS, CLMD Tabulators ... Kim Ravida,Tugbok NHS Jashua Wong Pocholo Fernandez					
XV. Regional Selection Committee members (RSC): Team A-Category 1-6 <b>Chair: Loradel Baricaoa, Chief, Finance</b>					
	<table border="1" style="width: 100%;"> <tr> <td>Category 1: Accountant 1-11</td> </tr> <tr> <td>Members:</td> </tr> <tr> <td>Dr. Hermenia Bantiding</td> </tr> <tr> <td>Dr. Cherry Into</td> </tr> </table>	Category 1: Accountant 1-11	Members:	Dr. Hermenia Bantiding	Dr. Cherry Into
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Engr. Alim Maguindanao					
	<table border="1" style="width: 100%;"> <tr> <td>Category 3 : PDO II-IV</td> </tr> <tr> <td>Members: Ms. Janice Gamalong,SAO</td> </tr> <tr> <td>Mr. Leonides Jimmy T. Jesuro III</td> </tr> </table>	Category 3 : PDO II-IV	Members: Ms. Janice Gamalong,SAO	Mr. Leonides Jimmy T. Jesuro III	
Category 3 : PDO II-IV					
Members: Ms. Janice Gamalong,SAO					
Mr. Leonides Jimmy T. Jesuro III					



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**Office of the Regional Director**

Category 4 : Education Program Specialist II
Co-Chair: Dr. Lorna F. Mapinogos
Member:
6. Florence G. Victoria, EdD
Category 5: Education Program Specialist II-ALS
Members: Dr. Maricel Langahid
Ms. Isidra B. Despi
Category 6 : Information Technology Officer I
Members: Dr. Mary Jane M. Mejorada
Ms. Katherine Datoy
<b>Team B- Chair -Dr. Roy T. Enriquez, ASD Chief</b>
Category 7: Planning Officer III
Members: Dr. Danilo M. Canda
Agnes Sagsagat
Category 8 Admin Assistant I-VI
Members : Dr. Jeffrey Bernabe
Dr. Ma. Christina Dionisio
Category 9:Admin Aide I-VI
Members : Dr. George S. Wong
Dr. Manny Vallejo
Category 10: Driver
Members: Ms. Lydia Damondamon
Mr. Edgar Castigon
Category 11: Engineer
Members : Mr. Leonides Jimmy T. Jesuro III
Ms. Genamie Solitario
Category 12: Attorney III-IV
Members : Dr. Gemima V. Galang
Ms. Nelly Fabia
<b>Team C – Chair: Dr. Warlito E. Hua, Chief, ESSD</b>
Category 13: Dentist II-III
Members: Dr. Danny Dohinog
Dr. Christina Dionisio
Category 14:Medical Officer III-IV
Members: Dr. Jeselyn De la Cuesta
Dr. Fedelina Huevos
Category 15: Nurse II
Members: Mr. Alex Paredes
Ms. Mariane Bitacura
Category 16: Nutrition and Dietician II
Members: Ms. Shiela Balbas
Ms. Allan R. Ebuna
Category 17: Senior Education Program Specialist
Co-Chair : Dr. Renato D. Pacpakin, EPS, CLMD
Member: Dr. Analiza Almazan, EPS, CLMD

XVI. Finance Ways and Means  
 Chair: Ms. Loradel Baricaoa (ROP funds)



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Members: Fritzie May Padua

Ms. Katherine C. Datoy

XVII. Resource Mobilization

Chair: Dr. Warlito Hua, Chief, ESSD

Members: Dr. Alim Maguindanao

Dr. Mara Medrano

XVIII. Plaques and Certificates

Chair: Dr. Florence G. Victoria – EPS, HRDD

Members: Agnes Sagsagat

Daryl Remollino

Kim P. Ravida

XIX. Tabulation/Validation

Chair : Herminia Bantiding, PhD

Co-Chair: Ms. Agnes A. Sagsagat, EPS II, HRDD

Member : Daryl Remollino

XX. Public Affairs and Press Release

Chair: Mr. Jeneilito S. Atillo, EPS, QAD

Co-Chair: Dr. Gemima V. Galang, AOV, PAU

XXI. Virtual Hosts

Dr. Manuel P. Vallejo

Maureen Ava Acuna

XXII. IT team

- Gaelbert Banluta
- Kim Antipuesto
- Michael Banghay
- Kim Ravida



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**Office of the Regional Director**

Enclosure No. \_\_\_\_\_ to the Regional Memorandum No. 044 s. 2020

**CRITERIA FOR EVALUATION  
 2020 SEARCH FOR MOST OUTSTANDING  
 NON-TEACHING EMPLOYEE BEFORE AND DURING THE NEW NORMAL**

Evaluation Criteria	Weight	Score
<b>4. Occupational Competence</b>	<b>50 pts.</b>	
1.1 Work Performance <span style="float: right;">20 pts.</span>		
Performance ratings for the last 3 rating periods preceding the search; <ul style="list-style-type: none"> <li>➤ Outstanding for the last three ratings – 20 pts.</li> <li>➤ Outstanding for the last two ratings –17 pts.</li> <li>➤ Rated outstanding once –14 pts.</li> <li>➤ Very satisfactory for the last three ratings –11 pts.</li> <li>➤ Very satisfactory for the last two ratings – 8 pts</li> <li>➤ Rated very satisfactory once – 5 pts</li> </ul> 📎 Documents to be submitted; Service Record, Performance Ratings		
1.2 Work Accomplishment <span style="float: right;">20 pts.</span>		
Submission of reports, assigned tasks, and other accomplishments to the Division/Region and Central Office; (2 pts. per document submitted); <ul style="list-style-type: none"> <li>1.2.1 Submission of. Reports <span style="float: right;">5 pts.</span> <ul style="list-style-type: none"> <li>➤ Always submits reports on or/ before the dates (5 pts.)</li> <li>➤ Sometimes submit report on or/before the dates (3 pts.)</li> <li>➤ Submit reports on or before the dates and sometimes-late (1 pt.)</li> <li>➤ For Attorney III-IV</li> </ul> </li> </ul> Percentage of cases acted upon/no. of cases on or before the dates <ul style="list-style-type: none"> <li>100% - 5 points</li> <li>90-99% - 4 points</li> <li>80%-89.99% -3 points</li> <li>70%-79.99% -2 points</li> <li>60%-69.99%-1 point</li> </ul> <ul style="list-style-type: none"> <li>1.2.2 Punctuality and Attendance <span style="float: right;">5 pts.</span> <ul style="list-style-type: none"> <li>➤ 15 minutes before the time is always observed (5 pts.)</li> <li>➤ Just on time and twice a month late (3 pts.)</li> <li>➤ Just on time and oftentimes-late (1 pt.)</li> </ul> </li> <li>1.2.3 Voluntary service <span style="float: right;">5 pts.</span> <ul style="list-style-type: none"> <li>➤ Always render voluntary services even beyond official time (5 pts.)</li> <li>➤ Oftentimes render voluntary services even beyond official time (3 pts.)</li> <li>➤ Sometimes render voluntary services even beyond official time (1 pt.)</li> </ul> </li> </ul> 📎 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 <ul style="list-style-type: none"> <li>1.2.4 Number of Years in the service <span style="float: right;">5 pts.</span> <ul style="list-style-type: none"> <li>➤ 10 years &amp; above 5 pts.</li> <li>➤ 8 -9 years 4 pts.</li> <li>➤ 6 -7 years 3 pts.</li> <li>➤ 4 -5 years 2 pts.</li> <li>➤ 3 years 1 pt.</li> </ul> </li> </ul>		
<b>1.3 Human Relations</b> <span style="float: right;">10 pts.</span>		
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:		



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Certification from the Head of Office			
<b>5. Outstanding Accomplishments</b>		<b>25 pts.</b>	
2.1. Outstanding Employee Award	10 pts.		
Has been awarded within SY 2017-2018; 2018-2019 and 2019-2020. <ul style="list-style-type: none"> <li>➤ Region / Mindanao Area 10 pts.</li> <li>➤ Division / Provincial Level 7 pts.</li> <li>➤ District/ Municipal Level 4 pts.</li> </ul> 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 <ul style="list-style-type: none"> <li>Documents to be submitted</li> </ul> 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.) <ul style="list-style-type: none"> <li>Documents to be submitted</li> </ul> Invitation letters, Memo and Certified true copy of Certifications from the authorities			
<b>6. Professional Growth</b>		<b>10 pts.</b>	
3.1 Education	5 pts.		
Educational Attainment and Professional Growth <ul style="list-style-type: none"> <li>○ Full-fledged Doctor - 5 pts.</li> <li>○ Completed Academic requirements in the Doctoral Program - 4.5 pts.</li> <li>○ Full-fledged Master's Degree Holder - 3.5 pts.</li> <li>○ M. A. Academic requirements - 3 pts.</li> <li>○ College Graduate - 2.5 pts.</li> <li>○ Three Years in college - 2 pts.</li> <li>○ Graduated a Two Year Course Program - 1.5 pts.</li> <li>○ One Year in college - 1pts.</li> <li>○ High School Graduate with Special Skills - .5 pts.</li> </ul> Documents to be submitted; Certified true copies of TOR for the highest degree Obtained			
3.2 Trainings /virtual trainings	5		
Seminars/workshops/training attended <ul style="list-style-type: none"> <li>National 5pts.</li> <li>Regional 3pts.</li> <li>Division 2pts.</li> </ul> Documents to be submitted; Certified true copies of certificates of participation and attendance in Seminars, workshops and other training			
<b>7. Leadership Potentials</b>		<b>5 pts.</b>	
4.1. Involvement in co- curricular activities	5 pts.		



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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)		
<b>8. Personal Characteristics and Community Involvement</b>	<b>10 pts.</b>	
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		
<b>TOTAL</b>	<b>100 pts.</b>	

\_\_\_\_\_  
 Evaluator (Member)

\_\_\_\_\_  
 Evaluator (Chairperson)



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

Enclosure No. 6a to Memorandum No. 044 s. 2020)

Republika ng Pilipinas  
**KAGAWARAN NG EDUKASYON**  
REHIYON XI  
Lungsod ng Dabaw  
Tanggapanang Panrehiyon

PICTURE OF  
THE  
NOMINEE

**NOMINATION FORM**

**2020 SEARCH FOR MOST OUTSTANDING NON-TEACHING EMPLOYEE**

**I. PERSONAL DATA**

Full Name: (Mr./Miss/Mrs./Dr.) \_\_\_\_\_  
Surname Given Name Middle Name

Home Address: \_\_\_\_\_  
Residence No. Street District/Town

City/Province: \_\_\_\_\_

Nickname: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Office of the Nominee: \_\_\_\_\_

Office Address: \_\_\_\_\_

Division: \_\_\_\_\_

Landline No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Has the nominee been charged of any administrative case? No  Yes

If Yes, please give details and current status.

**1. Occupational Competence**

**50 pts.**

**1.1 Work Performance (20 pts.)**

1. Present Ratings Obtained for the last Three Years Preceding the Search

	SY 2017-2018	SY 2018-2019	SY 2019-2020
Rating			

**1.2. Work Accomplishment (20 pts.)**

1.2.1 Submission of Reports

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.2.2 Punctuality and attendance

School Year	Punctuality No. of Times Tardy	Attendance No. of Times Absent
2017-2018		



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**Office of the Regional Director**

2018-2019		
2019-2020		

1.2.3 Voluntary Service

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1.2.4 Number of Years in the service

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**1.3 Human Relations (10 pts.)**

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**2. Outstanding Accomplishments 25 pts.**

**2.1 Outstanding Employee Award (10 pts.)**

School Year	District/ Municipality	Division/ Provincial Level	Region/ Mindanao wide
2017-2018			
2018-2019			
2019-2020			

**2.2 Innovation / Creativity (10 pts.)**

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**2.3 Speakership / Consultancy (5 pts.)**

Year/ Month	Agency Sponsored	Activity	Level (District, Division, Region, etc.)

**3. Professional Growth 10 pts.**

**3.1. Education (5 pts.)**

Highest attainment (Course)	Level (Graduate, Undergraduate)	School Year

**3.2. Trainings (5 pts.)**

Year/ Month	Activity	Agency Sponsored	Level (Division, Region, National)



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**4. Leadership Potentials 5 pts.**

Level (Division, Region, National)	Activity	Agency Sponsored

**5. Personal Characteristics and Community Involvement 10 pts.**

**5.1. Model of Morality and Integrity (8 pts.)**

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**5.2 Community Involvement (2 pts.)  
 Membership in Professional Organizations**

Professional Organization	Role/ Position	Years

I hereby certify that all information contained in this form is true and correct.

Full Name of Nominator : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Signature of Nominator : \_\_\_\_\_  
 Date : \_\_\_\_\_



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