



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

October 10, 2021

DIVISION MEMORANDUM

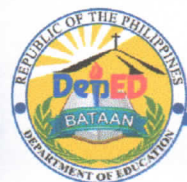
No. 476 s. 2021

**2021 DIVISION SEARCH FOR OUTSTANDING TEACHING,
TEACHING-RELATED AND NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior & Senior HS Principals
All Others Concerned

1. The Schools Division Office of Bataan, being recognized as Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level 2 by the Civil Service Commission (CSC), institutionalizes its Rewards and Recognition by acknowledging extraordinary contribution and achievements of its personnel's performance that contribute to the attainment of Agency's strategic goals.
2. In this regard, this Office announces the 2021 Division Search for Outstanding Teaching, Teaching-Related, and Non-Teaching Personnel for SY 2021-2022.
3. There are thirteen (13) awards in this year's Division Search:
 - a. Outstanding Kindergarten School Teachers
 - b. Outstanding Elementary School Teachers
 - c. Outstanding Junior High School Teachers
 - d. Outstanding Senior High School Teachers
 - e. Outstanding ALS Implementer
 - f. Outstanding Secondary School Head Teachers
 - g. Outstanding Elementary School Principals
 - h. Outstanding Secondary School Principals
 - i. Outstanding Assistant School Principals
 - j. Outstanding School Heads of Integrated School
 - k. Outstanding Education Program Supervisor
 - l. Outstanding Public Schools District Supervisor
 - m. Outstanding Non-Teaching Personnel
4. The list of division and district nominees, together with the complete set of documents with Summary of Rating of the Nominees must be submitted to the SGOD Unit (**Attn: Dr. Roberto R. Pantig, SEPS-HRD**) not later than November

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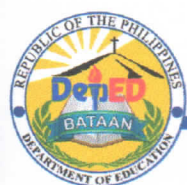
19, 2021. The School Screening Committee shall conduct preliminary evaluation on the veracity and authenticity of submitted documents. (See Enclosure No. 1)

5. The attachments should be submitted in the following order properly labelled/tagged:

- Endorsement by the District Supervisor with all the names of the nominees.
A copy of the endorsement must be included in the paper of each nominee;
- Duly accomplished nomination (see enclosure) form;
- Personal Data Sheet;
- Certification that nominee has not been suspended for any administrative or criminal case;
- Certified true copy of the Performance Ratings in the last three (3) years and summary of ratings with average signed by the Schools Division Superintendents/Assistant Schools Division Superintendent; and
- Supporting documents following the specific criteria on Paper Screening, Photocopies must be certified true and verified against the original.

6. The following timeline shall guide the activities relative to the Search.

Activity	Date	Venue	Person/s Responsible
School Nomination to the District level	October 13- November 16, 2021	School Level	School Screening and Selection Committee
Submission of list and supporting documents of District Nominees to the SDO Bataan	November 19, 2021	District Level	District Screening and Selection Committee
Paper Screening	November 24- 26, 2021	SDO-Bataan	Division Screening and Selection Committee
Validation	November 29, 2021	SDO-Bataan	Division Screening and Selection Committee
Finalization	December 2-3, 2021	SDO-Bataan	Division Screening and Selection Committee
Awarding of Result	Education Week Culminating Activity	To be announced	Division Screening and Selection Committee



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6. The Division Selection Committee will conduct the search process which includes paper evaluation and validation of submitted documents.

Teachers and School Heads Category

Chair: ASDS

Vice Chair: CID Chief

Members: EPS, PSDS, R&R Members

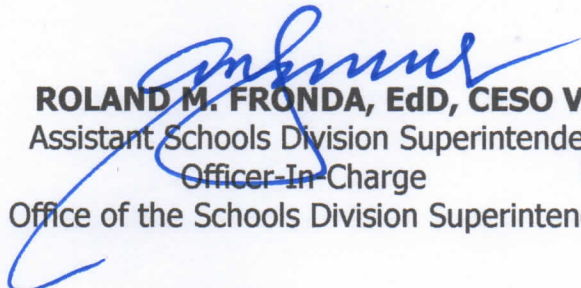
Non-Teaching Category

Chair: ASDS

Vice Chair: SGOD Chief

Members: HRMO, PSDS, R&R Members

7. Immediate dissemination of this Memorandum to all concerned is desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In Charge
Office of the Schools Division Superintendent

S05



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Enclosure No. 1

NOMINATION FORM

Best Employee Awards _____
(Calendar Year)

THE PRAISE COMMITTEE

SDO Bataan
Capitol Compound
City of Balanga

After undergoing a thorough evaluation in the division/district level based on the guidelines and criteria for the Outstanding _____
for SDO Bataan Employees, I hereby nominate:

Name of Nominee: _____

Category: _____

Current Position of Nominee: _____

Subject Area and Grade Level Taught: _____

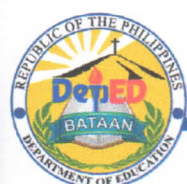
Unit Assigned and nature of Work: _____

School/Office: _____

School/Office Address: _____

(Note: Please enclose, 1-2 pages' write-up about the significant accomplishments of the nominee duly signed by the immediate head.)

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



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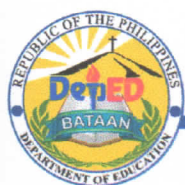


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The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____

Signature of Nominator: _____ Date Signed: _____



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Criteria for the Best Employee Awards, by category

SEARCH FOR OUTSTANDING TEACHER
(Elementary and Secondary)

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

1.1. Teaching Competence ----- 20 pts.

Rating	Points	Rating	Points	Rating	Points
5	20	4.4	14	3.8	8
4.9	19	4.3	13	3.7	7
4.8	18	4.2	12	3.6	6
4.7	17	4.1	11	3.5	5
4.6	16	4.0	10		
4.5	15	3.9	9		

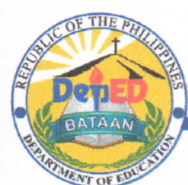
1.2 Outstanding Accomplishment----- 10 pts.

Outstanding employee or coach or trainer of winning students in the different Competitions

Rank	Points			
	District Level	Division Level	Regional Level	National Level
1 st	3	5	8	10
2 nd	2	4	7	9
3 rd	1	3	6	8

1.3. Creativity and Innovation ----- 10 pts.

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



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Stages of Implementation	Points
Conceptualized	2
Started the implementation	4
Full implemented in the school	6
Adopted in the district	8
Adopted in the division	10

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

2.1. Education ----- 10 pts.

Educational Level	Points
At least 18 MA units	2
At least 27 MA units	3
At least 36 MA units	4
Completed Academic Requirements in Masteral degree	6
Master's degree	8
Completed Academic Requirements in doctoral degree	9
Doctoral degree holder	10

**2.2. Consultant/Resource Speaker/Facilitator in training/
seminars/workshops ----- 10 pts.**

Level	Points
School	1
District	2
Division	3
Region	5



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National	8
International	10

2.3. Demonstration Teacher ----- 10 pts.

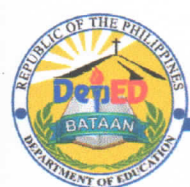
Level	Points
School	1
District	2
Division	3
Region	5
National	8
International	10

2.4. Trainings/Seminars/Workshops/Conference attended ----- 5 pts.

Level	Points
School	0.5
District	1
Division	2
Region	3
National	4
International	5

2.5. Publications ----- 5 pts.

Nature of Publications	Points
Articles published in a school Organ/newsletter (per article but not to exceed 5 points)	1



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Articles published in a journal/newsletter/Magazine of wide circulation (Per article but not to exceed 5 points)	2
Co-authorship of a book	4
Sole authorship of a book	5

3. Community Development ----- 10 pts.

3.1. Outreach Activity ----- 5 pts.

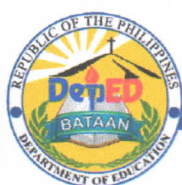
Outreach programs/activities initiated/participated properly documented with narrative and pictorial reports attested by immediate superiors, division or regional officials.

Level	No. times	Points
School	3	3
District	2	3
Division	1	4
Region	1	5

3.2. Networking/Linkages ----- 5 pts.

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

Estimated Amount of Donations (cash or in kind)	Points
50,000 and above	5
31,000 to 49,999.99	4
21,000 to 30,999.99	3
11,000 to 20,999.99	2
1,000 to 10,999.99	1



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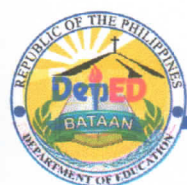
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4. Professionalism/Personal Characteristics ----- 10 pts.

TOTAL - 100



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SEARCH FOR OUTSTANDING SCHOOL PRINCIPAL
(Elementary and Secondary)

1. Managerial Competence ----- 30 pts.

1.1. Level of School-Based Management Practice -----10 pts.

Level of Practice	Points
Level 3	10
Level 2	7
Level 1	3

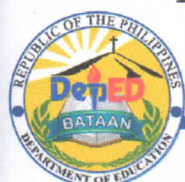
1.2. Participation Rate (of the school managed in the previous school year)- 5 pts

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99%	1

1.3. Retention Rate (of the school managed in the previous school year) - 5 pts.

Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99%	1

1.4. Completion Rate (of the school managed in the previous school year) - 5 pts.



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Range	Points
91% & above	5
87% to 90.99%	4
83% to 86.99%	3
79% to 82.99%	2
75% to 78.99%	1

1.4. Dropout Rate (of the school managed in the previous school year) - 5 pts.

Range	Points
0	5
1% - 2.5%	4
2.6% - 4.5%	3
4.6% - 6.5%	2
6.6% - 8.5%	1

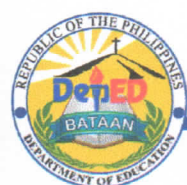
2. Professional Competence----- 50 pts.

2.1. Performance Ratings - 10 pts.

Rating	Points	Rating	Points
4.9 – 5.0	10	4.1 – 4.2	6
4.7 – 4.8	9	3.9 – 4.0	5
4.5 – 4.6	8	3.7 – 3.8	4
4.3 – 4.4	7	3.5 – 3.6	3

2.2. Research and creative outputs, re-entry projects after attendance to seminars Conferences, workshops - 5 pts

Level	Points
-------	--------



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National	5
Regional	4
Division	3
District	2
School	1

2.3. Training and workshops organized – 5 pts

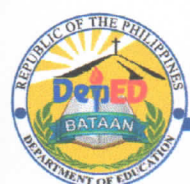
Level	Points
National	5
Regional	4
Division	3
District	2
School	1

2.4. Published supplementary materials, articles, references and other papers
– 5 pts.

Level	Points
National	5
Regional	4
Division	3
District	2
School	1

2.5. Professional Advancement – 10 pts.

Level	Points
-------	--------



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Doctoral degree	10
CAR in doctoral degree	9
Master's degree	8
CAR in MA	7

2.6. Scholarship Awarded in partnership with DepEd – 10 pts.

Level	Points
International	10
National	5

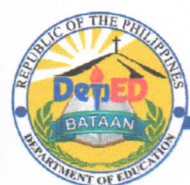
2.7. Awards, distinction received – 5 pts.

Level	Points
International	5
National	4
Regional	3
Division	2
District	1
School	0.5

**3. Community Partnership (Outreach program and networking linkages:
(LSB, PSB, PTA excluded)**

----- 10 pts.

Range	Points
1 Million and above	10
500,000 – 999,999.99	8
300,000 – 499,999.99	6



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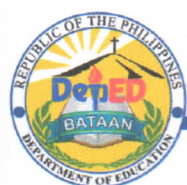
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100,000 – 299,999.99	4
50,000 – 99,999.99	2

4. Professionalism/Personal Attributes

..... 10 pts.

TOTAL - 100



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**SEARCH FOR OUTSTANDING EDUCATION PROGRAM SUPERVISOR
AND PUBLIC SCHOOLS DISTRICT SUPERVISOR**

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

Average Numerical Rating

Rating	Points	Rating	Points	Rating	Points
5	20	4.4	14	3.8	8
4.9	19	4.3	13	3.7	7
4.8	18	4.2	12	3.6	6
4.7	17	4.1	11	3.5	5
4.6	16	4.0	10		
4.5	15	3.9	9		

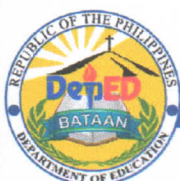
2. Outstanding Accomplishment -----35 pts

2.1. Outstanding Employee Award/Leadership in Organization - 5 pts

Level	Points
School	1
District	2
Division	3
Regional	4
National	5

2.2. Innovations - 7 pts.

Stage	Points
Conceptualized	2
Started the Implementation	3



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Fully implemented in the school	4
Adopted in the district	5
Adopted in the division	6
Adopted in the Region	7

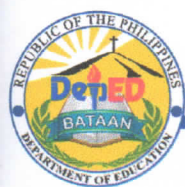
2.3. Research and Development Practices - 8 pts.

Level	Points
Research conducted in the school	2
Research conducted in the district	4
Research conducted in the division	6
Research conducted in the regional	8

2.4. Publication - 5 pts.

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a school organ/newsletter/ of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole-authorship of a book	5

2.5. Consultation/Resource Speakership in Training/Seminars/Workshops/Symposia - 10 pts.



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Level	Points
School	2
District	4
Division	6
Regional	8
National	10

3. Education and Training ----- 25 pts.

3.1. Education - 20 pts.

Level	Points
Doctoral degree	20
CAR in doctoral degree	15
Master's degree	10
CAR in MA	5

3.2. Trainings - 5 pts

Level	Points
District	1
Division	2
Regional	3
National	4
International	5

4. Community Development ----- 10 pts.

4.1. Outreach Programs - 5 pts

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

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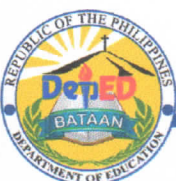
Level	No. of Items	Points
National	3	3
Regional	2	3
Division	1	4
District	1	5

4.2. Networking/Linkages – 5 pts.

Estimated Amount of Donations (cash or in kind)	Points
50,000 and above	5
31,000 to 49,999.99	4
21,000 to 30,999.99	3
11,000 to 20,999.99	2
1,000 to 10,999.99	1

5. Professional and Personal Characteristics ----- 10 pts.

TOTAL - 100



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SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL

1. Performance Rating ----- 30 pts.

Rating	Points	Rating	Points
4.9 – 5.0	30	4.1 – 4.29	22
4.7 – 4.89	28	3.9 – 4.09	20
4.5 – 4.69	26	3.7 – 3.89	18
4.3 – 4.49	24	3.5 – 3.69	16

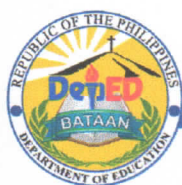
2. Awards Received ----- 10 pts

Level	Points
School	2
District	4
Division	6
Regional	8
National	10

3. Innovations ----- 5 pts.

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

Stages of Implementation	Points
Conceptualized	1
Started the Implementation	2
Fully implemented in the school	3
Adopted in the district	4
Adopted in the division	5



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4. Professional Development -----35 pts.

4.1. Education ----- 15 pts.

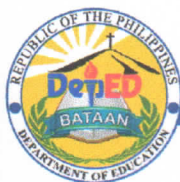
Educational Level	Points
At least 18 MA units	2
At least 27 MA units	4
At least 36 MA units	6
CAR in MA	8
Master's degree	10
CAR in doctoral degree	12
Doctoral degree	15

4.2. Training/Seminars/Workshops/Conferences attended----- 10 pts.

Level	Points
School	1
District	2
Division	4
Regional	6
National	8
International	10

**4.3. Consultant/Resource Speaker/Facilitator in Training/Seminars/Workshops
--- 10 pts.**

Level	Points
School	1
District	2
Division	4



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Regional	6
National	8
International	10

4.4. Publication/Authorship--- 5 pts.

Nature of Publication/Authorship	Points
Articles published in a school organ/newsletter (Per article but not to exceed 4 pts)	1
Articles published in a journal/newsletter/magazine of wide circulation (Per article but not to exceed 4 pts)	2
Co-authorship of a book	4
Sole-authorship of a book	5

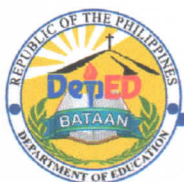
5. Community Development ----- 5 pts.

Outreach programs/activities initiated properly documented with narrative and pictorials attested by immediate superiors, division or regional officials.

Scope of Implementation	Points
Schools	2
District	3
Division	4
Regional	5

6. Professional and Personal Characteristics ----- 10 pts.

TOTAL - 100



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 201100