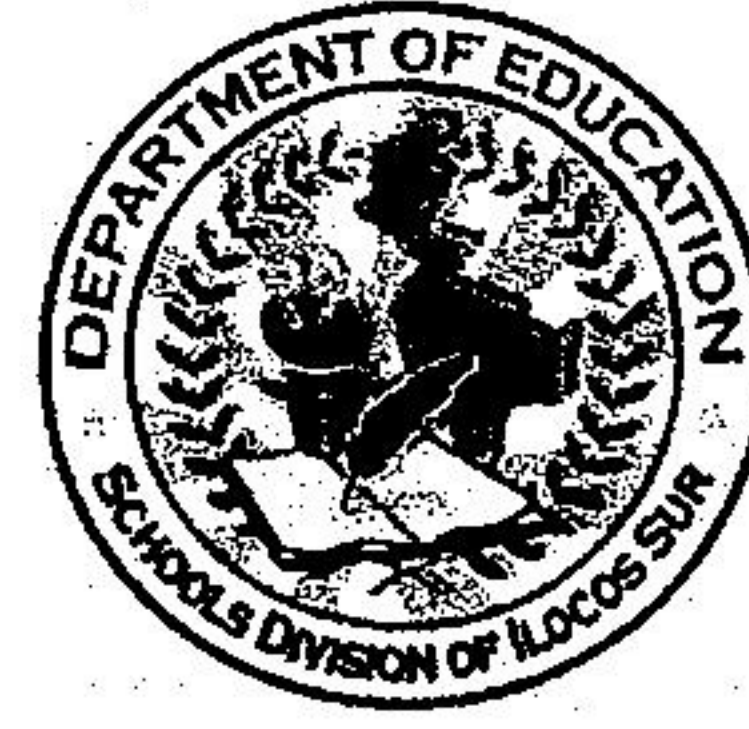




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



18 September 2019

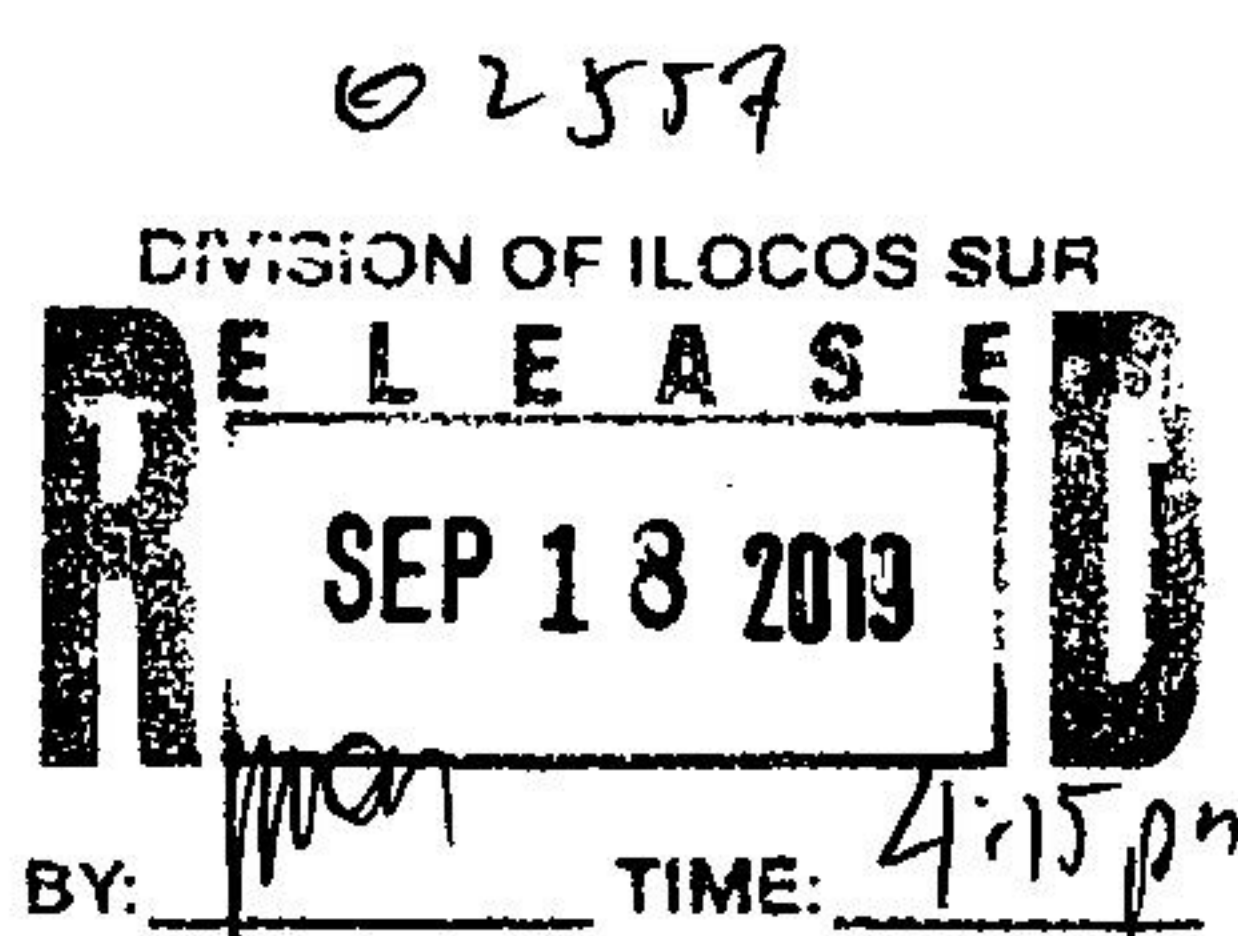
DIVISION ADVISORY
No. 289, s. 2019

**2019 REGIONAL SEARCH FOR 10 OUTSTANDING TEACHING AND NON-TEACHING
PERSONNEL OF THE YEAR**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
Teachers
Non-Teaching Personnel
All Others Concerned

1. Attached is the copy of the Regional Memorandum No. 210, s. 2019 regarding the 2019 Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year.
2. The deadline of submission of documents shall be on September 28, 2019 at the SDO Conference Hall, Bantay, Ilocos Sur from 8:30 AM to 9:30 AM.
3. For information and guidance to all.


JORGE M. REINANTE, CSEE, CEO VI, CESO V
Schools Division Superintendent





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region 1
City of San Fernando, La Union 2500



1CT

July 13, 2019

REGIONAL MEMORANDUM

No. 210 s. 2019

2764

**2019 REGIONAL SEARCH FOR 10 OUTSTANDING TEACHING AND
NON-TEACHING PERSONNEL OF THE YEAR**

To: **Assistant Regional Director**
Schools Division Superintendents
Regional Division Chiefs
All Others Concerned

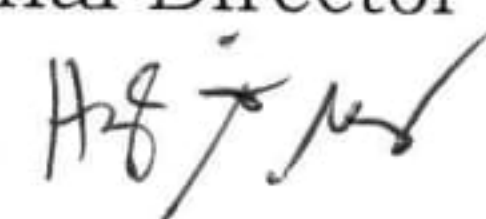
1. In line with the **Program on Awards and Incentives for Service Excellence (PRAISE)** of the Department of Education Regional Office 1, the Regional PRAISE Committee announces the 2019 Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year.
2. The award aims to recognize and reward outstanding teachers and non-teaching personnel who exhibit exemplary behavior, innovative ideas, superior accomplishments, heroic deeds, genuine public service and other personal efforts contributing to quality, efficiency and timeliness in the improvement of education, and government operations.
3. There are 20 awards in this year's Search:
 - a. 10 Outstanding Public School Teachers (Elementary, Junior High School and Senior High School Level)
 - b. 10 Outstanding Non-Teaching Personnel (Levels 1 & 2)
4. The mechanics and criteria are enclosed. All forms are accessible and downloadable via <http://deped.in/olnomOUTSTANDING>.
5. Qualified nominees are all permanent teaching and non-teaching DepEd personnel. The list of nominees together with the complete supporting documents (one original copy and one clear photocopy) shall be submitted through the Regional Office Records Unit on or before **October 4, 2019** addressed to the Vice-Chairperson of the Regional Award Selection Committee.
6. The date and venue of the Awarding Ceremony shall be announced through Regional Advisory.
7. Immediate dissemination of this Memorandum is desired.

REGIONAL OFFICE 1
RELEASED

JUL 22 2019

BY: 

MALCOLM S. GARMA
Regional Director





Republic of the Philippines
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Region 1
City of San Fernando, La Union 2500



**2019 REGIONAL SEARCH FOR 10 OUTSTANDING TEACHING AND
NON-TEACHING PERSONNEL OF THE YEAR**

Guidelines:

I. Rationale

Under Article II, Section 11 of the 1987 Philippine Constitution, it articulates that the State values the dignity of every human person. With that, under ARTICLE IX (B), Section 3, the Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.

In line with this, Department of Education Region I shall conduct the region-wide Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year in conformity with the Search for Outstanding Public Officials and Employees conducted by the Civil Service Commission annually (CSC MC No. 03, s.2016) and the implementation of DepEd Order No.9, s. 2002 entitled Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education. The initiative prepares our teaching and non-teaching personnel to be more competitive for nomination and participation to the national level search and awards program.

II. Objectives

The award aims to recognize and reward outstanding teachers and non-teaching personnel who exhibit exemplary behavior, innovative ideas, superior accomplishments, heroic deeds, genuine public service and other personal efforts contributing to quality, efficiency and timeliness in the improvement of education and government operations.

III. Scope of the Policy

The Department of Education Regional Search for 10 Outstanding Teaching and Non-Teaching Personnel of the Year shall apply to **ALL PERMANENT EMPLOYEES** of the Department of Education – Region 1 from SG 11-19 (Teaching Personnel) and SG 1-19 (Non-Teaching Personnel) who meet the qualifications as stated in the guidelines.

IV. Definition of Terms

1. **Award.** This refers to any recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, superior accomplishments, exemplary behavior,



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heroic deeds, genuine public service and other personal efforts contributing to quality, efficiency, and timeliness in the improvement of government operations leading to organizational productivity.

2. **Contribution.** This refers to any input which can be in the form of an idea or performance.
3. **Incentive.** This refers to any monetary or non-monetary motivation or privilege given to an employee for his/her outstanding accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms.
4. **Teaching nominee.** This refers to permanent elementary, junior high school or senior high school teacher/s regardless of rank with at least three (3) years of continuous service with DepEd RO1 and who meet the criteria are eligible for the nomination.
5. **Non-Teaching nominee.** This refers to permanent non-teaching personnel of DepEd Region 1 who belong to **Level 1 (SG 1-8) and Level 2 (SG 9-19)** who performs administrative and technical tasks with at least three (3) years of continuous service with DepEd Region 1 and who meet the criteria are eligible for the nomination.

V. Sources

CSC MC No. 03, s.2016 - Search for Outstanding Public Officials and Employees

DepEd Order No.9, s. 2002 - Establishing the Program on Awards and Incentives for Service Excellence (PRAISE)

Regional Office Memorandum No. 1, s. 2018 – Revised Policies and Guidelines on Managing Awards and Incentives for Service Excellence

The Metrobank Foundation Search for Outstanding Filipinos.
<http://www.mbfoundation.org.ph/wp-content/uploads/2019/01/4.-Guidelines-in-Preparing-Supporting-Documents.pdf>

CSCs Honor Awards Program. Search for Outstanding Government Workers. <http://www.csc.gov.ph/programs/71-honor-awards-program-hap.html>

The Hubert H. Humphrey Fellowship Program in the Philippines.
<http://www.fullbright.org.ph>

VI. Qualification Requirements:

- a. consistently performs high quality of work;
- b. has been rated “Outstanding” for the last three (3) performance rating periods prior to nomination;
- c. has good reputation with respect to financial matters;



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- d. has not been charged or found guilty of any administrative or criminal offense.

VII. Grounds for Disqualification:

- a. Nominees should not have been charged or found guilty of any administrative or criminal offense at the time of nomination.
- b. The Award Selection Committee may also revoke the award should the winner be found guilty to have committed falsification of documents submitted.

VIII. CRITERIA FOR EVALUATION

A. Teaching Personnel

OUTSTANDING TEACHING PERSONNEL OF THE YEAR		
Paper Screening Stage		
Criteria	Means of Verification (MOVs)	Points
Competency and Effectiveness (60 pts.)		
1. Curriculum and Planning	<ul style="list-style-type: none">Sample Daily Learning Log/Daily Lesson Plan signed by the School Head for the last four (4) COT rating periods	10 pts.
2. Content Knowledge and Pedagogy	<ul style="list-style-type: none">Classroom Observation Rating Sheet signed by the observer (4 latest COT ratings)	15 pts.
3. Learning Environment and Diversity of Learners	<ul style="list-style-type: none">Classroom Observation Rating Sheet signed by the observer (4 latest COT ratings)	15 pts.
4. Innovations	<ul style="list-style-type: none">Innovation/ Research/Project Proposal approved by Schools Division Superintendent (for the last 3 school years)	10 pts.



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5. Research	<ul style="list-style-type: none">• Completion Report (effect/impact of the research or project) approved by Schools Division Superintendent• Progress Report aligned with the work plan	10 pts.
Professional Development and Community Involvement (30 pts.)		
1. Leadership Ability	<ul style="list-style-type: none">• Certificate of Chairmanship/Coordinatorship with designation in a School, Division or Regional and/or Community Affairs or projects• Action Plan (projects conducted) and Accomplishment Report duly signed by the Schools Division Superintendent	10 pts.
2. Professional Development (for the last 5 years)	<ul style="list-style-type: none">• Diploma/Certificates/Plaques/Medals/Trophies• All documents must be certified by proper authorities	10 pts.
<i>Highest Educational Attainment (5 pts.)</i>		
<i>Trainings (2 pts.)</i> <ul style="list-style-type: none">• International• National• Region• Division• District/Municipal/School		
<i>Awards (3 pts.)</i>		



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<ul style="list-style-type: none">• International• National• Region• Division/District/Municipal/School/Barangay <p>3. Community Linkages and Involvement</p>	<ul style="list-style-type: none">• Accomplishment Report• Action Plan• Minutes of the Meeting• Financial Statements (if necessary)• Testimonies of Beneficiaries• Attendance/Certificate of Participation/Certificate of Recognition	10 pts.
Subtotal		90 pts.
Interview and Validation Stages		
Criteria	Means of Verification (MOVs)	Points
1. Personal Qualities	<ul style="list-style-type: none">• Result of the Behavioral Event Interview (BEI)• Result of the Background Investigation Report (School Head, Co-teacher, parent and PTA Officer/LGU Official)	10 pts.
Subtotal		10 pts.
TOTAL		100pts



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B. Non-Teaching Personnel

OUTSTANDING NON-TEACHING PERSONNEL OF THE YEAR (LEVEL I)		
Paper Screening Stage		
Criteria	Means of Verification (MOVs)	Points
Knowledge of the job <ul style="list-style-type: none">Knows and demonstrates all phases of assigned tasks given the length of time in the current position	<ul style="list-style-type: none">Accomplishment ReportIndividual Performance Commitment and Review Form (IPCRF) for the last three (3) performance rating periods prior to nomination signed by the rater and approving authorityConfidential Letter of Reference from Current Employer signed by the Immediate Superior	25 pts.
Work Performance (consistency) <ul style="list-style-type: none">Executes accurate, detailed and neat work outputs		25 pts.
Teamwork <ul style="list-style-type: none">Motivates and supports the team members positively influences others to achieve common goal	<ul style="list-style-type: none">Result of the Background Investigation ReportCertificate of participation to a collaborative workCommendation from co-workersConfidential Letter of Reference from Current Employer signed by the Immediate Superior	10 pts.
Attendance <ul style="list-style-type: none">Arrives on time and demonstrates consistent attendance. The	<ul style="list-style-type: none">Annual summary of attendance for the last three (3) rating periods	10 pts.



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extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.		indicating total number of tardiness and absences signed by the Chief Administrative Officer or authorized personnel	
• Has not incurred tardiness or absence without Official Leave during the period of nomination.			
Subtotal			70 pts.
Interview and Validation Stages			
Behavioral Performance			
• Maintains harmonious relationship with superiors, colleagues, stakeholders, and clients		• Result of the Behavioral Event Interview (BEI)	15 pts.
• Manifests exemplary conduct and noteworthiness of behavior		• Result of the Background Investigation Report (superiors, colleagues, stakeholders and/or clients)	
Potential			
• Demonstrates the ability and willingness to accept new/more complex duties and responsibilities			15 pts.
Subtotal			30 pts.
TOTAL			100 pts.



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OUTSTANDING NON-TEACHING PERSONNEL OF THE YEAR (LEVEL II)		
Paper Screening Stage		
Criteria	Means of Verification (MOVs)	Points
Quantity of Work <ul style="list-style-type: none">Accomplishes assigned work of a specified quality on a specified period of time. Quality of Work <ul style="list-style-type: none">Executes accurate, detailed and neat work outputs.	<ul style="list-style-type: none">Accomplishment ReportIndividual Performance Commitment and Review Form (IPCRF) for the last three (3) performance rating periods prior to nomination signed by the rater and approving authorityConfidential Letter of Reference from Current Employer signed by the Immediate Superior	20 pts.
		20 pts.
Innovation <ul style="list-style-type: none">Contributes to the efficiency and effectiveness of the current job to improve service delivery (the paradigm shifts it has caused and its cost efficiency)	<ul style="list-style-type: none">Approved ProjectCertification of Project CompletionCertification of Innovation	10 pts.
Teamwork <ul style="list-style-type: none">Motivates and supports the team members positively influences others to achieve common goal	<ul style="list-style-type: none">Certificate of participation to a collaborative workCommendation from co-workersConfidential Letter of Reference from Current Employer signed by the Immediate Superior	15 pts.
Attendance <ul style="list-style-type: none">Arrives on time and demonstrates consistent attendance. The extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.Has not incurred tardiness or	<ul style="list-style-type: none">Annual summary of attendance for the last three (3) rating periods indicating total number of tardiness and absences signed by the Chief Administrative Officer or authorized personnel	20 pts.



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absence without Official Leave during the period of nomination.		
Subtotal		85 pts.
Interview and Validation Stages		
Criteria	Means of Verification (MOVs)	Points
Behavioral Performance <ul style="list-style-type: none">• Maintains harmonious relationship with superiors, colleagues, stakeholders, and clients• Manifests exemplary conduct and noteworthiness of behavior	<ul style="list-style-type: none">• Result of the Behavioral Event Interview (BEI)• Result of the Background Investigation Report (superiors, colleagues, stakeholders and/or clients)	15 pts.
Subtotal		15 pts.
TOTAL		100 pts.

IX. Rewards:

1. Monetary Incentive

Winners – Php 10,000.00

Finalists – Php 3,000.00

2. Certificate of Recognition (Regional Finalists)

3. Plaque of Recognition (Regional Winners)

X. Procedure for Nomination:

1. Schools Division Offices and Functional Divisions are required to submit to the Regional Award Selection Committee pertinent documents of their nominees for Stage 1-Paper Screening which will be subject to initial evaluation.

For Teaching and Non-teaching Personnel, each division is allowed to submit two (2) nominees for each category.

Furthermore, teaching nominees should have undergone Classroom Observation using the Classroom Observation Tool (COT-RPMS Tool).

2. The nominator shall use the nomination form (Attachment 1).
3. All nominations shall be sealed before submission to the Regional Office Records Unit on or before a specified date addressed to the Vice-Chairperson of the Award Selection Committee.



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4. The Award Selection Committee shall review and deliberate the nominations using the criteria for paper screening as basis for shortlisting the nominees per level of category.
5. The Committee shall interview the shortlisted nominees per level of category and shall select the winners after final deliberation.
6. In case of a tie, the Vice-Chairperson of the Award Selection Committee shall make the final decision.
7. The Vice-Chairperson of the Award Selection Committee shall forward the result to the Regional Director for approval.

XI. Procedure for Screening and Evaluation:

1. Stage 1 - Paper Screening

The Award Selection Committee will conduct the paper screening using the submitted means of verification (MOVs) as follows:

- ✓ Endorsement Letter signed by the Schools Division Superintendent for the teaching personnel (see attachment 1)
 - a) Competency and Effectiveness
 - b) Professional and Community
- ✓ Confidential Letter of Reference from Current Employer signed by the Immediate Superior for the non-teaching personnel (see attachment 1)

Level 1 (SG 1-8)

- a) Knowledge of the job
- b) Work Performance
- c) Teamwork
- d) Behavioral Performance
- e) Potential
- f) Attendance

Level 2 (SG 9-19)

- a.) Work Performance
- b.) Innovation
- c.) Teamwork
- d.) Behavioral Performance
- e.) Attendance



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- ✓ Duly accomplished nomination form signed by the School Head or Regional/Division Chief (see attachment 1)
- ✓ Submit a certification of the last three (3) performance rating periods prior to nomination signed by the nominator
- ✓ Milestone Accomplishment (5 mins. Audio-visual)
- ✓ Video Presentation of actual teaching lesson not more than 60 minutes
- ✓ Certification that the nominee has not been suspended for any administrative or criminal offense signed by the nominee and by the highest-ranking Administrative Officer or Legal Officer
- ✓ Certification of No Unliquidated Cash Advances signed by the Finance Officer/Accountant of the School/Schools Division Office/Regional Office.
- ✓ Updated Personal Data Sheet (PDS)
- ✓ Updated Service Record duly certified by the Human Resource Management Officer (HRMO)
- ✓ Copy of Statement of Assets, Liabilities and Networth (SALN) certified true copy of highest-ranking Administrative Officer or Legalized Officer/authorized officer
- ✓ Supporting Means of Verifications (MOVs) following the specific criteria.

NOTE: Submit using A4 size Green folder for Teaching nominee and Blue folder for Non-Teaching nominee.

2. Stage 2 - Shortlisting of nominees.

(The upper 50% of the total regional nominees shall be considered as regional finalists)

Teaching Personnel – Top 14
Non-Teaching Personnel – Top 14

3. Stage 3 – Interview of the Regional Finalists

Only the shortlisted nominee shall proceed to interview.

4. Stage 4 - Validation

Only the submitted video on actual teaching lesson of the shortlisted nominees shall be subjected to viewing and evaluation as basis for final rating.

A thorough background investigation per regional finalist by the Regional PRAISE Committee will be conducted.



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5. Stage 5 - Final Screening

The Award Selection Committee shall select the Regional Winner after careful deliberation.

6. The Vice-Chairperson shall notify the Regional Director as soon as the Regional Winners have been selected.

7. Once the Regional Winners are chosen, the Committee Members are sworn to secrecy until the names are approved by the Regional Director and awarded during the Annual Awards Ceremony.

XII. Award Selection Committee

The selection committee members shall be consists of the Regional Director, Assistant Regional Director and at least three (3) non-DepEd representatives.

Teaching Personnel

Chairperson: Regional Director

Vice-Chairperson: Assistant Regional Director

Members:

CSC Regional Director or Representative
TEIs (Dean of the College of Education or representative)

CHED Regional Director or Supervisor in charge of Teacher Education

Chief Education Supervisor, Curriculum and Learning Management Division (CLMD)

Secretariat: PRAISE Committee

Non-Teaching Personnel

Chairperson: Regional Director

Vice-Chairperson: Assistant Regional Director

Members:

CSC Regional Director or Representative
People Management Association of the Philippines (PMAP) Regional President or Representative

TESDA Regional Director or Representative

DepEd NEU President or Representative

Chief Education Supervisor, Human Resource Development Division (HRDD)

Secretariat: PRAISE Committee



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XIII. Funding

The Regional Office Proper shall allocate Four Hundred Forty-Three Thousand and Nine Hundred Forty Pesos (PHP443, 940.00) of the MOOE funds in the Annual Work and Financial Plan Budget.

XIV. Miscellaneous Provisions

- Separability Clause

Any part or provision of this Regional Memorandum which may be held invalid or unconstitutional shall not affect the validity and effectivity of other provisions.

- Repealing Clause

All prior Regional Orders/Memoranda or other issuances, or provisions thereof, which are inconsistent with this Regional Memorandum, are hereby repealed, revised, or modified accordingly.

- Effectivity

This Regional Memorandum shall take effect immediately upon issuance.



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Attachment 1

NOMINATION FORM
REGIONAL SEARCH FOR OUTSTANDING TEACHING AND NON-
TEACHING PERSONNEL OF THE YEAR

CATEGORY (Kindly Check one)

- ☐ Elementary Teacher
- ☐ Junior High School Teacher
- ☐ Senior High School Teacher
- ☐ Non-Teaching Personnel
 - ☐ Level 1 (SG 1-8)
 - ☐ Level 2 (SG 9-19)

Recent 2x2 picture of
the nominee (white
background)

Instructions:

1. Kindly fill out the nomination form completely and write legibly
2. Write N/A if necessary
3. Avoid erasures and use black ball pen only (no sign pen)
4. Use CAPITAL letters

To complete application kindly accomplish also the online nomination form through this link <http://deped.in/olnomOUTSTANDING>

NOMINEE'S INFORMATION	
Name:	Division:
Current Position:	
Grade Level Taught/Unit Assigned:	
Years in Service	Salary Grade

This is to certify that I voluntarily nominate Mr./Ms. _____
to the _____ Regional Search for Outstanding Teaching and Non-Teaching
Personnel of the Year.

After reviewing the policies, guidelines and criteria for the Regional Search for Outstanding Teaching and Non-Teaching Personnel of the Year I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

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

(Name of Nominator)

Signature over Printed Name/Position

Date Signed



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Attachment 2

ENDORSEMENT LETTER
REGIONAL SEARCH FOR OUTSTANDING TEACHING PERSONNEL OF
THE YEAR

Instructions:

1. Brief description of the nominee in terms of the following criteria below
2. Kindly explain why the nominee should receive the award.
3. Use A4 paper size (bond paper)
4. Bookman Old Style and size 12 Font
5. 1.5 line spacing

(Kindly Check one)

- ☐ Elementary Teacher ☐ Senior High School Teacher
☐ Junior High School Teacher

Nominee	Position	Years in Service	Level /Salary Grade	Division or Unit

Criteria	Supporting Comments/Brief description
Competency and Effectiveness (Curriculum and Planning, Content Knowledge and Pedagogy, Learning Environment and Diversity of Learners, Innovations and Research)	
Professional Development and Community Involvement (Leadership Ability, Personal Qualities, Professional Development, Community Development)	

(Name of Nominator)

Signature over Printed Name/Position

Date Signed



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Attachment 3.2

CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER
REGIONAL SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL
(LEVEL II) OF THE YEAR

Instructions:

1. Brief description of the nominee in terms of the following criteria below
2. Kindly explain why the nominee should receive the award.

Nominee	Position	Years in Service	Level /Salary Grade	Division or Unit

In the rating chart below, kindly evaluate the nominee.

Criteria	Performance Indicators				
	5	4	3	2	1
Work Performance (consistency) Quantity of Work <ul style="list-style-type: none">Accomplishes assigned work of a specified quantity on a specified period of time.	100% of the delegated or assigned work were accomplished within the required time	85%-99% of the delegated or assigned work were accomplished within the required time	70%-84% of the delegated or assigned work were accomplished within the required time	50% - 69% of the delegated or assigned work were accomplished within the required time	Below 50% of the delegated or assigned work were accomplished within the required time
Quality of Work <ul style="list-style-type: none">Executes accurate, detailed and neat work outputs	Modeled effective application or performance to produce quality work which is free of errors and with all needed information provided as shown in the outputs	Demonstrated effective application or performance to produce quality work which has 1 error and 1 information missing as shown in the outputs	Demonstrated effective application or performance to produce quality work which has 2 errors and 2 information are missing as shown in the outputs	Demonstrated application or performance to produce outputs which has 3 errors and 3 needed information are missing	Demonstrated application or performance to produce outputs which has 4 or more errors that interferes with readers ability to understand meaning
Teamwork <ul style="list-style-type: none">Motivates and supports the team members positively influences others to achieve common goal	Always actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Often actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Sometimes actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Seldom actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Rarely actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals

(Name of Immediate Superior)

Signature over Printed Name/Position

Date Signed



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Attachment 3.1

CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER
REGIONAL SEARCH FOR OUTSTANDING NON-TEACHING PERSONNEL
(LEVEL I) OF THE YEAR

Instructions:

1. Brief description of the nominee in terms of the following criteria below
2. Kindly explain why the nominee should receive the award.

Nominee	Position	Years in Service	Level /Salary Grade	Division or Unit

In the rating chart below, kindly evaluate the nominee.

Criteria	Performance Indicators				
	5	4	3	2	1
Knowledge of the job <ul style="list-style-type: none">Knows and demonstrates all phases of assigned tasks given the length of time in the current position	Consistently applies knowledge and demonstrates all phases of assigned tasks given the length of time in the current position. Exceeds expectation and maximizes productivity	Frequently applies knowledge and demonstrates 90%-99% of assigned tasks on time. Prioritize daily work activities	Occasionally applies knowledge and demonstrates 80%-89% of assigned tasks on time. Prioritize daily work activities	Seldom applies knowledge and demonstrates 70%-79% of assigned tasks on time. Requires minimal guidance and supervision to accomplish work activities	Rarely applies knowledge and demonstrates 60%-69% of assigned tasks on time. Needs close supervision to accomplish work activities
Work Performance (consistency) <ul style="list-style-type: none">Executes accurate, detailed and neat work outputs'	Modeled effective application or performance to produce quality work which is free of errors and with all needed information provided as shown in the outputs	Demonstrate d effective application or performance to produce quality work with 1 error and 1 information missing as shown in the outputs	Demonstrate d effective application or performance to produce quality work with 2 errors and 2 information are missing as shown in the outputs	Demonstrated application or performance to produce outputs with 3 errors and 3 needed information are missing	Demonstrate d application or performance to produce outputs with 4 errors that interfere with readers ability to understand meaning
Teamwork <ul style="list-style-type: none">Motivates and supports the team members positively influences others to achieve common goal	Always actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Often actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Sometimes actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Seldom actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Rarely actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals

(Name of Immediate Superior)

Signature over Printed Name/Position

Date Signed

OUTSTANDING NON-TEACHING PERSONNEL OF THE YEAR (LEVEL II)

Criteria	MOV	Performance Indicators				
		5	4	3	2	1
Paper Screening Stage						
Work Performance (consistency) (40 pts.) Quantity of Work (20 pts.) <ul style="list-style-type: none">Accomplishes assigned work of a specified quantity on a specified period of time. Quality of Work (20 pts.) <ul style="list-style-type: none">Executes accurate, detailed and neat work outputs.	<ul style="list-style-type: none">Accomplishment ReportIndividual Performance Commitment and Review Form (IPCRF) for the last three (3) performance rating periods prior to nomination signed by the rater and approving authorityConfidential Letter of Reference from Current Employer signed by the Immediate Superior	100% of the delegated or assigned work were accomplished within the required time Modeled effective application or performance to produce quality work which is free of errors and with all needed information provided as shown in the outputs	85%-99% of the delegated or assigned work were accomplished within the required time Demonstrated effective application or performance to produce quality work which has 1 error and 1 information missing as shown in the outputs	70%-84% of the delegated or assigned work were accomplished within the required time Demonstrated effective application or performance to produce quality work which has 2 errors and 2 information are missing as shown in the outputs	50% - 69% of the delegated or assigned work were accomplished within the required time Demonstrated application or performance to produce outputs which has 3 errors and 3 needed information are missing	Below 50% of the delegated or assigned work were accomplished within the required time Demonstrated application or performance to produce outputs which has 4 or more errors that interferes with readers ability to understand meaning
Innovation (10 pts.) <ul style="list-style-type: none">contributes to the efficiency and effectiveness of the job to improve service delivery (the paradigm shifts it has caused and its	<ul style="list-style-type: none">Approved ProjectCertification of Project CompletionCertification of Innovation	Project Completion Report containing the effect of the innovation approved by the Chief, Schools Division Superintendent, Assistant Regional Director, and	Project Proposal approved by the School Head, PSDS, Chief, and Schools Division Superintendent	Research/ Project Proposal approved by the School Head, PSDS or Chief	Submitted draft of a project/ research proposal	Submitted Concept Paper

cost efficiency)		the Regional Director				
Teamwork (15 pts.) <ul style="list-style-type: none"> Motivates and supports the team members positively influences others to achieve common goal 	<ul style="list-style-type: none"> Certificate of participation to a collaborative work Commendation from co-workers Confidential Letter of Reference from Current Employer signed by the Immediate Superior 	Always actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Often actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Sometimes actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Seldom actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Rarely actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals
Attendance (20 pts.) <ul style="list-style-type: none"> Arrives on time and demonstrates consistent attendance. The extent to which the employee contacts supervisor on a timely basis when employee will be late or absent. Has not incurred tardiness or absence without 	<ul style="list-style-type: none"> Annual summary of attendance for the last three (3) rating periods indicating total number of tardiness and absences signed by the Chief Administrative Officer or authorized personnel 	100% attendance, punctuality at work	100% attendance at work but incurred 1-2 tardiness per month.	95% attendance, punctuality at work and has not incurred tardiness per month.	90% attendance, punctuality at work and has incurred 1-2 tardiness per month	85% attendance, punctuality at work and has not incurred more than 2 tardiness per month.

Work Performance = 40 Points

Official Leave during the period of nomination.						
Subtotal						85 pts.
Criteria	MOV	Performance Indicators				
		5	4	3	2	1
Interview and Validation Stages						
Behavioral Performance (15 pts.) <ul style="list-style-type: none"> Maintains harmonious relationship with superiors, colleagues, stakeholders, and clients Manifests exemplary conduct and noteworthynes s of behavior 	<ul style="list-style-type: none"> Result of the Behavioral Event Interview (BEI) Result of the Background Investigation Report (superiors, colleagues, stakeholders and/or clients) 	Demonstrates exemplar ethical standards and always maintains harmonious relationship with 100% of colleagues, stakeholders and clients. No incident report on any misbehavior.	Demonstrates very high ethical standards and often maintains harmonious relationship with 95% of colleagues, stakeholders and clients. No incident report on any misbehavior.	Demonstrates high ethical standards and sometimes maintains harmonious relationship with 90% of colleagues, stakeholders and clients. No incident report on any misbehavior.	Demonstrates average ethical standards and sometimes maintains harmonious relationship with 85% of colleagues, stakeholders and clients. No incident report on any misbehavior.	Demonstrates fair ethical standards and sometimes maintains harmonious relationship with 80% of colleagues, stakeholders and clients. No incident report on any misbehavior.
Subtotal						15 pts.
TOTAL						100 pts.

Quality of Work (20 pts.)	
100%	20 pts.
85%-99%	16 pts.
70%-84%	12 pts.
50%-69%	8 pts.
Below 50%	4 pts.
Quantity of Work (20 pts.)	
5	20 pts.
4	16 pts.
3	12 pts.
2	8 pts.
1	4 pts.

Innovation = 10 Points	
5	10 pts.
4	8 pts.
3	6 pts.
2	4 pts.
1	2 pts.

Teamwork = 15 Points	
5	15 pts.
4	12 pts.
3	9 pts.
2	6 pts.
1	3 pts.

Attendance = 20 Points	
100% Attendance	20 pts.
100% Attendance but incurred 1-2 tardiness.	16 pts.
95% Attendance and has not incurred tardiness.	12 pts.
90% Attendance and has incurred 1-2 tardiness.	8 pts.
85% Attendance and has not incurred more than 2 tardiness.	4 pts.

Behavioral Performance = 15 Points	
5	15 pts.
4	12 pts.
3	9 pts.
2	6 pts.
1	3 pts.

OUTSTANDING NON-TEACHING PERSONNEL (LEVEL 1)

Criteria	MOV	Performance Indicators				
		5	4	3	2	1
Paper Screening Stage						
Knowledge of the job (25 pts.) <ul style="list-style-type: none">Knows and demonstrates all phases of assigned tasks given the length of time in the current position	<ul style="list-style-type: none">Accomplishment ReportIndividual Performance Commitment and Review Form (IPCRF) for the last three (3) performance rating periods prior to nomination signed by the rater and approving authorityConfidential Letter of Reference from Current Employer signed by the Immediate Superior	Consistently applies knowledge and demonstrates all phases of assigned tasks given the length of time in the current position. Exceeds expectation and maximizes productivity	Frequently applies knowledge and demonstrates 90%-99% of assigned tasks on time. Prioritize daily work activities	Occasionally applies knowledge and demonstrates 80%-89% of assigned tasks on time. Prioritize daily work activities	Seldom applies knowledge and demonstrates 70%-79% of assigned tasks on time. Requires minimal guidance and supervision to accomplish work activities	Rarely applies knowledge and demonstrates 60%-69% of assigned tasks on time. Needs close supervision to accomplish work activities
Work Performance (consistency) (25 pts.) <ul style="list-style-type: none">Executes accurate, detailed and neat work outputs'		Modeled effective application or performance to produce quality work which is free of errors and with all needed information provided as shown in the outputs	Demonstrated effective application or performance to produce quality work with 1 error and 1 information missing as shown in the outputs	Demonstrated effective application or performance to produce quality work with 2 errors and 2 information are missing as shown in the outputs	Demonstrated application or performance to produce outputs with 3 errors and 3 needed information are missing	Demonstrated application or performance to produce outputs with 4 errors that interfere with readers ability to understand meaning
Teamwork (10 pts.) <ul style="list-style-type: none">Motivates and supports the team members positively influences others to achieve	<ul style="list-style-type: none">Result of the Background Investigation ReportCertificate of participation to	Always actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Often actively participates and shares job knowledge and experiences to the team to help direct group in meeting goals	Sometimes actively participates and shares job knowledge and experiences to the team to help direct	Seldom actively participates and shares job knowledge and experiences to the team to help direct group in	Rarely actively participates and shares job knowledge and experiences to the team to help direct group in

common goal	a collaborative work <ul style="list-style-type: none"> • Commendation from co-workers • Confidential Letter of Reference from Current Employer signed by the Immediate Superior 			group in meeting goals	meeting goals	meeting goals
Attendance (10 pts.) <ul style="list-style-type: none"> • Arrives on time and demonstrates consistent attendance. The extent to which the employee contacts supervisor on a timely basis when employee will be late or absent. • Has not incurred tardiness or absence without Official Leave during the period of nomination. 	<ul style="list-style-type: none"> • Annual summary of attendance for the last three (3) rating periods indicating total number of tardiness and absences per month signed by the Chief Administrative Officer or authorized personnel 	100% attendance, punctuality at work	100% attendance at work but incurred 1-2 tardiness per month.	95% attendance, punctuality at work and has not incurred tardiness per month.	90% attendance, punctuality at work and has incurred 1-2 tardiness per month	85% attendance, punctuality at work and has not incurred more than 2 tardiness per month.
Subtotal						70 pts.

Knowledge of the Job = 25 Points	
5	25 pts.
4	20 pts.
3	15 pts.
2	10 pts.
1	5 pts.

Work Performance = 25 Points	
5	25 pts.
4	20 pts.
3	15 pts.
2	10 pts.
1	5 pts.

Teamwork = 10 Points	
5	10 pts.
4	8 pts.
3	6 pts.
2	4 pts.
1	2 pts.

Attendance = 10 Points	
100% Attendance	10 pts.
100% Attendance but incurred 1-2 tardiness.	8 pts.
95% Attendance and has not incurred tardiness.	6 pts.
90% Attendance and has incurred 1-2 tardiness.	4 pts.
85% Attendance and has not incurred more than 2 tardiness.	2 pts.

Behavioral Performance = 15 Points	
5	15 pts.
4	12 pts.
3	9 pts.
2	6 pts.
1	3 pts.

Potential = 15 Points	
5	15 pts.
4	12 pts.
3	9 pts.
2	6 pts.
1	3 pts.

OUTSTANDING TEACHING PERSONNEL OF THE YEAR					
Criteria	MOV	Performance Indicators			
		4	3	2	1
Paper Screening Stage					
A. Competency and Effectiveness					
1. Curriculum and Planning (10 pts.)	<ul style="list-style-type: none">Sample Daily Learning Log/Daily Lesson Plan signed by the School Head for the last four (4) COT rating periods	Designs each lesson using an effective mix of high quality, multicultural learning materials and technology	Designs each lesson using an appropriate, multicultural mix of learning material and technology	Plans each lesson that involving a mixture of good learning materials	Plans each lesson that relying only on workbooks and worksheets
2. Content Knowledge and Pedagogy (15 pts.)	<ul style="list-style-type: none">Classroom Observation Rating Sheet signed by the observer (4 latest COT ratings)	Models effective applications of content knowledge within and across curriculum teaching areas with MOVs showing rating of 8-7 (refer to IPCRF of the previous year)	Models effective applications of content knowledge within and across curriculum teaching areas with MOVs showing rating of 6 (refer to IPCRF of the previous year)	Models effective applications of content knowledge within and across curriculum teaching areas with MOVs showing rating of 5 (refer to IPCRF of the previous year)	Models effective applications of content knowledge within and across curriculum teaching areas with MOVs showing rating of 4 (refer to IPCRF of the previous year)
3. Learning Environment and Diversity of Learners (15 pts.)	<ul style="list-style-type: none">Classroom Observation Rating Sheet signed by the observer (4 latest COT ratings)	Shows warmth, respect and fairness for all students and build strong relationships	Is fair and respectful toward all students and builds positive relationships	Is fair and respectful most students and builds positive relationships with majority of the students	Is fair and respectful to few students and builds positive relationships with the upper-class section students

4. Innovation (10 pts.)	<ul style="list-style-type: none"> • Innovation/ Research/Project Proposal approved by Schools Division Superintendent (for the last 3 school years) • Completion Report (effect/impact of the research or project) 	The teacher-initiated innovation/research/project approved by the School Head, SDS and Regional Director and implemented in the region is highly relevant, timely and provides solution to the most pressing concerns in the region	The teacher-initiated innovation/research/project approved by the School Head and SDS and implemented in the division is adequately relevant, timely and provides solution to the most pressing concerns in the division	The teacher takes role in the innovation/research/project approved by the School Head and SDS and implemented in the district/municipality is relevant, timely and provides solution to the most pressing concerns in the district	The teacher participates in the innovation/research project approved by the School Head and implemented in the school is adequately relevant, timely and provides solution to the most pressing concerns in the school
5. Research (10 pts.)	<ul style="list-style-type: none"> • Progress Report aligned with the work plan (for the last 3 school years) 				

A. Professional Development and Community Involvement

1. Leadership Ability (10 pts.)	<ul style="list-style-type: none"> • Certificate of Chairmanship/ Coordinatorship with designation in a School, Division or Regional and/or Community Affairs or projects • Action Plan (projects conducted) and Accomplishment Report duly signed by the Schools Division Superintendent 	Frequently act as a leader who contributes valuable ideas and expertise and instills to others	Is a positive team player and contributes ideas, expertise, and time to the overall mission of the school	Occasionally suggests an idea aimed at improving the school	Serves as onlooker and a follower in any endeavor
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	<ul style="list-style-type: none"> Beneficiaries Attendance/ Certificate of Participation/ Certificate of Recognition 				
Subtotal					90 pts.
Interview and Validation Stages					
Criteria	MOV	Performance Indicators			
		4	3	2	1
1. Personal Qualities (10 pts.)	<ul style="list-style-type: none"> Result of the Behavioral Event Interview (BEI) Result of the Background Investigation Report (School Head, Co-teacher, parent and PTA Officer/LGU Official) 	<p>Demonstrates exemplar ethical standards and always maintains harmonious relationship with 100% of colleagues, stakeholders and clients. Models good reputation with respect to financial matters such as timely settlement of debts and other financial obligations</p> <p>No incident report on any misbehavior.</p>	<p>Demonstrates very high ethical standards and often maintains harmonious relationship with 95% of colleagues, stakeholders and clients.</p> <p>No incident report on any misbehavior.</p>	<p>Demonstrates high ethical standards and sometimes maintains harmonious relationship with 90% of colleagues, stakeholders and clients.</p> <p>No incident report on any misbehavior.</p>	<p>Demonstrates average ethical standards and sometimes maintains harmonious relationship with 85% of colleagues, stakeholders and clients.</p> <p>No incident report on any misbehavior.</p>
Subtotal					10 pts.
TOTAL					100 pts.

A. Competency and Effectiveness	
Curriculum and Planning (10 pts.)	
4	10pts.
3	8pts.
2	6pts.
1	4pts.
Content Knowledge and Pedagogy (15 pts.)	
4	15pts.
3	11pts.
2	7pts.
1	3pts.
Learning Environment and Diversity of Learners (15 pts.)	
4	15pts.
3	11pts.
2	7pts.
1	3pts.
Innovation (10 pts.)	
4	10pts.
3	8pts.
2	6pts.
1	4pts.
Research (10 pts.)	
4	10pts.
3	8pts.
2	6pts.
1	4pts.

B. Professional and Community	
Leadership Ability (10 pts.)	
4	10pts.
3	8pts.
2	6pts.
1	4pts.
Professional Development (10 pts.)	
<i>Highest Educational Attainment (5 pts.)</i>	
Doctorate Degree	5pts.
Doctorate with academic units only	4pts.

Master's Degree	3pts.
Master's with academic units only	2pts.
<i>Trainings: (2 pts.)</i>	
International Training	2pts.
National Training	1.5
Regional Training	1
Division Training/ District/Municipal/School Training	.75
<i>Awards (3 pts.)</i>	
International Award	3pts.
National Award	2.50
Regional Award	1.75
Division Award/District/Municipal/School Award	1.25
Community Development (10 pts.)	
4	10pts.
3	8pts.
2	6pts.
1	4pts.
Personal Qualities (10 pts.)	
4	10pts.
3	8pts.
2	6pts.
1	4pts.