



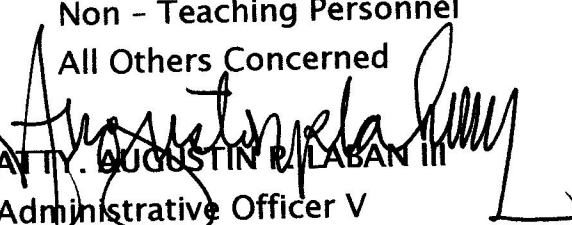
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No.: 136, Series of 2012

To : All Division Promotional Staff  
Public Schools District Supervisors  
Secondary School Principals  
Elementary School Principals  
Administrative Officers  
Teachers - In - Charge  
Public Elementary and Secondary School Teachers  
Non - Teaching Personnel  
All Others Concerned

From :   
ATTY. AUGUSTIN P. LABAN III  
Administrative Officer V  
Officer - In - Charge

Subject : 2012 SEARCH FOR THE MOST OUTSTANDING EMPLOYEE OF THE  
DEPED DIVISION OF BAGUIO CITY

Date : 22 October 2012

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1. Relative to Executive Order No. 292, Rule X (Employees Suggestions and Incentive Awards System) and CSC Memo Circular No. 1, s. 2001 (Program on Awards and Incentives for Service Excellence), there will be a DIVISION SEARCH FOR THE 2012 MOST OUTSTANDING EMPLOYEES, as follows:

**A. MOST OUTSTANDING NON TEACHING PERSONNEL**

1. Level I (Salary Grades I-9)
2. Level II (Salary Grades 10-24)

Technical Working Group: Association of Non-Teaching Personnel officers and Augustin P. Laban III.

**B. MOST OUTSTANDING TEACHERS (T-I to T-III)**

1. Elementary Level
2. Secondary Level

### 3. ALS Mobile Teacher/Coordinator

#### Technical Working Group:

- Esther Y. Melecio, Ph. D. (Div. PRAISE Chairman)
- Arlito Pecay (BCSTEA)
- Arthur Tiongan (ALS)

### C. MOST OUTSTANDING MASTER TEACHER

1. Elementary School
2. Secondary School

#### Technical Working Group:

- Juliet C. Sannad, Ed. D. (Div. PRAISE Member)
- Arlito Pecay (BCSTEA)
- Association of Master Teachers President (If not nominated)

### D. MOST OUTSTANDING HEAD TEACHER (Department Head–Secondary Level)

#### Technical Working Group:

- Lillian S. Pagulongan, Ph. D. (Div. PRAISE Member)
- Association of Non–Teaching Personnel President
- Augustin P. Laban III

### E. MOST OUTANDING SCHOOL HEAD (ELEMENTARY)

#### Technical Working Group:

- Teresita D. Mayam (Div. PRAISE Vice Chairman)
- Augustin P. Laban III

### F. MOST OUTSTANDING SCHOOL HEAD (SECONDARY LEVEL)

#### Technical Working Group:

- Juliet C. Sannad, Ed. D. (Div PRAISE Member)
- Augustin P. Laban III

### G. MOST OUTSTANDING SUPERVISOR (EPS and PSDS)

#### Technical Working Group:

- Augustin P. Laban III
- NAPSHI president
- PESPA President;

2. Each district for elementary schools and the secondary school main campuses (covering all annexes and newly nationalized high schools without principals) shall organize their respective PRAISE Committees which shall be responsible for the preliminary screening of candidates.
3. The following are the suggested composition of the School PRAISE Committee with alternates: (IF THERE ARE NO EXISTING SCHOOL PRAISE COMMITTEE)

Chairperson: Secondary School Principal  
Elementary School Principal

Members (Secondary):

- Administrative Officer;
- Faculty president, Alternate: Department Head Teacher representative

Members (Elementary):

- Faculty Club President;
- Master Teacher or Teacher if no MT in the school

4. The District PRAISE Committee shall consist of the following: (IF THERE IS NO EXISTING DISTRICT PRAISE COMMITTEE)

Chairperson: PSDS

Members:

- A School Principal designated as member by the PSDS
- District ALS Coordinator
- Representative from the teachers group

5. FOR NON TEACHING PERSONNEL, TEACHERS, MASTER TEACHERS, AND SCHOOL HEADS, ONLY THE WINNERS IN THE DISTRICTS AND MAIN CAMPUSES SHALL BE FORWARDED TO THE DIVISION PRAISE COMMITTEE FOR EVALUATION. IT IS ALSO EXPECTED THAT ONLY THE WINNERS IN THE SCHOOL LEVEL SHALL BE SUBMITTED TO THE DISTRICTS/MAIN CAMPUSES FOR EVALUATION.
6. FOR SUPERVISORS AND SECONDARY SCHOOL HEADS, THE SCREENING SHALL BE DONE AT THE DIVISION LEVEL.
7. All nominees should have been in the service for a minimum of three (3) years in the position where he/she is being nominated (includes city paid

employees) and without pending administrative/civil/criminal case, or any case pending with the District/Division Grievance Committee.

8. The Division PRAISE en banc shall conduct the final review of the screening results in all categories.
9. Winners in the Division Level shall be nominated to the CSC Lingkod and Dangal ng Bayan Awards and all other similar awards, public and private where appropriate. Cash Awards shall be given to the winners subject to the usual accounting and auditing rules and regulations.
10. The schedule of activities are as follows:  
  
October 24, 2012 – November 8, 2012: Preparation, orientation, submission of documents to the district/main high schools  
November 9– November 15, 2012: Screening at the District or Main Campus  
November 16, 2012: Deadline of submission to the Division PRAISE.  
December 14, 2012: Awarding of winners.
11. Immediate and widest dissemination of this memorandum is enjoined.





**To the rater/interviewer/evaluator:** Please rate the candidate for outstanding Master Teacher in terms of the following ethical standards as stipulated in R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). Before rating, conduct an interview with the following: ((1) the candidate, (2) non-teaching personnel representative, (3) his/her school head, (4) teacher representative, and (5) one of his/her pupils/students/learners. Use this sheet for every interviewee. Get the sum of the ratings given by the interviewees and divide it by the number of interviewees. Divide the Mean by the expected highest rating multiplied by 100 multiplied by .15

**Start here....**

**Please do not leave any item unanswered.**

### I. COMMITMENT TO PUBLIC INTEREST

**Code for Competency Level: L- Low (1 pt.) F- Fair (2 pts.)  
S- Satisfactory (3 pts.) H- High (4 pts.)**

|   |   | L | F | S | H |
|---|---|---|---|---|---|
| 1 | Considers public interest/welfare over and above personal interest in making decision (Consider Means of Verification such as personal sacrifices (overtime without pay, spending for learners, home visitation, assistance to sick learners, distance of residence to workplace, and the like) |   |   |   |   |
| 2 | Is honest always  |   |   |   |   |
| 3 | Is economical in using school, HPTA funds, donations, etc, (avoids wastage)   |   |   |   |   |

### II. PROFESSIONALISM

**Code for Competency Level: L- Low (1 pt); F- Fair (2 pts.)  
S- Satisfactory (3 pts.) H- High (4 pts.)**

|   |  | L | F | S | H |
|---|--|---|---|---|---|
| 4 | Intelligence/wisdom as a public employee |   |   |   |   |
| 5 | Skill in the profession                  |   |   |   |   |
| 6 | Devotion and dedication to duty          |   |   |   |   |

### III. JUSTNESS AND SINCERITY

|   |  | L | F | S | H |
|---|--|---|---|---|---|
| 7 | Does not discriminate against anyone, especially the poor and the underprivileged clients  |   |   |   |   |
| 8 | Respects the rights of others and refrains from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest |   |   |   |   |
| 9 | Does not extend undue favors on account of their office to their relatives whether by consanguinity or affinity  |   |   |   |   |

### IV. POLITICAL NEUTRALITY

**Code for Competency Level: L- Low (1 Pt.); F- Fair (2 Pts.)  
S- Satisfactory (3 Pts.); H- High (4 Pts.)**

|    |   | L | F | S | H |
|----|---|---|---|---|---|
| 10 | Provides service to everyone without unfair discrimination and regardless of party affiliation or preference. |   |   |   |   |

**V. RESPONSIVENESS TO THE PUBLIC**

| <b>Code for Competency Level: L- Low (1 Pt.); F- Fair (2 Pts.)</b> |   | <b>L</b> | <b>F</b> | <b>S</b> | <b>H</b> |
|--|---|----------|----------|----------|----------|
| <b>S- Satisfactory (3 Pts.); H- High (4 Pts.)</b>                  |   |          |          |          |          |
| 11   | Extends prompt, courteous, and adequate service to the public clients   |          |          |          |          |
| 12   | Provides when requested and appropriate the needed information with regard to policies and procedures in clear and understandable language to the parents/clients |          |          |          |          |
| 13   | Avoids red tape   |          |          |          |          |

**VI. NATIONALISM AND PATRIOTISM**

|    |  | <b>L</b> | <b>F</b> | <b>S</b> | <b>H</b> |
|----|--|----------|----------|----------|----------|
| 14 | Promotes the use of locally produced goods, resources, and technology and encourages appreciation and pride of country and people. |          |          |          |          |
| 15 | Shows other behaviors depicting loyalty to the Republic and the Filipino people  |          |          |          |          |

**VII. COMMITMENT TO DEMOCRACY**

|    |   | <b>L</b> | <b>F</b> | <b>S</b> | <b>H</b> |
|----|---|----------|----------|----------|----------|
| 16 | Commits himself/herself to democratic way of life and values, maintains the principle of public accountability, and practices participative/consultative planning |          |          |          |          |

**VIII. SIMPLE LIVING**

|     |   | <b>L</b> | <b>F</b> | <b>S</b> | <b>H</b> |
|-----|---|----------|----------|----------|----------|
| 17  | Leads modest life appropriate to his/her position and income                  |          |          |          |          |
| 18. | Does not indulge in extravagant or ostentatious display of wealth in any form |          |          |          |          |
| 19  | Adheres to dress code always  |          |          |          |          |

**END of BEHAVIOR VALIDATION**

Final Point per interviewee:

- I: \_\_\_\_\_
- II: \_\_\_\_\_
- III: \_\_\_\_\_
- IV: \_\_\_\_\_
- V: \_\_\_\_\_
- VI: \_\_\_\_\_
- VII: \_\_\_\_\_
- VIII: \_\_\_\_\_
- Total: \_\_\_\_\_

Note: Expected total is 76 (19 x 4 = 76)

Name of Candidate: \_\_\_\_\_ School: \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_





## **OUTSTANDING EMPLOYEE AWARD**

### **HOW TO GET THE FINAL RATING FOR SCHOOL HEADS/ADMINISTRATORS**

#### **1. SCHOOL HEADS/ADMINISTRATORS**

Add:

(a) Total of Criteria I to III divided by 100 x 100 x .85

(b) Total Mean Rating under behavioral performance sheet divided by 76 x 100 x .15

Final Rating = sum of (a) and (b)

#### **2. DEPARTMENT HEAD TEACHERS/SUPERVISORS**

Add:

(a) Total of Criteria I to III divided by 100 x 100 x .85

(a) Total Mean Rating under behavioral performance sheet divided by 76 x 100 x .15

Final Rating: Sum of (a) and (b)

#### **3. NON-TEACHING, TEACHERS AND MASTER TEACHERS:**

Follow instructions in the behavior rating sheet. Add the answer to the other criteria points

#### **4. Non-teaching: Just add all the points in the criteria**



**Division II**  
 Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
 Baguio City

**CRITERIA FOR THE 200 SEARCH FOR THE MOST OUTSTANDING PUBLIC  
 ELEMENTARY AND SECONDARY SCHOOL ADMINISTRATORS**

**I. Achievement/Impact on Educational System and Community (50%)**

**1. Improvement on Quality Instruction (30%)**

Indicators:

- |   |    |
|---|----|
| a. Raises academic achievement rate of pupils/students by at least 5 MPS points for the past two years (200 AND 200 ) in the national test (NEAT/NSAT) - <b>NAT</b> | 5% |
| b. Designs innovation programs/alternative learning delivery systems aimed at improving pupil/students performance  | 5% |
| > Proposed innovative program fully implemented   | 5% |
| > 80% implementation  | 3% |
| > 70% implementation  | 2% |
| > 60% implementation  | 1% |
| c. Improve performance indicators along the Participation Rate, Transition rate, Graduation Rate, Drop-out Rate, Completion Rate, Failure Rate                      | 5% |
| > 2% in all 6 performance indicators  | 5% |
| > 2% in 4 performance indicators  | 4% |
| > 2% in 3 performance indicators  | 3% |
| > 1% in 6 performance indicators  | 2% |
| > 1% in 4 performance indicators  | 1% |
| d. Received recognitions/awards/citations for the subject of specialization/district in the division/regional/national levels for the school                        | 5% |
| > 1 or more national award/recognition  | 5% |
| > 5 or more regional/division awards/recognition  | 4% |
| > 4 reg./division recognition/awards  | 3% |
| > 3 reg./division recognition/awards  | 2% |
| > 2 reg./division recognition/awards  | 1% |
| e. Implements effectively DepEd thrusts/programs and implemented with record/photographs  | 5% |
| Number of DepEd thrusts/programs implemented:   |    |
| > 5 (five)  | 5% |
| > 4 (four)  | 4% |
| > 3 (three)   | 3% |
| > 2 (two)   | 2% |
| > 1 (one)   |    |
| f. Excels in involvement in co-curricular activities and appended duties with records/photographs   | 5% |
| Number of co-curricular activities attended:  |    |
| > 5 (five)  | 5% |
| > 4(four)   | 4% |
| > 3 (three)   | 3% |
| > 2 (two)   | 2% |
| > 1 (one)   |    |



**2. Contribution to the Total Development of the School Environment (15%)**

Indicators:

- Prepares and implement site development plan, plans of different School facilities and records of maximum utilization of school spaces 5%
  - > Action plan fully implemented 5%
  - > 80% implementation 3%
  - > 70% implementation 2%
  - > 60% implementation 1%

*SJI<sup>2</sup>-AIP*

- b. Sources out funds for rehabilitation/repair and maintenance Program 5%

- c. Acquires allocation and maximum utilization of basic Elementary/secondary instructional materials, facilities/ equipment, library materials and physical fitness sports facilities 5%
  - > contribute to the total development of the school environment 5%
  - > Instructional materials only 4%
  - > Library materials only 3%
  - > Sports Facilities 3%

*Auxiliary services  
functions*

**3. Contribution to the Community Development (5%)**

Indicators:

- a. Initiates development programs and projects in the community Records/Photographs 2%
  - > 3 (three) 2%
  - > 2 (two) 1%
  - > 1(one) .5%
- b. Exerts efforts on mobilization of resources and linkages 1.5%
  - > Records/Photographs
    - > 3 (three) 1.5%
    - > 2 (two) 1%
    - > 1 (one) .5%
- c. Manages linkages with stake holders 1.5%
  - > 3 (three) 1.5%
  - > 2 (two) 1%
  - > 1 (one) .5%

**II. Professional Competences/Expertise (40%)**

**1. Managerial/Leadership/Supervisory Skills 25%**

Indicators:

- a. Develops updated comprehensive developmental action plans and instructional supervisory plan 3%
- b. Implements developmental action plan 5%
  - > 100% implementation 5%
  - > 80% implementation 3%
  - > 60% implementation 2%

- c. Implements the supervisory plan (Observes classroom instruction regularly) 5%



- > 100% - more of teachers observed/semester 5%
- > 90% - 100% of teachers/semester 4%
- > 80% - 90% of teachers only/semester 3%
- > 70% - 80% of teachers only/semester 2%
- > 60% - 70% of teachers observed 1%

**b. Prepares school-based training design 4%**

- >90% - 100% implementation 4%
- > 80% - 90% implementation 3%
- > 70% - 80% implementation 2%
- > 60% - 70% implementation 1%

**c. Maintains discipline/standards/organizational climate of the school 4%**

- > Absence of conflicts among teachers, between parents and teachers, between the school administration and the teachers; disciplinary problems (e. g. habitual absenteeism and tardiness); and with a cohesive over-all working relationship among the school personnel, the PTCA, the LGU and other stake holders 4%
- > With reports on reduced cases of students and teachers misbehavior, reports on reduced number of administrative cases, protests, complaints filed (75 - 90% reduction) 3%
- > 65 - 75% reduction of reported cases as stated above 2%
- > 50% - 65% reduction of reported cases 1%

**d. Provides opportunities for professional growth/personal enhancement 4%**

- > 90% - 100 % of teachers should have been sent to seminars (national/region/division/district) per school year 4%
- > 80% - 90% of teachers 3%
- > 70% - 80% of teachers 2%
- > 60% - 70% 1%

**2. Professional Growth**

**10%**

**Indicators:**

- a. Receives awards/recognitions/citations/distinctions in the field of education 2%
- b. Publishes creative outputs such as educational articles, researches, reports, etc. 2%
- c. Attends trainings/seminars relevant to the job 2%
- d. Is a member of professional organizations relevant to the job 1%
- e. Pursues higher educational degree 2%
  - > Full-fledged doctorate degree holder 2%
  - > Finished academic requirements for doctorate only 1%

**III. Personal Attributes**

**15%**

Indicators:

- 1. A model in both public/private life
  - a. Is morally upright, simple, frugal, honest, humble diligent, courteous and approachable 2%
  - b. Has good faith, love and concern for people around him/her 2%
  
- 2. Testimonies of 4 (four) credible persons; namely, teachers, other personnel of the school, pupils and PTCA member 4%
  
- 3. Performance rating for the last three rating periods 7%
  - > January – June, 2008
  - > July – December, 2007
  - > January – June, 2007

|                       |    |
|-----------------------|----|
| Ratings of: 6.6 – 7.0 | 1% |
| 7.1 – 7.5             | 2% |
| 7.6 – 8.0             | 3% |
| 8.1 – 8.5             | 4% |
| 8.6 – 9.0             | 5% |
| 9.1 – 9.5             | 6% |
| 9.6 – 10              | 7% |

**Total 100%**

*Plus Factor - Packaging*

**Legal Bases:**

- 1. DECS Manual, 2000
- 2. PASSA
- 3. Inclosure No. 5, DepEd Memo No. 147 s, 2000

**CERTIFIED CORRECT:**

*Ligaya N. Annawi*  
**LIGAYA N. ANNAWI**  
 Secretary, BaCASSHI

Noted:

*Elma D. Donaal*  
**ELMA D. DONAAL, Ed. D.**  
 President, BaCASSHI

CRITERIA FOR OUTSTANDING PUBLIC SCHOOL TEACHER

Name: \_\_\_\_\_  
Name of School: \_\_\_\_\_

Signature: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

I. NOTEWORTHINESS OF OUTSTANDING PERFORMANCE/CONTRIBUTIONS (45)

- 1. **Innovations Introduced (10 points)**  
Any learning aid, tool, system, procedure, method, invention, device, or similar process designed by the teacher duly approved by school head if adapted in the classroom or school, PSDS if adapted in the district, and SDS if adapted in the division.
  - Innovation is adapted in the classroom ..... 3
  - Innovation is adapted in the school ..... 6 ✓
  - Innovation is adapted in the district ..... 8
  - Innovation is adapted in division ..... 10 ✓
  
- 2. **Research and Publication (5 points)**  
Includes papers, articles, research work published if any. One (1) point shall be given per article published in a newspaper of wide circulation such as Baguio Midland Courier, Zigzag, and the like but not to exceed six (3) points. Authorship of a published book shall be given five (5) points while an unpublished thesis/dissertation or any educational research shall be given 3 points.
  
- 3. **Consultancy/Resource Speaker ship in Seminars/Workshops/Symposia/Flora, etc.(5 points)**
  - 3.1. School Level ..... 2 points
  - 3.2. District Level ..... 3 points
  - 3.3. Division Level and other higher levels ..... 5 points
  
- 4. **Attendance to Trainings (Trainings provided by DepEd or in coordination with DepEd which is at least three (3) days (Maximum of 5 points)**
  - School level ..... 1 point
  - District level ..... 2 points
  - Division level ..... 3 points
  - Regional level ..... 4 points
  - National level ..... 5 points
  - Others:
    - Specialized training relevant to teaching (One month or more) ..... 5 points
  
- 5. **Professional and Community Involvement (Maximum of 15 points)**  
Co-curricular/extra curricular involvement (6 points): activities inside the school, district, or division aside from regular classroom functions or duty such as coach/trainer, adviser of student organizations, troop leader/master, leadership in PTA, special activities handled, and the like.  
Two (2) points shall be given to any activity/assignment beyond the regular classroom function but not to exceed 6 points  
Community Involvement (9 points): involvement in any community activity in relation to education, health, environment, values development, economy, community feeding program, community meaningful festivals, and similar activities/projects)  
Three (3) points shall be given to any community involvement but not to exceed 9 points.
  
- 6. **5. Professional Development Initiative (Maximum of 5 points)**
  - Finished at least 18 M.A. Ed. Units ..... 2 points
  - Finished Academic Requirement (30 units) ..... 3 points ✓
  - Finished M.A. .... 5 points

II. RELIABILITY, EFFECTIVENESS, AND CONSISTENCY OF PERFORMANCE (30 POINTS)

1. Performance for the past three (3) rating periods  
Formula: Just add the three performance ratings.

III. QUALITY AND CONSISTENCY OF BEHAVIORAL PERFORMANCE (15 points)  
(Refer to R.A. 6713 behavior performance evaluation/validation sheets)

- IV. **IMPACT OF PERFORMANCE/ACHIEVEMENT**
  - a. **Impact of items I to III to group/school achievement (10 points)**
    - 1.1. Less than 50% school NAT (Mean of the last two NAT) ..... 3 points
    - 1.2. At least 50% school NAT ..... 5 points
    - 1.3. More than 50% NAT but less than 75% NAT ..... 7 points



**To the rater/interviewer/evaluator:** Please rate the candidate for outstanding teacher in terms of the following ethical standards as stipulated in R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). Before rating, conduct an interview with the following: (1) the candidate, (2) non-teaching personnel representative, (3) his/her school head, (4) teacher representative, and one of his/her pupils/students/learners. Use this sheet for every interviewee. Get the sum of the ratings given by the interviewees and divide it by the number of interviewees. Divide the Mean by the expected highest rating multiplied by 100 multiplied by .15

**Start here....**

**Please do not leave any item unanswered.**

### I. COMMITMENT TO PUBLIC INTEREST

**Code for Competency Level: L- Low (1 pt.) F- Fair (2 pts.)  
S- Satisfactory (3 pts.) H- High (4 pts.)**

| At what level does the teacher... |   | L | F | S | H |
|-----------------------------------|---|---|---|---|---|
| 1                                 | Considers public interest/welfare over and above personal interest in making decision (Consider Means of Verification such as personal sacrifices (overtime without pay, spending for learners, home visitation, assistance to sick learners, distance of residence to workplace, and the like) |   |   |   |   |
| 2                                 | Is honest always  |   |   |   |   |
| 3                                 | Is economical in using school, HPTA funds, donations, etc, (avoids wastage)   |   |   |   |   |

### II. PROFESSIONALISM

**Code for Competency Level: L- Low (1 pt); F- Fair (2 pts.)  
S- Satisfactory (3 pts.) H- High (4 pts.)**

| At what level is the teacher in terms of... |  | L | F | S | H |
|---|--|---|---|---|---|
| 4   | Intelligence/wisdom as a public employee |   |   |   |   |
| 5   | Skill in the profession                  |   |   |   |   |
| 6   | Devotion and dedication to duty          |   |   |   |   |

### III. JUSTNESS AND SINCERITY

| At what level does the teacher... |  | L | F | S | H |
|-----------------------------------|--|---|---|---|---|
| 7                                 | Does not discriminate against anyone, especially the poor and the underprivileged clients  |   |   |   |   |
| 8                                 | Respects the rights of others and refrains from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest |   |   |   |   |
| 9                                 | Does not extend undue favors on account of their office to their relatives whether by consanguinity or affinity  |   |   |   |   |

### IV. POLITICAL NEUTRALITY

**Code for Competency Level: L- Low (1 Pt.); F- Fair (2 Pts.)  
S- Satisfactory (3 Pts.); H- High (4 Pts.)**

| At what level do the teacher... |   | L | F | S | H |
|---------------------------------|---|---|---|---|---|
| 10                              | Provides service to everyone without unfair discrimination and regardless of party affiliation or preference. |   |   |   |   |

### V. RESPONSIVENESS TO THE PUBLIC

**Code for Competency Level: L- Low (1 Pt.); F- Fair (2 Pts.)  
S- Satisfactory (3 Pts.); H- High ( 4 Pts.)**

| At what level does the teacher... |   | L | F | S | H |
|-----------------------------------|---|---|---|---|---|
| 11                                | Extends prompt, courteous, and adequate service to the public clients   |   |   |   |   |
| 12                                | Provides when requested and appropriate the needed information with regard to policies and procedures in clear and understandable language to the parents/clients |   |   |   |   |
| 13                                | Avoids red tape   |   |   |   |   |

### VI. NATIONALISM AND PATRIOTISM

| At what level does the teacher... |  | L | F | S | H |
|-----------------------------------|--|---|---|---|---|
| 14                                | Promotes the use of locally produced goods, resources, and technology and encourages appreciation and pride of country and people. |   |   |   |   |
| 15                                | Shows other behaviors depicting loyalty to the Republic and the Filipino people  |   |   |   |   |

### VII. COMMITMENT TO DEMOCRACY

| At what level does the teacher... |   | L | F | S | H |
|-----------------------------------|---|---|---|---|---|
| 16                                | Commits himself/herself to democratic way of life and values, maintains the principle of public accountability, and practices participative/consultative planning |   |   |   |   |

### VIII. SIMPLE LIVING

| At what level does the teacher... |   | L | F | S | H |
|-----------------------------------|---|---|---|---|---|
| 17                                | Leads modest life appropriate to his/her position and income                  |   |   |   |   |
| 18.                               | Does not indulge in extravagant or ostentatious display of wealth in any form |   |   |   |   |
| 19                                | Adheres to dress code always  |   |   |   |   |

### END of BEHAVIOR VALIDATION

Final Point per interviewee:

I: \_\_\_\_\_  
 II: \_\_\_\_\_  
 III: \_\_\_\_\_  
 IV: \_\_\_\_\_  
 V: \_\_\_\_\_  
 VI: \_\_\_\_\_  
 VII: \_\_\_\_\_  
 VIII: \_\_\_\_\_  
 Total: \_\_\_\_\_

Note: Expected total is 76 (19 x 4 = 76)

## **OUTSTANDING EMPLOYEE AWARD**

### **HOW TO GET THE FINAL RATING FOR SCHOOL HEADS/ADMINISTRATORS**

#### **1. SCHOOL HEADS/ADMINISTRATORS**

Add:

(a) Total of Criteria I to III divided by 100 x 100 x .85

(b) Total Mean Rating under behavioral performance sheet divided by 76 x 100 x .15

Final Rating = sum of (a) and (b)

#### **2. DEPARTMENT HEAD TEACHERS/SUPERVISORS**

Add:

(a) Total of Criteria I to III divided by 100 x 100 x .85

(a) Total Mean Rating under behavioral performance sheet divided by 76 x 100 x .15

Final Rating: Sum of (a) and (b)

#### **3. NON-TEACHING, TEACHERS AND MASTER TEACHERS:**

Follow instructions in the behavior rating sheet. Add the answer to the other criteria points

#### **4. Non-teaching: Just add all the points in the criteria**



