

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

No.: <u>13ゆ</u>, 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

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

 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.

br. Samad

CRITERIA FOR OUTSTANDING MASTER TEACHER

Nar	
Nar	ne of School: Contact No.:
	I. NOTEWORTHINESS OF OUTSTANDING PERFORMANCE/CONTRIBUTIONS (55)
	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.
8 8	Innovation is adapted in the classroom
	Importion is adapted in the classroom
19	Innovation is adapted in the school 6
	Innovation is adapted in the district
	Innovation is adapted in division
	2. Publication and Research (5 points)
	Includes papers, articles, research work, or book published if any. Two (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 action research or unpublished thesis shall be given 3 points.
	시스테이지 [17] [17] [17] [18] [18] [18] [18] [18] [18] [18] [18
	3. Consultancy/Resource Speaker ship in Seminars/Workshops/Symposia/Flora, etc. (5 points)
	3.1. School Level 2 points
	3.2. District Level
	3.3. Division Level and other higher levels
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7	3. Initiated Trainings/Chairmanship in training (5 points)
	School level
	District level 4 points
	Division Level
5	4. Mentoring to Fellow Teachers (5 points) 2.50 points per documents evidencing mentoring activities/project initiated/conducted by the MT but
not	to exceed 5 points
,	[[[요]] 이 5 등에서 그는 사람이 하는 사람이 사람들이 되는 사람이 되는 사람이 살아 하는 것도 모든 사람들이 살아 없다.
10	5. Community Involvement (10 points)
val	Voluntary involvement in any community activity that promotes education (literacy programs), health ues development(parenting seminar), environment(tree planting), technical skills, rural development, and other
sim	ular projects. The applicant may be a participant, coordinator, or co-chairman.
	Two (2) points shall be given to any community involvement but not to exceed 10 points. This includes any
, n	nedical mission, Bible Vacation School for community kids,
N	
7	5. Professional Development Initiative (Maximum of 5 points)
	Finished at least 18 M.A. Ed. Units
	Finished Academic Requirement (30 units)
	Finished M.A
3	6. Demonstration Teaching (10 points)
	II. RELIABILITY, EFFECTIVENESS, AND CONSISTENCY OF PERFORMANCE (25 POINTS)
	1. Performance for the past three (3) rating periods
	Formula: add the three performance ratings divided by 30 multiplied by 100 multiplied by .25
	III. QUALITY AND CONSISTENCY OF BEHAVIORAL PERFORMANCE (10 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)
	1.2. At least 50% school NAT
	1.3. More than 50% NAT but less than 75% NAT.
	1.4. 75% NAT or more

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	Code for Competency Level: L- Low (1 pt.) F- Fair (2 pts.) S- Satisfactory (3 pts.) H- High (4 pts.)						
					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 S- Satisfactory (3 pts.) H- High (4 pts.)	2 p	ts.)		
Sa San a Land		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	ji na Namaya			
		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 S- Satisfactory (3 Pts.); H- High (4 Pts.)	2 P	t s.)		
		L	F	S	H
10	Provides service to everyone without unfair discrimination and regardless of party affiliation or preference.				

V. RESPONSIVENESS TO THE PUBLIC

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

	VI. NATIONALISM AND PATRIOTISM				
		L	F	8	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

		L	F	S	H
	Commits himself/herself to democratic way of life and				
16	, or public accountability,				A.
	and practices participative/consultative planning			9.5	

VIII. SIMPLE LIVING

		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

	그러워 마시 아이들이 되어 되어 되어 되었다.
Final Point per interviewee:	그 가니다 하다 남자 내려 내려는 계속 다시 회장류
T:	사람이 나는 사람이 살아가 나는 사람들은 이번 사람들이다.
	
<u>III:</u>	
III:	
IV:	
V:	
VI:	i i kan i kalaja, kan arawa sa ka ka
	사용 가능하는 방에 맞아 들어 가는 것이 되었다.
YII:	
VIII:	
Total:	그리고 하다 하네요. 하네요 그 이 사이지 않는데 빨래
in th at and the fi thering but in a bid in	그렇게 되게 하면 가게 모습 수가를 지내었다. 뭐 근데
Note: Expected total is 76 (19 x $4 = 76$)	[- 11] . 그 사는 바이 시간 이 시간 사람들이
Tiote. Expected total is 70 (15 x 4 = 70)	
Name of Candidate:	School:
	[19] : [14] (40] [16] (40] (10] (40] (10] (40] (10]
Name of Interviewer:	Signature:
——————————————————————————————————————	

me of Observation	Obsen	/er		1000
TEACHING-LEARNING OBSERVATION CHART FO	OR OUTSTAN	DING	MT	
마리트 (1) 11 <u>개요하</u> 다는 함께 되는 사람들이 함께 있다.				
Behavior				
	4	3	2	1
	VGE	GE	PE	NE
resentation of the Lesson	1 1 2540		e s s	
		on Train		10.
.1 Checks Assignments				s its te
2 Explains clearly the objectives of the lesson				
.3 Uses motivational techniques that elicit students interest				
.4 Relates previous lessons to the present		7		
Development of the Lesson		i in the second		
				
14 Antioinatas difficulties at the surface				
Anticipates difficulties of the students e.g., unlocks difficult terms				
2.2 Demonstrates mastery of the lesson i.e, teaches without open notes	yn W <u>hibi</u>	4.7	ar trace	
and textbooks				
2.3 Develops the lesson logically				
2.4 Utilizes appropriate instructional aids				
2.5 Provides opportunities for free expression of ideas				
2.6 Provides opportunities for student participation in decision making			to a section of the	1000
2.7 Ask relevant questions of various levels			2 2 2 2	
2.8 Integrates values in the lesson				
2.9 Provides appropriate reinforcement/feedback to student behavior				
2.10 Keeps majority of the students involved in the learning tasks most of	A r Sin <mark>elektri</mark>			
the time				
2.11 Provide varied learning activities		9.34	a a	100
2.12 Communicates in a manner understood by the students				
2.13 Observes correct grammar both in speaking and in writing				
:14 Utilizes instructional time productively				
.15 Monitors students progress through appropriate assessment tools				
and trechniques				a <u>rt ba.</u> Tigir
xpected Student behavior				
.16 Answer in own words at desired cognitive level				
.17 Ask questions relevant to the lesson			, S	
.18 Are actively engage in the learning tasks		2012		
.19 Work within the time frame alooted for the activity				
main are one name alloyed for the activity				
Mrap-up				
rerap-up		Julia e		
결 경기 없었다. 그는 곳이 없는 밤요한 말이 말이 다	14 i 4 i 4 i 4 i 4 i 4 i 4 i 4 i 4 i 4 i			
.1 Teacher provides opportunities for students to demonstrate learnings	and the second of the second o			
3.1 Teacher provides opportunities for students to demonstrate learnings 3.2 Students synthesize learning through appropriate integration activities	1	C. M. Hard		
3.1 Teacher provides opportunities for students to demonstrate learnings 3.2 Students synthesize learning through appropriate integration activities		A. 11,478 275, 74		
3.1 Teacher provides opportunities for students to demonstrate learnings 3.2 Students synthesize learning through appropriate integration activities 3.3 Teacher gives assignments or follow-through of the lesson				
3.1 Teacher provides opportunities for students to demonstrate learnings 3.2 Students synthesize learning through appropriate integration activities				

Good Execution (3)

Poor Execution (2)

PE:

Observer's 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 $76 \times 100 \times .15$ 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



Republic of the Philippines Department of Education Cordillera Administrative Region DIVISION OF BAGUIO CITY



Upper Session Road Extension, Baguio City Tel. No.: 446-0275 Fax: (074) 442-7819

OUTSTANDING PUBLIC SCHOOL MASTER TEACHER SUMMARY FORM

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NAME																
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										100						
L1. Innovation (10 pts.)							y25) 8 8									
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2 P R										700		100				
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1.2. Research and Publication (5 pts.)														Grand Grand		
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L3 5 pt									2.5							
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L3. Consultancy (5 pts.)		178							7		. 12 					
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I.4. Trainings Initiated (5)				-Q											. 3	
I.5. Mentoring Fellow Teachers	M.						100	100							100	
S. M.	(5						100									
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L6. Community Involvement (10 pts.)		10 10 10	4 1 2													
L7. Profil Dev't (5 pts.)								100								
L7. Prof Dev't (5 pts.)							100									
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L8. ionstri eachir) pts															
L8. Demonstration Teaching	ت							1								
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Ĉ	Performance (25 pts.)				9			2	100	. 1						e ^A
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II. Consistency of	nan(ts.)				100											
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III. Behavioral Performance	_	ii S				100										
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IV. Impact o Performance (10 pts.)	an a	Š.								a a ^{jes}						
IV. Impact o Performance (10 pts.)	- 100 - 100		0			. i									1	
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Prepared by:

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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

1. Improv	ement on Quality Instruction		(30%)
Indicato	rice.			
	Raises academic achievement rate of pupils/students by 5 MPS points for the past two years (200% AND 200%)			
	national test (NEAT/NSAT) - NAT		5%	
b.	Designs innovation programs/alternative learning deliv	ery		
	systems aimed at improving pupil/students performanc		5%	
	> Proposed innovative program fully implemented	and the second second		
	> 80% implementation	3%		
	> 70% implementation	2%		
	> 60% implementation	1%		
		6		
C.	Improve performance indicators along the Participation			
	Transition rate, Graduation Rate, Drop-out Rate, Comp	oletion R		vii.i
	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	l%		
d	Received recognitions/awards/citations for the subject	of		
	specialization/district in the division/regional/national	levels		
	for the school		5%	3 5
	> 1 or more national award/recognition	5%		
	> 5 or more regional/division awards/recognition	4%		i in
	> 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%		
	~~(two)			

> 1 (one)

, 2. Contribution to the Total Development of the	School Environment (15%) Int plan, plans of different (8 112- A
Indicators:	0112-A
Prepares and implement site developme School facilities and records of maximu	n utilization of school
spaces	
> Action plan fully implemented	5%
> 80% implementation	3%
> 70% implementation	2%
> 60% implementation	1%
b. Sources out funds for rehabilitation/repa	cation of basic erials, facilities/al fitness sports
Program	5% (Con)
들이 이 내는 이 점점 가는 그들을 살았습니다.	(with
c. Acquires allocation and maximum utiliz	ration of basic
Elementary/secondary instructional man	erials facilities/
	ol fitness sports
equipment, library materials and physic	at fitness sports 5%
facilities	370 Λ
> contribute to the total developmen	
school environment	5%
> Instructional materials only	4%
> Library materials only	3%
> Sports Facilities	3%
Contribution to the Community Development	(5%)
Indicators:	
a. Initiates development programs and projects in	he 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	시간 귀하게 말하다 가는 배우를 된다니를 되었습니다.
> 3 (three)	1.5%
> 2 (two)	1%
> 1 (one)	5%
	1.5%
c. Manages linkages with stake holders	1.5%
> 3 (three)	1.5% 1%
> 2 (two) > 1 (one)	.5%
Professional Competences/Expertise	(40%)
	25%
1. Managerial/Leadership/Supervisory Skills	
Indicators	
 a. Develops updated comprehensive dev 	elopmental action plans
and instructional supervisory plan	3%
b. Implements developmental action plan	5%
> 100% implementation	5%
> 80% implementation	3%
> 60% implementation	$2^{9}\!\%$
(Ob	serves classroom
implements the supervisory plan (Ob	5%

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> 100% - more of teachers observed/semeste	r 5%
> 90% - 100% of teachers/semester	\sim 4%
	3%
> 80% - 90% of teachers only/semester	그런 그는 이 그렇게 되어서 그렇게 이 그런 얼마를 가지 않는데 그렇게 되었다.
> 70% - 80% of teachers only/semester	2%
> 60% - 70% of teachers observed	
e. Prepares school-based training design	4%
>90% - 100% implementation	4%
> 80% - 90% implementation	3%
> 70% - 80% implementation	2%
> 60% - 70% implementation	1%
Maintaine dissisting/standards/consensational alimets	f.d.s.c.d. 404
Maintains discipline/standards/organizational climate	
> Absence of conflicts among teachers, between	
teachers, between the school administration	
disciplinary problems (e. g. habitual absente	
and with a cohesive over-all working relation	the second of the second secon
school personnel, the PTCA, the LGU and o	- The first section of the
holders	4%
> With reports on reduced cases of students a	nd teachers misbehavior.
reports on reduced number of administrativ	
complaints filed (75 - 90% reduction)	3%
> 65 - 75% reduction of reported cases as star	ted
above	2%
> 50% - 65% reduction of reported cases	1%
Provides opportunities for professional growth/p	arconal
enhancement	4%
> 90% - 100 % of teachers should have been	sent to
seminars (national/region/division/district)	기가 없이 하다. 집에서 그 얼마나 하다.
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/distinction	ons in the
field of education	2%
b. Publishes creative outputs such as educational ar	
researches, reports, etc.	2%
c. Attends trainings/seminars relevant to the job	2%
d Is a member of professional organizations releva	
the job	l%
ℰ Pursues higher educational degree	2%
> Full-fledged doctorate degree holder	3%
> Finished academic requirements for docto	
그는 어느 어느 어느 어느 어느 가는 그는 이 사람이 있다. 생각이 되었다면 생각이 되었다면 하다는 것이 어느 어느 어느 어느 그 때문에 없어 어느 때문에 없었다.	P%
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Indicators:

1	Α	model	in both	nublic	nrivate	life
		model	in oom	puone	private	nic

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
> January - June 2008

7%

	Juina	u. y	Juile	, 20	OO
>	July	- De	ecemb	er, 2	2007

> January - June, 2007

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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%

Plus Jailor Legal Bases:

Total 100%

actor - Pachagney 1. DECS Manual, 2000

2. PASSA

3. Inclosure No. 5, DepEd Memo No. 147 s, 2000

CERTIFIED CORRECT:

LIGAYA N. ANNAWI Secretary, BaCASSHI

Noted:

ELMA D. DONAAL, Ed. D. President, BaCASSHI

bistic+ T criteria for outstanding public school teacher

Name: Name of School:	Signature: Contact No.:
I. NOTEWORTHINESS OF OUTS	STANDING PERFORMANCE/CONTRIBUTIONS (45)
(1) 1. Innovations Introduced (10 points)	
	e, method, invention, device, or similar process designed by the apted in the classroom or school, PSDS if adapted in the district.
Innovation is adapted in the classroom	
	.60
Innovation is adapted in the district	
Innovation is adapted in division	10
2)2. Research and Publication (5 points)	이 이 동안하다 하위 네트리트 하고 교육되었다.
	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 t
exceed six (3) points. Authorship of a publis	hed book shall be given five (5) points while an unpublished
thesis/dissertation or any educational resear	rch shall be given 3 points.
	Seminars/Workshops/Symposia/Flora, etc.(5 points)
	2 po
3.3. Division Level and other higher levels	5 po
4 3. Attendance to Trainings (Trainings p	rovided by DepEd or in coordination with DepEd which is at
least three (3) days (Maximum of 5 po	onts)
District level	
Division level	
	4 points
National level	5 points
Others:	
Specialized training relevant to teaching (Or	ne month or more)5 po
5. 4. Professional and Community Involver	mont (Movimum of 15 moints)
Co-curricular/extra curricular involvement (6 points): activities inside the school, district, or division aside
from regular classroom functions or duty such as	s coach/trainer, adviser of student organizations, troop
leader/master, leadership in PTA, special activiti	ies handled, and the like
Two (2) points shall be given to any activit	y/assignment beyond the regular classroom function but not to
exceed 6 points	그로 나는 그 얼마를 하다라는 병생 이동을 다 들어가는 이 맛있었다.
Community Involvement (9 points): invo environment, values development, economy, con similar activities/projects)	olvement in any community activity in relation to education, hea mmunity feeding program, community meaningful festivals, and
	unity involvement but not to exceed 9 points.
	그렇게 계획 봤어지 않아다는 하면 이 원론은 하나 나와 원모나 생생
5. Professional Development Initiative (Maximum of 5 points)
Finished Academic Population and (20	
Finished M.A	
불하십시시 하는 사람들은 그 그들은 사람들은 사람들이 되었다.	SS, AND CONSISTENCY OF PERFORMANCE (30
POINTS)	. 그는 그는 문학을 살아 걸릴 것들이 있다. 사람들은 그는 사람들이 바이 경우를 맞아보고 있다. 사람들은 사람들은 사람들이 가장 사람들이 되었다. 그는 사람들이 되었다. 그는 사람들이 되었다.
1. Performance for the past three (3) rating Formula: Just add the three performance rate	
	F BEHAVIORAL PERFORMANCE (15 points)
(Refer to R.A. 6713 behavior perform	nance evaluation/validation sheets)
IV. IMPACT OF PERFORMANCE/A	
	oup/school achievement (10 points)
	the last two NAT)
1.2. At least 50% school NAT	
1.3. More man 50% NAT but less than 75%	o INAT

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	Code for Competency Level: L- Low (1 pt.) F- Fair (2 pts.) S- Satisfactory (3 pts.) H- High (4 pts.)									
At w	nat 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		101. 101.		ार हुई इंदी, द्वार
Code	for Competency Level: L-Low (1 pt); F-Fair (2 S-Satisfactory (3 pts.) H-High (4 pts.)	2 pt	:s.)		
At w	nat level is the teacher in terms of	L	F	S	H
	Intelligence/wisdom as a public employee				
	Skill in the profession				
	Devotion and dedication to duty				

	III. JUSTNESS AND SINCERITY									
At w	hat 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	e for Competency Level: L- Low (1 Pt.); F- Fair (S- Satisfactory (3 Pts.); H- High (4 Pts.		ts.)		
At w	hat 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 S- Satisfactory (3 Pts.); H- High (4 Pts		s.)		
At w	hat 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 w	hat level does the teacher	L	F	S	H
14	Promotes the use of locally produced goods, resources,				
15	Shows other behaviors depicting loyalty to the Republic and the Filipino people				

VII. COMMITMENT TO DEMOCRACY

At w	hat level does the teacher	L I	FS	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 w	hat 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 P	oint	per	inte	rvie	wee:
П:					
Ш:					
IV: V:					
VI:					
VII:	, N				
VIII:_ Total:	1.5				

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 $76 \times 100 \times .15$ 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



Republic of the Philippines Department of Education Cordillera Administrative Region DIVISION OF BAGUIO CITY



Upper Session Road Extension, Baguio City Tel. No.: 446-0275 Fax: (074) 442-7819

OUTSTANDING PUBLIC SCHOOL TEACHER SUMMARY FORM

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Prepared by: