

12 copies

**CRITERIA FOR THE 2014 SEARCH FOR OUTSTANDING EDUCATION
SUPERVISOR/SECONDARY SCHOOL HEAD TEACHERS**

I. Achievement Impact on Educational System and Community (25%)

1. Improvement on Quality Instruction (10%)

Indicators:

- a. Design innovative program/alternative learning delivery System aimed at improving teaching-learning process (2.5%)
 - Proposed innovative program fully implemented (2.5%)
 - Proposed innovative program not yet fully implemented (1%)
- b. Receives recognition/awards/citations for the subject of specialization in the division/regional/national levels (2.5%)
 - National (2.5%)
 - Regional (2%)
 - Division (1.5%)
- c. Implements effectively DepEd thrust (2.5%)
Programs implemented with records/photographs:
Number of DepEd thrust implemented:
 - 1 (one) (1%)
 - 2 (two) (1.5%)
 - 3 (three) (2.5%)
- d. Excel in involvement in co-curricular activities and appended duties with records/photographs (2.5%)
Number of co-curricular activities attended:
 - 1 (one) (1%)
 - 2 (two) (1.5%)
 - 3 (three) (2.5%)

2. Contributions to the Total Development of the Field of Specialization (10%)

Indicators:

- a. Prepares and implement a comprehensive action plan for the optimum development of the field of specialization that maximizes all possible resources (money, human and material resources) (6%)
 - Action plan fully implemented (6%)
 - Action plan not fully implemented (80% only) (4%)
 - 60% implemented (3%)
- b. Manages allocated funds for the maintenance of programs (3%)
- c. Procures the best basic elementary/secondary instructional materials/facilities/equipments/books/physical fitness and sports facilities at the least cost (3%)
 - List of books chosen bought
 - List of equipment chosen and were bought (All with comments from the end users, namely, the teachers)
 - With evaluation (3%)
 - Without evaluation (2%)

3. Contribution to Community Development (5%)

Indicators:

- a. Initiates development programs and projects in the community
Records/Photographs (2%)

- 1 (one) (0.5)
- 2 (two) (1%)
- 3 (three) (2%)

b. Exerts efforts on mobilization of resources and linkages (1.5%)

Records/Photographs

- 1 (one) 0.5
- 2 (two) 1-0
- 3 (three) 1.5

c. Manages linkages with stake holders (1.5%)

Records/Photographs

- 1 (one) (0.5)
- 2 (two) (1%)
- 3 (three) (1.5)

II. Professional Competence/Expertise (60%)

1. Instructional/Supervisory/Monitoring Skills (40%)

Indicators:

a. Develops comprehensive instructional supervisory plan (5%)

b. Implements supervisory plan (5%)

- 100% implementation (5%)
- 80% implementation (3%)
- 60% implementation (2%)

c. Formulates policies/plans/programs for the improvement of teaching-learning process (5%)

- 100% implementation (5%)
- 80% implementation (3%)
- 60% implementation (2%)

d. Designs instructional assessment program (5%)

e. Implements assessment program (5%)

- 100% implementation (5%)
- 80% implementation (3%)
- 60% implementation (2%)

f. Conducts training to upgrade teaching (5%)

- Division level (both elem. and sec.)
All schools represented (5%)
- Division level (either elem./sec.)
or to selected few (4%)
- District level (3%)

g. Introduce innovations on teaching strategies and instructional materials (5%)

- Introduces and demonstrates use and validates (5%)
- Introduces and demonstrates only (3%)
- Introduces only (2%)

h. Provides leadership in the conduct of action researches (5%)

Number of teachers who conducted action researches Assisted:

- 1 (one) 1
- 2 (two) 3
- 3 (three) 5

2. Professional Growth (20%)

Indicators:

- a. Receives awards/recognition/citations/distinctions in the field of education (3%)
- b. Publishes creative outputs such as educational articles, researches, reports, etc. (3%)
- c. Attends trainings/seminars relevant to the job (3%)
- d. Is a member of professional organizations relevant to the job (3%)
- e. Pursues higher educational degree (8%)
 - Finished academic requirement for doctorate (6%)
 - Full-fledged doctorate degree holder (8%)

III. Personal Attributes (15%)

Indicators:

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

Ratings of:	6.6 – 7.0	1%
	7.0 – 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%

Legal Bases:

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

Prepared by:

FEDERICO P. MARTIN, Ed. D.
Assistant Schools Division Superintendent

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

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

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

3. 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