



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
Upper Session Rd., Baguio



OFFICE OF THE SUPERINTENDENT
DIVISION MEMORANDUM NO. 240 s. 2015

RECEIVED DIVISION OF
BAGUIO CITY
DEC 02 2015
RELEASED

**ADDENDUM: SEARCH FOR TOP PERFORMING HEAD TEACHER, MASTER TEACHER AND
SECONDARY SCHOOL HEAD**

To: **School Governance Operations Division (SGOD)**
Curriculum Implementation Division (CID)
Secondary School Heads/Head Teachers
Master Teachers
All Others Concerned

1. This is in line with the search for Top Performing Employees earlier conducted at the Division Office. (Division Memorandum no. 219 s. 2015, re: Search for Top Performing Employees and Offices.)
2. In order to recognize the other positions not specified in the Region wide search, the Division Office PRAISE Committee would like to announce a continuation of the search for **Head Teachers, Secondary School Heads and Master Teachers.**
4. Relative to this, interested applicants for the search for said positions are advised to submit their papers and other supporting documents to the PRAISE Committee, Division Office on or before **December 11, 2015.**
5. Winners will be awarded during the DepEd- Baguio Family Day on December 18, 2015
5. Enclosed are the criteria for each category.
6. Immediate dissemination of this memorandum to all concerned is desired.


ATTY. AUGUSTIN P. LABAN III
Attorney III
OIC- Assistant Schools Division Superintendent

CRITERIA FOR THE SEARCH FOR TOP PERFORMING MASTER TEACHER (DepEd Memo No. 147, s. 2000)

I. Noteworthiness of Outstanding Performance/Contributions -55 Points

1. Innovations Introduced	10 points
2. Publication and Research	5 points
3. Resource Speakership	5 points
4. Initiated Trainings/Chairmanship in Training	5 points
5. Mentoring	5 points
6. Community Involvement	10 points
7. Professional Development Initiative	5 points
8. Demonstration Teaching	10 points

II. Reliability, Effectiveness, and Consistency of Performance - 25 points

1. Performance for the past three rating periods

III. Quality and Consistency of Behavioral Performance - 10 points
(refer to R.A. 6713 behavior performance evaluation/validation sheet)

IV. Impact of Performance Achievement- 10 points
Impact of items I to III to group/school achievement.

TOTAL 100 %

CRITERIA FOR THE SEARCH FOR TOP PERFORMING HEAD TEACHER/SECONDARY SCHOOL HEAD

I. Achievement/Impact on Educational System and Community -50 points

1. Improvement on Quality Instruction	30 points
2. Contribution to the Total Development of the School Environment	15 points
3. Contribution to the Community Development	5 points

II. Professional Competence/Expertise - 40 points

1. Managerial/Leadership/Supervisory Skills	25 points
2. Professional Growth	10 points

III. Personal Attributes 10 points

1. A model in both public/private life
2. Testimonies of (4) four credible persons like co-teacher, school head or PTA officer/member of the school or pupils.
3. Performance rating for the last three rating period.

TOTAL 100 %