



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
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RECEIVED DIVISION OF BAGUIO CITY  
AUG 1 2016  
RECEIVED BAGUIO CITY DIVISION  
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DIVISION MEMORANDUM  
No. 221 S. 2016

**SEARCH FOR OUTSTANDING TLE/TVE TEACHERS**

To: Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads

1. This is in pursuant to Regional Memorandum no. 216, s. 2016 entitled: ANNOUNCING THE SEARCH FOR OUTSTANDING TECHNOLOGY AND LIVELIHOOD EDUCATION (TLE) & TECHNICAL VOCATIONAL EDUCATION (TVE) TEACHERS.
2. Interested TLE/TVE teachers must submit complete documents and ensure understanding of the search guidelines attached.
3. Please be guided by the following table on the schedule of submission and evaluation:

Level	Date of Submission	Date of Evaluation	Person/s In-Charge
School	on or before November 13, 2016	November 14, 2016	Head Teacher School Head
Division	on or before December 15, 2016	December 16, 2016	PSDS TLE/TVE EPS HRD

Note: Failure to submit documents on the above stated dates will not anymore be accepted / entertained.

  
**ATTY. AUGUSTIN P. LABAN III**  
Legal Officer  
OIC - Schools Division Superintendent

## Proposed Project Design

I. **TITLE: SEARCH FOR OUTSTANDING TECHNOLOGY AND LIVELIHOOD EDUCATION (TLE) & TECHNICAL VOCATIONAL EDUCATION (TVE) TEACHERS**

II. **RATIONALE:**

The K to 12 Curriculum has as its overarching goal, the holistic development of every Filipino learner with 21<sup>st</sup> century skills who is adequately prepared for work, entrepreneurship, middle level skills development or higher education. The goal of the K to 12 curriculum, indicated that the teaching of Technology and Livelihood Education (TLE) plays a very important role in the realization of the overall goal of the curriculum. Whether or not the K to 12 graduate is skilled and ready for work, entrepreneurship or middle skills development depends on the extent of effectiveness the teacher TLE.

The teaching of the TLE is guided by a Conceptual Framework. It shows that TLE encompasses the various sectors in Information and Communications Technology, Agri-fishery, Home Economics and Industrial Arts. TLE is geared towards the development of technological proficiency and is anchored on knowledge and information, entrepreneurial concepts, process and delivery, work values and life skills. The functional TLE equips students with skills for lifelong learning, is focused on mastery of skills and is founded on the cognitive, behavioral or psychomotor and effective dimensions of human development. So teaching TLE is teaching facts, concepts, skills and values as a whole.

Furthermore, technical and vocational education is recognized as the "master key to sustainable development." In line therefore with the trust of the government to bring back technical-vocational education in public secondary schools and in order to create continuously enhancing the Competency-Based Curriculum of the Strengthened Technical Education Program (STVEP). The improvement of competencies will produce students who are equipped with skills that can be find engagement in local and international labor markets.

Hence, the search for an Outstanding TLE/TVE teacher is needed to boost their morale.

III. **OBJECTIVES:**

The general objective of the search is to recognize the outstanding achievements of Technology and Livelihood Education & Technical Vocational

Education teachers and to encourage others in the field to uplift the quality of teaching TLE/TVE in the region.

Specifically, it aims to:

1. Motivate TLE/TVE teachers to excel in their area of specialization.
2. Encourage TLE/TVE teachers to share best practices in teaching TLE/TVE.
3. Promote TLE/TVE as an avenue for a lifelong learning.

**IV. DATE and VENUE:**

- November 14, 2016-Evaluation of documents in the school level.
- December 16, 2016- Evaluation of documents in the division level.
- January 13,2017-Submission of documents of the Outstanding TLE/TVE teacher (one per division) to the region.
  
- Awarding of the three (3) outstanding TLE/TVE teacher of CAR during the 2017 Regional Technolympics (February 18, 2017).

**V. GUIDELINES FOR IMPLEMENTATION:**

The search is open to all full-time Technology and Livelihood Education/Technology Vocational Education (STVEP) teachers, Junior and Senior High Secondary schools duly nominated by their respective schools heads using the prescribed nomination form signed by the Schools Division Superintendent.

1. Awards and Prizes: The winner shall receive the following awards and prizes;
  - Plaque of recognition for the Awardees and the school where he/she comes from.
  - Cash prizes for the Outstanding TLE/TVE teachers in the secondary level.
2. Qualification and Nominee
  - The nominee must be a Filipino citizen, male or female, presently teaching fulltime TLE/TVE and must have taught in the secondary schools for at least five consecutive years or more.
  - Top Three awardees for SY 2015-2016 search for TLE/TVE teachers are disqualified to participate
  - The nominee for the award must be recommended by the school and SDS.
  - The nominee must be of good moral character as certified by the school head.
3. Selection Procedure
  - For the school, division and regional level selection, all supporting documents (within the last three years) submitted by the school nominee shall be rated according to the set of criteria below.

<p><b>Exceptional Moral Character</b></p> <p>(Evaluation ratings from one of his/her students/learners, non-teaching personnel representative, his/her school head and Faculty president ) Please see attached Enclosure questionnaire</p>	15
<p><b>Extraordinary Achievements</b></p> <p>(Conducted TLE/TVE seminars, demonstration teaching in TLE/TVE Served as speaker, facilitator or resource person, introduced new innovations in teaching TLE/TVE, conducted action research in TLE/TVE, prepared instructional materials and received awards related to TLE/TVE, like Technolympics)</p> <p>Conducted seminars/as speaker, school level ..... 2 points  Conducted seminars/as speaker, Division level ..... 3 points  As demonstration teaching, observed by the D.O. .... 5 points  Introduced new innovations, school level ..... 2 points  Introduced new innovations, division level ..... 3 points  TLE/TVE Action research ..... 3 points  Introduced functional instructional materials ..... 2 points  Regional Winner (Technolympics) ..... 3 points  National Winner (Technolympics) ..... 6 points</p>	25
<p><b>Community Involvement &amp; Leadership (within the last 2 years)</b></p> <p>(Adviser in co-curricular activities, Organized skills training in the community, Ex. YECS, Technolympics advisers )  Adviser in co-curricular activities, within the last 2 years ..... 5 pts.  Organized skills training in the community, within the last 2 yrs. . 5 pts.</p>	10
<p><b>Professional Development (within the last 5 years)</b></p> <p>(Attended training programs, seminars in TLE/TVE)  Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</p> <ul style="list-style-type: none"> <li>• School level .... 2 pts.</li> <li>• Division level .... 4 pts.</li> <li>• Regional level ... 6 pts.</li> </ul> <p>Participant in one (1) training conducted for at least (3) days not credited during the last promotions:</p> <ul style="list-style-type: none"> <li>• National level .... 8 pts.</li> <li>• International level ... 10 pts.</li> </ul>	10
<p><b>Performance Rating</b></p> <p>Performance rating for the last 3 rating periods should be at least Very Satisfactory. (Average of the numerical ratings multiplied by 25%)</p>	25

<b>Academic &amp; Technical Qualifications</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• Master's Degree . . . . .8 points</li> <li>• Completed Academic Requirements for Master's Degree . . . . . 6 points</li> <li>• NC 11 holder . . . . . 2. points</li> <li>• TM 1 holder . . . . . 2.5 points</li> <li>• TM 11 holder . . . . . 2.5 points</li> </ul> <p>Note: Master's Degree relevant to Technology.</p>	

**VI. METHODOLOGY:**

1. The presentation and discussion of the project and the criteria will be discussed further during the coordination meeting with the Division supervisors to be conducted on July 28,2016.
2. The schools, using a committee structure composed of department heads/coordinators and the school head as chairman, will nominate, evaluate and screen papers of the nominees then submit the name/names of the qualified TLE/TVE teacher with their nomination packages to the division office. The nomination packages will include, but not limited to the following:
  - a. Completed nomination form (3 copies)
  - b. Personal Data Sheet with passport size picture
  - c. Updated Service Record
  - d. Portfolio of accomplishments as documented in pictures and other testimonials (3 copies)
3. The division - using a structure committee composed of the TLE Supervisor/coordinator and the ASDS as chairman, will interview the nominees from the different schools and verify the veracity of their documents. After the nominees are ranked, the division will select only one from among the nominees and submit his/her name and documents to the regional office recommended by the SDS.
4. The Regional office thru the CLMD, using a structure committee composed of the supervisor and the CLMD chief as chairperson will evaluate the papers and verify the veracity of the documents . The committee will choose the top three teachers who will be declared as outstanding TLE/TVE teacher in CAR. They will be recognized during the 2017 Regional Technolympics closing/awarding program.

Reference:R.A.6713 -Code of Conduct and Ethical Standards for Public Officials and Employees  
 DepEd Order No. 66, s. 2007