



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Of, Baguio City  
Tel. No.: 446-0275 Fax: (074) 442-7819

DEPTED DIVISION OF  
BAGUIO CITY

AUG 23 2016



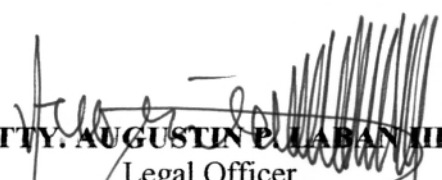
**DIVISION MEMORANDUM**

No. 234 S. 2016

**2016 DIVISION SEARCH FOR THE BEST OFFICES AND EMPLOYEES**

To: Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Secondary and Elementary School Heads  
All Others Concerned

1. This is in pursuant to Regional Memorandum no. 220, s. 2016 entitled: 2016 SEARCH FOR THE BEST OFFICES AND EMPLOYEES IN THE DEPARTMENT OF EDUCATION - CORDILLERA ADMINISTRATIVE REGION, which aims to recognize and reward outstanding achievements in the delivery of basic education; encourage innovative and sustainable practices in education; and promote quality performance and commitment to public service.
2. The different categories are as follows:
  - a. Best Performing School  
Elementary level – one public, one private  
Secondary level – one public, one private
  - b. Best Performing Teacher  
Elementary level – one public, one private  
Secondary level – one public, one private
  - c. Best Performing School Head  
Elementary level – one public, one private  
Secondary level – one public, one private
  - d. Best Performing Non-Teaching  
One per division (public) – 1<sup>st</sup> level  
One per division (public) – 2<sup>nd</sup> level
  - e. Best Performing Supervisor  
One per Division (public)
  - f. Best Performing Multi-Grade  
Teacher  
One per Division (public)
3. Submit all entries in each category to your immediate supervisor to be forwarded to Dr. Jovelyn Petra T. Balantin, SEPS-HRD Unit under the School Governance and Operations Division on or before October 3, 2016 from 8:00am to 5:00 pm.
4. The criteria for the search are enclosed.
5. Immediate dissemination of this memorandum is desired.

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



Enclosure No. 2 to Regional Memorandum No.

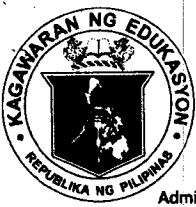
AWARDS	COVERAGE	CRITERIA	PRIZE(Per Level)
<b>1. BEST PERFORMING SCHOOL</b>	A. Elementary level – <ul style="list-style-type: none"> <li>• one public</li> <li>• one private</li> </ul> B. Secondary Level – <ul style="list-style-type: none"> <li>• one public</li> <li>• one private</li> </ul>	Enclosure No. 3	1. Plaque of Recognition 2. Cash Prize: Best - 20,000.00 Finalist - 2,000.00
<b>2. BEST PERFORMING TEACHER</b>	A. Elementary level – <ul style="list-style-type: none"> <li>• one public</li> <li>• one private</li> </ul> B. Secondary Level – <ul style="list-style-type: none"> <li>• one public</li> <li>• one private</li> </ul>	Enclosure No. 4	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00
<b>3. BEST PERFORMING SCHOOL HEAD</b>	A. Elementary level – <ul style="list-style-type: none"> <li>• one public</li> <li>• one private</li> </ul> B. Secondary Level – <ul style="list-style-type: none"> <li>• one public</li> <li>• one private</li> </ul>	Enclosure No. 5	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00
<b>4. BEST PERFORMING NON-TEACHING PERSONNEL</b>	A. Level I – one per SDO - one from RO B. Level II – one per SDO - one from RO	Enclosure No. 6	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00
<b>5. BEST PERFORMING SUPERVISOR</b>	A. one per SDO (public)	Enclosure No. 7	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00
<b>6. BEST PERFORMING SCHOOLS DIVISION OFFICE</b>	A. All SDOs	Enclosure No. 8	1. Plaque of Recognition 2. Cash Prize: Best - 30,000.00 Finalist - 2,000.00
<b>7. BEST PERFORMING MULTI-GRADE TEACHER</b>	A. one per SDO (public)	Enclosure No. 4	1. Plaque of Recognition 2. Cash Prize: Best - 10,000.00 Finalist - 1,000.00



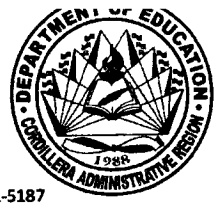
The round metal gong of the Cordillera known locally as "gangsá" is a symbol of the upland people's culture that has been passed on from generation to another.

The profile of a person blowing a "tanggyob" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area



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 Wangal, La Trinidad, Benguet



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Enclosure No. 3 to Regional Memorandum No.

**Criteria for each category (100 Points)**

**A. BEST PERFORMING SCHOOL**

**I. Performance Indicator for the last three years - 20 Points**

a. Cohort – 5 pts.

88% & above	-	5
86% - 87%	-	4
84% - 85%	-	3
82% - 83%	-	2
80% - 81%	-	1

b. Drop-out – 5 pts.

0%	-	5
1%	-	4
2%	-	3
3%	-	2
4%	-	1

c. NAT – 10 pts.

<u>Elem</u>		<u>Sec</u>			
85% & above	-	10	78% & above	-	10
83% - 84%	-	8	76% - 77%	-	8
81% - 82%	-	6	74% - 75%	-	6
79% - 80%	-	4	72% - 73%	-	4
77% - 78%	-	2	70% - 71%	-	2

**2. Financial Management – 15 Points**

- a. 100% liquidation of cash advance within two months upon release of cash advance - 5 pts.
- b. Monthly school operating budget is prepared and implemented - 5 pts.
- c. Transparency Board is updated monthly- 5 pts.

**3. Personnel Development – 15 Points**

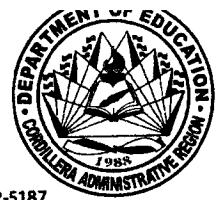
- a. Monthly INSET/LAC sessions - 5 pts.
- b. All employees with properly accomplished IPDP - 5 pts.
- c. All employees with approved IPCRF - 5 pts.

**4. School Environment- 15 Points**

- a. School site ownership - 5 pts.
  - 1. Title/patent or any proof of ownership:
    - CADT/CALT
    - TCT
    - Patent
    - Presidential Proclamation
    - Deed of Sale
  - 2. Deed of Donation & Acceptance
  - 3. Usufruct Agreement

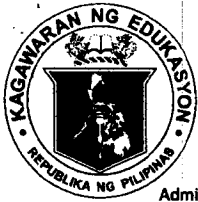


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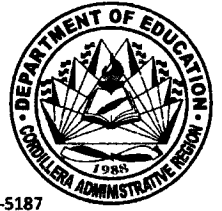


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- b. Clean and Green Program ..... 3 pts.
  - 1. Clean and orderly classroom and offices
  - 2. Waste management as evident
  - 3. Comfort rooms are clean and water sealed
  - 4. Presence of Gulayan sa Paaralan
  - 5. Beautification Program
- c. Health and Nutrition ..... 2 pts.
  - 1. No mal-nourished learner and teacher
  - 2. No junk food in canteens
- d. Child Protection Policy ..... 5 pts.
  - 1. No incident of bullying
- 5. Partnership – 15 Points**
  - a. School community projects/activities within or outside and donations received with MOA/MOU ..... 10 pts.
  - b. Dissemination of DepEd programs during PTA meeting ..... 5 pts.
- 6. Strategic Plan (eSIP) – 10 Points**
  - a. eSIP is updated, utilized and communicated, with 2016 AIP
- 7. Awards won (CY 2014 to CY 2015) – 10 Points**
  - a. National ..... 10 pts.
  - b. Region ..... 8 pts.
  - c. Division ..... 6 pts.
  - d. Municipal/District ..... 4 pts.
  - e. Barangay level ..... 2 pts.



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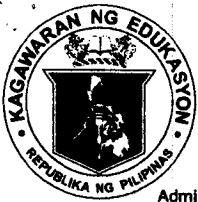


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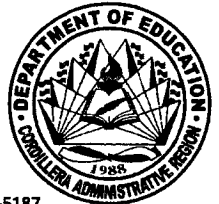
Enclosure No. 4 to Regional Memorandum

**B. BEST PERFORMING TEACHER & BEST PERFORMING MULTI-GRADE TEACHER**

CRITERIA	MOV
<b>1. Learner Development - 30 pts</b>	
a) Conducted activities like remedial classes, home visitation, tutoring and other related activities to ensure 100% passing rate and zero dropout rate (20)	1. Schedule of Home Visitation 2. Report of conducted home visitation with documentation 3. Monthly attendance report (All documents must be duly certified by the school head)
b) Established school and family partnerships that promote student peak performance (10)	1. Teacher-Parent-Pupil Organization (TPT) 2. MOA/Brgy. Ordinance that establishes partnership between the TPT and Brgy. Officials to promote student/pupil study habits and discipline. (All documents must be duly certified by the school head)
<b>2. Innovation/Research - 15 pts</b>	
a) Conducted an innovation within CY 2015 which is being used and has improved school performance duly signed by the school head	1. Project Proposal approved by the SDS 2. Project Completion Report containing the effect/impact of the innovation approved by the SDS
b) Has an ongoing research to improve school performance approved by the school head.	1. Research Proposal approved by the SDS 2. Completion/Terminal Report or Progress Report vis-à-vis the work plan
<b>3. Leadership Ability - 10 pts</b>	
a) Able to lead the members of a team to do willingly the assigned task/project	1. Certificate of chairmanship in a School, Division or Regional and/or Community affairs or projects with a successful outcome.
<b>4. Responsiveness to the public - 10 pts -</b>	
a) Undertook volunteer service for the community and school especially in times of calamity.	1. Certification by a Brgy. Captain, Municipal Mayor, or a head of office of the local DRRMC. 2. Documentation
<b>5. Professionalism - 20 pts</b>	
a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance duly certified by the school head.	A checklist will be provided where some stakeholders identified shall rate the nominee.  <b>To be identified by the nominee:</b> One (1) School head One (1) co-teacher One (1) parent One (1) PTA officer/ LGU official
b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head.	
c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders (certification from school head, colleagues, subordinates, learners, parents/stakeholders)	
d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs (certification from school head and school administrative officer)	



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<b>CRITERIA</b>	
<b>6. Awards won (CY 2015) – 15 pts.</b>	
a) International - - - - -	15
b) National - - - - -	10
c) Region- - - - -	8
d) Division- - - - -	6
e) District/Municipal - - - - -	4
f) School/Barangay - - - - -	2

**Important:** All documents must be duly certified by authorities

*\* Plus factor of five (5) points if the school where the teacher teaches now as the Best Performing School*



Enclosure No. 5 to Regional Memorandum No.

**C. BEST PERFORMING SCHOOL HEAD**

The criteria to be used will be the selected domains and indicators provided in the NCBS-SH. Each domain is assigned with corresponding points. All indicators supported with the required MOVs will be credited as indicated.

<b>I. INSTRUCTIONAL LEADERSHIP – 20 POINTS</b>	<b>MOVs</b>
<ul style="list-style-type: none"> <li>▪ Accounts for learning outcome of school vis-à-vis goals and targets(Target: 75% of test takers) - 5 pts.</li> <li>▪ Conducts classroom observation and SLAC - 5 pts.</li> <li>▪ Develops intervention programs/adapts existing Programs - - - - - 5 pts.</li> <li>▪ Creates and manages a school process to ensure student progress is conveyed to parents/guardians regularly - - - - - 5 pts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ NAT results for the last 3 years, 2015 dropout rate, graduation/promotion rate</li> <li>▪ Portfolios for accomplished observation form, M and E tools, LPs with evidence of supervisory activities, supervisory plan, post conferences notebook with signature of the teacher and school head, minutes of SLAC</li> <li>▪ Record of intervention program/innovative best practices with documentation, research based school program</li> <li>▪ Record/documentation of card giving day, parents symposia, minutes of the meeting, home visit to parents and other processes the school observes in monitoring student progress</li> </ul>
<b>2. SCHOOL LEADERSHIP – 25 POINTS</b>	<b>MOVs</b>
<ul style="list-style-type: none"> <li>▪ Involves all internal and external stakeholders in developing SIP/AIP - - - - - 5 pts.</li> <li>▪ Establishes e-BEIS/SIS and baseline data of all performance indicators - - - - - 5 pts.</li> <li>▪ Resolves problems at school level and explores several approaches in handling problems- - - - - 5 pts.</li> <li>▪ Establishes a system for rewards and benefits for teachers and staff - - - - - 5 pts.</li> <li>▪ Collaborates and mobilizes teachers in planning, implementing and sustaining programs and Projects - - - - - 5 pts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ SIP accepted by SDS</li> <li>▪ 100% sBEIS/updated LIS</li> <li>▪ Documentation, records, attendance sheet</li> <li>▪ Presence of a functional PRAISE committee, records of awards, documentation</li> <li>▪ Records of programs and projects</li> </ul>
<b>3. LEARNING ENVIRONMENT – 15 POINTS</b>	<b>MOVs</b>
<ul style="list-style-type: none"> <li>▪ Benchmarks school performance - - - - - 5 pts.</li> <li>▪ Creates an engaging learning environment - - - 5 pts.</li> <li>▪ Participates in the management of learner behavior within the school and other related activities- -5 pts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Certificate of benchmarking activities</li> <li>▪ Complete school building, classrooms, proper ventilation, clean in and out of the classrooms</li> <li>▪ Have organized guidance program, guidance designates if no guidance counselor, records of students assisted in their behaviors</li> </ul>



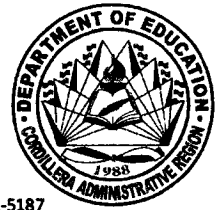
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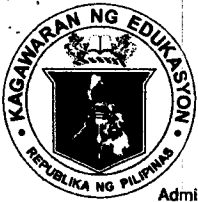
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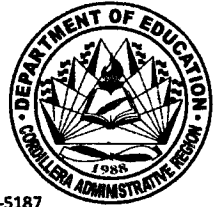
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<p><b>4. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT – 25 POINTS</b></p>	<p style="text-align: center;"><b>MOVs</b></p>
<ul style="list-style-type: none"> <li>▪ Ensures that the objectives of the school development plan are supported with resources for training and development programs, assists and monitors the development of IPPD of each personnel- ----- 5 pts.</li>   <li>▪ Assigns personnel in their areas of competence, Mentors and coaches employees and facilitates the induction of new one ----- 5 pts.</li>   <li>▪ Creates a functional school-based performance appraisal committee (PRAISE) ----- 5 pts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided</li>   <li>▪ Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted, conduct of LAC session/meetings</li>   <li>▪ Functional committee created, records of awards given in the school level, records of school personnel sent for scholarship/short term courses/special programs</li> </ul>
<p><b>5. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP - 5 POINTS</b></p>	<p style="text-align: center;"><b>MOVs</b></p>
<ul style="list-style-type: none"> <li>▪ Organizes programs that involve parents and other stakeholders to promote learning ----- 2.5 pts.</li>   <li>▪ Establishes sustainable linkages/partnership with external stakeholders----- 2.5 pts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accomplishments, programs, projects of PTCA (e.g. PTCA volunteers in feeding program, committees in Brigada Eskwela, etc.)</li>   <li>▪ MOA/MOU of Adopt a School Program, certificates of participation in community affairs, conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs</li> </ul>
<p><b>6. PROFESSIONALISM - 10 POINTS</b></p>	<p style="text-align: center;"><b>MOVs</b></p>
<p>a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance duly certified by the school head.</p>	<p>A checklist will be provided where some stakeholders identified shall rate the nominee.</p> <p><b>To be identified by the nominee:</b>            One (1) Teacher            One (1) Principal            One (1) LGU Official            One (1) PTA officer</p>
<p>b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head.</p>	
<p>c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders (certification from school head, colleagues, subordinates, learners, parents/stakeholders)</p>	
<p>d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs (certification from school head and school administrative officer)</p>	
<p><b>6. Awards won (CY 2015) – 15 pts.</b></p>	<p><b>7. Plus Factor -</b></p>
<ul style="list-style-type: none"> <li>a) International ----- 15</li> <li>b) National ----- 10</li> <li>c) Region----- 8</li> <li>d) Division----- 6</li> <li>e) District/Municipal ----- 4</li> <li>f) School/Barangay ----- 2</li> </ul>	<ul style="list-style-type: none"> <li>No complaints/Dtext on corruption ----- 5 pts.</li> <li>1 complaint/Dtext on corruption ----- 2 pts.</li> <li>2 complaints/Dtext on corruption ----- 1 pt.</li> </ul>





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Enclosure No. 6 to Regional Memorandum No.

**D. BEST PERFORMING NON-TEACHING PERSONNEL (1<sup>st</sup> & 2<sup>nd</sup> Level)**

1. Rating 2015 Individual Performance Commitment and Review Form (IPCRF) ----- 50%
2. Professionalism ----- 40%

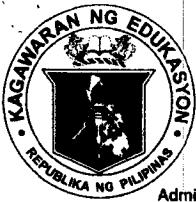
A checklist will be provided where some stakeholders identified shall rate the nominee.

**To be identified by the nominee:**

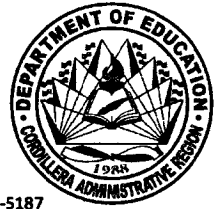
- One (1) SGOD Chief/CID Chief/Immediate Head
- One (1) co-employee
- One (1) Division Education Program Supervisor
- One (1) School Head

- a. Manifests genuine enthusiasm and pride in the nobility of the teaching profession
  - b. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times
  - c. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders
  - d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs
3. Awards won----- 10%
    - a. National ----- 10
    - b. Region----- 8
    - c. Division----- 6
    - d. District/Municipal ----- 4
    - e. School/Barangay ----- 2

*[Handwritten signature and initials]*



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Enclosure No. 7 to Regional Memorandum No.

**E. BEST PERFORMING SUPERVISOR**

- 1. Rating 2015 Individual Performance Commitment and Review Form (IPCRF) ----- 50%
- 2. Professionalism ----- 40%

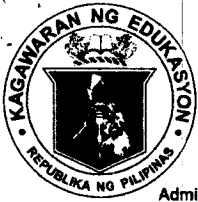
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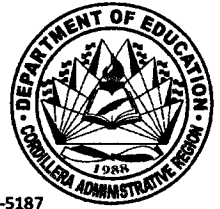
- One (1) CID Chief
- One (1) co-Supervisor
- One (1) Elder (Officer – Council of Elders)
- One (1) LGU Official

(The School Head or any representative other than the nominee shall administer the filling up of the checklist by all concerned.)

- d. Manifests genuine enthusiasm and pride in the nobility of the teaching profession
  - e. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times
  - f. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders
  - d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs
- 3. Awards won----- 10%
    - a. National ----- 10
    - b. Region----- 8
    - c. Division----- 6
    - d. District/Municipal ----- 4
    - e. School/Barangay ----- 2



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- 1. Rating 2015 Individual Performance Commitment and Review Form (IPCRF) ----- 50%
- 2. Professionalism ----- 40%

A checklist will be provided where some stakeholders identified shall rate the nominee.

**To be identified by the nominee:**

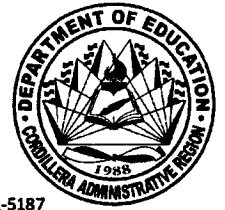
- One (1) CID Chief
- One (1) co-Supervisor
- One (1) Elder (Officer – Council of Elders)
- One (1) LGU Official

(The School Head or any representative other than the nominee shall administer the filling up of the checklist by all concerned.)

- d. Manifests genuine enthusiasm and pride in the nobility of the teaching profession
  - e. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times
  - f. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders
  - d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs
- 3. Awards won----- 10%
    - a. National ----- 10
    - b. Region----- 8
    - c. Division----- 6
    - d. District/Municipal ----- 4
    - e. School/Barangay ----- 2



Republic of the Philippines  
Department of Education  
**CORDILLERA ADMINISTRATIVE REGION**  
Wangal, La Trinidad, Benguet



Office of the Regional Director Tel.No. (074)422-1318; Fax: 422-4074; Office of the ARD Tel. No.: 309-3013;  
Admin. Office: 422-1804; Finance Division: 422-5155; Curriculum & Learning Mgt. Division: 422-7096; Quality Assurance Division: 422-5187

Enclosure No. 8 to Regional Memorandum No.

**F. BEST PERFORMING SCHOOLS DIVISION OFFICE**

1. Performance Indicators----- 30 POINTS

- a. Division NAT MPS
- b. Completion Rate
- c. Graduation
- d. Dropout Rate
- e. Retention Rate
- f. A & E

Elementary		Secondary	
85% & above	5 pts.	78% & above	5 pts.
83% - 84%	4 pts.	76% - 77%	4 pts.
81% - 82%	3 pts.	74% - 75%	3 pts.
79% - 80%	2 pts.	72% - 73%	2 pts.
77% - 78%	1 pts.	70% - 71%	1 pts.

2. Percentage of 2015 newly created teaching and non-teaching items with NOSCA filled  
Within three (3) months ----- 10 POINTS

100 % filled	10 pts.
95 % filled	8 pts.
90 % filled	6 pts.
85 % filled	4 pts.
80 % filled	2 pts.

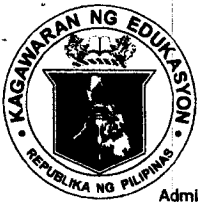
3. Percentage of Private School applicants submitted on time their new/renewal application  
of government permit to operate with complete requirements for SY 2015-2016 - - -5 POINTS

100%	5
97%	4
94%	3
91%	2
88%	1

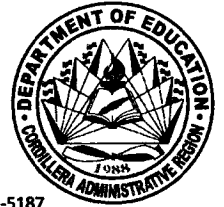
4. 100 % monthly downloading of MOOE to the schools -----10 POINTS

5. Utilization of 2015 Funds -----10 POINTS  
% of Obligation  
Allotment

90% - 100%	10		
80% - 89%	7		
70% - 79%	5		



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6. Properly accomplished: -----20 POINTS

OPCRF - 2015	5 pts.
DEDP with updated AIP	5 pts.
Training Completion Report	5 pts.
IPDP submitted	5 pts.

7. Percentage of school sites with Title ----- 10 POINTS

50 %	5 pts.
45 % - 49 %	3 pts.
40 % - 44 %	1 pt.

8. Zero complaint related to child protection policy ----- 5 POINTS

9. Cases resolved in the Division ----- 5 POINTS

No. of Cases Resolved

Total No. Cases

90 % - 100 %	5 pts.
80 % - 89 %	3 pts.
70 % - 79 %	1 pt.

*\*SDO with winning entries is given 5 points per winning entry*

Handwritten signature and initials.

Annex to Enclosure no. 4

**ONLINE RATING SHEET**  
**SEARCH FOR THE BEST PERFORMING TEACHER**  
**and BEST PERFORMING MULTI-GRADE TEACHER**

Name of Ratee: \_\_\_\_\_

Name of Rater: \_\_\_\_\_

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
<i>a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities)</i>				
1. Demonstrates punctuality at all times				
2. Participates actively in all student and teacher activities				
3. Attend all required seminars and trainings for professional development.				
4. Gets involved in all school programs and projects.				
5. Communicates the DepEd Vision and Mission to stakeholders				
<i>b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head.</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Maintains stature and behavior worthy of respect and emulation				
2. Respects the privacy of co-workers; does not spread office gossips or rumors				
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedbacks.				
4. Provides honest constructive feedbacks and is generous enough to give credits due to co-workers.				
5. Is honest, upright and trustworthy in all his/her dealings with all people				
6. Serves beyond working hours to be able to meet organizational goals and objectives				
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs				
8. Observes at all times loyalty to the republic and to the filipino people, promotes use of locally produced goods, resources and technology and encourages appreciation and pride of country and people				
9. Extends prompt and adequate services to the public				
<i>c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Respects authority and is able to work harmoniously with superiors				
2. Maintains good working relationship with co-workers, parents and stakeholders				
3. Performs well either as a team leader or member				
<i>d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Discloses personal financial interests as well as that of spouse and minor children exercising proper discretion				
2. Settles loans and other financial affairs on time				

## ONLINE RATING SHEET SEARCH FOR THE BEST PERFORMING SCHOOL HEAD

Name of Ratee: \_\_\_\_\_

Name of Rater: \_\_\_\_\_

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
<b>a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities)</b>				
1. Demonstrates punctuality at all times				
2. Participates actively in all student, teacher and school activities				
3. Attend all required seminars and trainings for professional development.				
4. Gets involved in all school/division/community programs and projects.				
5. Communicates the DepEd Vision and Mission to stakeholders				
<b>b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head.</b>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Maintains stature and behavior worthy of respect and emulation				
2. Respects the privacy of co-workers; does not spread office gossips or rumors				
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedbacks.				
4. Provides honest constructive feedbacks and is generous enough to give credits due to co-workers.				
5. Is honest, upright and trustworthy in all his/her dealings with all people				
6. Serves beyond working hours to be able to meet organizational goals and objectives				
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs				
8. Observes at all times loyalty to the republic and to the filipino people, promotes use of locally produced goods, resources and technology and encourages appreciation and pride of country and people.				
9. Extends prompt and adequate services to the public				
<b>c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders</b>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Respects authority and is able to work harmoniously with superiors				
2. Maintains good working relationship with co-workers, parents and stakeholders				
3. Performs well either as a team leader or member				
<b>d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs</b>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Discloses personal financial interests as well as that of spouse and minor children exercising proper discretion				
2. Settles loans and other financial affairs on time				

References: NCBTS and RA 6713

Average:

(Total Score/19) \_\_\_\_\_

## ONLINE RATING SHEET

### SEARCH FOR THE BEST PERFORMING NON-TEACHING PERSONNEL

(Levels 1 & 2)

Name of Ratee: \_\_\_\_\_

Name of Rater: \_\_\_\_\_

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
<i>a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities)</i>				
1. Demonstrates punctuality at all times				
2. Participates actively in all office activities				
3. Attend all required seminars and trainings for professional development.				
4. Gets involved in all school programs and projects.				
5. Communicates the DepEd Vision and Mission to stakeholders				
<i>b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head.</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Maintains stature and behavior worthy of respect and emulation				
2. Respects the privacy of co-workers; does not spread office gossips or rumors				
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedbacks.				
4. Provides honest constructive feedbacks and is generous enough to give credits due to co-workers.				
5. Is honest, upright and trustworthy in all his/her dealings with all people				
6. Serves beyond working hours to be able to meet organizational goals and objectives				
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs				
8. Observes at all times loyalty to the republic and to the filipino people, promotes use of locally produced goods, resources and technology and encourages appreciation and pride of country and people.				
9. Extends prompt and adequate services to the public				
<i>c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Respects authority and is able to work harmoniously with superiors				
2. Maintains good working relationship with co-workers, parents and stakeholders				
3. Performs well either as a team leader or member				
<i>d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Discloses personal financial interests as well as that of spouse and minor children exercising proper discretion				
2. Settles loans and other financial affairs on time				

References: NCBTS and RA 6713

Average:  
(Total Score/19) \_\_\_\_\_



## ONLINE RATING SHEET SEARCH FOR THE BEST PERFORMING SUPERVISOR

Name of Ratee: \_\_\_\_\_

Name of Rater: \_\_\_\_\_

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
<b>a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities)</b>				
1. Demonstrates punctuality at all times				
2. Participates actively in all division activities				
3. Attend all required seminars and trainings for professional development.				
4. Gets involved in all division programs and projects.				
5. Communicates the DepEd Vision and Mission to stakeholders				
<b>b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head.</b>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Maintains stature and behavior worthy of respect and emulation				
2. Respects the privacy of co-workers; does not spread office gossips or rumors				
3. Gives honest remarks regarding his/her work outputs and is willing to receive feedbacks.				
4. Provides honest constructive feedbacks and is generous enough to give credits due to co-workers.				
5. Is honest, upright and trustworthy in all his/her dealings with all people				
6. Serves beyond working hours to be able to meet organizational goals and objectives				
7. Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs				
8. Observes at all times loyalty to the republic and to the filipino people, promotes use of locally produced goods, resources and technology and encourages appreciation and pride of country and people.				
9. Extends prompt and adequate services to the public				
<b>c) Maintains harmoniuos relations with superiors, colleagues, subordinates, learners, parents and other stakeholders</b>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Respects authority and is able to work harmoniously with superiors				
2. Maintains good working relationship with co-workers, parents and stakeholders				
3. Performs well either as a team leader or member				
<b>d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs</b>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. Discloses personal financial interests as well as that of spouse and minor children exercising proper discretion				
2. Settles loans and other financial affairs on time				

References: NCBTS and RA 6713

Average:  
(Total Score/19) \_\_\_\_\_