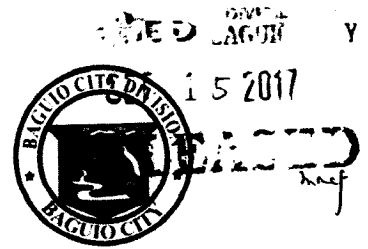




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
Upper Session Rd., Baguio



Office of the Superintendent  
Division Memorandum Number 279, s., 2017

**2017 SEARCH FOR BEST SCHOOLS AND EMPLOYEES IN THE DEPARTMENT OF EDUCATION- SCHOOLS  
DIVISION OF BAGUIO CITY**

To: CID and SGOD Chief  
Public Schools District Supervisors  
School Heads (Elementary and Secondary- Public and Private Schools)  
Teaching and Non-Teaching Staff  
All Others Concerned

1. In reference to Regional Memorandum No. 263, s. 2017 Re: 2017 SEARCH FOR BEST OFFICES AND EMPLOYEES IN THE DEPARTMENT OF EDUCATION- CORDILLERA ADMINISTRATIVE REGION, this office would like to announce the conduct of Search for Best Performing Schools and Employees of SDO-Baguio for public and private schools.

2. The search is open to all Elementary and Secondary Schools operating in the city and regular or permanent employees specifically teachers, school heads, non-teaching personnel and supervisors.

3. The awards and recognition program aims to:

- a. Recognize and reward outstanding achievements in the delivery of basic education.
- b. Encourage innovative and sustainable practices in education.
- c. Promote quality performance and commitment to public service.

4. The different categories are as follows:

- |                                  |   |
|----------------------------------|---|
| A. Best Performing School        | Elementary level - one public, one private<br>Secondary level - one public, one private |
| B. Best Performing Teacher       | Elementary level - one public, one private<br>Secondary level - one public, one private |
| C. Best Performing School Head   | Elementary level - one public, one private<br>Secondary level - one public, one private |
| D. Best Performing Non- Teaching | Level 1- one public<br>Level 2 – one public   |
| E. Best Performing Supervisor    |   |

4. District Program on Awards and Incentives for Service Excellence (**PRAISE**) Committee are directed to conduct the search in the district level and submit list of winners with their documents on or before **September 25, 2017** with an endorsement letter addressed to the Division PRAISE Chairperson, SORAYA T. FACULO, to be received at the Records Section.

5. Applicants coming from the Private Schools may submit their entries to Division PRAISE Committee through the SGOD Office- SMME Section. Officers of the Association of Private Schools Association (APSA) are advised to assist the interested applicants.

6. Complete names of the raters shall be attached following this format.

Name of Rater	Position	Division/School/Office	Email address	Contact Number

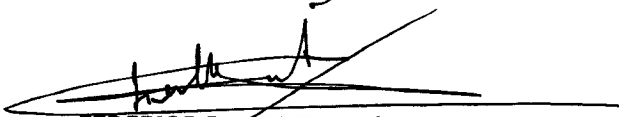
7. Required raters of the nominees' choice are:

- A. Best Performing Teacher
  - School Head
  - SPG/SSG President
  - One (1) Co- Teacher
  - One (1) Parent
  
- B. Best Performing School Head
  - Immediate Supervisor (PSDS)
  - SPG/SSG President
  - One (1) Teacher
  - One (1) Principal
  - One (1) PTA Officer
  
- C. Best Performing Non-Teaching
  - Immediate Supervisor
  - One (1) Co-Employee
  - One (1) Frequent Client

7. Supporting documents for Best Performing Teacher, School head and School unless otherwise stated is SY 2016-2017 while the Best Performing Supervisor and Non –Teaching Personnel is CY 2017. Documents have to be arranged following the sequence of the indicators enclosed in this memorandum with visible tabbing.

7. Assessment for Division winners shall be from **September 26-to 28 and October 2 and 3, 2017** in time for the submission at the Regional Office on or before **October 10, 2017**.

8. Immediate dissemination of the contents of this memorandum is desired.

  
**FEDERICO P. MARTIN, EdD., CESO VI**  
 Schools Division Superintendent

Enclosure No. 3 to Regional Memorandum No.

**CRITERIA FOR EACH CATEGORY (100 Points)**

**BEST PERFORMING SCHOOL – 100 POINTS**

INDICATORS	MOVs
<p><b>1. Performance Indicator S.Y. 2016-2017 - ----- 20 Points</b></p> <p>a. Cohort -- 5 pts.                88% &amp; above - 5                86% - 87% - 4                84% - 85% - 3</p> <p>b. Drop-out -- 5 pts.                0% - 5                1% - 4                2% - 3</p> <p>c. MPS 2016-2017 -- 10 pts.                96% - 100% - 10                91% - 95% - 8                86% - 90% - 6</p>	<p>- EBEIS</p> <p>- EBEIS</p> <p>- MPS report certified by the Division Office                *Elementary – Kinder to Grade 6                *Secondary – Grade 7 to 10</p>
<p><b>2. Financial Management - ----- 15 Points</b></p> <p>a. Budget utilization - <u>for Implementing Units (IUs)</u> - 7 pts.                96% - 100% - 7                91% - 95% - 6                86% - 90% - 5</p> <p>Liquidation of cash advance - <u>Elementary and for Non-Implementing Units (non IUs)</u> - 7 pts                96% - 100% - 7                91% - 95% - 6                86% - 90% - 5</p> <p>b. WFP prepared and approved - 5 pts.</p> <p>c. Transparency Board is updated monthly - 3 pts.</p>	<p>- Budget utilization report cy 2016 and January – June 2017</p> <p>- Liquidation report 2016 and January – June 2017</p> <p>- WFP approved by the DO SY 2016 – 2017</p> <p>- pictures of transparency board with September 2017 reports</p>
<p><b>3. Personnel Development - ----- 15 Points</b></p> <p>a. Monthly INSET/LAC sessions - 5 pts.</p> <p>b. All employees with properly accomplished IPDP - 5 pts.</p> <p>c. Approved OPCR of the School Head/Principal - 5 pts.</p>	<p>- at least 5 LAC session implementation report SY 2016-2017</p> <p>- summary of IPDP signed by the school principal</p> <p>- approved OPCR SY 2016-2017</p>
<p><b>4. School Environment - ----- 15 Points</b></p> <p>a. School site ownership - 5 pts.</p>	<p>1. Title/patent or any proof of ownership:                • CADT/CALT                • TCT                • Patent                • Presidential Proclamation                • Deed of Sale</p> <p>2. Deed of Donation &amp; Acceptance</p> <p>3. Usufruct Agreement</p>

INDICATORS	MOVs
<p>b. Clean and Green Program - 5 pts.</p> <ol style="list-style-type: none"> <li>1. Clean and orderly classroom and offices</li> <li>2. Waste management is evident</li> <li>3. Comfort rooms are clean and water sealed</li> <li>4. Presence of Gulayan sa Paaralan</li> <li>5. Beautification Program</li> </ol> <p>c. Health and Nutrition - 2 pts</p> <ol style="list-style-type: none"> <li>1. No mal-nourished learner and teacher</li> <li>2. No junk food in canteens</li> </ol> <p>d. Child Protection Policy - 3 pts</p> <ol style="list-style-type: none"> <li>1. No incident of bullying</li> </ol>	<p>- Documentation (reports &amp; pictures)</p> <p>- Certification of SDO</p> <p>- Reports of school</p> <p>- Certification of SDO</p>
<p><b>5. Partnership ----- 15 Points</b></p> <p>a. School community projects/activities within or outside and donations received. - - - - 10 pts</p> <p>b. Dissemination of DepEd programs during PTA meeting -5 pts</p>	<p>- MOA/MOU</p> <p>- Acknowledgement/official receipt</p> <p>- PTA financial report SY 2016-2017</p> <p>- Documentation</p> <p>- minutes of meeting</p> <p>- pictures</p>
<p><b>6. Strategic Plan ----- 10 Points</b></p> <p>a. AIP approved and implemented</p>	<p>- Copy of AIP and Accomplishment report SY 2016-2017</p>
<p><b>7. School Awards won (CY 2016 to CY 2017) ----- 10 Points</b></p> <p>a. National - 10</p> <p>b. Region - 8</p> <p>c. Division - 6</p> <p>d. Municipal/District - 4</p>	<p>- certified photocopy of certificates, plaques, etc.</p>

**B. BEST PERFORMING TEACHER**

INDICATORS	MOVs
<b>1. Learner Development - - - - - 30 Points</b>	
a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities Home visitation – 5 pts. Remedial classes/tutorial – 5 pts.	1. Instructional plan for the conduct of remedial classes approved by the School Head 2. Report of conducted home visitation with documentation
a.2) 100% passing rate and zero dropout – 10 pts.	1. Certification of School Head – 100% passing rate and zero dropout (classroom)
b) Initiated and organized school and family partnerships that promote student peak performance – 10 pts.	1. Teacher-Parent-Pupil Organization (TPP) 2. Homeroom PTA 3. List of curricular and extracurricular activities initiated and organized with documentation 4. 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 Points</b>	
a) Innovation – 10 pts. Conducted an innovation within SY 2016-2017 which is being used and has improved classroom	1. Project Proposal approved by the SDS 2. Project Completion Report containing the effect/impact of the innovation approved by the SDS <ul style="list-style-type: none"> <li>• If innovation is a learning material, it should be quality assured by the Division QA Team</li> <li>• If utilized in the classroom and school, it should be certified by the School Head</li> </ul>
b) Research – 5 pts. Has an ongoing research to improve school performance	1. Research Proposal approved by the SDS
<b>3. Leadership Ability - - - - - 15 Points</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 (Chairman, President, Coordinator, Focal Person) 2. Accomplishment report 3. Designation/recognition
<b>4. Responsiveness to the public - - - - - 10 Points</b>	
a) Undertook volunteer service for the community and school: <ul style="list-style-type: none"> <li>• In times of calamities</li> <li>• Municipal/barangay activities</li> <li>• Outreach programs</li> </ul>	1. Certification by GOs/NGOs 2. Documentation

INDICATORS	MOVs
<b>5. Professionalism ----- 20 Points</b>	
a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance)	Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominee. <ul style="list-style-type: none"> <li>• School Head</li> <li>• SPG/SSG President</li> </ul> <b>TO BE IDENTIFIED BY THE NOMINEE:</b> <ul style="list-style-type: none"> <li>• One (1) Co-Teacher</li> <li>• One (1) Parent</li> </ul>
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.	
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	
<b>6. Awards won for the last 5 years ----- 10 Points</b>	
a) National ----- 10 b) Region----- 8 c) Division----- 6 d) District/Municipal ----- 4 e) School/Barangay ----- 2	- certified photocopy of certificates, plaques, etc.

**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.

INDICATORS	MOVs						
<p><b>1. INSTRUCTIONAL LEADERSHIP ----- 25 Points</b></p> <ul style="list-style-type: none"> <li>▪ Accounts for learning outcome of school vis-à-vis goals and targets - 10 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>▪ MPS, dropout rate, graduation/promotion rate SY 2016-2017</li> <li>▪ Portfolios for accomplished observation form, M&amp;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>▪ TA Plan</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>						
<p><b>2. SCHOOL LEADERSHIP ----- 20 Points</b></p> <ul style="list-style-type: none"> <li>▪ Involves all internal and external stakeholders in developing SIP/AIP - 4 pts.</li> <li>▪ Establishes e-BEIS/LIS and baseline data of all performance indicators - 3 pts.</li> <li>▪ Resolves problems at school level and explores several approaches in handling problems - 4 pts.</li> <li>▪ Collaborates and mobilizes teachers in planning, implementing and sustaining programs and projects -4 pts.</li> </ul> <p>Financial Management            Budget Utilization - <u>for Implementing Units (IUs)</u> - 5 pts.</p> <table border="0"> <tr> <td>96% - 100%</td> <td>- 5</td> </tr> <tr> <td>91% - 95%</td> <td>- 4</td> </tr> <tr> <td>86% - 90%</td> <td>- 3</td> </tr> </table>	96% - 100%	- 5	91% - 95%	- 4	86% - 90%	- 3	<ul style="list-style-type: none"> <li>▪ Approved SIP</li> <li>▪ 100% eBEIS/updated LIS</li> <li>▪ Documentation, records, attendance sheet</li> <li>▪ Records of programs and projects</li> </ul>
96% - 100%	- 5						
91% - 95%	- 4						
86% - 90%	- 3						

INDICATORS	MOVs
Liquidation of cash advance - <u>Elementary and for Non-Implementing Units (non IUs)</u> - 5 pts 96% - 100% - 5 91% - 95% - 4 86% - 90% - 3	
<b>3. LEARNING ENVIRONMENT ----- 15 Points</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>• Letter of request for benchmarking</li> <li>• Documentation</li> <li>• Attendance</li> <li>• Child Friendly School - nominee/awardee</li> <li>• Complete school building, classrooms, proper</li> <li>• Have organized guidance program, guidance designates if no guidance counselor, records of students assisted in their behaviors</li> </ul>
<b>4. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT ----- 10 Points</b>	
<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 - 4 pts.</li> <li>• Assigns personnel in their areas of competence, Mentors and coaches employees and facilitates the induction of new one - 3 pts.</li> <li>• Creates a functional school-based performance appraisal committee (PRAISE) - 3 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>
<b>5. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP -----10 Points</b>	
<ul style="list-style-type: none"> <li>• Organizes programs that involve parents and other stakeholders to promote learning - 5 pts.</li> <li>• Establishes sustainable linkages/partnership with external stakeholders - 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</li> </ul>



6. PROFESSIONALISM ----- 10 Points	MOVs
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>Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominee.</p> <ul style="list-style-type: none"> <li>• Immediate Supervisor</li> </ul> <p><b>TO BE IDENTIFIED BY THE NOMINEE:</b></p> <ul style="list-style-type: none"> <li>• One (1) Teacher</li> <li>• One (1) PTA Officer</li> </ul> <p>A checklist will be provided where some stakeholders identified shall rate the nominee.</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.	
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)	
<b>7. Awards won for the last 5 years ----- -10 Points</b>	
a) National ----- 10 b) Region----- 8 c) Division----- 6 d) District/Municipal ----- 4 e) School/Barangay ----- 2	- certified photocopy of certificates, plaques, etc.

Enclosure No. 6 to Regional Memorandum No.

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

INDICATORS	MOVs
<b>1. Rating 2016 Individual Performance Commitment and Review Form (IPCRF) ----- 30 Points</b>	
4.9-5 - 30 4.7-4.8 - 25 4.5-4.6 - 20 4.3-4.4 - 15 3.6-4.2 - 10	- IPCRF
<b>2. Outstanding Accomplishment ----- 30 Points</b>	
(Adopted from DO 66, s. 2007) a. Innovations - 10 b. Research & Development Projects - 5 c. Publication/Authorship - 5 d. Consultant/Resource Speaker/Learning Facilitator in Trainings/Seminars - 5 e. Chair, Co-chair in technical/planning committee - 5	- Refer to RM 161, s. 2015 - Implementation of the Regional Internal Guidelines/Policies for Appointment and Promotion in Relation to the Provisions of D.O. No. 66, s. 2007, D.O. 42, s. 2007 and DECS Order No. 57, s. 1997
<b>3. Professionalism ----- 15 Points</b>	
a. Manifests genuine enthusiasm and pride in the 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, clients (internal & external) d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	A checklist will be provided where some stakeholders identified shall rate the nominee.  Immediate Supervisor  <b>To be identified by the nominee:</b>  One (1) co-employee One (1) Frequent Client
<b>4. Leadership ----- 15 Points</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. 2. Accomplishment Report 3. Designation/recognition
<b>5. Awards won for the last 5 years ----- 10 Points</b>	
a. National ----- 10 b. Region ----- 8 c. Division ----- 6 d. District/Municipal ----- 4 e. School/Barangay ----- 2	- Certified photocopy of awards, plaques, etc.

Enclosure No. 7 to Regional Memorandum No.

**E. BEST PERFORMING SUPERVISOR**

INDICATORS	MOVs
<b>1. Rating 2016 Individual Performance Commitment and Review Form (IPCRF) ----- 30 Points</b>	
4.9-5 - 30 4.7-4.8 - 25 4.5-4.6 - 20 4.3-4.4 - 15 3.6-4.2 - 10	<ul style="list-style-type: none"> <li>- IPCRF</li> </ul>
<b>2. Outstanding accomplishment ----- 30 Points</b>	
(Adopted from DO 66, S. 2007)  a. Innovation - 10 b. Research - 5 c. Authorship/publication - 5 d. Resource Speaker/facilitator - 5 e. Chair, co-chair (technical committees) - 5	<ul style="list-style-type: none"> <li>- Approved and implemented innovation</li> <li>- Approved Research proposal</li> </ul>
<b>3. Professionalism ----- 15 Points</b>	
a. Manifests genuine enthusiasm and pride in the nobility of the profession  d. 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  e. 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	A checklist will be provided where some stakeholders identified shall rate the nominee.  Immediate Supervisor  <b>To be identified by the nominee:</b>  One (1) co-Supervisor One (1) Frequent Client
<b>4. LEADERSHIP ----- 15 Points</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. 2. Accomplishment Report 3. Designation/recognition
<b>5. Awards won for the last 5 years --- 10 Points</b>	
a. National ----- 10 b. Region----- 8 c. Division----- 6 d. District/Municipal ----- 4 e. School/Barangay ----- 2	<ul style="list-style-type: none"> <li>- Certified photocopy of awards, plaques, etc.</li> </ul>

Enclosure No. 8 to Regional Memorandum No.

**F. BEST PERFORMING SCHOOLS DIVISION OFFICE**

INDICATORS	MOVs
<b>1. Performance Indicators ----- 30 Points</b>	
a. Division NAT MPS SY 2015-2016 - 5 pts. b. Completion Rate - 5 pts. c. Graduation - 5 pts. d. Retention Rate - 5 pts. <u>Elementary</u> 85% & above - 5 pts. 83% - 84% - 4 pts. 81%-82% - 3 pts. 79%-80% - 2 pts. 77%-78% - 1 pt. <u>Secondary</u> 78% and above - 5 pts. 76%-77% - 4 pts. 74%-75% - 3 pts. 72%-73% - 2 pts. 70%-71% - 1 pt.	
e. Dropout Rate - 5 pts. 0% - 5 pts. 1% - 4 pts. 2% - 3 pts.	
f. A & E - 5 pts. 85% and above takers passed - 5 pts. 83% - 84% takers passed - 4 pts. 81% - 82% takers passed - 3 pts.	
<b>2. Percentage of 2016 newly created teaching and non-teaching items filed as of September 2017 per PSIPOP ----- 10 Points</b>	
96%-100% filled - 10 pts. 91%-95% filled - 8 pts. 86%-90% filled - 6 pts. 81%-85% filled - 4 pts. 76%-80% filled - 2 pts.	- Deployment report validated on PSIPOP
<b>3. Percentage of Private School applicants submitted their new/renewal application with approved government permit to operate for SY 2017-2018 ----- 5 Points</b>	- Report of Schools with Permits and Recognition
96%-100% - 5 pts. 91%-95% - 4 pts. 86%-90% - 3 pts. 81%-85% - 2 pts. 76%-80% - 1 pt.	- Report of schools with permit and recognition
<b>4. 100% monthly downloading of MOOE to the schools - - - 10 Points</b>	
96%-100% - 10 pts. 91%-95% - 8 pts. 86%-90% - 6 pts. 81%-85% - 4 pts. 76%-80% - 2 pts.	- Voucher of downloaded MOOE

INDICATORS	MOVs
<b>5. Utilization of 2016 Funds ----- 10 Points</b>	
96%-100% - 10 pts. 91%-95% - 8 pts. 86%-90% - 6 pts. 81%-85% - 4 pts. 76%-80% - 2 pts.	<ul style="list-style-type: none"> <li>- Utilization of 2016 Funds Report</li> </ul>
<b>6. Properly Accomplished 2016 OPCRF ----- 20 Points</b>	
4.9-5 - 20 pts. 4.7-4.8 - 16 pts. 4.5-4.6 - 12 pts. 4.3-4.4 - 8 pts. 3.6-4.2 - 4 pts.	<ul style="list-style-type: none"> <li>- Copy of OPCRF</li> </ul>
<b>7. Percentage of School Site with Title ----- 5 Points</b>	
46%-50% - 5 pts. 41%-45% - 4 pts. 36%-40% - 3 pts.	<ul style="list-style-type: none"> <li>- Report on number of school sites with title or proclamation, patent, etc.</li> </ul>
<b>8. Complaint related to child protection policy ----- 5 Points</b>	
0 complaint - 5 pts. 1 complaint - 4 pts. 2 complaints - 3 pts.	<ul style="list-style-type: none"> <li>- Report</li> </ul>
<b>9. Cases resolved in the Division ----- 5 Points</b>	
Number of cases resolved/total number of cases 90%-100% - 5 pts. 80% - 89% - 3 pts. 70%- 79% - 1 p.t	<ul style="list-style-type: none"> <li>- Report</li> </ul>
<p>Important: All documents must be duly certified by concerned authorities</p> <p style="text-align: center;">*SDO with winning entries is given 5 points per winning entry</p>	

ONLINE RATING SHEET  
SEARCH FOR THE BEST PERFORMING TEACHER

Name of Nominee: \_\_\_\_\_

Division: \_\_\_\_\_

<i>A) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities)</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
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.</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				
2. Settles loans and other financial affairs on time				

Average: (Total Score/No. of items rated) \_\_\_\_\_

**CERTIFICATION**

This is to certify that the above ratings were given voluntarily with fairness and honesty without coercion or influence of any form by the nominee or any party.

Given this \_\_\_\_\_ of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Position & Division)

RATER	ITEMS TO BE RATED
1) School Head	A, B, C & D
2) SPG/SSG President	A(nos. 1,2,4), B(nos.1,5,6,8,9)
3) Co-Teacher	A, B, C & D
4) Parent	A(nos.1,5), B, C

References: NCRTS and RA 6713

HRDE-glb

HRDD PRAISE/char/2017



ONLINE RATING SHEET  
SEARCH FOR THE BEST PERFORMING SCHOOL HEAD

Name of Nominee: \_\_\_\_\_

Division: \_\_\_\_\_

<i>A) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities)</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
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.</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				
2. Settles loans and other financial affairs on time				

Average: (Total Score/No. of items rated) \_\_\_\_\_

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Given this \_\_\_\_\_ of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Position & Division)

RATER	ITEMS TO BE RATED
1) Immediate Supervisor	A, B, C & D
2) Teacher	A, B, C & D
3) PTA Officer	A(nos.1,5), B, C

References: NCBS and RA 6713

HRDD:glb

PRAISE/HRDD/strat/ing 2017

ONLINE RATING SHEET  
 SEARCH FOR THE BEST PERFORMING NON-TEACHING PERSONNEL  
 (1st & 2nd Level)

Name of Nominee: \_\_\_\_\_

Division: \_\_\_\_\_

<i>A) Manifested genuine enthusiasm and pride in the nobility of the profession (Punctuality, Participate with office activities)</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
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 office 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.</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, clients 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, clients 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				
2. Settles loans and other financial affairs on time				

Average: (Total Score/No. of items rated) \_\_\_\_\_

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Given this \_\_\_\_\_ of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Position & Division)

RATER	ITEMS TO BE RATED
1) Immediated Supervisor	A, B, C & D
2) Co-employee	A, B, C & D
3) Frequent Client	May rate applicable items only



ONLINE RATING SHEET  
SEARCH FOR THE BEST PERFORMING SUPERVISOR

Name of Nominee: \_\_\_\_\_

Division: \_\_\_\_\_

<i>A) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with office activities)</i>	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
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.</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, clients 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				
2. Settles loans and other financial affairs on time				

Average: (Total Score/No. of items rated) \_\_\_\_\_

(Date)

**CERTIFICATION**

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Given this \_\_\_\_\_ of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Position & Division)

RATER	ITEMS TO BE RATED
1) Immediated Supervisor	A, B, C & D
2) Co-Supervisor	A, B, C & D
3) Frequent Client	May rate applicable items only