

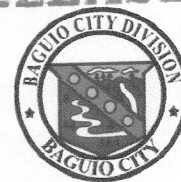


Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Rd., Baguio

DEPED DIVISION OF BAGUIO CITY

SEP 27 2017

RELEASED



Office of the Superintendent
Division Memorandum No. 305, s. 2017

**SEARCH FOR OUTSTANDING TECHNOLOGY AND LIVELIHOOD EDUCATION
(TLE) & TECHNICAL VOCATIONAL EDUCATION (TVE) TEACHERS
FOR SY 2017-2018**

To: **Public School District Supervisors
Schools Heads
All Other Concerned**

1. Pursuant to Regional Memorandum No. 270, s. 2017, this office would like announce the search for Outstanding TLE and TVE Teachers in the division.
2. Interested and deserving TLE and TVE teachers are encouraged to join the search following the guidelines in the attached project design.
3. All documents must be submitted to Esther Y, Melecio, the TLE Supervisor, on or before **November 7, 2017** in time for the Division Level Assessment on November 10.
4. See attached project design for the mechanics, criteria and other information regarding the conduct of the search.
5. Immediate dissemination of this memorandum is desired.


FEDERICO P. MARTIN, EdD., CESO VI
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 21st century skills who is adequately prepared for work, entrepreneurship, middle level skills development or higher education. 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 of the TLE teacher.

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. Therefore, 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 enhance the Competency-Based Curriculum and Strengthen Technical Education Program (STVEP), there is a need to boost the morale of the teachers as they play a major role in developing highly competent learner/ students equipped with the necessary skills. Anchoring on this reason is the search for an Outstanding TLE/ TVE teacher.

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:

- October 13, 2017-Evaluation of documents in the school level.
- November 10, 2017- Evaluation of documents in the division level.
- December 8,2017-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,SY 2017-2018

V. GUIDELINES FOR IMPLEMENTATION:

The search is open to all full-time Technology and Livelihood Education/Technology Vocational Education (STVEP) teachers and 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.
 - 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.
 - Regional entry for the previous years are not already qualified
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>Exceptional Moral Character</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>	10
<p>Extraordinary Achievements</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 TLE/TVI contextualized materials and received awards related to TLE/TVE, like Technolympics for the last 5 years) Conducted seminars/as speaker (Maximum of 5 points) school level 2 points Division level 3 points Regional Level 5 points As demonstration teaching, observed by the D.O. 5 points Introduced new innovations: (Maximum of 5 points) School level 2 points Division level 3 points Regional Level 5 points TLE/TVE Action research 5 points Introduced functional TLE/TVL contextualized instructional materials 5 points Regional Winner (Technolympics) 3 points National Winner (Technolympics) 5 points</p>	30
<p>Community Involvement & Leadership (within the last 2 years)</p> <p>(Adviser in co-curricular activities, Organized skills training in the community, Ex. YECS, Technolympics advisers with accomplishments and documentations) 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>Professional Development (within the last 5 years)</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: <ul style="list-style-type: none"> • Division level 1 pts. • Regional level 2 pts. Participant in one (1) training conducted for at least (3) days not credited during the last promotions: <ul style="list-style-type: none"> • National level 3 pts. Acquired NC qualifications in all his/her specialization curriculum map (Ex. Cookery NC 11, Bread and Pastry Production NC 11, Food and</p>	10

Beverages NC 11 and Bartending NC 11) <ul style="list-style-type: none"> • 3 pts. Acquired Trainers Methodology 1 <ul style="list-style-type: none"> • 4 pts. 	
Performance Rating Performance rating for the last 3 rating periods should be at least Very Satisfactory. (Average of the numerical ratings multiplied by 25%)	25
Academic Qualifications <ul style="list-style-type: none"> • PhD. or Ed.D. in Education 15 pts. • Complete Academic Requirements for PhD. or EdD. Degree..... 13 points. • Masteral Degree 10 points • Complete Academic Requirements for Masters Degree 8 points Note: Doctoral and Masteral Degree should be relevant to Technology.	15
Total Points	100

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.
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


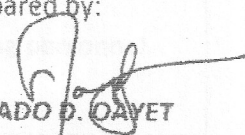
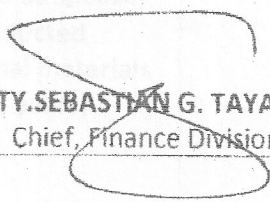
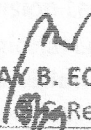
verify the veracity of the documents . The committee will choose the top three teachers who will be declared as outstanding TLE/TVE teacher in CAR.

Reference:R.A.6713 -Code of Conduct and Ethical Standards for Public Officials and Employees
 DepEd Order No. 66, s. 2007
 Imelda B. Taganas, OIC-Executive Director, Qualifications and Standards Office,
 TESDA (TLE convenor)
 Message: Br. Armin A. Luistro FSC, DepEd Secretary (STVEP schools)

VII. BUDGETARY REQUIREMENT

Source of Funds : Regional Fund

Use of Funds	Amount	Participants/Quantity	Total
Cash Awards	7,500.00 1 st place	1	Php.7,500.00
	6,000.00 2 nd place	1	Php.6,000.00
	5,000.00 3 rd place	1	Php.5,000.00
Tarpaulin	1000.00 (4 x8)	1	Php. 1,000.00
Plaque (for the awardee)	1,500.00	3	Php. 4,500.00
Plaque (for the school)	1,500.00	3	Php. 4,500.00
	Total		Php.28,500.00

Noted by:  EMILIA M. FAUSTINO Chief, CLMD	Prepared by:  SABADO D. GAYET EPS-CLMD
Allotment Available as per CLMD WFP: PIO D. ECUAN, Ed.D. PPRD-Chief	As to Finance:  ATTY. SEBASTIAN G. TAYABAN Chief, Finance Division
APPROVED:  MAY B. ECLAR, PhD., CESO V Regional Director	

accomplishments 5 points

C.2 Organized 2 skills training in the community, (with approved proposals and accomplishments) within 2 years 5 points		
D. Professional Development (within the last 5 years) Attended training programs, seminars in TLE/TVE/SHS Participant in three (3) or more training activities in each level conducted For at least three (3) days not credited during the last promotions: <ul style="list-style-type: none"> • Division Level 1 point • Regional Level 2 points • National level. 3 points Acquired NC qualifications in all his/her specialization curriculum map (Ex Cookery NC 11, Bread and Pastry Production NC 11, Food and Beverages NC 11 and Bartending NC 11 3 points Acquired Trainers Methodology 1 4 points		10
E. Performance Rating Performance Rating for the last 3 rating periods should be at least Very Satisfactory. (Average of the three (3) numerical ratings multiplied by 25%, signed & Approved by the School)		25
F. Academic Technical Qualifications <ul style="list-style-type: none"> • Doctoral Degree 15 points Completed Academic requirements 13 points • Master's Degree 10 points Completed Academic requirements 8 points • Assessor in at least one skill 6 points <p style="text-align: center;">Note: Doctoral and Masteral degree should be relevant to TLE/TVL</p>		15
TOTAL POINTS		100

RATER:

Name & Signature

RUBRICS FOR THE PERFORMANCE RATING

Rating		Points
5.0		25
4.85	4.49	24
4.70	4.84	23
4.55	4.69	22
4.40	4.54	21
4.25	4.03	20
4.10	4.24	19
3.95	4.0	18
3.80	3.94	17
3.65	3.79	16
3.5	3.64	15

QUESTIONNAIRE ON EXCEPTIONAL MORAL CHARACTER

To the rater/interviewer/evaluator: Please rate the candidate for outstanding TLE/TVE teacher in terms of the following ethical standards as stipulated in R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) Before rating, conduct an interview with the following:
 (1) His/her students/learners (2) Non-teaching personnel representative
 (3) His/her school head (4) Faculty President

Name of the Ratee: _____

Please put check to the rater/interviewer/evaluator								
<input type="checkbox"/> Student/Learner	<input type="checkbox"/> Non-teaching personnel representative							
<input type="checkbox"/> School Head	<input type="checkbox"/> Faculty President							
Please do not leave any item unanswered.								
1.COMMITMENT TO PUBLIC INTEREST								
Code for Competency Level: L-Low (1 pt.); F-Fair (2 pts.); S-Satisfactory (3 pts.); H-High (4 pts.)								
At what level does the teacher				L	F	S	H	
1.	Considers public interest/welfare over and above personal interest in making decision (Consider Means of Verification such as personal sacrifices (Overtime without pay, spending for learners, home visitation, assistance to sick learners, distance of residence to workplace, and the like)							
2.	Is honest always							
3.	Is economical in using school, HPTA funds, donations etc., (avoids wastage)							
11.PROFESSIONALISM								
4.	Intelligence/wisdom as a public employee							
5.	Skill in the profession							
6.	Devotion and dedication to duty							
111. JUSTNESS AND SINCERITY								
7.	Does not discriminate against anyone, especially the poor And the underprivileged clients							
8.	Respect the rights of others and refrains from doing acts Contrary to law, good morals, good customs, public policy, public order, Public safety and public interest							
9.	Does not extend undue favors on account of their office to their relatives whether by consanguinity or affinity.							