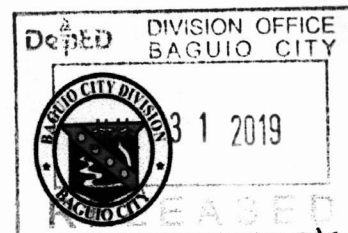




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City, 2600



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Office of the Superintendent
Division Memorandum Number 323,s.2019

**CONDUCT OF DISTRICT SEARCH FOR BEST PERFORMING SCHOOLS, SCHOOL HEADS,
TEACHERS AND NON-TEACHING PERSONNEL- LEVELS 1 AND 2**

To: Division Chiefs
PSDSs
District PRAISE Committee
All Others Concerned

1. This office through the Division Program on Awards and Incentives for Excellence (PRAISE) formally adopted and launched the Division Rewards and Recognition (R & R) Program dubbed as "Pammadayaw", pursuant to Regional Memorandum No. 276 s. 2018, stipulating DepEd Order no. 9, s. 2002 on the adoption Civil Service Commission (CSC) program.
2. In alignment with DepEd Regional's thrust on R & R of employees across all levels of governance and to have a unified direction of the implementation of PRAISE, the ten (10) districts of the division are directed to conduct the District Search for Best Performing Schools, School Heads, Teachers and Non-Teaching Personnel- Levels 1 and 2, Elementary and Secondary, Public and Private Schools.
3. The search aims to:
 - a. recognize and reward outstanding achievements in the delivery of basic education.
 - b. encourage innovative and sustainable practices in education and
 - c. promote quality performance and commitment to public service.
4. The district search shall run from August 5 to September 6, 2019 to be spearheaded by the respective PSDSs, the District PRAISE Chairperson. Results shall be submitted to the SGOD-HRD office together with the documents of the district winners (1 set-original copies) on or before **September 13, 2019 for the Public Schools and September 18, 2019 for the Private Schools**. Assessment for the Division Level will be announced in a separate memorandum.
5. The enclosed updated criteria shall be utilized as reference in the said search. All entries shall be selected on the basis of the most significant innovations, initiatives and for best practices that made a significant difference in **improving access, efficiency, quality and governance in education for school years 2017-2018 and 2018-2019**.
6. For inquiries and more information, contact the PRAISE Secretariat at telephone number **446 1488** or at cellphone numbers **0928 406 9076 or 0939 123 7027**.
7. Immediate dissemination and compliance to this memorandum is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

QUALIFICATION REQUIREMENTS OF NOMINEES

- Nominated employees must meet the following qualifications:

A. PUBLIC SCHOOLS

Employees:

1. Have rendered at least three (3) years of continuous service in DepEd –Baguio as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should be within the last two School or Calendar Year immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period.
2. Have a performance rating of at least Very Satisfactory for the last rating period prior to the nomination.
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of the nomination.

Schools:

1. Have exemplar accomplishments and unique outstanding contributions to DepEd-Baguio and the community where the school is situated.

B. PRIVATE SCHOOLS

A. Employees

1. Have rendered at least one (1) year of continuous service in the school as of deadline of nominations' submission. Accomplishments for which the nominee is being recognized for should be within the last School or Calendar Year immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period.
2. Have a performance rating of at least Very Satisfactory for the last rating period prior to the nomination.
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of the nomination.

Schools:

1. Have exemplar accomplishments and unique outstanding contributions to DepEd-Baguio and the institution and the community where the school is situated.

REQUIRED NOMINATION DOCUMENTS

1. Nomination Form (open template)

PROCEDURE FOR NOMINATION

- Nominations to the search maybe done by individuals from public schools and Division Offices and private schools.

A. Public Schools/ Division Offices

1. The School PRAISE Committee shall conduct a school level search. Winners in the school level will be nominated for the District Level. The District PRAISE Committee shall likewise conduct a district level search, winners in the district level will be nominated for the Division Level. The Public School District Supervisor (PSDS), as the chairperson of the district PRAISE shall be responsible in preparing the nomination of the employee.
2. The Division PRAISE Committee shall review, evaluate and validate the documents of the nominees. Winners will be announced in a special program.

B. PRIVATE SCHOOLS

- the same procedure shall be followed in the nominations for private schools. PSDS in charge shall monitor the conduct of the search in the school and district level.

Grounds for Disqualification of Nominations

1. Non-compliance with the submission of complete documentary requirements shall render the nominee ineligible for the search.
2. Any misrepresentation made in any of the documents submitted shall be ground for disqualification and for disciplinary action against the certifying nominee pursuant to applicable laws and rules.
3. Nominees requesting members of the PRAISE special favor or consideration.

Checklist of Required Nomination Documents

- ___ Duly signed and accomplish nomination form.
- ___ Nominee's updated Personal Data Sheet (PDS) or Job Description Form (JDF) with passport size photo with name tag taken within the last six months prior to the nomination.
- ___ Certification from the Chairperson of the District PRAISE that the nomination has undergone deliberation by the Committee.
- ___ Letter from the School Head endorsing the nomination to the Division PRAISE
- ___ Certification issued by the Highest Ranking Administrative Officer or Legal Officer that the nominee has not been found guilty of any administrative or criminal offense involving moral turpitude and in instances that the nominee has pending administrative or criminal case/s at the time of nomination. (for public nominees only)
- ___ Certification issued by HRMO that the individual nominee has obtained at least Very Satisfactory (VS) performance ratings for the last rating period. Copy of the rating forms should no longer be attached. (for public nominees only)
- ___ Updated service record duly certified by the HRMO. (for public nominees only)

Write up of Accomplishment

- The write-up must highlight outstanding accomplishment of exemplary norms of conduct manifested within the last three years. Presentation of accomplishment or norms manifested should be in order of significance, justifications in improving access, efficiency, quality and governance in education and should adhere to the following pointers:

1. Use specific terms. Examples – assisted, contributed, facilitated, etc.
2. State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form.
3. Present impact of accomplishments by indicating the employees needs addressed, schools and and students benefited`
4. The nomination write ups of immediate head, students or stakeholders.

**GUIDELINES FOR SEARCH FOR BEST PERFORMING SCHOOLS, SCHOOL HEADS, TEACHERS, NON-TEACHING PERSONNEL AND SUPERVISORS
PUBLIC – SCHOOLS, TEACHERS, SCHOOL HEADS, NON-TEACHING AND SUPERVISORS
PRIVATE SCHOOL- SCHOOLS, SCHOOL HEADS, TEACHERS, NON-TEACHING**

CATEGORY	INDICATORS	MOVs
A. BEST PERFORMING SCHOOL	1. Performance Indicator S.Y. 2018-2019 20 points a. Retention -10points 88% and above -10 86% -87% 8 84-85% 6 b. Simple Dropout - 0% 10 1% 8 2% 6	EBEIS EBEIS Impact Assessment following the format stated in RO 337 s. 2017 Include Best practices to sustaining Drop-out and Retention rate (Programs/Projects/Activities) Tool in monitoring the implementation of the PAPs - SMEA - DsMEA
	2. Financial Management 15 points a. Budget utilization-for Implementing Units(IUs)7 points 96%-100% 7 91%-95% 6 86%-90% 5 Liquidation of cash advance –Elementary and for Non-Implementing Units (non IUs) – 7 pts 96%-100% 7 91%-95% 6 86%-90% 5 b. WFP prepared and approved – 5 pts c. Transparency Board is updated monthly – 3 pts	- Budget Utilization report CY 2018 and January – June 2019 - Liquidation report 2018 and January – June 2019 - compliance to DO 008 s. 2019 – Implementing Guidelines on the direct release, use, monitoring reporting of MOOE and other Funds managed by schools - Procurement Monitoring Report (PMR) - Monthly Liquidation Report Quarterly Report on PTA Fund including on-going projects - WFP approved by the DO CY 2019 - Pictures of transparency board with September 2019 reports
	3. Personnel Development -----15 pts a. Monthly INSET/LAC Sessions – 5 pts	- At least 5 LAC session implementation report SY 2018-2019 -Evidence of gaps addressed like LAC Session report

<p>b. All employees with properly accomplished IPDP – 5 pts</p> <p>c. Attendance to L&D Activities (24 hours) 100% employees – 5 95-99% employees – 4 90-94% employees – 3</p>	<ul style="list-style-type: none"> - Summary of IPDP - Attendance report within SY 2018-2019
<p>4. Learning Environment -----15 pts</p> <p>a. School Environment – 5 pts</p>	<ol style="list-style-type: none"> 1. Signage /directory and evacuation route 2. Evacuation map 3. Perimeter Fence 4. Presence of readily available emergency/first aid kits <p>Pictorials/reports Presence of documents to support each indicator is equivalent to 1 point</p> <p>Compliance to school safety and preparedness guide (Annex A enclosure No. 1) and Menu of School Kits (Annex C) of DepEd Memo 036 s. 2019</p>
<p>b. Clean and Green Program – 5 pts</p> <ol style="list-style-type: none"> 1. Clean and orderly classroom and offices 2. Waste management is evident 3. Implementation of Wash in Schools (WinS) 4. Presence of Gulayan sa Paaralan 5. Beautification Program <p>C. Health and Nutrition – 2 pts</p> <ol style="list-style-type: none"> 1. Health and wellness program for employees and learners 2. Implementation of DO 13, s. 2017 <p>d. Child Protection Policy – 3 points</p> <ol style="list-style-type: none"> 1. Compliance to LSIS Submission 2. Functionality of CPP-Committee (Organization of Committee) 3. Presence of contextualized CPP 	<p>Reports/Validation tool (RO)</p> <p>WinS accomplishment</p> <p>Monitoring tool in the implementation of the different programs</p> <p>School Policies of the different programs</p> <p>Plan</p> <ul style="list-style-type: none"> -Accomplishment report -Health and wellness program for employees and learners -Nutritional status report -other feeding programs implemented in the school <p>To be certified by the Head of Health and Nutrition Section</p> <ol style="list-style-type: none"> 1. LSIS Report to be generated from the system 2. Contextualized CPP 3. Monitoring Report in the Implementation of CPP
<p>5. Partnership -----15 pts</p> <p>a. School community projects/activities/ within or outside and donations received---10 pts</p> <p>b. Dissemination of DepEd program during PTA meetings – 5 pts</p>	<ul style="list-style-type: none"> - MOA/MOU - acknowledgement/official receipts PTA financial report (SY 2018-2019) -Documentation -Minutes of meeting -Letters to parents -School Memo -Best Practices in partnership

	<p>6. Strategic Plan -----10 pts a. AIP approved and implemented – 5 % b. SY 2018-2019 OPCRIF Rating – 5 %</p>	<p>-Copy of AIP and Accomplishment Report CY 2018 - Copy of OPCRIF 2018-2019 (Rating of the OPCRIF is equivalent to the points earned for this indicator) -Project/Program Monitoring Progress Report</p>
	<p>7. School Awards won (SY 2017-2018; 2018-2019) – 10 pts</p> <p>1. Awards garnered (5 pts) a. National or (5 national) = 5 b. Region or (3-4 national or 5 regional) = 4 c. Division or (3-4 regional or 5 Division) = 3 d. Municipal/District or (3-4 Division of 5 District/municipal) = 2</p> <p>2. Number of participations in N/R/D searches and garnered places (1st /2nd/3rd) (5 pts) a. 5 events – 5 b. 4 events – 4 c. 3 events – 3 d. 2 events – 2</p> <p>***Individual/group student awards included</p>	<p>Certified photocopy of certificates, memorandum of results or similar document</p> <p>Certified photocopy of certificates, memorandum of results or similar document</p>
<p>B. BEST PERFORMING TEACHERS</p>	<p>1.Learner Development ...30 points</p> <p>1.1. Conducted activities like remedial classes, home visitation, tutoring and other related activities. Home visitation- 5 points Remedial Classes-5 points</p> <p>1.2. 100% passing rate and zero dropout-10 points</p> <p>1.3. Initiated and organized school and family partnerships that promote student peak performance-10 points</p>	<p>1. Instructional plan for the conduct of remedial classes. 2. Report of conducted home visitation with documentation.</p> <p>1.Certification of school head-100% passing rate and zero drop out (classroom) 2. Class record 3.SF 2 4.SF 4 *Include Classroom Observation Tool</p> <p>1. Teacher-Parent-Pupil Organization (TPP) 2. Homeroom PTA 3. List of Curricular and Extracurricular activities initiated and organized with documents. 4. MOA/ Barangay Officials to promote students/pupils study habits and discipline. <i>(All documents must be duly certified by the school head)</i></p>
	<p>2. Innovation/Research</p> <p>2.1. Innovation-10points 1.2. Research-5 points Has an ongoing research to improve school performance.</p>	<p>Impact assessment report</p>

	<p>2. Leadership Ability A. Able to lead the members of a team to do willingly by the assigned task/project</p>	<p>1.Certificate of chairmanship in a school/District/Division/Regional and/or Community affairs or projects with successful outcome (Chairman, President, Coordinator, Focal Person) 2.Certificate as a winning coach (Sports or Academic) 3.Accomplishment Report - Program Paper - Narrative Report - Evaluation - Pictures 4.Action plan/ Project Proposal 5. Designation</p>
	<p>4. Responsive to the public ...10points 4.1. Undertook volunteer service for the community and school (In times of Calamities Municipal/Barangay Activities, Outreach programs)</p>	<p>1. Certification from the GOs/NGOs 2.Documentation</p>
	<p>5. Professionalism20 points 5.1. Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participates with student/teacher activities, school attendance) 5.2. 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. 5.3. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders. 5.4. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs.</p>	<p>Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominees.</p> <ul style="list-style-type: none"> • School head • SPG/SSG President <p>To be identified by the nominee</p> <ul style="list-style-type: none"> • One (1) Co teacher • One (1) Parent <p>**Evaluation from Parents shall be submitted in a sealed envelope</p>
	<p>6. Awards won for the last 5 years....10 points A.) National B.) Region C.) Division D.) District/Municipal E. School/Barangay</p>	<p>1.Awards taken from a Search for Performing or Outstanding Teacher 2. Certified photocopy of certificate or plaque, etc. 3. Memorandum</p>
<p>C.BEST PERFORMING SCHOOL HEADS</p> <p>The criteria used are selected domains and indicators provided in the NCBSSH.Each domain is assigned with corresponding points. All indicators supported with the required MOVs will be credited as indicated</p>	<p>1.Instructional Leadership 1.1. Accounts for learning outcome of the school vis-a-vis goals and targets. 10 points</p> <p>1.2. Conducts classroom observation and SLAC 5 points</p> <p>1.3. Develops intervention programs/adapts existing programs. 5 points</p>	<p>1.MPS, dropout rate/promotion rate SY: 2017-2018 and 2018-19 Include best practices in reducing dropout rate, increasing or sustaining promotion and graduation following the terminal report (RM no.337 s 2017)</p> <p>For classroom observation *Classroom Observation documents and SLAC reports</p> <p>Project Proposal of interventions programs/adapted existing programs</p>

	<p>1.4. Creates and manages a school process to ensure learners progress is conveyed to parents/guardians regularly-5 points</p>	<p>Best practices with documentation, research-based program *Impact of the program to instruction</p> <p>Records/documentation of parent-teacher conference *Significant practices, innovations and programs in creating and managing a school process to ensure student progress conveyed by parents/guardians</p>
2.SCHOOL LEADERSHIP-----25 points		
	<ul style="list-style-type: none"> • Involves all SPT in developing, implementing and monitoring SIP/AIP -----4points • Establishes e-BEIS and baseline data of all performance indicators -----3points • SBM level of practice -----5points • Resolves problems at school level and explores several approaches in handling problems -----4points • Collaborates and mobilizes teachers in planning implementing and sustaining programs and projects ----4points <p>Financial Management: Budget Utilization-for Implementing Units(IUs)-----5points 96% - 100% -5 91% - 95% -4 86 - 90% -3</p> <p>Liquidation of Cash Advance-Elementary and for Non-Implementing Units (non-IUs) -----5points 96% - 100% -5 91% - 95% -4 86% - 90% -3</p>	<ul style="list-style-type: none"> • IMPACT REPORT Include significant innovations, initiative and best practices • Approved AIP 2019-2020 • Best practices in involving internal and external stakeholders in developing SIP/AIP • 100% eBEIS/updated LIS on due time • Present level of practice • Certification from the DO • Documentation of best practices in resolving problems in school levels • Include significant innovations, initiative and best practices in collaborating and mobilizing teachers in planning and sustaining PAPs • Certification from the Division Office signed by the accountant • Best Practices in Budget Utilization <p>****include impact report</p>

	<p>3.LEARNING AND ENVIRONMENT ...10 points</p> <ul style="list-style-type: none"> • Creates an engaging learning environment-----5points • Participates in the management of learner behavior within the school and other related activities-----5points • 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 points • Assigns personnel in their areas of competence, mentors and coaches employees and facilitates the induction of new one -----3points • Conduct of LAC session/meetings -----3points • Creates a functional school-based performance appraisal committee (PRAISE) -----3 points 	<ul style="list-style-type: none"> • Child Friendly School using CFSS checklist DO 40 s. 2012 • Complete school building and classrooms, learning centers, laboratory canteens, IPED center, etc. • Significant initiatives/programs or best practices in engaging learning environment • Have organized guidance program • guidance designates if no guidance counselor • records of students assisted in their behaviors • Programs and activities in managing learner behavior within the school, may highlight best programs and activities conducted • Highlight best practices in attaining the objectives of the school development plan • Classroom program, other functions and assignments of personnel • Organizational structure • Attendance sheet • Personnel coached, mentored and inducted Narrative report • Documentation of significant practices in conducting LAC sessions • Functional committee created, records of awards given in the school level, records of school personnel sent for scholarship/short term courses/special programs • School based PRAISE implementation report
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	<ul style="list-style-type: none"> Organizes programs that involve parents and other stakeholders to promote learning -----5points <table border="1" data-bbox="516 201 875 401"> <thead> <tr> <th>Rating</th> <th>No. of Programs</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> </tr> <tr> <td>4</td> <td>4</td> </tr> <tr> <td>3</td> <td>3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Establishes sustainable linkages/partnership with external stakeholders----- 5points 	Rating	No. of Programs	5	5	4	4	3	3	<ul style="list-style-type: none"> Accomplishment, programs, projects of PTCA Highlight best practices in organizing programs that involve parents and other stakeholders to promote learning MOA/MOU/Deed of Donation in Adopt a School Program, certificates of participation in community affairs, conduct of school summit, school activities in cultural shows, learners' project exhibits, fairs Narrative reports highlighting significant innovations or practices in establishing linkages/partnership with external stakeholders
Rating	No. of Programs									
5	5									
4	4									
3	3									
	<p>6.PROFESSIONALISM -----10 points</p>									
	<p>a. Manifested genuine enthusiasm and pride in the nobility of teaching profession (Punctuality, participate with student/teacher activities, school attendance duly certified the school head.</p> <p>b. Observes and demonstrate desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respects, honesty, dedication, patriotism, genuine concern for others at all times certifies by PSDS.</p> <p>c. Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents and other stakeholders (certification from PSDS, 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 and school administrative officer)</p>	<p>Note: A rating sheet shall be provided where co-workers and some stakeholders identifies shall rate the nominee</p> <ul style="list-style-type: none"> Immediate Supervisor <p>To be Identified by the NOMINEE:</p> <ul style="list-style-type: none"> One (1) Teacher One (1) PTA officer <p>A checklist will be provided where some stakeholders identified shall rate the nominee</p>								
	<p>7.AWARDS WON FOR THE LAST 5 YEARS -----10POINTS</p>									
	<p>a. National/-----10</p> <p>b. Regional-----8</p>	<p>Certified photocopy of certificates/plaques, etc.</p>								

	<p>c. Division-----6</p> <p>d. District/Municipal---- 4</p> <p>e. School/Barangay-----2</p>	Memorandum
D. BEST PERFORMING NON-TEACHING PERSONNEL – LEVEL I AND II	<p>1. Individual Performance Commitment and Review Form (IPCRF)....30 points</p> <p>4.9-5-30</p> <p>4.7-4.8-25</p> <p>4.5-4.6-20</p>	<p>Approved IPCRF (for the last CY/SY) with attachments</p> <p>**at least above average in the IPCRF rating with significant accomplishment</p>
	<p>2.Outstanding Accomplishment...50 points (Adopted form D.O. 66 s.2007)</p> <p>Level 1</p> <p>a. Innovations [any] -15</p> <p>b. Membership in a team/organization-5 points</p> <p>c. Publication of the innovation-5</p> <p>d. Membership in committees-10</p> <p>e. Provision of TA/doing higher /other functions-5 [extra mile award]</p> <p>Level 2</p> <p>a. Innovations-10</p> <p>b. Research & Development Projects-10</p> <p>c. Publication/Authorship-10 (not a news item but his/her innovation, publication in a research journal of wide circulation)</p> <p>d. Consultant/Resource Speaker/Learning Facilitator in training Seminars-5</p> <p>e. Chair, Co-chair in technical /planning committee-5</p> <p>f. Provision of TA/doing higher/other functions-5</p>	<p>1. Impact report of the innovation</p> <p>2. Certificate that the innovation is utilized and useful (School head /SDS)</p> <p>3. Documentation (copy of the program/matrix, designation) (Focused on organizational efficiency, work procedures, leadership and educational support-work related projects)</p> <p>1. Write up of the innovation</p> <p>2. Copy of the approved research</p> <p>3. Certificates</p> <p>4. Memorandum</p> <p>5. Any other proof of chairmanship, speakership and publication</p> <p>*Documentation</p>
	<p>3. Professionalism.... 20 points</p> <p>a. Manifests genuine enthusiasm and pride in the profession.</p> <p>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 all the times</p> <p>c. Maintains harmonious relations with superiors, colleagues, subordinates, clients (internal and external)</p> <p>d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans, and other financial affairs.</p>	<p>1. A checklist will be provided where some stakeholders identified shall rate the nominee:</p> <p>Immediate Supervisor To be identifies by the nominee: One (1) co-employee One (1) Frequent Client Testimony of clients</p>
	<p>4.Awards won for the last 5 years</p> <p>a. National</p> <p>b. Region</p> <p>c. Division</p> <p>d. District/Municipal</p> <p>e. School/Barangay</p>	<p>MOVs</p> <p>Memo</p> <p>Photocopy of certificates</p> <p>Narrative Report</p>
Non-teaching Personnel(PRIVATE SCHOOLS)	<p>1. Performance Evaluation for Private Non-Teaching School Personnel (30 points)</p> <p>4.9 to 5.0 = 30 points</p>	Performance Evaluation Sheet

	<p>4.7 to 4.8 = 20 points 4.5 to 4.6 = 10 points</p>	<p>**at least above average in the PES Rating with significant accomplishment</p>
	<p>2.Outstanding Accomplishment (50 points) (Adopted form D.O. 66 s.2007)</p> <p>a. Basic Innovations (15 pts) b. Participation in Research & Development Projects (10 pts) c. Publication/Authorship (10 pts) d. Consultant/Resource Speaker/ Facilitator in training Seminars (5 pts) e. Chair, Co-chair in technical /planning committee (5 pts) f. Proponent of Learning and Development; Provision of Technical Assistance / doing higher or other functions (5 pts)</p>	<p>1. Write up and evaluation of the innovation 2. Copy of the approved research 3. Certificate of Recognition or Appreciation 4. Documentation 5. Any other proof of chairmanship, speakership and publication</p> <p>(Focused on organizational efficiency, work procedures, leadership and educational support-work related projects)</p>
	<p>3.Professionalism (20 points)</p> <p>a. Manifests genuine enthusiasm and pride in the profession. (5 pts)</p> <p>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 (5 pts)</p> <p>c. Maintains harmonious relations with superiors, colleagues, subordinates, clients (internal and external) (5 pts)</p> <p>d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans, and other financial affairs. (5 pts)</p>	<p>A checklist will be provided where some stakeholders identified shall rate the nominee:</p> <p>Immediate Supervisor or School Head</p> <p>To be identified by the nominee: One (1) co-employee One (1) Frequent Client</p>
<p>E. BEST PERFORMING SUPERVISOR</p>	<p>1. Individual Performance Commitment and Review Form (IPCRF) ---30 points 4.9-5 –30 4.7-4.8-25 4.5-4.6-20</p>	<p>IMPACT REPORT of all accomplishments/indicators</p>
	<p>2. Outstanding Accomplishment</p> <p>a. Innovation -10 (Adoption of the Regional Criteria for the Assessment of Best Practices, Format of the terminal Report)</p> <p>b. Research (Basic or Action)-5</p> <p>c. Authorship of a Book/Publication</p>	<p>IMPACT REPORT</p> <p>1. Approval of SDS (proposal etc) 2. Format of Innovation (LRMDS)/ planning) 3. Proof of effectiveness/ evaluation/ impact</p> <p>1. Approval of SDS (Proposal, Research) 2. DO format of research (Patawid di Adal) 3. Utilization of Research</p> <p>1. Articles w/ data/ analysis 2. Include output as writer</p>

	<p>(At least 5 articles (Essay, Feature, Editorial, etc., except straight news) published in a paper of wide circulation, at least provincial wide)-5</p> <p>c. Resource Speaker/ Facilitator-5 National-5 Regional-4 Division-3</p> <p>d. Chair, Co-Chair (technical committees)-5 National-5 Regional-4 Division-3</p>	<p>i.e. Module</p> <ol style="list-style-type: none"> 1. Include MOVs i.e. certificate, Authority to travel/ Matrix 1. Include MOVs i.e. designation, certificate, etc.
	<p>3. Professionalism</p> <p>a. Manifests genuine enthusiasm and pride in the nobility of the teaching profession</p> <p>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</p> <p>c. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other 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</p>	<p>A checklist will be provided where some stakeholders identified shall rate the nominee.</p> <p>Include winners/ winning in the “On the Spot Awards”</p> <p>To be identified by the nominee:</p> <p>One (1) CID Chief One (1) Co-Supervisor (co-employee) One (1) Elder (Officer -Council of Elders) One (1) ASDS & SDS One (1) – principal / teacher or any subordinate</p>
	<p>4. Leadership-----15 points</p> <p>a. Able to lead the members of a team to do willingly the assigned task/project</p>	<ol style="list-style-type: none"> 1. Designation as chairman in a Division/Regional/ Community affairs or projects with a successful outcome 2. Action Plan 3. Accomplishment Report with complete documentation Include approved proposal and training implementation report
	<p>5. Awards won for the last five years— 10 points</p> <p>i.e. Rotary BEST, CSC, SOCOB, OWL (Outstanding Women Leader)</p> <ol style="list-style-type: none"> a. National b. Region c. Division d. District/Municipal e. School/Barangay 	<p>_ Certified photocopy of certificate or plaque, etc. -Awards MUST be given in a fitting occasion.</p> <p>2. Memorandum (should be a product of a search) **CSC awards adopted by the office Metrobank, ALL outstanding employee awards (given by NGOs, LGUs, or DepED.)</p>

IMPACT REPORT OF THE BEST PRACTICES PER CRITERION

1. Title
2. Rationale/ Background
3. Objectives
4. Methodology
5. Monitoring and Evaluation

MOVs for Monitoring and Evaluation conducted by immediate supervisor

	3	2	1
a. Duly signed schedule of monitoring and evaluation activities conducted by immediate schedule relative to be implementation of practice.	Presence of 3 MOVs during the implementation	Presence of 2 MOVs during the implementation	Presence of 1 MOV during the implementation
b. Reports from immediate superior on monitoring and evaluation relative to the implementation of best practice duly signed i.e. observation report			
c. Pictorials during the conduct of monitoring and evaluation.			

6. Progress Report
7. Advocacy
8. Impact
9. Accountability and CI