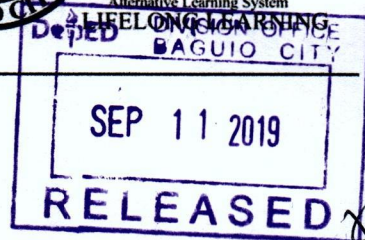
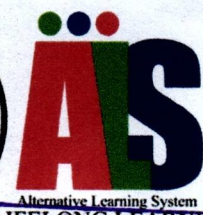




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Military Cut Off, Baguio City, 2600
Tel. No: 442:2923



Division Memorandum
No. 429, s.2019

TO **ALS Education Program Supervisor
Public Schools District Supervisors
District ALS Coordinators
Mobile Teachers
ALS Partners
All others concerned**

SUBJECT **2019 DIVISION SEARCH FOR BEST PERFORMING ALS MOBILE TEACHER**
DATE: **September 10, 2019**

1. The Department of Education - Alternative Learning System will conduct a search for best performing ALS mobile teacher on September 11 & 18, 2019.
2. The search has the following objectives:
 - a. Give due honor and recognition to ALS Teachers for their exemplary performance, dedication, and outstanding achievements as well as contributions to reach and educate the out-of-school youths and adults (OSYAs) in the community;
 - b. Motivate all ALS Teachers to pursue relevant approaches or strategies that will lead to the successful implementation of all ALS projects, programs and activities in the division; and
 - c. Encourage all ALS Teachers to sustain and seek more ways to improve their performance and add more to their contributions for the good of ALS and its stakeholders.
3. The participants are ALS mobile teachers who taught in the institution for at least three (3) years.
4. Enclosed are the following documents for reference: Enclosure No. 1 – Guidelines for the search for best performing ALS teacher, Enclosure No. 2 – Criteria for Evaluation/ Judging, Enclosure No. 3 – Nomination Entry Form.
5. For information and dissemination.


FEDERICO P. MARTIN, Ed. D., Ced. D., CESO V
School Division Superintendent

GUIDELINES FOR THE SEARCH FOR BEST PERFORMING ALS TEACHER

I. Scope of the Program

The search shall apply to all ALS Teachers (Mobile Teachers, Full Time District ALS Coordinators) in the division

II. Qualifications

Nominees must meet the following criteria:

1. Must be an ALS Teacher and have rendered 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 (2) calendar years (2017 and 2018) immediately prior the nomination, and have been consistently and continuously carried out by the nominee during said period.

2. With at least Very Satisfactory Rating for the last two (2) consecutive performance rating periods prior to the nominations; and

3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and no pending administrative or criminal case at the time of nomination.

III. Evaluation/ Judging of Nominees' Documents

1. The nominees will be evaluated based on the criteria contained in Enclosure No. 2.

2. Evidences should be in the form of Signed Testimonies and Certifications by Relevant parties.

3. **A.** The nominees' papers/ documents will be submitted and evaluated first by the Division ALS PRAISE Committee in the following schools:

- a. Baguio Central School – for clustered district ...
- b. Manuel L. Quezon Elementary School – for clustered district...
- c. Lucban Elementary School – for clustered district ...

Winners for the Clustered 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 ALS Teacher.

B. The Division ALS PRAISE Committee shall review, evaluate, and validate the documents of the nominees. Winners will be announced in a special program.

4. The winner will be awarded during Awarding Ceremony to be announced soon and he/ she will be given a plaque of recognition and cash.

V. Required Nomination Documents

1. Properly accomplished nomination form
2. Nominee's updated Personal Data Sheet (PDS) with passport size photo with name tag taken within the last six months prior to the nomination
3. Certification from the Chairperson of the District Praise that the nomination has undergone deliberation by the committee
4. Letter from the School Head endorsing the nomination to the Division Praise

5. 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 nor has any pending administrative or criminal case/s against him/ her at the time of nomination

6. Certification issued by the HRMO that the 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)

7. Updated service record, duly certified by the HRMO

8. Write-up of Accomplishments

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, justification in improving access, efficiency, quality, and governance in education and should adhere to the following pointers:

a. Use specific terms – Examples: assisted, contributed, facilitated, innovated, conceptualized, etc.

b. State outstanding accomplishments of exemplary norms displayed and impact in brief, factual, and in bullet form.

c. Present impact of accomplishments by indicating the employees needs addresses, schools, and learners benefited.

d. The nomination write-ups of immediate head, learners, barangay officials, guardians, partners, and other stake holders.

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 favour or consideration.

VI. Awards and Prizes

The winner will be given plaque of recognition and cash.

VII. Dates of submission

Submission to the district: on or before September 11, 2019

Submission to the ALS Office: on or before September 18, 2019

CRITERIA FOR EVALUATION

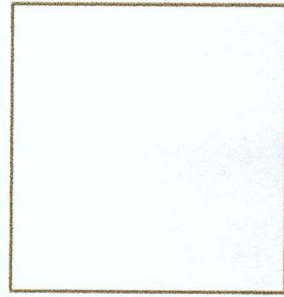
Evaluation Criteria	Weight/ Points	Score	Sample Evidence to be Presented
I. Occupational Competence	75		
A. Outstanding Accomplishments	10		
1. Conducted activities like remedial classes, home visitation, tutoring, and other related activities. <ul style="list-style-type: none"> • Home visitation • Remedial classes 	5 5		Instructional plan for the conduct of remedial classes, Report of conducted home visitation with documentation
2. Accreditation and Equivalency (A&E) Program Performance <ul style="list-style-type: none"> • 75% • 70% • 65% • 60% • 55% 	10 10 8 6 4 2		List of Enrolment with remarks on completers, registrants, takers and passers
3. Sourced-out funds from NGOs, LGUs, and other organizations for the implementation of ALS Programs/ projects (In cash or In kind). <ul style="list-style-type: none"> • 50,000 and above • 30,000-49,000 • 10,000-29,000 • 5,000-9,000 • Below 5,000 	10 10 8 6 4 2		Approved project proposal, letter, documentation
4. Conceptualized literacy programs/projects <ul style="list-style-type: none"> • Outside SDO • Division • District • School • CLC 	10 10 8 6 4 2		Approved project proposals, accomplishment report with documentations/ pictorial with appropriate captions
5. Undertook voluntary service for the: <ul style="list-style-type: none"> • Activity Outside SDO • City • Barangay • District • School 	10 10 8 6 4 2		Certification from the GOs/ NGOs/ partners, documentations/ pictorials with appropriate captions
6. Conducted research on ALS <ul style="list-style-type: none"> • Conducted research in ALS • Drafted of final output • Administered the research • Submitted approved research • Approved research proposal 	5 5 4 3 2 1		Approved Proposal, Output

7. Developed community-based learning material/ learning resource	5		Certified true copy of the learning material
• Published	5		
• Quality Assured	4		
• Pre-submitted	3		
• Submitted and printed copy	2		
• Conceptualized	1		
8. Served as a resource person/ trainer/ facilitator:	5		Certificates
• National	5		
• Regional	4		
• Division	3		
• District	2		
• School	1		
II. Professional Advancement	20		
1. Educational Attainment	10		
• Doctorate Degree			
-Full-fledged	10		Diploma
-Completed Academic Requirements	8		Certification
• Master's Degree	6		
-Full-fledged	4		Diploma
-Completed Academic Requirements			Certification
• College Graduate	2		Diploma
2. Trainings Attended	10		
• International Level	10		Certification
-1 training			
• National Level	8		
-1 training			
• Regional Level	6		
-3 trainings			
• Division Level	4		
-3 trainings			
• District Level	2		
-3 trainings			
III. Awards	5		
• National	5		
• Regional	4		
• Division	3		
• District/Municipal	2		
• School/Barangay	1		
			1. Certified photocopy of certificate of recognition/appreciation/ commendation or plaque, etc., 2. Memorandum

IV. Personal Qualities	10		
<ul style="list-style-type: none"> • Demonstrates positive traits both private and public -observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviours like respect, honesty, dedication, patriotism, and genuine concern for others at all times -initiates, facilitates, and builds inter-community relations -maintains wholesome relations with superiors, peers/ colleagues, and inter-agency partners -demonstrates transparency, honesty, accountability, and personal integrity 			

NOMINATION ENTRY

For Best Performing ALS Teacher DISTRICT ENTRY



District: _____ **Learning Center:** _____

General Instruction: Please type all entries in the form, use additional sheet if necessary.

I. PERSONAL DATA

Name: _____ **Age:** ____ **Sex:** _____
(Surname/Given Name/Middle Name)

Date of Birth: _____ **Civil Status:** _____ **Birth Place:** _____

Home Address: _____
(No., Street, Municipality, Province/City)

Telephone Number: _____ **Office:** _____ **E-mail:** _____

Residence: _____ **Cellphone No.:** _____

II. APPOINTMENT/DESIGNATION

Item (Number)	Date of Appointment	Status	Remarks

(Certified Copy of Appointment, Designation Papers)

III. UNIT HEAD

Name: _____

Position: _____

Office Address: _____

Telephone/Cellphone Number: _____

IV. NOMINATOR

Name: _____ **Position:** _____

School: _____ **Telephone/Cellphone Number:** _____

School Address: _____

Email: _____