



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

August 9, 2022

DIVISION MEMORANDUM

No. 423, s. 2022

2022 DIVISION SEARCH FOR OUTSTANDING TEACHERS AND SCHOOL HEADS

- To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
1. Pursuant to Regional Memorandum No. 446, s. 2022 entitled 2022 Regional Search for Most Outstanding Teachers and School Heads, the Division of Science City of Muñoz announces the conduct of this year's Division Search for Outstanding Teachers and School Heads.
 2. The search aims to:
 - a. recognize teachers and schools heads who manifest profound commitment exemplary competence and remarkable dedication to their profession,
 - b. give honor to the noble contribution of teachers and school heads in the society, and
 - c. features the special roles as educators in facilitating K-12 curriculum with learners at core of the process.
 3. There are four (4) awards in this year's Division Search namely:
 - a. Outstanding Elementary School Teacher
 - b. Outstanding Secondary School Teacher
 - c. Outstanding Elementary School Head
 - d. Outstanding Secondary School Head
 4. There are three phases in this search: Phase 1 {Paper Screening}; Phase 2 (Validation and Background Investigation); and Phase 3 (Interview and Demonstration Teaching/ School Leadership Assessment).
 5. For Phase 1 (Paper Screening), the same Criteria for Evaluation for the Teacher Category and School Head Category shall be used. However, the focus



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Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

of the Teacher Category shall be on teaching and learning while the focus of the School Head Category shall be on school leadership and management.

6. The nominee shall submit two (2) of his/her best milestone accomplishments conducted in any period within the last three (3) school years (SY 2019-2020, SY 2020-2021, SY 2021-2022).

7. The milestone accomplishments shall be of two kinds: (1) Contributions to Service and (2) Contributions to Community which will be evaluated based on the following specific criteria:

Role of the Nominee	35 %
Innovation	35 %
Impact	30 %
Total	100 %

8. To determine the winners, the Division Program on Awards and Incentives for Service (PRAISE) Committee shall evaluate the nominees based on the following criteria:

Paper Screening (Milestone Accomplishments)	35 %
Demonstration Teaching/School Leadership Assessment	35 %
Interview	30 %
Total	100 %

9. The following terms are operationally defined for this search:

- a. secondary - refers to both junior high school and senior high school
- b. school head - refers to a school principal or a head teacher who is officer-in-charge (OIC) or teacher-in-charge (TIC) of a school

10. Nominees from integrated school should be entered either in the elementary or secondary since there is no separate category for integrated schools.



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11. Below is the schedule of activities relative to the search:

Date	Activity	Remarks
August 22,2022	Deadline for submission of pertinent papers and required documents	Late entries will NOT be accepted
August 23,2022	Phase 1. Paper Screening(Evaluation of Milestone Accomplishments)	Screening and shortlisting of entries shall based on the results of the evaluated milestone accomplishment
August 24,2022	Phase 2. Validation and Background Investigation	Only top 3 shortlisted entries in each category shall undergo validation
August 25,2022	Phase 3. Demonstration Teaching/School Leadership Assessment/Interview	Only those who passed Phase 2 shall proceed to Phase 3
August 26,2022	Finalization of the results of the evaluation	Division PRAISE Committee
August 29-31, 2022	Preparation of document for submission to RO3	SEPS -HR submit the winners to RO3
October 5, 2022	Awarding Ceremony	Division level

12. Each School is entitled to nominate for each of the above mentioned categories as entries using the prescribed form.
13. There shall be only one winner for each category who will receive plaque of recognition and cash prize of Php 3,000.00 each.
14. The winners of this activity shall represent the 2022 Regional Search for Most Outstanding Teachers and School Heads to be awarded during the celebration of World Teachers Day
15. Please refers to the attachments of this Memorandum for the Search Guidelines and Mechanics and Criteria for Evaluation.
16. For clarification, you may contact the Senior Education Program Specialist through cyril.talusan@deped.gov.ph or at cellphone number 09776442582.
17. The Division Screening and Grievance Committee shall be composed of the following.



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Division Selection Committee

Chair: **ZUREX T. BACAY PhD**
 Asst. Schools Division Superintendent

Co- Chairs: **BERNARDO A. GARGABITE, EdD**
 SGOD-Chief

LARRY B. ESPIRITU, PhD
 CID-Chief

Members: **RODOLFO A. DIZON, PhD**
 EPS-LRMDS

WINNIE W. POLI
 EPS-Mathematics

AUGUSTO A. MATEO
 EPS-Filipino

MARY QUEEN P. ORPILLA, PhD
 EPS-Science

NELIE D. SACMAN, PhD
 EPS-Araling Panlipunan

AILEEN G. MACTAL
 EPS-English

TABULATORS: CYRIL S. TALUSAN
 Senior Education Program Specialist

WENSDY S. CASIO
 Education Program Specialist II

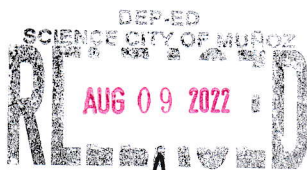
DIVISION GRIEVANCE COMMITTEE

Chair: **DANTE G. PARUNGAO, CESO V**
 Schools Division Superintendent

Members: **FHREISSY CRUZ S. BERMUDA II**
 Administrative Officer V

MERCIDITA D. SALDERO
 EPS-Values Education and Guidance

18. Immediate and widest dissemination of this Memorandum is desired.



Dante G. Parungao
DANTE G. PARUNGAO, CESO V
 Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. **423** , s. 2022

SEARCH GUIDELINES AND MECHANICS

A. Eligibility Requirements

- a. A model of morality and integrity both in public and private life;
- b. Has good human relations in the school and in the community;
- c. A permanent employee who meets the selection criteria;
- d. Has been employed in the DepEd at least for the last three (3) years;
- e. Has been rated Outstanding in performance ratings for the last three school-years; and
- f. Has not been found guilty of any administrative or criminal case.

B. Grounds For Disqualification

1. Non-Compliance with the specifications of the Required Nomination Documents;
2. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the nominee and the certifying authority pursuant to applicable CSC laws and rules; and
3. Nominees already recognized as top awardee (Rank 1) in a similar search in the regional level, or national level organized/ sponsored by either the Department of Education or other government agencies or private organizations, for the last three (3) years.

C. Nomination Process — Nominations shall come from a fellow employee in the school/ SDO or from any DepEd recognized organization.

The Nomination Form shall be accomplished by the nominator/ s. No self-nomination shall be allowed.

D. Required Nomination Documents (just be submitted in chronological order)

- a. Endorsement by the Schools Principal;



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Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

- b. Completely filled out Nomination form;
- c. Certified True Copy of nominee's updated CS Form 212 or Personal Data Sheet with passport size photo;
- d. Certification signed by the SDO Administrative Officer that the nominee has not been found guilty of any administrative or criminal offense;
- e. Summary of Performance Ratings (Outstanding) for the last three school-years signed by the Schools Division Superintendent or any authorized SDO official (SGOD Chief/ CID Chief/ ASDS). Summary only and not the individual IPCRF/ OPCRF;
- f. Certified true copy of updated Service Record duly signed by the agency's Human Resource Management Officer (HRMO);
- g. Omnibus Certification of Authenticity and Veracity of Documents; and
Milestone Accomplishments duly certified by immediate superior/ SDO official/ s.

E. Phases of the Search

Phase 1: Paper Screening — This shall comprise the required nomination documents and milestone accomplishments. Only candidates with complete required nomination documents shall be screened. The Top 3 nominees for each category shall qualify for Stage 2.

Phase 2: Validation/Background Investigation — The Division PRAISE Committee shall spearhead the validation of documents submitted by all candidates who qualified for this stage to ensure authenticity and veracity of all submitted documents. Likewise, the committee shall conduct background investigation to ensure that the nominee/ s meet/ s the eligibility requirement on morality and integrity. Only those who passed Stage 2 shall qualify for the next stage.

Phase 3: Demonstration Teaching/ School Leadership Assessment and Interview — The Division PRAISE Committee through its external board of evaluators shall conduct on-the-spot lesson plan writing and demonstration teaching for the Teacher Category and School Leadership Assessment for the School Head as the final phase of the search.



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Enclosure No. 2 to Division Memorandum No. 423 , s. 2022

CRITERIA FOR EVALUATION
(Phase 1: Paper Screening)
Teacher Category and School Head Category

For Phase I (Paper Screening), the criteria for evaluation shall focus on the MILESTONE ACCOMPLISHMENTS of the nominee. Specifically, the focus of the accomplishment in the Teacher Category shall be on teaching and learning. For the School Head Category, the focus is on school leadership and management.

A milestone accomplishment is what defines the nominee's career as a teacher/ school head. For the purpose of this search, the period covered by the milestone accomplishment shall be within the last three (3) school- years (SY 20 19-2020, SY 2020-2021, SY 2021-2022). It may have any or all of the following characteristics:

1. An innovation or discovery that addresses a felt need and helps overcome a major obstacle in the workplace or community;
2. It creates a significant positive impact on the target beneficiaries;
3. It is sustainable, i.e. the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time;
4. It benefits the community of learners and/ or teachers within the school he/ she belongs but these contributions are above and beyond the usual responsibilities of a teacher/ school head (CONTRIBUTIONS TO SERVICE)
5. Its scope is the bigger academic community outside of his/her own school
i. e. within her/his district, division, region, educational associations and related organizations, or the entire national educational system, as well as contributions to the community outside the educational system (CONTRIBUTIONS TO COMMUNITY).

The MILESTONE ACCOMPLISHMENTS shall be evaluated based on the following areas:

A. ROLE OF THE NOMINEE

- a. How well the nominee performed his/her specific roles and demonstrated his/her leadership skills, which contributed significantly to the success of the accomplishment.



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b. Some examples of roles performed would be that the nominee conceptualized, implemented, initiated, spearheaded, formulated, chaired, led, transformed, developed, strategized, supervised, or facilitated a particular accomplishment.

B. INNOVATION

a. Innovative actions or discovery that addressed a felt need or helped overcome a major obstacle in their workplace or community.

b. the innovation must be sustainable, i.e. the intended innovations, changes, and reforms continue to be carried out, or goods and services continue to be provided to the target beneficiaries over a period of time.

C. IMPACT

a. Were the objectives of the accomplishment met?

b. How were the objectives met?

c. What were the effects of the accomplishment on the intended beneficiaries

d. or stakeholders*

Each nominee is required to submit two (2) milestone accomplishments. One shall focus on Contributions to Service and the other shall focus on Contributions to

Contributions to Service refer to the nominee's impact in the teaching profession/ school leadership benefitting the community of teachers or learners within his/ her academic institution but these contributions are above and beyond the usual responsibilities of a teacher/ school head. To avoid repetition, these contributions should be thematic or grouped together according to their general idea or concept. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching materials/professional development materials such as modules, teaching and learning guides, academic curricula, NAT reviewers, and other related learning/professional development materials that have greatly raised the scores of the students in standardized tests;
2. A discovery, innovation, or creation such as teaching devices or apparatuses;
3. Technology-based learning tools (e.g. learning games, gamification);



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Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

4. Teaching approaches (e.g. Modified explicit instruction approach);
5. Technology-aided instructional supervision, school leadership and management; and
6. Stakeholders involvement/participation, forging partnerships, that contributed to school improvement/performance

Contributions to Community refers to the nominee's contribution to the bigger academic community outside of his/her own school (i.e., within the district, division, region, or the entire national educational system). These contributions may also refer to impacts that benefit the greater community outside the educational system. Some examples of accomplishments that are grouped thematically are the following:

1. Teaching approaches (e.g. Modified explicit instruction approach) that are adopted in the regional or national level;
2. Technology-based teaching, learning tools adopted by other teachers outside of the teacher's own school;
3. Publications, such as books, manuals, policy papers, etc. and action researches (i.e., operations and/ or academic research/action research) that has improved the learning processes within the school;
4. Outreach to far-flung areas or nearby barangays that aims to educate a target population, train individuals, or provide needed goods and services; and
5. Involvement in professional organizations/associations that contributed to community development.



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Enclosure No. 3 to Division Memorandum No. **473**, s. 2022

TEMPLATE IN ACCOPLISHING THE MILESTONE ACCOMPLISHMENTS

Please use the following **TEMPLATE** for accomplishing the Milestone Accomplishments.

(Maximum of 4 pages per Milestone Accomplishment for a total of 8 pages, NOT including the 3 pages of evidences for each. EVIDENCES must be placed **AFTER** each milestone accomplishment.)

Use long bond paper (8.5"x13") with 0.6" margin on all sides, Arial font, size 12, and single spacing. Strictly use the third person point-of-view in accomplishing this Template for Milestone Accomplishments.

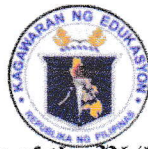
Title of Accomplishment	What is the title of your accomplishment? (Do not use ALL CAPS)
Type of Milestone Accomplishment	Is your accomplishment a new program, project or service(PPS)? Or is it rim improvement on the effectiveness of an existing program, project, or service (innovation Classify your accomplishment using the categories below: 1) Program, Project, or Service 2J Innovation
1. Your Specific Role In It	Briefly describe your role in the accomplishment/ project. Were you the team leader or team member? How was your role critical to the success of the accomplishment/ project?
2. Brief Description of Accomplishment	Briefly describe the nature of your accomplishment. Be concise.
2.1. Rationale	What need or problem did your accomplishment respond to? What made you decide to pet involved in



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Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

	it?
2.2 Objectives	What did your accomplishment aim to achieve? Kindly provide SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives
2.3 Date Started and Completed	When did the accomplishment take place? (start and end dates)
2.4 Coverage	Where did the accomplishment take place? (e.g. city, province) what areas the scope of the accomplishment P (e.g. unit/school/division/ regional/ national/ international
2.5 Beneficiaries	Briefly describe the beneficiaries of your accomplishment. How many were they? What sectors did they come from? (e.g. teachers, students, indigenous peoples, urban poor, etc.)
2.6 Key Partner Implementing Organizations/Individuals	List down at least five (5) key persons who were involved in the implementation of your accomplishment. Include their positions, organization and addresses, landline/ mobile numbers e-mail addresses and brief description of their contribution to the milestone accomplishments. This includes inter stakeholders from outside the school who helped realize the accomplishment (e.g., donor agency/individual, LGU, local NGO partner). External stakeholders are also those who benefited from the accomplishment indirectly).
2.7 Source of Funding	What were the names of the donor agency or individuals who provided financial and/or in-kind assistance to help you realize your accomplishment? include the kind of Assistance given, along with their contact details (mailing address, landline/ mobile numbers, email address).



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Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

2.8 Responsiveness	This refers to any or all characteristics of the milestone accomplishment, as follow: 1. Responded to the felt or articulated need o/the target or intended beneficiaries 2. Integrated the requirements, contexts, rind perspectives of target beneficiaries in its design and approach 3. Implemented at tile right time to address the felt or articulated need of the target or intended beneficiaries 4. Aligned with the objectives of the milestone accomplishment
2.9 Innovation	This refers to any or all characteristics of the milestone accomplishment, us follows: 1. Introduced a new strategy or method to improve the delivery of an existing program, project, or service to the target beneficiaries of the nominee 2. Set the standard in carrying out the tasks and responsibilities in the school or unit of assignment of the nominee that resulted in a new product, service, or intellectual property which was adopted in the nominee’s school or unit of assignment
2.10 Outcomes/Results/Impact	This refers to any or all characteristics of the milestone accomplishment, as follows: 1. Satisfied the objectives of the accomplishment 2. Provided a practical solution to the felt or articulated need of the target beneficiaries 3. Cited a quantitative or qualitative measurement on the number of beneficiaries of the milestone accomplishment
2.11 Sustainability	This refers to any or all characteristics of the milestone accomplishment, as follows:



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	<ol style="list-style-type: none">1. Generated resources to ensure the continuity of the accomplishment in the school or unit of assignment, even after the implementation period2. Acquired the target beneficiaries' support to ensure the sustainability of the accomplishment even with minimal intervention or /follow-through from the nominee3. Posed strong potential that the milestone accomplishment can be replicated outside the target beneficiary group4. Showed evidence that the milestone accomplishment was replicated outside the target beneficiary group
3. Evidence	These may be reports, pictures, news clippings,, or case reports. Please limit evidence to a maximum of 3 pages. Prioritize the most important ones.



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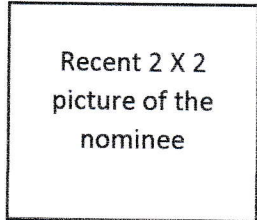
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Enclosure No. 3 to Division Memorandum No. 423, s. 2022

NOMINATION FORM
Division Search for Outstanding Teachers and School Heads

THE SCREENING AND SELECTION COMMITTEE

Schools Division Office
 Barangay Rizal, Science City of Muñoz



After reviewing the rules and criteria for the Division Search for Outstanding Teachers and School Heads, I hereby nominate:

Name of Nominee: _____
 Category: _____
 Cluster: _____
 Current Position of Nominee: _____
 Subject Area & Grade Level Taught (For Teachers): _____
 School: _____
 School Address: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominees and the undersigned understand that the decision of the Screening and Selection Committee is final and that we agree to abide by it.

Name of Nominator: _____ Position: _____
 Signature of Nominator: _____ Date Signed: _____

