



August 10, 2018

**DIVISION MEMORANDUM**

No. 63 s. 2018

**GURONASYON SILVER 2018**

TO :

- OIC-Assistant Schools Division Superintendent
- OIC-Chief, Curriculum Implementation Division
- OIC-Chief, School Governance and Operations Division
- Education Program Supervisors
- Public School District Supervisors
- Concerned Unit Heads
- Concerned SGOD Personnel
- Elementary and Secondary School Heads
- All Others Concerned

1. The Guronasyon Foundation Incorporated, continues its journey to help bring in every home the rewards of first class education by ensuring that every classroom has a quality teacher who can initiate change and make every child a worthy Filipino Citizen.
2. In line with this, all elementary and secondary school heads and teachers are encouraged to participate in the Guronasyon Silver 2018 in any of the following category:
  - a. Most Outstanding Elementary School Teacher;
  - b. Most Outstanding Secondary School Teacher;
  - c. Most Outstanding Elementary School Heads; and
  - d. Most Outstanding Secondary School Heads.
3. All schools shall submit entries to their respective district for district level competition/search. Each district is required to submit minimum of three (3) entries both for elementary and secondary levels in all categories. For districts with only one school, teachers may compete within the school level and shall be the representative in the district level.
4. All schools are enjoined to strictly follow the selection process and stipulated schedule. Non-adherence to the set schedule will be a basis for disqualification of the nominee/s.
5. The Guidelines for the Search on the Guronasyon Silver 2018 at the school level are as follows:
  - a. Nominees should have a three-year residency in either Rizal Province or Antipolo City;
  - b. School heads must allow all qualified teachers to be nominated and undergo fair and proper selection process. All schools must submit a set of nominees for each category;
  - c. Results of the selection process should be signed by nominee and should be posted in their school's bulletin/transparency board right after the school/district evaluation;
  - d. The district supervisors shall monitor the selection process at school level search, while the Education Program Supervisors will do the same at the district level to ensure the credibility, reliability and validity of the results;
  - e. Supporting documents of the Top three (3) nominees from each school shall be submitted for the district level evaluation;
  - f. The Rank 1 for each district will be the nominee for the Division Level;
  - g. Should there be any complaint/questions regarding the school/district selection process, the teacher must submit a written query about his/her concerns to the Review Committee within three (3) days after posting of the results;
  - h. The Review Committee will act within 2 days upon the receipt of the written complaint/s; and
  - i. The Review Committee will issue a notification regarding the findings;




6. The following are not eligible to join the Search for the Guronasyon Silver 2018:

- a. Previous awardees of Guronasyon and Gawad Natatanging Rizaleño for the same category;
- b. Spouses and relatives up to the first degree of consanguinity or affinity of officers and employees of the Guronasyon Foundation Inc., the Guronasyon Silver 2018 Search, Selection and Nomination Committee and PREDAC Secretariat;
- c. Nominees who have been suspended or have been sanctioned for violation of administrative policies, rules and regulations or with pending administrative and/or criminal case/s; and
- d. Nominees who have been subjected to any grievance complaint/s in the school and in the community/barangay.

7. To ensure the smooth conduct of this activity, the following are enclosed to this Memorandum:

- a. Enclosure No. 1 – Division Search, Selection and Nomination Committee;
- b. Enclosure No. 2 – Division Review Committee;
- c. Enclosure No. 3 – Composition of School, District and Division Selection Board;
- d. Enclosure No. 4 – Schedule of Activities/Time Table;
- e. Enclosure No. 5a-5b – Criteria for Evaluation on the Guronasyon Search for Outstanding Elementary/Secondary School Head; and
- f. Enclosure No. 6a-6b – Criteria for Evaluation on the Guronasyon Search for Outstanding Elementary/Secondary School Teacher.

8. Dissemination of this Memorandum to all concerned is earnestly desired.

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent



Enclosure No. 1 to Division Memorandum No. 43 s. 2018

**DIVISION SEARCH, SELECTION AND NOMINATION COMMITTEE**

**CHAIRPERSON:** DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

**VICE-CHAIRPERSON:** DR. GLORIA C. ROQUE  
OIC - Assistant Schools Division Superintendent

**MEMBERS:** LITO A. PALOMAR, OIC-Chief, CID  
ANSELMO C. CELESTE JR., OIC-Chief, SGOD  
REYNALDO M. ANDRADE JR., EPS-Filipino  
CRISTINA C. SALAZAR, EPS-English  
FREDERICK B. VALLINAS, Admin. Officer V

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Documents Appreciation Committee	<b>Chairperson:</b> Anselmo C. Celeste Jr.  <b>Co-Chair:</b> Dr. Jonathan P. Domingo <b>Members:</b> Selected SGOD Personnel	<ul style="list-style-type: none"> <li>• Receives from the District Screening Committee (DSC) the results with the corresponding documents</li> <li>• Verifies and evaluates the submitted documents</li> <li>• Reviews and consolidates the results of the individual rating of applicants</li> </ul>
Documentation Monitoring & Evaluation	<b>Chairperson:</b> Dr. Isabel M. Gonzales  <b>Co-Chair:</b> Arlene L. Tayona <b>Member:</b> Myra B. Villareal Flordeliza O. Mendiola	<ul style="list-style-type: none"> <li>• Documents the selection process in the division level</li> <li>• Conducts monitoring and evaluation of the selection process</li> <li>• Prepares narrative, pictorial and evaluation report of the selection process</li> </ul>
<b>DEMO-TEACHING COMMITTEE:</b> Elementary Level          Secondary Level	<b>Chairperson:</b> Cristina C. Salazar <b>Members:</b> Dolores J. Agong Bernadette I. Berber Merlita O. Sayago  <b>Chairperson:</b> Reynaldo M. Andrade Jr. <b>Members:</b> Dr. Arnel T. Buena Melanie F. Burgonia Priscilla V. Salo	<ul style="list-style-type: none"> <li>• Sets the schedule of the demonstration teaching</li> <li>• Observes the nominees for the search</li> <li>• Consolidates the results</li> <li>• Submits the results to the Tabulation Committee</li> </ul>
Committee on the Tabulation of Scores	<b>Chairperson:</b> Ma. Florabel M. Tolentino  <b>Co-Chairperson:</b> Noel C. Meriño	<ul style="list-style-type: none"> <li>• Receives and tabulates the scores submitted by the different committees</li> <li>• Consolidates the results of the scores</li> <li>• Submits the complete results evaluation to PREDAC <i>(Maintains the secrecy of information)</i></li> </ul>
Interview Committee	<b>Chairperson:</b> Dr. Gloria C. Roque <b>Members:</b> Lito A. Palomar Anselmo C. Celeste Jr. Frederick B. Vallinas Christine T. Coronado	<ul style="list-style-type: none"> <li>• Sets the schedule of interview</li> <li>• Interviews the nominees</li> <li>• Consolidates scores</li> <li>• Submits to the Tabulation Committee</li> </ul>



Enclosure No. 2 to Division Memorandum No. 63 s. 2018

**DIVISION REVIEW COMMITTEE ON THE SEARCH FOR GURONASYON SILVER 2018**

**CHAIRPERSON**

**DR. GLORIA C. ROQUE**  
OIC-ASDS

**CO-CHAIRPERSONS**

**LITO A. PALOMAR**  
OIC-Chief, CID

**ANSELMO C. CELESTE JR.**  
OIC-Chief, SGOD

**MEMBERS**

**FREDERICK B. VALLINAS**  
Administrative Officer V

**CHRISTINE T. CORONADO**  
Administrative Officer IV-HRMO

**DR. JONATHAN P. DOMINGO**  
Education Program Supervisor-SGOD

**MELANIE F. BURGONIA**  
Education Program Supervisor-TLE/EPP

**MANOLITO RESABA**  
President, Teachers Association



Enclosure No. 3 to Division Memorandum No. 63 s. 2018

### COMPOSITION OF SCHOOL/DISTRICT/DIVISION SELECTION BOARD

#### School Level:

**Chairperson:** School Head  
**Members:** Faculty President  
PTA President  
2 Teacher Representatives

#### District Level:

**Chairperson:** Public School District Supervisor  
**Members:** Principal Leader  
Previous Principal Awardees or  
2 Principal Representatives

#### Division Level:

**Chairperson:** OIC-Assistant Schools Division Superintendent  
**Members:** OIC-Chief, CID  
OIC-Chief, SGOD  
Cristina C. Salazar  
Reynaldo M. Andrade Jr.



Enclosure No. 4 to Division Memorandum No. 63 s. 2018

**LOCAL SEARCH FOR GURONASYON SILVER 2018  
SCHEDULE OF ACTIVITIES**

<b>ACTIVITY</b>	<b>PERSONNEL-IN-CHARGE</b>	<b>DATE OF SUBMISSION/ IMPLEMENTATION</b>
School Evaluation	School Selection Committee	August 13 -17, 2018
Submission of School Results		August 20, 2018
District Evaluation	District Selection Committee	August 22 - 24, 2018
Submission of District Results		August 28, 2018
Division Evaluation <ul style="list-style-type: none"><li>• Evaluation of documents</li><li>• Demo-teaching</li><li>• Interview</li></ul>	Division Selection Committee	September 10, 2018 September 12, 2018 September 14, 2018
Finalization of Results	Tabulation Committee	September 21, 2018
Submission of the Results to PREDAC		September 28, 2018



Enclosure No. 5a to Division Memorandum No. 63 s. 2018

**CRITERIA FOR EVALUATION ON THE GURONASYON SEARCH FOR OUTSTANDING  
ELEMENTARY/SECONDARY SCHOOL HEAD**

CRITERIA	DOCUMENTS	POINT SYSTEM
<b>I. Personal Qualities and Character</b>  (10%)	Certification from: <ul style="list-style-type: none"> <li>• Immediate supervisor</li> <li>• Peers</li> <li>• Community/barangay</li> <li>• Civic organization</li> <li>• Religious organization</li> </ul>	1 Point/certification plus the rubric to be used by the Selection Committee
<b>II. Instructional Competence and Teaching Effectiveness</b>  (55%)	<b>Note:</b> Documents for the last 3 years	
<b>A. Supervision and Instructional Competence</b>  (20%)	<ul style="list-style-type: none"> <li>• OPCRF</li> <li>• Achievement Rate (School Report on NAT &amp; QT Results)</li> <li>• Signing of Summary of Observation</li> <li>• SBM Level</li> </ul>	5 5 5 5
<b>B. Fiscal Management</b>  (10%)	Certification from the Accounting Office: <ul style="list-style-type: none"> <li>• Percentage of MOOE Liquidation</li> <li>• Percentage of School Canteen Reports</li> </ul>	5 5
<b>C. Research Output/Action Research Conducted</b>  (5%)	Certification from the Division Planning & Research Unit <i>(Not a Masteral Thesis nor a Doctorate Dissertation)</i>	Division – 5 District – 4 School – 3 <i>(Cumulative Scores)</i>
<b>D. Creative Output</b>  (5%)	Book Authorship <ul style="list-style-type: none"> <li>• Title Page &amp; Copyright Page (Verified from the original)</li> </ul> Educational Journal/School Paper Authorship <ul style="list-style-type: none"> <li>• Photocopy of the article/journal to be verified from the original</li> </ul>	5 pts divided by number of authors 1 pt./article published <i>(Cumulative Scores)</i>
<b>E. Innovation</b>  (5%)	Certification and relative documents of the innovation	National – 5 Regional – 4 Division – 3 District – 2 School – 1 <i>(Cumulative Scores)</i>
<b>F. Co-Curricular Involvement</b>  (5%)	Certificate/s of Recognition as TWG, Facilitator, Trainer, Resource Speaker, Program Manager, Class Manager, Process Observer	National – 5 Regional – 4 Division – 3 District – 2 School – 1 <i>(Cumulative Scores)</i>
<b>G. Education Attainment and Professional Advancement</b>  (5%)	<ul style="list-style-type: none"> <li>• TOR and Certificate of Units Completed</li> </ul>	Doctoral – 5 CAR-Doctoral – 4 MA – 3 CAR-MA – 2 MA Units - 1



Enclosure No. 5b to Division Memorandum No. 43 s. 2018

CRITERIA	DOCUMENTS	POINT SYSTEM
<b>III. Professional and Community Involvement (10%)</b>		
A. Participation in training program (2.5%)	Certificate of Trainings attended/conducted in three (3) days	National – 2.5 Regional – 2 Division 1.5 District – 1 School – 0.5 (Cumulative Scores)
B. Participation in professional organization related to teaching (2.5%)	Certificate as member in any professional organization	0.5 per membership/participation in any professional organization
C. Participation in community and civic movements (2.5%)	Certificate of attendance in any community and civic activities	National – 2.5 Regional – 2 Division 1.5 District – 1 School 0.5 (Cumulative Scores)
D. Professional/Community Service Awards (2.5%)	Certificate of Recognition for Professional/Community Service Awards	0.5 pts./award (Award conducted through search)
<b>IV. Development Coaching (15%)</b>		Rubric
<b>V. Interview (10%)</b>		Rubric
<b>TOTAL</b>		





Enclosure No. 6a to Division Memorandum No. 43 s. 2018

**CRITERIA FOR EVALUATION ON THE GURONASYON SEARCH FOR OUTSTANDING  
ELEMENTARY/SECONDARY SCHOOL TEACHER**

CRITERIA	DOCUMENTS	POINT SYSTEM
<b>I. Personal Qualities and Character</b>  (10%)	Certification from: <ul style="list-style-type: none"> <li>• Immediate supervisor</li> <li>• Peers</li> <li>• Community/barangay</li> <li>• Civic organization</li> <li>• Religious organization</li> </ul>	1 Point/certification plus the rubric to be used by the Selection Committee
<b>II. Instructional Competence and Teaching Effectiveness (55%)</b>	<b>Note:</b> Documents for the last 3 years	
A. Demonstrated competence in teaching  (20%)	<ul style="list-style-type: none"> <li>• IPCRF</li> <li>• Summary of Ranking</li> <li>• Achievement Rate (School Report on NAT &amp; QT Results of the Learning Area handled)</li> <li>• Copy of the observation report</li> </ul>	5 5 5 5
B. Instructional Materials produced  (10%)	<ul style="list-style-type: none"> <li>• Contextualized Lesson exemplar/s and Instructional materials</li> </ul>	National -10 Regional-9 Division-8 District-7 School-6 <i>*Highest level/points earned</i>
C. Research Output/Action Research Conducted  (5%)	Certification from the Division Planning & Research Unit <i>(Not a Masteral Thesis nor a Doctorate Dissertation)</i>	Division – 5 District – 4 School – 3 <i>(Cumulative Scores)</i>
D. Creative Output  (5%)	Book Authorship <ul style="list-style-type: none"> <li>• Title Page &amp; Copyright Page (Verified from the original)</li> </ul> Educational Journal/School Paper Authorship <ul style="list-style-type: none"> <li>• Photocopy of the article/journal to be verified from the original</li> </ul>	5 pts divided by number of authors 1 pt./article published <i>(Cumulative Scores)</i>
E. Innovation  (5%)	Certification and relative documents of the innovation	National – 5 Regional – 4 Division – 3 District – 2 School – 1 <i>(Cumulative Scores)</i>
F. Co-Curricular Involvement  (5%)	Certificate/s of Recognition as TWG, Facilitator, Trainer, Resource Speaker, Program Manager, Class Manager, Process Observer	National – 5 Regional – 4 Division – 3 District – 2 School – 1 <i>(Cumulative Scores)</i>
G. Education Attainment and Professional Advancement  (5%)	<ul style="list-style-type: none"> <li>• TOR and Certificate of Units Completed</li> </ul>	Doctoral – 5 CAR-Doctoral – 4 MA – 3 CAR-MA – 2 MA Units - 1



Enclosure No. 5b to Division Memorandum No. 43 s. 2018

CRITERIA	DOCUMENTS	POINT SYSTEM
<b>III. Professional and Community Involvement (10%)</b>		
A. Participation in training program (2.5%)	Certificate of Trainings attended/conducted in three (3) days	National – 2.5 Regional – 2 Division 1.5 District – 1 School – 0.5 (Cumulative Scores)
B. Participation in professional organization related to teaching (2.5%)	Certificate as member in any professional organization	0.5 per membership/participation in any professional organization
C. Participation in community and civic movements (2.5%)	Certificate of attendance in any community and civic activities	National – 2.5 Regional – 2 Division 1.5 District – 1 School 0.5 (Cumulative Scores)
D. Professional/Community Service Awards (2.5%)	Certificate of Recognition for Professional/Community Service Awards	0.5 pts./award (Award conducted through search)
<b>IV. Demonstration Teaching (15%)</b>		Rubric
<b>V. Interview (10%)</b>		Rubric
<b>TOTAL</b>		