



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO



Enclosure 1 to Memorandum No. _____ s. 2019

2018 HAMAKA AWARD OF EXCELLENCE IN EDUCATION
Program on Awards and Incentives for Service Excellence (PRAISE)
In DepEd Division of Antipolo City

GUIDELINES

I. RATIONALE

In support to the GAWAD PATNUGOT or the CALABARZON Search for Treasured Achievers in the Region (C-STAR) as well as the Civil Service Commission Resolution No. 010112 and CSC MC No. 01, s. 2001, the Department of Education Division of Antipolo City created its own award system anchored on the CSC Program on Awards and Incentives for Service Excellence (PRAISE) as stated in DepEd Order No. 9 re: Establishing the PRAISE in the Department of Education. Division of Antipolo City adopts the DepEd PRAISE and translates through the **HAMAKA Award of Excellence in Education**.

HAMAKA Award of Excellence in Education is the divisions' program on rewards and recognition that aims to recognize the exemplary performance of teachers, instructional leaders, non-teaching personnel who have brought honor to their place of work (school), to the division and to the nation as whole.

II. OBJECTIVES

1. Recognize and reward teachers, school heads and non-teaching personnel of DepEd Division of Antipolo City for their innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior and extraordinary acts or services which leads to organizational productivity
2. Recognize and reward schools and office that put premium on delivering quality basic education services through effective and transparent implementation of School-Based Programs and Projects and consistently deliver exceptional service to customers.
3. Motivate and inspire DepEd Antipolo's personnel to continue improve the quality of their performance towards the attainment of "Edukasyong Tapat at Sapat Para sa Lahat"
4. Instill deeper commitment to public service.
5. Select the best candidates who can be nominated for the Civil Service Commission Pagasa Awards.

III. AWARDS CATEGORY

Category A

1. Outstanding Teacher (Elementary)
2. Outstanding Teacher (Junior High School)
3. Outstanding School Head (Elementary and Secondary)
4. Outstanding Non-Teaching Personnel (Level 1 and 2)



5. Outstanding Senior High School Teacher
6. Outstanding Alternative Learning System (ALS) Implementer
7. Loyalty Service Award (For School Heads and Division Personnel who are 25, 30, 35 and 40 years in service)
8. Best in Frontline Service (Division Personnel)
9. Best School Paper Adviser
10. Best Research Implementer

Category B

1. Best in Frontline Services (Division Unit/Section)
2. Best ELLN Implementer
3. Best SBM Implementer

IV. QUALIFICATION REQUIREMENTS

MOST OUTSTANDING TEACHER (Elementary and Junior High School)

- Filipino Citizen
- Performance Rating of at least Very Satisfactory (VS) for the last three (3) years
- Active in the service for not less than five (5) years and must not be on leave at the time of nomination.
- No pending administrative/civil/criminal case

MOST OUTSTANDING SCHOOL HEAD (Elementary and Secondary)

- Filipino Citizen
- Three (3) years as School Head, Three (3) years as TIC, Aggregates of OIC and TIC for 3 years
- Active in the service for not less than three (3) years and must not be on leave at the time of nomination
- OPCR for the last three (3) years
- No pending administrative/civil/criminal case

OUTSTANDING NON-TEACHING PERSONNEL (Level 1)

- Filipino Citizen
- Performance Rating of at least Very Satisfactory (VS) for the last two (2) years
- Active in the service for not less than two (2) years and must not be on leave at the time of nomination.
- Demonstrated exemplary service and conduct based on the norms of behavior described under Republic Act No. 6713
- Sustained work performance over and above the normal requirements of his/her position.
- No pending administrative/civil/criminal case



OUTSTANDING NON-TEACHING PERSONNEL (Level 2)

- Filipino Citizen
- Performance Rating of at least Very Satisfactory (VS) for the last two (2) years
- Active in the service for not less than two (2) years and must not be on leave at the time of nomination.
- Demonstrated exemplary service and conduct based on the norms of behavior described under Republic Act No. 6713
- Sustained work performance over and above the normal requirements of his/her position.
- No pending administrative/civil/criminal case

OUTSTANDING SENIOR HIGH SCHOOL TEACHER

- Filipino Citizen
- Performance Rating of at least Very Satisfactory (VS) for the last three (3) years
- Active in the service for not less than five (5) years and must not be on leave at the time of nomination.
- No pending administrative/civil/criminal case

OUTSTANDING ALTERNATIVE LEARNING SYSTEM (ALS) IMPLEMENTER

- Filipino Citizen
- Performance Rating of at least Very Satisfactory (VS) for the last three (3) years
- Active in the service for not less than five (5) years and must not be on leave at the time of nomination.
- No pending administrative/civil/criminal case

BEST IN FRONTLINE SERVICE (DIVISION PERSONNEL)

- Filipino Citizen
- Performance Rating of at least Very Satisfactory (VS) for the last two (2) years
- Active in the service for not less than two (2) years and must not be on leave at the time of nomination.
- Demonstrated exemplary service and conduct based on the norms of behavior described under Republic Act No. 6713
- Sustained work performance over and above the normal requirements of his/her position.
- No pending administrative/civil/criminal case

BEST IN FRONTLINE SERVICES (UNIT/SECTION)

- Consistent excellence over time in provision of a service or set of services that impacts the quality of life of clients/customers.
- Willingness to exceed the boundaries of an established role in order to deliver the exceptional rather than the expected
- Personal commitment above and beyond that which is normally expected to enrich life for another or for others
- Cultivation of relationships as an expression of love and personal caring



- Demonstrated ability to exceed expectations while also working effectively and supportively as a member of a team
- An extraordinary instance of rising to a particular challenge and doing so in a manner that reflects the highest ideals of service and caring
- The ability to inspire others to higher levels of service excellence

BEST SCHOOL PAPER ADVISER and BEST RESEARCH IMPLEMENTER

- Filipino citizen
- Active in the service and have rendered for not less than three (3) years of continuous government service as of deadline of nomination's submission.
- Nominee's accomplishments which he/she is being recognized should also be made within the last three years immediately prior to the nomination and have been continuously carried out by the nominee during the said period
- Must not be on leave at the time of the Search
- Certification signed by the Administrative Officer IV (Personnel) that the nominee has obtained at least Very Satisfactory (VS) performance ratings for the last three (3) years
- Copy of the IPCRF
- Has not been subjected to any form of disciplinary actions
- No pending administrative, criminal and civil case filed
- No notice of Disallowance from COA

BEST ELLN IMPLEMENTER and BEST SBM IMPLEMENTER

- Certification signed by the Administrative Officer IV (Personnel) of SDO that the School nominee has obtained at least Very Satisfactory performance ratings for the last two years (OPCRF)
- Copy of the OPCRf
- Nominee's accomplishments which he/she is being recognized should also be made within the last three years immediately prior to the nomination and have been continuously carried out by the nominee during the said period

V. DISQUALIFICATION

1. Previous awardees of Provincial, Regional and National Search and awardees/winners of the 2016 and 2017 *HAMAKA* Award of Excellence in Education.
2. Persons who have been suspended, reprimanded or with pending cases relative to violation of any administrative policies, rules and regulations
3. Lone contender in specific category
4. Less than 80% rating of the submitted documents

VI. APPLICATION REQUIREMENTS

1. Duly accomplished nomination form
2. Colored photograph (2x2) passport size
3. Nomination by immediate superior
4. DepEd appointment



5. Service Record

VII. AWARDS

1. Plaque of Recognition
2. Certificate of Recognition
3. Silver Ring (Loyalty Service Award)

VIII. MECHANICS

1. The Schools Division Superintendent, as chair shall organize a selection committee for each category consisting of Chiefs, Team Leaders/Unit Heads from different teams/units and Education Program Supervisors as members.
2. Each district shall submit one (1) official nominee per category for the HAMAKA Award of Excellence who will undergo final evaluation and interview by the Division Panel of Judges
3. Demonstration teaching, interview and validation of submitted documents shall be announced in a specific time.

TIME TABLE

DATE	ACTIVITY	IN-CHARGE	VENUE
January 3, 2019	Review of the Criteria for Evaluation	PRAISE Committee and Other Members	Supply Office
January 4, 2019	Meeting with the PSDS re: Criteria for Evaluation	PRAISE Committee	PSDS Office
January 14, 2019	Submission of entries, form, documents to the District Supervisors	District Supervisors	Division Office
January 15, 2019	Evaluation of Documents	District Selection Committee of Clustered District	To be identified by the District Supervisor
January 16, 2019	Submission to the Division Office	District Supervisors	ASDS Office
January 17-18, 2019	Review of Documents Demo-teaching, interview and Consolidation of Results	REVIEW OF DOCUMENTS Over-all In-charge: Dr. Jonathan P. Domingo Members: Dr. Arnel T. Buena (District I-A, I-B) Dr. Isabel M. Gonzales (District I-C, I-D)	San Isidro ES



		<p>Mr. Alfonso L. Abogado (District II-A, II-B) Mr. Albano L. Del Monte Jr. (District II-C) Mr. Rizalvy S. Pineda (District II-D) Mrs. Myra B. Villareal (District II-E) Mr. Noel C. Meriño (District II-F) Mrs. Arlene L. Tayona</p> <p><u>DEMO-TEACHING OBSERVATION</u> Over-all In-charge: Mr. Lito A. Palomar Members: <u>SENIOR HS</u> Mrs. Cristina C. Salazar Mrs. Dolores J. Agong Mr. Anselmo C. Celeste Jr. Ms. Marilyn D. Zapanta</p> <p><u>JUNIOR HS</u> Mr. Reynaldo M. Andrade Jr. Mrs. Melanie F. Burgonia Mrs. Priscila V. Salo Dr. Darwin D. Bargo</p> <p><u>ELEMENTARY</u> Mrs. Bernadette I. Berber Mrs. Merlita O. Sayago Mrs. Jocelyn A. Perez Dr. Gloria A. Benedicto</p> <p><u>INTERVIEW</u> Over-all In-Charge: Dr. Gloria C. Roque Members: <u>NON-TEACHING PERSONNEL</u> Mr. Frederick B. Vallinas Mrs. Christine T. Coronado Mrs. Raquel F. Esguerra Mr. Ragaam V. Dela Cruz Mr. Ranito Gallego Mrs. Myrna E. Bautista</p> <p><u>ELEM. & JUNIOR HS TEACHER</u> Dr. Nimrod A. Tupas Ms. Marilou M. Lico Dr. Emily M. Concio Mr. Manolito Resaba Mrs. Irene C. Domingo</p> <p><u>SCHOOL HEAD & SENIOR HS TEACHER</u> Mr. Michael T. Tayona Ms. Luz C. Cayanong Mrs. Vivienne C. Martinez Atty. Jeremiah Jan F. Agustin Dr. Rico Reyes Mr. Ronaldo I. Ata Dr. Rommel S. Beltran</p> <p>Documenter: Mr. Ross Paras</p>	<p>San Jose NHS</p> <p>Dela Paz NHS</p> <p>Juan Sumulong ES</p> <p>San Isidro ES</p> <p>Juan Sumulong ES</p> <p>San Jose NHS</p>
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		Ms. Christine Joy Cabiles Office staff of the assigned venue Technical: Mr. Frederick B. Vallinas Mrs. Florabel M. Tolentino Select School ICT Coordinators Monitoring and Evaluation: Mrs. Flordeliza O. Mendiola Dr. Gayle J. Malibiran	
February 6, 2019	Final Rehearsal	Mr. Reynaldo M. Andrade Jr. Mr. Albeno L. Del Monte Jr. Ms. Cristina L. Arellano	Venue
February 8, 2019	Awarding Ceremony	Program Committee	Sitio Elena Events Place Cainta, Rizal (tentative)



CRITERIA FOR EVALUATION

1. MOST OUTSTANDING TEACHER (Elementary and Secondary)

DOCUMENTS (50%)			
A. PERSONAL QUALITIES AND CHARACTER		(10 pts.)	
1. Model of Integrity in Public and Private Life	5 pts.		
2. Good Human Relations in School/Community Involvement	5 pts.		
Documents Needed: (at least three)			
<ul style="list-style-type: none"> • Write-ups about the nominee on his/her personal qualities certified by the principal, district supervisors and PTA president • Write-ups about the nominee by three co-teachers and co-members in socio-civic or religious organization • Write-ups from three community officials, residents and nominees' peers 			
B. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS		(90 pts.)	
1. Performance Rating in the last three (3) years at least VS Performance rating of 5 is equivalent to 15 points			
2. Outstanding Accomplishments in the last three (3) years	10 pts.		
<ul style="list-style-type: none"> • Outstanding Employee/Teacher Awards Awardee in School – 5 pts. Awardee in district - 8 pts. Awardee in division – 10 pts. 			
C. Innovations – (10 points maximum)			
Innovative teaching approaches/strategies/practices/materials in the last 5 years properly documented, approved by immediate superior attested by authorized division official:			
Action plan adopted in the school/district	2 pts.		
Instructional materials/learning kit	3 pts.		
Lesson Exemplar/module	5 pts.		
Intervention Package	5 pts.		
D. Research and Development (15 pts. maximum)			
Action research conducted in the school level	5 pts.		
Action research conducted in the district level	10 pts.		
Action research conducted in the division level	15 pts.		
E. Publication/Authorship (10 pts.)			
<ul style="list-style-type: none"> • Articles published in a journal/newspaper/magazine of wide circulation 	3 pts.		
<ul style="list-style-type: none"> • Co-authorship of a book 	5 pts.		
<ul style="list-style-type: none"> • Sole authorship of the book 	10 pts.		
F. Education (10 pts.)			
<ul style="list-style-type: none"> • Doctoral Degree 	10 pts.		
<ul style="list-style-type: none"> • Complete Academic requirement for Doctoral Degree 	7 pts.		
<ul style="list-style-type: none"> • Master's Degree 	5 pts.		
<ul style="list-style-type: none"> • Complete Academic Requirements for Master's Degree 	3 pts.		
<ul style="list-style-type: none"> • Units in M.A. (18-24 units) 	2 pts.		
G. Trainings and Workshops (20 pts.)			
1. Recipient of Scholarship program, short courses, and study grants (6 pts. maximum)			
International	3 pts.		
National	2 pts.		
Regional	1 pt.		
Division	0.5 pt.		
2. Participation in training activities in each level with the following duration: (5 pts. maximum)			
2 to 3 days	4 to 5 days	6 to 7 days	8 days and above



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National – 0.75 pt. Regional – 0.35 pt. Division – 0.25 pt.	National – 1 pt. Regional – 0.5 pt. Division – 0.25 pt.	National – 1 pt. Regional – 0.7 pt. Division – 0.5 pt.	National – 2 pts. Regional – 1 pt. Division – 0.5 pt.
3. Relevant Training (5 pts.) The nominee served as speaker/resource speaker/Facilitator in training workshop(s) <ul style="list-style-type: none"> • National – 3 pts • Regional – 2 pts. • Division – 1 pt. 			
4. Additional points (4 pts. maximum) Nominee served as trainer/coach in a competition in the last 5 years			
National	Regional	Division	
1 st Placer – 3 pts 2 nd Placer- 2 pts. 3 rd Placer – 1 pt.	1 st Placer – 2 pts 2 nd Placer- 1 pt. 3 rd Placer – 0.5 pt.	1 st Placer – 1 pts 2 nd Placer- 0.5 pt. 3 rd Placer – 0.25 pt.	

DEMONSTRATION TEACHING (30%)	
1. Mastery of the Subject Matter	35 pts.
2. Classroom management and discipline	25 pts.
3. Congruency of evaluation with the lesson objectives	20 pts.
4. Effective utilization of Instructional Materials	20 pts.
INTERVIEW (20%)	
1. Communicative Competence	30 pts.
2. Ability to present ideas	25 pts.
3. Knowledge on the issue/question	25 pts.
4. Smartness and Alertness	10 pts.
5. Emotional stability	10 pts.

2. MOST OUTSTANDING SCHOOL HEAD (Elementary and Secondary)

I. Occupational Competence	(40 pts.)
1. Instructional Leadership	15 pts.
<ul style="list-style-type: none"> • Manages the processes and procedures in monitoring student achievement • Ensures utilization of a range of curricular/co-curricular programs and/or strategies • Assesses the effectiveness of curricular/co-curricular programs and/or strategies • Utilizes assessment results to improve learning • Creates and manages a school process to ensure student progress is conveyed to students and parents/guardians regularly • Develops/adapts a research-based school program • Assists in implementing an existing, coherent and responsive school-wide curriculum • Addresses deficiencies and sustain successes of current programs in collaboration with teachers and learners • Develops a culture of functional literacy • Manages the introduction of curriculum initiatives in line with DepED policies (e.g. K to 12, Madrasah) • Works with teachers in curriculum review • Enriches curricular offerings based on local needs • Manages curriculum innovation and enrichment with the use of technology • Organize teams to champion instructional supervisory plan • Conducts instructional supervision using appropriate strategy • Evaluate lesson plans as well as classroom and learning management • Provides in a collegial manner timely, accurate and specific feedback to teachers regarding their performance • Provides expert technical assistance and instructional support to teachers 	
2. Administrative Management Skills	15 pts.



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- Manages the implementation, monitoring and review of the SIP/AIP and other action plans
- Establishes and maintains specific programs to meet the needs of identified target groups
- Takes the lead in the design of a school physical plant and facilities improvement plan
- Allocates/prioritizes funds for improvement and maintenance of school physical facilities according to set guidelines
- Oversees school operations and care and use of school facilities according to set guidelines
- Institutionalizes best practices in managing and monitoring school operations thereby creating a safe, secure and clean learning environment
- Assigns/hires appropriate support personnel to manage school operations
- Prepares financial management plan
- Develops a school budget which is consistent with SIP/AIP
- Generates and mobilizes financial resources
- Manages school resources in accordance with DepEd policies and accounting rules and regulations and other pertinent guidelines
- Accepts donations, gifts, bequests and grants in accordance with RA 9155
- Manages a process for the registration, maintenance and replacement of school assets and dispositions of non-reusable properties
- Organizes a procurement committee and ensures that the official procurement process is followed
- Utilizes fund for approved school programs and projects reflected in SIP/AIP
- Monitors utilization, recording and reporting funds and accounts from school funds
- Prepares financial reports and submit/communicates the same to higher authorities and other educational partners

3. School Performance (3 years) based on NAT/REAT and Academic/Co-Curricular

Activities/A&E (ALS)		10 pts.
• Outstanding	10 pts.	
• Very Satisfactory	7 pts.	
• Satisfactory	5 pts.	

II. Outstanding Accomplishment (30 pts.)

1. Outstanding Employee Award 10 pts.		
Nomination in the region/awardee in the division	5 pts.	
Nomination in the Department/awardee in the region	7 pts.	
National Awardee	10 pts.	
2. Award from other agency 5 pts.		
Municipal/City Awardee	2 pts.	
Provincial Awardee	3 pts.	
Regional Awardee	4 pts.	
National Awardee	5 pts.	
3. Research 5 pts.		
Action research conducted in the district level	3 pts.	
Action research conducted in the division level	4 pts.	
Action research conducted in the regional level	5 pts.	
4. Publication/Authorship 5 pts.		
Division Level	2 pts.	
Regional Level	3 pts.	
National Level	4 pts.	
International Level	5 pts.	
5. Consultancy/Speakership 5 pts.		
Division Level	2 pts.	
Regional Level	3 pts.	
National Level	4 pts.	



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International Level	5 pts.
III. Professional Growth (10 pts.)	
1. Education	
• Doctoral Degree	10 pts.
• Complete Academic Requirements for Doctoral Degree	7 pts.
• Master's Degree	5 pts.
• Complete academic requirement for Master's Degree	3 pts.
• Units in M.A. (18-24 units)	2 pts.
2. Training 7 pts.	
Participant in a specialized training e.g. Scholarship Programs, Short Courses, Study Grants	3 pts.
Participant in three (3) or more training activities in each level conducted for at least three days not credited during the last promotion	2 pts.
• Regional Level – 1 pt.	
• National Level – 1.5 pts	
• International Level – 2 pts.	
Chair/Co-chair in a technical/planning committee	2 pts.
• Regional Level – 1 pt.	
• National Level – 1.5 pts.	
• International Level – 2 pts.	
3. Position and Accomplishment to professional organization 3 pts.	
• Division Level	
President – 2 pts.	
Vice-Pres – 1.5 pts.	
Secretary and other positions – 1 pt.	
• Regional Level	
President – (2.5 pts.)	
Vice-Pres – 2 pts.	
Secretary and other positions – 1.5 pts.	
• National Level	
President – 3 pts.	
Vice-Pres – 2.5 pts.	
Secretary and other positions – 2 pts.	
IV. Personal Characteristics (10 pts.)	
• Human Relations 4 pts.	
➤ Adjust the variety of personalities, ranks and informal groups present in the organization	
➤ Internalizes work changes with ease and vigor	
➤ Accepts constructive criticisms objectively whether from his subordinates, peers or superiors	
➤ Observes proper decorum in relating with superiors and peers	
➤ Takes the initiative to organize workgroups, adopt procedures and standards in his own level	
• Decisiveness 3 pts.	
➤ Thinks logically and acts accordingly	
➤ Consider alternatives and recommends	
➤ Solutions when faced with problem situations	
➤ Gives convincing recommendations and suggestions	
➤ Acts quickly and makes the best decision possible	
➤ Exercises flexibility	



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| <ul style="list-style-type: none"> • Stress Tolerance <ul style="list-style-type: none"> ➤ Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. ➤ Uses coping mechanisms to handle creatively tensions resulting from one's work ➤ Controls negative manifestations of emotions ➤ Performs satisfactorily his duties and functions in a tension-laden situation ➤ Channels negative emotions to positive and constructive endeavors | 3 pts. |
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3. OUTSTANDING NON-TEACHING PERSONNEL

This award is granted to an employee who has demonstrated exemplary service and conduct based on the norms of behavior described under Republic Act No. 6713, and sustained work performance over and above the normal requirements of his/her position.

This award is open to all non-teaching positions in Elementary, Junior and Senior High Schools (e.g. Bookkeeper, Disbursing Officer, Admin. Officer, Librarian, Nurse, and Guidance Counselor). Those whose item are teachers but were given special function to act as coordinators are not included in this category but may apply for the Most Outstanding Teacher Category.

The criteria for this type of award are as follows:

I. Work Competence	(50 pts.)
Documents Needed: (at least three from each category)	
<ul style="list-style-type: none"> • Write-ups/testimonies using STAR approach about the nominee on his/her personal qualities certified by the principal, district supervisors, and PTA President • Write-ups/testimonies using STAR approach about the nominee by three teachers and co-members in socio-civic or religious organization • Write-ups/testimonies using STAR approach from three community officials, residents and nominee's peer 	
1. Performance Rating of at least Very Satisfactory (VS) for the last 2 years	20 pts.
<ul style="list-style-type: none"> • A rating of 5.0 is equivalent to 20 points 	
2. Innovation and Creativity	15 pts.
Recognizes outstanding performance and achievement through innovative approaches and creativity to new and sustainable projects, systems and technologies that provide improved performance and service. Innovative approaches/interventions duly certified by immediate superior	
<ul style="list-style-type: none"> • Conceptualized 5 pts. • Started its pilot implementation 10 pts. • Fully implemented in the division 15 pts. 	
3. Relevant Educational Attainment	10 pts.
<ul style="list-style-type: none"> • Doctoral Degree 10 pts. • Complete Academic Requirements For Doctoral Degree 7 pts. • Master's Degree 5 pts. • Complete academic requirements for Master's Degree 3 pts. • Units in M.A. (18-24 units) 2 pts. 	
4. Skills advancement	5 pts.
<ul style="list-style-type: none"> • Trainers Methodology (TM) 5 pts. • NC IV 4 pts. • NC III 3 pts. • NC II 2 pts. • Certificate Competency 1 pt. 	
II. Professional and Community Involvement	(20 pts.)
1. Participation in training programs	5 pts
<ul style="list-style-type: none"> • Organizer/Chair 	



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National Level	5 pts.
Regional Level	4 pts.
Division Level	3 pts.
• Co-organizer/Co-chair	
National Level	4 pts.
Regional Level	3 pts.
Division Level	2 pts.
• TWG Member	
National Level	3 pts.
Regional Level	2 pts.
Division Level	1 pt.
2. Participant in three (3) or more relevant training activities 5 pts. In each level conducted for at least three days not credited during the last promotion	
• Division Level	3 pts.
• Regional Level	4 pts.
• Division Level	5 pts.
3. Leadership in professional organization related to work 5 pts.	
• Division Level	
President	3 pts.
Vice Pres	2 pts.
Secretary and other positions	1 pt.
• Regional Level	
President	4 pts.
Vice Pres	3 pts.
Secretary and other positions	2 pts.
• National Level	
President	5 pts.
Vice Pres	4 pts.
Secretary and other positions	3 pts.
4. Professional/Community Service Awards 5pts.	
Municipal/City Awardee	2 pts.
Provincial Awardee	3 pts.
Regional Awardee	4 pts.
National Awardee	5 pts.
III. Personal Qualities and Character (30 pts.)	
1. Model of Morality and Integrity in Public and Private 15 pts.	
• Affiliations to social organizations (religious, charity groups, humanitarian groups) Attested (with MOV) by a family member	5 pts.
• Voluntary works (with MOV) in non-government Organizations Attested (with MOV) by a member of the organization	5 pts.
• Exceptional practice proven by external party/agency Attested (with MOV) by the external/agency member	5 pts.
2. Good Human Relations in School/Office/Community 15 pts.	
• Immediate superior's character evaluation	5 pts.
• Co-worker's character evaluation	5 pts.
• Community official's character evaluation	5 pts.

4. MOST PROMISING SENIOR HIGH SCHOOL TEACHER

DOCUMENTS (50%)	
A. PERSONAL QUALITIES AND CHARACTER (10 pts.)	



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1. Model of Integrity in Public and Private Life 2. Good Human Relations in School/Community Involvement Documents Needed: (at least three) <ul style="list-style-type: none"> • Write-ups about the nominee on his/her personal qualities certified by the principal, district supervisors and PTA president • Write-ups about the nominee by three co-teachers and co-members in socio-civic or religious organization • Write-ups from three community officials, residents and nominees' peers 	5 pts. 5 pts.								
B. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS (90 pts.)									
1. Latest Performance Rating of VS Performance rating of 5 is equivalent to 15 points 2. Outstanding Accomplishments 10 pts. <ul style="list-style-type: none"> • Outstanding Employee/Teacher Awards Awardee in School – 5 pts. Awardee in district - 8 pts. Awardee in division – 10 pts. 									
C. Innovations – (10 points maximum)									
Innovative teaching approaches/strategies/practices/materials in the last 5 years properly documented, approved by immediate superior attested by authorized division official: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="padding: 2px;">Lead and conducted LAC Session for Senior HS Teachers</td> <td style="text-align: right; padding: 2px;">2 pts.</td> </tr> <tr> <td style="padding: 2px;">Instructional materials/learning kit</td> <td style="text-align: right; padding: 2px;">3 pts.</td> </tr> <tr> <td style="padding: 2px;">Lesson Exemplar/module</td> <td style="text-align: right; padding: 2px;">5 pts.</td> </tr> <tr> <td style="padding: 2px;">Initiated Development Projects for Senior HS Learners</td> <td style="text-align: right; padding: 2px;">5 pts.</td> </tr> </table>		Lead and conducted LAC Session for Senior HS Teachers	2 pts.	Instructional materials/learning kit	3 pts.	Lesson Exemplar/module	5 pts.	Initiated Development Projects for Senior HS Learners	5 pts.
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D. Research and Development (15 pts. maximum)									
Action research conducted in the school level	5 pts.								
Action research conducted in the district level	10 pts.								
Action research conducted in the division level	15 pts.								
E. Publication/Authorship (10 pts.)									
<ul style="list-style-type: none"> • Articles published in a journal/newspaper/magazine of wide circulation 	3 pts.								
<ul style="list-style-type: none"> • Co-authorship of a book 	5 pts.								
<ul style="list-style-type: none"> • Sole authorship of the book 	10 pts.								
F. Education (10 pts.)									
<ul style="list-style-type: none"> • Doctoral Degree 	10 pts.								
<ul style="list-style-type: none"> • Complete Academic requirement for Doctoral Degree 	7 pts.								
<ul style="list-style-type: none"> • Master's Degree 	5 pts.								
<ul style="list-style-type: none"> • Complete Academic Requirements for Master's Degree 	3 pts.								
<ul style="list-style-type: none"> • Units in M.A. (18-24 units) 	2 pts.								
G. Trainings and Workshops (20 pts.)									
1. Recipient of Scholarship program, short courses, and study grants (6 pts. maximum) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="padding: 2px;">International</td> <td style="text-align: right; padding: 2px;">3 pts.</td> </tr> <tr> <td style="padding: 2px;">National</td> <td style="text-align: right; padding: 2px;">2 pts.</td> </tr> <tr> <td style="padding: 2px;">Regional</td> <td style="text-align: right; padding: 2px;">1 pt.</td> </tr> <tr> <td style="padding: 2px;">Division</td> <td style="text-align: right; padding: 2px;">0.5 pt.</td> </tr> </table>		International	3 pts.	National	2 pts.	Regional	1 pt.	Division	0.5 pt.
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2. Participation in training activities in each level with the following duration: (5 pts. maximum) <table border="1" style="width: 100%; margin-top: 5px; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">2 to 3 days</th> <th style="padding: 5px;">4 to 5 days</th> <th style="padding: 5px;">6 to 7 days</th> <th style="padding: 5px;">8 days and above</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">National – 0.75 pt. Regional – 0.35 pt. Division – 0.25 pt.</td> <td style="padding: 2px;">National – 1 pt. Regional – 0.5 pt. Division – 0.25 pt.</td> <td style="padding: 2px;">National – 1 pt. Regional – 0.7 pt. Division – 0.5 pt.</td> <td style="padding: 2px;">National – 2 pts. Regional – 1 pt. Division – 0.5 pt.</td> </tr> </tbody> </table>		2 to 3 days	4 to 5 days	6 to 7 days	8 days and above	National – 0.75 pt. Regional – 0.35 pt. Division – 0.25 pt.	National – 1 pt. Regional – 0.5 pt. Division – 0.25 pt.	National – 1 pt. Regional – 0.7 pt. Division – 0.5 pt.	National – 2 pts. Regional – 1 pt. Division – 0.5 pt.
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3. Relevant Training (5 pts.) The nominee served as speaker/resource speaker/Facilitator in training workshop(s) <ul style="list-style-type: none"> • National – 3 pts • Regional – 2 pts. 									



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

<ul style="list-style-type: none"> • Division – 1 pt. 		
4. Additional points (4 pts. maximum) Nominee served as trainer/coach in a competition in the last 5 years		
National	Regional	Division
1 st Placer – 3 pts	1 st Placer – 2 pts	1 st Placer – 1 pts
2 nd Placer- 2 pts.	2 nd Placer- 1 pt.	2 nd Placer- 0.5 pt.
3 rd Placer – 1 pt.	3 rd Placer – 0.5 pt.	3 rd Placer – 0.25 pt.

DEMONSTRATION TEACHING (30%)	
1. Mastery of the Subject Matter	35 pts.
2. Classroom management and discipline	25 pts.
3. Congruency of evaluation with the lesson objectives	20 pts.
4. Effective utilization of Instructional Materials	20 pts.
INTERVIEW (20%)	
1. Communicative Competence	30 pts.
2. Ability to present ideas	25 pts.
3. Knowledge on the issue/question	25 pts.
4. Smartness and Alertness	10 pts.
5. Emotional stability	10 pts.



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