



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

2022 Regional Search Guidelines for Outstanding Teaching and Non-Teaching Employees

I. Rationale and Purpose

DepEd Region XII shall conduct the region-wide Search for 2022 Outstanding Teaching and Non-Teaching Employees in conformity with the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd Order No. 9, s.2002) and in support to the Search for Outstanding Public Officials and Employees that has been conducted by the Civil Service Commission (CSC) annually (CSC Memorandum Circular No. 03, s.2016). The initiative provides an inclusive opportunity to all potential employees to benefit from the rewards and recognition system that the department has already established. It prepares our human resources more competitively for nomination and participation to the national level or international level awards program.

The search activity aims to encourage, reward and give due recognition to the top performing teaching and non-teaching employees who have demonstrated continuing commitment and outstanding performance. This is in adherence to the principle that human resources are essential to organizational productivity and contribute to improving access, quality of delivery and governance of basic education.

II. Category and Qualification Requirements

The search shall cover both the teaching and non-teaching employees and shall include the following categories:

A.) Teaching Employees

Category	Qualification Requirements
Outstanding Elementary School Teacher (Teacher I - III)	<ul style="list-style-type: none"> ▪ Has permanent item as teacher I, II, or III ▪ With at least 5 years teaching experience and 3-year experience in the category applied for. ▪ Either classroom advisers or subject teachers provided with 5- 6 subject loads or 6 hours of teaching loads ▪ Performance Rating of at least VS for the last three (3) years ▪ Has been awarded the Division Outstanding Elementary/ Secondary Teacher Award

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<p>Outstanding Secondary School Teacher (Teacher I – III)</p>	<ul style="list-style-type: none"> ▪ Has instructional materials produced and used for the improvement of teaching ▪ Has demonstrated expertise in the subject matter ▪ Has conducted research/es related to teaching and learning. ▪ Has been invited as Resource Speaker in DepEd related activity ▪ Has actively participated in the NEAP recognized trainings for the last 3 years ▪ Has original innovative teaching approaches/strategies/practices
<p>Outstanding Elementary Master Teacher (Master Teacher I- II)</p>	<ul style="list-style-type: none"> ▪ Has permanent item as Master Teacher I or II ▪ With at least 5 years teaching experience and 3 years in the category applied for. ▪ Either classroom advisers or subject teachers provided with 5- 6 subject loads or 6 hours of teaching loads ▪ Has other designations like coordinator, mentor, grade/year level chairman ▪ Performance Rating of at least VS for the last five (5) years ▪ Has received the Division Outstanding Master Teacher Award
<p>Outstanding Secondary Master Teacher (Master Teacher I- II)</p>	<ul style="list-style-type: none"> ▪ Has been a member of Technical Working Group as manifestation of Subject Matter Expertise ▪ Has conducted mentoring or coaching activity ▪ Has conducted seminar-workshop for teachers ▪ Has been a demo teacher among peer group ▪ Has developed and produced instructional materials and used or adopted by other teachers in the school or division ▪ Has conducted research/es related to teaching and learning ▪ Has original innovative teaching approaches/strategies/practices
<p>Outstanding Kindergarten Teacher</p>	<ul style="list-style-type: none"> ▪ Has permanent item as Teacher I/ Kindergarten teacher ▪ With at 5 years teaching experience and 3 years in the category applied for ▪ Has at least 2 teaching loads of Kinder sessions or 6 hours of teaching loads. ▪ Performance Rating of at least VS for the last 5 years ▪ Has received the Division Outstanding KINDER Teacher

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	<p>Award</p> <ul style="list-style-type: none"> ▪ Has instructional materials produced and used for the improvement of teaching -learning ▪ Has demonstrated expertise in the subject matter ▪ Has been a Resource Speaker in the DepEd related activity ▪ Has been a demo teacher among peer group ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years ▪ Has conducted research/es related to teaching and learning ▪ Has original innovative teaching approaches/strategies/practices
<p>Outstanding ALIVE Teacher</p>	<ul style="list-style-type: none"> ▪ A Passer of the Qualifying Exam for Arabic Language and Islamic Studies (QEALIS) ▪ With at least 5 years teaching experience and 3 years in the category applied for ▪ Has at least 5-6 teaching loads or 6 hours teaching loads ▪ Performance Rating of at least VS for the last 5 years ▪ Has received the Division Outstanding ALIVE Teacher Award ▪ Has instructional materials produced and used for the improvement of teaching -learning ▪ Has demonstrated expertise in the subject matter ▪ Has been a Resource Speaker in the DepEd related activity ▪ Has been a demo teacher among peer group ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years ▪ Has conducted research/es related to teaching and learning ▪ Has original innovative teaching approaches/strategies/practices
<p>Outstanding IPED Teacher</p>	<ul style="list-style-type: none"> ▪ Has permanent item as Teacher I tagged to IPED Program ▪ With at least 5 years teaching experience and 3 years in the category applied for ▪ Has at least 5-6 teaching loads or 6 hours teaching loads ▪ Performance Rating of at least VS for the last three (3) years ▪ Has received the Division Outstanding IPED Teacher Award ▪ Has instructional materials produced and used for the improvement of teaching -learning

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- Has demonstrated expertise in the subject matter
- Has been a Resource Speaker in the DepEd related activity
- Has been a demo teacher among peer group
- Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years
- Has instructional materials produced and used for the improvement of teaching-learning
- Has conducted research/es related to teaching and learning
- Has original innovative teaching approaches/strategies/practices

**Outstanding
 SPED
 Teacher**

- Has permanent item as regular Teacher or SPED teacher
- With at least 5 years teaching experience and 3 years in the category applied for
- Has at least 5-6 teaching loads or 6 hours teaching loads
- Performance Rating of at least VS for the last 5 years
- Has received the Division Outstanding SPED Teacher Award
- Has instructional materials produced and used for the improvement of teaching -learning
- Has demonstrated expertise in the subject matter
- Has been a Resource Speaker in the DepEd related activity
- Has been a demo teacher among peer group
- Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years
- Has instructional materials produced and used for the improvement of teaching-learning
- Has conducted research/es related to teaching and learning
- Has original innovative teaching approaches/strategies/practices

**Outstanding
 ALS Teacher**

- Has permanent item as Regular ALS teacher
- With at least 5 years teaching experience and 3 years in the category applied for
- Has at least 5-6 teaching loads or 6 hours teaching loads
- Performance Rating of at least VS for the last 5 years
- Has received the Division Outstanding ALS Teacher Award
- Has instructional materials produced and used for the improvement of teaching -learning
- Has demonstrated expertise in the subject matter

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<p>Outstanding Multi-Grade Teacher</p>	<ul style="list-style-type: none"> ▪ Has been a Resource Speaker in the DepEd related activity ▪ Has been a demo teacher among peer group ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years ▪ Has conducted research/es related to teaching and learning ▪ Has original innovative teaching approaches/strategies/practices
<p>Outstanding Elementary School Principal (Principal I to IV)</p> <p>Outstanding Secondary School Principal</p>	<ul style="list-style-type: none"> ▪ Has permanent item as Regular Teacher ▪ with at least 5 years teaching experience and 3 years in the category applied for ▪ Has at least 5-6 teaching loads or 6 hours teaching loads ▪ Performance Rating of at least VS for the last 3 years ▪ Has received the Division Outstanding MULTI GRADE Teacher Award ▪ Has instructional materials produced and used for the improvement of teaching -learning ▪ Has demonstrated expertise in the subject matter ▪ Has been a Resource Speaker in the DepEd related activity ▪ Has been a demo teacher among peer group ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years ▪ Has conducted research/es related to teaching and learning ▪ Has original innovative teaching approaches/strategies/practices <ul style="list-style-type: none"> ▪ Has Regular Permanent appointment as Principal I, II, III or IV ▪ Has 5 years teaching experience with a 3-year experience in the category applied for ▪ Has served for at least 3 years as Principal I, II, III or IV ▪ Has no pending administrative/criminal case (OPCRF) Performance Rating of at least VS for the last 3 years. ▪ Has received the Division Outstanding ELEMENTARY/SECONDARY PRINCIPAL Award ▪ Has an unquestioned integrity ▪ With SF5 showing the Grade Point Average (GPA) for the last 3 years validated by the Division Planning Officer ▪ Has shown School Based Management (SBM) level of practice

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(Principal I to IV)

- Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering January 2021 – May 2022.
- Has Concept paper or program of Innovation, Creativity or Research for the last 3 years.
- Has Consolidated Classroom Observation Report manifesting the Management of Teachers Performance for the increase of MPS
- Has Accomplishment Report showing the achievement of 80% performance level
- Has Program of Work of the Seminar-workshop conducted for teachers
- Has document that show the impact and sustainability of professional or community contribution
- Has no outstanding unliquidated funds.

Outstanding Elementary School

Head Teacher (HT) (IH)/TIC

Outstanding Secondary School

Head Teacher HT (IH)/TIC

- Has Regular Permanent Appointment as HT (IH) or Designation as TIC
- Has served for 5 years (teaching/teaching related experience)
- Has served for at least 5 years as Head Teacher/ TIC
- Has no pending administrative/criminal case
- (OPCRF) Performance Rating of at least VS for the last 5 years
- Has received the Division Outstanding ELEMENTARY/SECONDARY SCHOOL HEAR/TIC/HT Award
- Has an unquestioned integrity
- With SF5 showing the Grade Point Average (GPA) for the last 3 years validated by the Division Planning Officer
- Has shown School Based Management (SBM) level of practice
- Has Concept paper or program of Innovation, Creativity or Research for the last 3 years.
- Has Consolidated Classroom Observation Report manifesting the Management of Teachers Performance for the increase of MPS
- Has Accomplishment Report showing the achievement of 80% performance level
- Has Program of Work on the Seminar-workshop

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	<p>conducted for teachers</p> <ul style="list-style-type: none"> ▪ Has document that show the impact and sustainability of professional or community contribution ▪ Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering January 2021 – May 2022. ▪ Has no outstanding unliquidated funds. ▪ Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering January 2021 – May 2022.
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Outstanding

District Supervisor/PSDS/PIC

(Principal In-charge of the District/PIC)

- Has Regular Permanent appointment as District Supervisor/PSDS or Designation as (PIC) Principal in-charge of the district
- Has served for at least 5 years as Principal in-charge/PSDS
- Has no pending administrative/criminal case
- Performance Rating of at least VS for the last 3 years
- Has received the Division Outstanding DISTRICT SUPERVISOR/PIC Award
- Has shown concept paper or program of innovation, creativity or research
- With SF5 showing the Consolidated Grade Point Average (GPA) for the last 3 years validated by the Division Planning Officer
- Has shown School Based Management (SBM) level of practice
- Performance Rating of at least VS for the last 3 years
- Programs implemented/ Technical Assistance Report signed by CID chief on mechanism showing support to Curriculum Management and Implementation
- Educational Development Plan. Accomplishment report strengthening Shared Accountability
- Policy/ Contextualized Activity/ innovation introduced that fosters a culture of Continuous Improvement
- Mentoring Program that lists Need versus Action done to improve oneself and others

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**Education
 Program
 Supervisor
 (EPS)**

- Participation to DepEd /NEAP recognized Training/ Seminars attended
- Has been a Resource Speaker on NEAP Accredited Learning and Development programs for the last 3 years
- Has Regular Permanent appointment as Education Program Supervisor (EPS)
- Has served for 5 years (teaching/teaching related experience)
- Has served for at least 3 years as Education Program Supervisor
- Has no pending administrative/criminal case
- Performance Rating of at least VS for the last 3 years
- Has received the Division Outstanding EDUCATION PROGRAM SUPERVISOR Award
- Programs implemented/ Technical Assistance Report signed by CID chief on mechanism showing support to Curriculum Management and Implementation
- Educational Development Plan. Accomplishment report strengthening Shared Accountability
- Policy/ Contextualized Activity/ innovation introduced that fosters a culture of Continuous Improvement
- Mentoring Program that lists Need versus Action done to improve oneself and others
- Participation to DepEd /NEAP recognized Training/ Seminars attended
- Has been a Resource Speaker on DepEd/ NEAP Accredited Learning and Development programs for the last 3 years

B.) Non-Teaching Employees

Category	Qualification Requirements	Revisions/Comments
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Outstanding Non-Teaching Employee (below SG 18)

- **Administrative Officer I-IV**
- **Administrative Assistant I-III**
- **Administrative Aide I-VI**
- **Nurse**

- Has permanent item in the position as ADMINISTRATIVE OFFICER I-IV, ADMINISTRATIVE ASSISTANT I-III, ADMINISTRATIVE AIDE I-VI, NURSE
- With at least 3 years of work experience relevant to the current position
- Has outstanding or exemplar accomplishments in the current position
- Has no pending administrative or criminal case
- Performance Rating of at least VS for the last 3 years
- Has received the Division Outstanding Non-Teaching Employee (SG 18 and below) Award
- Has shown Accomplishment Report that shows Performance/ Impact of Achievement
- Has documents that show the Extent and Effectiveness of the Innovation introduced to show reliability and effectiveness of the program
- Concept paper or program of Innovation, Creativity or Research for the last 3 years
- Has actively participated in DepEd/NEAP recognized trainings/ Seminars for the last 3 years
- Has been a Resource Speaker on DepEd/NEAP Accredited Learning and Development programs for the last 3 years

Outstanding Non-Teaching Employee (SG 18 and above)

- **Medical Officer**
- **Legal Officer**
- **Engineer**
- **Accountant**
- **Librarian**
- **Information Technology Officer**

- The Outstanding Non-Teaching Employee (SG 18 and above) Award may be awarded to either of the following positions: MEDICAL OFFICER, LEGAL OFFICER, LIBRARIAN, ACCOUNTANT, INFORMATION TECHNOLOGY OFFICER or ENGINEER
- Has permanent item in the position as MEDICAL OFFICER/ LEGAL OFFICER/ ACCOUNTANT/ LIBRARIAN/ ENGINEER/ INFORMATION TECHNOLOGY OFFICER
- With at least 1 year of work experience relevant to the current position
- Has received the Division Outstanding Non-Teaching Employee (SG 18 and above) Award
- Has outstanding or exemplar

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	<p>accomplishments in the current position</p> <ul style="list-style-type: none"> ▪ Has no pending administrative or criminal case ▪ Performance Rating of at least VS ▪ Concept paper or program of Innovation, Creativity or Research ▪ Has shown accomplishment report on the submission of reports/ tasks assigned ▪ Has actively participated in DepEd/NEAP recognized trainings/ Seminars ▪ Has been a Resource Speaker on NEAP Accredited Learning and Development programs ▪ Copy of Publications, Authorship, Instructional Materials developed
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III. Search and Selection Timeline

The following timeline shall be observed at all levels:

Activity	Timeline
Pre-Work Activity	October 20, 2022
School / Cluster of Schools/ District Level	October 24-28, 2022
Division Level Search	November 3-11, 2022
Submission of SDO Nominees for Regional Level Search	November 14-18, 2022
Regional Level Evaluation of SDO nominees' credentials & accomplishments portfolio (<i>e- files</i>)	November 21-25, 2022
Interview for SDO nominees	December 1-2, 2022
Consolidation and Deliberation of Evaluation Results by RO Teams	December 5-6, 2022
Regional Level Awarding & Recognition	December 15, 2022

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Program/Ceremony

IV. Required Documents for Submission

The search and selection committee at all levels shall require all nominees to submit the **electronic copy (soft copy) and scanned copy** in PDF format and **hard copy** of the required documents as basis for evaluation:

1. Nomination Letter by the Head of Office
2. Updated PDS and Service Record
3. Nominee’s Portfolio of Accomplishments/Achievements as stated in the suggested MOVs
4. Two (2) Minute Video highlighting the Individual Nominee’s innovative and exemplary practices

V. TEACHING EMPLOYEES

Category	Selection Criteria and Rating										
1. Outstanding Elementary Teacher I-III 2. Outstanding Secondary Teacher I-III	Instructional Competence (45) 1. Teaching Competence/ IPCRF Rating (20) Final Rate= Average Score of 3 consecutive ratings/5 X 20 <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">MOVs</td> <td style="width: 50%;">3-year IPCRF</td> </tr> </table>	MOVs	3-year IPCRF								
	MOVs	3-year IPCRF									
2. Outstanding Accomplishments 1. Awards and Recognition DepEd Recognized Awards and Recognition (5) <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 33%;">International</td> <td style="width: 33%;">5</td> <td rowspan="5" style="width: 33%; vertical-align: middle;"> <ul style="list-style-type: none"> • Certificate of Recognition • Certificate of Commendation </td> </tr> <tr> <td>National</td> <td>4</td> </tr> <tr> <td>Regional</td> <td>3</td> </tr> <tr> <td>Division</td> <td>2</td> </tr> <tr> <td>District/School</td> <td>1</td> </tr> </table>	International	5	<ul style="list-style-type: none"> • Certificate of Recognition • Certificate of Commendation 	National	4	Regional	3	Division	2	District/School	1
International	5	<ul style="list-style-type: none"> • Certificate of Recognition • Certificate of Commendation 									
National	4										
Regional	3										
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2. Innovation or Research
 Creativity / Innovation (10)

International	10	MOVs
National	8	<ul style="list-style-type: none"> • Concept paper for innovation, creativity or research paper
Regional	6	
Division	4	
District	2	
School	1	

3. Subject Matter Expert / NTWG or committee member / consultant (5)

National	5	MOVs
Regional	4	<ul style="list-style-type: none"> • Certificate as member of TWG or certificate as consultant
Division	3	
District	2	
School	1	

4. Resource Speakership / L and D Facilitation /NEAP Accreditation on Learning Facilitation (5)

National	5	MOVs
Regional	4	<ul style="list-style-type: none"> • Certificate as Resource Speaker
Division	3	
District	2	
School	1	

Professional Competence (30)

1. Education (10)

Doctoral	10	MOVs
Doctoral (CAR)	8	<ul style="list-style-type: none"> • Transcript

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	Master’s Degree	6	of Record with CAV	
	MA (CAR)	4		
	Bachelor’s Degree	2		
	2. Demo Teacher (10)			
	National	10	MOVs	
	Regional	8	<ul style="list-style-type: none"> • Certificate as demo teacher with signed lesson plan 	
	Division	6		
	District	4		
	School	2		
	3. Participant to DepEd/NEAP Recognized Trainings/ Seminars (5)			
	International	5	MOVs	
	National	4	<ul style="list-style-type: none"> • Certificate of Participation 	
	Regional	3		
	Division	2		
	District	1		
4. Publication/ Authorship/Instructional Materials Developed (5)				
National	5	MOVs		
Regional	4	<ul style="list-style-type: none"> • Certificate of Publication, authorship, or Instructional Materials developed 		
Division	3			
District	2			
School	1			

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Community Development/ Services (15)

1. Membership/ Leadership in professional organizations related to teaching (5)

National	5	MOVs
Regional	4	<ul style="list-style-type: none"> • Certificate of Membership/ leadership
Division	3	
District	2	
School	1	

2. Participation in Community and civic movements/advocacies (5)

National	5	MOVs
Regional	4	<ul style="list-style-type: none"> • Certificate of Participation
Division	3	
District	2	
School	1	

3. Sustainability of professional or community contribution 3 years or more relevant to teaching (5)

Accomplished/Target X100 X .05

MOVs	Documents that show the impact and sustainability of professional or community contribution
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Personal Characteristics (10)

Refer to Core Behavioral Competencies for Indicators

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	1. Self-Management (2)	Frequently Demonstrated	2
		Occasionally Demonstrated	1
		Not Demonstrated	0
	2. Professionalism and Ethics (2)	Frequently Demonstrated	2
		Occasionally Demonstrated	1
		Not Demonstrated	0
	and		
	3. Result Focus (2)	Frequently Demonstrated	2
		Occasionally Demonstrated	1
		Not Demonstrated	0
	4. Teamwork (2)	Frequently Demonstrated	2
		Occasionally Demonstrated	1
		Not Demonstrated	0
	5. Service Orientation (2)	Frequently	2

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	Demonstrated													
	Occasionally Demonstrated	1												
	Not Demonstrated	0												
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	District	2	creativity or research paper
	School	1	
	c. Subject Matter Expert / NTWG or committee member (5)		
	National	5	MOVs
	Regional	4	<ul style="list-style-type: none"> Certificate as part of TWG or consultancy
	Division	3	
	District	2	
	School	1	
	d. Resource Speakership / L and D Facilitation /NEAP Accreditation on Learning Facilitation (5)		
	National	5	MOVs
Regional	4	<ul style="list-style-type: none"> Certificate as Resource Speaker 	
Division	3		
District	2		
School	1		
Instructional Leadership (10)			
1. Conducted at least 3 mentoring/coaching activities with teachers quarterly			
Frequently Demonstrated (at least 3 TA per quarter)	2	MOVs	
Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Classroom Observation Tool or Accomplished Learning 	
Not Demonstrated	0		

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			Partnership program tool certified by the School Head
	2. Managed Performance of teachers following the RPMS cycle		
	Frequently Demonstrated	2	MOVs
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Accomplished Classroom Observation tool Feedback form PMCF
	Not Demonstrated	0	
	3. Facilitated for the Increase of MPS		
	Frequently Demonstrated (at least 3 TA per quarter)	2	MOVs
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Remediation Programs initiated 3- year MPS rating
	Not Demonstrated	0	
	4. At least 75% of the student's achieved 80% performance level at the end of the latest school year		
	75% and above	2	MOVs

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	50%-74%	1	<ul style="list-style-type: none"> MPS Proficiency level of learners in the subject taught 	
	Below 50%	0		
5. Conducted Seminar /Workshop for Teachers in specific learning areas				
		At least 2 in a year	2	MOVs
		At least 1 in a year	1	<ul style="list-style-type: none"> Accomplishment report
		Not Demonstrated	0	
Professional Growth (20)				
1. Education (10)				
		Doctoral	10	MOVs
		Doctoral (CAR)	8	<ul style="list-style-type: none"> Transcript of Record with CAV
		Master’s Degree	6	
		MA (CAR)	4	
		Bachelor’s degree	2	
2. Served as Demo Teacher for school/ division level (5)				
		National	5	MOVs
		Regional	4	<ul style="list-style-type: none"> Certificate as demo teacher with signed lesson plan
		Division	3	
		District	2	
		School	1	

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3. Publication/ Authorship/Instructional Materials Developed (5)

National	5	MOVs
Regional	4	<ul style="list-style-type: none"> • Copy of publication, authorship, or instructional materials developed
Division	3	
District	2	
School	1	

Community Development Services (15)

1. Membership to professional or civic organization (5)

National	5	MOVs
Regional	4	<ul style="list-style-type: none"> • Certificate of Membership
Division	3	
District	2	
School	1	

2. Participation in Community and civic movements/advocacies (5)

National	5	MOVs
Regional	4	<ul style="list-style-type: none"> • Certificate of participation
Division	3	
District	2	
School	1	

3. Sustainability of professional or community contribution 3 years or more relevant to teaching (5)

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Accomplished/Target X100 X .05

MOVs: Documents that show the impact and sustainability of professional or community contribution

Personal Characteristics (10)

Refer to Core Behavioral Competencies for Indicators

1. Self-Management (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

2. Professionalism and Ethics (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

3. Result Focus (2)

Frequently Demonstrated	2
Occasionally Demonstrated	1
Not Demonstrated	0

4. Teamwork (2)

Frequently	2
------------	---

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	Demonstrated	
	Occasionally Demonstrated	1
	Not Demonstrated	0
	5. Service Orientation (2)	
	Frequently Demonstrated	2
	Occasionally Demonstrated	1
Not Demonstrated	0	





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<p>5. Outstanding Kindergarten Teacher</p>	<p>Instructional Competence (45)</p> <p>1. Teaching Competence/ IPCRF Rating (20)</p> <p>Final Rate= Average Score of 3 consecutive ratings/5 X 20</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">MOVs</td> <td style="width: 50%;">3-year IPCRF</td> </tr> </table>			MOVs	3-year IPCRF																									
	MOVs	3-year IPCRF																												
<p>6. Outstanding ALIVE Teacher</p>	<p>2. Outstanding Accomplishments</p> <p>1. Awards and Recognition DepEd Recognized Awards and Recognition (5)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">International</td> <td style="width: 33%;">5</td> <td rowspan="5" style="width: 34%; vertical-align: top;"> MOVs • Certificate of Awards </td> </tr> <tr> <td>National</td> <td>4</td> </tr> <tr> <td>Regional</td> <td>3</td> </tr> <tr> <td>Division</td> <td>2</td> </tr> <tr> <td>District</td> <td>1</td> </tr> </table> <p>2. Innovation or Research Creativity / Innovation (10)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">International</td> <td style="width: 33%;">10</td> <td rowspan="6" style="width: 34%; vertical-align: top;"> MOVs • Concept paper or program of innovation, creativity or research </td> </tr> <tr> <td>National</td> <td>8</td> </tr> <tr> <td>Regional</td> <td>6</td> </tr> <tr> <td>Division</td> <td>4</td> </tr> <tr> <td>District</td> <td>2</td> </tr> <tr> <td>School</td> <td>1</td> </tr> </table> <p>3. Subject Matter Expert /NTWG or committee member / Consultant (5)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">National</td> <td style="width: 33%;">5</td> <td style="width: 34%;">MOVs</td> </tr> </table>			International	5	MOVs • Certificate of Awards	National	4	Regional	3	Division	2	District	1	International	10	MOVs • Concept paper or program of innovation, creativity or research	National	8	Regional	6	Division	4	District	2	School	1	National	5	MOVs
	International	5	MOVs • Certificate of Awards																											
National	4																													
Regional	3																													
Division	2																													
District	1																													
International	10	MOVs • Concept paper or program of innovation, creativity or research																												
National	8																													
Regional	6																													
Division	4																													
District	2																													
School	1																													
National	5	MOVs																												

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7. Outstanding IPEd Teacher	Regional	4	<ul style="list-style-type: none"> Certificate as part of TWG or Certificate as Consultant
	Division	3	
	District	2	
	School	1	
8. Outstanding SPED Teacher	4. Resource Speakership / L and D Facilitation / NEAP Accreditation on Learning Facilitation (5)		
	National	5	MOVs
	Regional	4	<ul style="list-style-type: none"> Certificate as Resource Speaker
	Division	3	
	District	2	
School	1		
9. Outstanding ALS Teacher	Professional Competence (30)		
	1. Education (10)		
	Doctoral	10	MOVs
	Doctoral (CAR)	8	<ul style="list-style-type: none"> Transcript of Record
	Master's Degree	6	
	MA (CAR)	4	
	Bachelor's Degree	2	
	2. Demo Teacher (10)		
	National	10	MOVs
	Regional	8	<ul style="list-style-type: none"> Certificate as Demo teacher with signed Lesson plan
	Division	6	
	District	4	
	School	2	
3. Participant to DepEd/NEAP Recognized Trainings/			

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10. Outstanding Multi-Grade Teacher	Seminars (5)		
	International	5	MOVs
	National	4	<ul style="list-style-type: none"> • Certificate of Participation
	Regional	3	
	Division	2	
	District	1	
	4. Publication/ Authorship/Instructional Materials Developed (5)		
	National	5	MOVs
	Regional	4	<ul style="list-style-type: none"> • Certificate of publication, authorship or instructional materials developed
Division	3		
District	2		
School	1		
Community Development/ Services (15)			
1. Membership/Leadership in professional organizations related to teaching (5)			
National	5	MOVs	
Regional	4	<ul style="list-style-type: none"> • Certificate of Membership/Leadership 	
Division	3		
District	2		
School	1		
2. Participation in Community and civic movements/advocacies (5)			
National	5	MOVs	

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	Regional	4	<ul style="list-style-type: none"> Certificate of Participation 												
	Division	3													
	District	2													
	School	1													
<p>3. Sustainability of professional or community contribution -3 years or more relevant to teaching (5)</p> <p style="text-align: center;"><i>Accomplished/ Target X 100 X .05</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">MOVs</td> <td>Documents that show the impact and sustainability of professional or community contribution</td> </tr> </table> <p>Personal Characteristics (10)</p> <p><i>Refer to Core Behavioral Competencies for Indicators</i></p> <p>1. Self-Management (2)</p> <table border="1" style="width: 100%;"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>2. Professionalism and Ethics (2)</p> <table border="1" style="width: 100%;"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally</td> <td>1</td> </tr> </table>				MOVs	Documents that show the impact and sustainability of professional or community contribution	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally	1
MOVs	Documents that show the impact and sustainability of professional or community contribution														
Frequently Demonstrated	2														
Occasionally Demonstrated	1														
Not Demonstrated	0														
Frequently Demonstrated	2														
Occasionally	1														

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	Demonstrated	
	Not Demonstrated	0
3. Result Focus (2)		
	Frequently Demonstrated	2
	Occasionally Demonstrated	1
	Not Demonstrated	0
4. Teamwork (2)		
	Frequently Demonstrated	2
	Occasionally Demonstrated	1
	Not Demonstrated	0
5. Service Orientation (2)		
	Frequently Demonstrated	2
	Occasionally Demonstrated	1
	Not Demonstrated	0

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<p>11. Outstanding Elementary School Principal (Principal I or IV)</p>	<p>Managerial Competence (35)</p> <p>A. GPA for 3 years based on SF5 certified and validated by the Planning Officer (15)</p> <p>Final Rate= Average Score of 3 consecutive ratings/100 X 15</p>															
<p>12. Outstanding Elementary TIC/HT (IH)</p>	<p>MOVs</p>	<p>3-year GPA</p>														
<p>13. Outstanding Secondary School Principal (Principal I or IV)</p>	<p>B. Level of SBM practice (10)</p> <p>B.1 SDO Validated</p> <table border="1" data-bbox="699 929 1469 1131"> <tr> <td>Level 3</td> <td>2</td> <td>MOVs</td> </tr> <tr> <td>Level 2</td> <td>1</td> <td> <ul style="list-style-type: none"> Certificate of Recognition </td> </tr> </table>			Level 3	2	MOVs	Level 2	1	<ul style="list-style-type: none"> Certificate of Recognition 							
Level 3	2	MOVs														
Level 2	1	<ul style="list-style-type: none"> Certificate of Recognition 														
<p>14. Outstanding Secondary TIC/HT (IH)</p>	<p>B.2 RO Validated</p> <table border="1" data-bbox="699 1249 1492 1675"> <tr> <td>Level 3 (highest 2.90-3.00)</td> <td>10</td> <td rowspan="3">MOVs</td> </tr> <tr> <td>(higher 2.70-2.89)</td> <td>8</td> </tr> <tr> <td>(high 2.50-2.69)</td> <td>6</td> </tr> <tr> <td>Level 2</td> <td>4</td> <td> <ul style="list-style-type: none"> Certificate of Recognition </td> </tr> </table> <p>C. Fiscal Leadership (MOOE/school funds Liquidation with Accountant's Certificate signed by SDS (10)</p> <p>Timeliness (5)</p> <table border="1" data-bbox="683 1921 1492 1977"> <tr> <td>Never been delayed in the</td> <td>5</td> <td>MOVs</td> </tr> </table>			Level 3 (highest 2.90-3.00)	10	MOVs	(higher 2.70-2.89)	8	(high 2.50-2.69)	6	Level 2	4	<ul style="list-style-type: none"> Certificate of Recognition 	Never been delayed in the	5	MOVs
Level 3 (highest 2.90-3.00)	10	MOVs														
(higher 2.70-2.89)	8															
(high 2.50-2.69)	6															
Level 2	4	<ul style="list-style-type: none"> Certificate of Recognition 														
Never been delayed in the	5	MOVs														

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	liquidation		
	1-2 delays	3	• Accountant's certification
	3 or more delays	1	
	Efficiency (5)		
	91-100% utilized MOOE/ School funds	5	MOVs
	81-90% utilized MOOE/School funds	3	• Accountant's certification
	80% and below utilized MOOE/ School funds	1	
	Professional Competence (35)		
	A. Performance ratings/OPCRF (15)		
	Final Rate= Average Score of 3 consecutive ratings /5 X 15		
B. Implemented Research and creative outputs within 3 years, re-entry projects after attendance to training, conferences, or workshops (5)			
	International	5	MOVs • Concept paper or program of innovation, creativity or research
	National	4	
	Regional	3	
	Division	2	
	District/ School	1	
C. DepEd Recognized Awards or distinctions received (5)			

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	International	5	MOVs
	National	4	<ul style="list-style-type: none"> • Certificate of Awards
	Regional	3	
	Division	2	
	District	1	

D. Educational Attainment (10)

Doctoral	10	MOVs
Doctoral (CAR)	8	<ul style="list-style-type: none"> • Transcript of Record
Master’s Degree	6	
MA (CAR)	4	

Leadership Skills (10)

1. Conducted at least 3 mentoring/ coaching activities with teachers quarterly

Frequently demonstrated (at least 3 TA per quarter)	2	MOVs
Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> • COT • Coaching and mentoring report/ documents
Not Demonstrated	0	

2. Managed Performance of teachers following the RPMS Cycle

Frequently demonstrated (at least 3 TA per quarter)	2	MOVs
Occasionally Demonstrated (at least 1 TA per	1	<ul style="list-style-type: none"> • Classroom

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	quarter)		Observation Tool
	Not Demonstrated	0	
	3. Managed School Reading Program that facilitated for the Increase of Reading skills		
	Frequently demonstrated (at least 3 TA per quarter)	2	MOVs
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Phil IRI Test Result
	Not Demonstrated	0	
	4. At least 75% of the student's achieved 80% performance level at the end of the latest school year		
	Frequently demonstrated (at least 3 TA per quarter)	2	MOVs
	Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Accomplishment Report
	Not Demonstrated	0	
5. Conducted Instructional Supervision			
Frequently demonstrated (at least 3 TA per quarter)	2	MOVs	
Occasionally Demonstrated (at least 1 TA per quarter)	1	<ul style="list-style-type: none"> Program of Work 	

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	Not Demonstrated	0	
Community Partnership/Linkages (10)			
A. Sustainability of professional or community contribution - 3 years or more relevant to teaching (10)			
Accomplished/Target X100 X .10			
MOVs	Documents that show the impact and sustainability of professional or community contribution		
Personal Attributes/ Characteristics (10)			
<i>Refer to Core Behavioral Competencies and Leadership Competencies for Indicators</i>			
1. People Performance (2)			
Frequently Demonstrated	2		
Occasionally Demonstrated	1		
Not Demonstrated	0		
2. Leading People (2)			
Frequently Demonstrated	2		
Occasionally Demonstrated	1		
Not Demonstrated	0		
3. People Development (2)			
Frequently Demonstrated	2		

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	Occasionally Demonstrated	1		
	Not Demonstrated	0		
	4. Self-Management (2)			
	Frequently Demonstrated	2		
	Occasionally Demonstrated	1		
	Not Demonstrated	0		
	5. Professionalism and Ethics (2)			
	Frequently Demonstrated	2		
	Occasionally Demonstrated	1		
	Not Demonstrated	0		
<p>15. Outstanding District Supervisor/ PSDS/PIC</p> <p>(Principal In-charge of the district/PIC)</p>	<p>Instructional Supervisory Leadership (40)</p> <p>1. Consolidated GPA for 3 years of all schools in the district (15)</p> <p>Final Rate= Average Score of 3 consecutive ratings/5 X 15</p> <table border="1"> <tr> <td>MOVs</td> <td>3-year GPA results</td> </tr> </table> <p>1. Level of SBM practice (10) Number of schools participated over the number of schools per district</p> <p>A. Level of SBM practice B.1 SDO Validated</p>		MOVs	3-year GPA results
	MOVs	3-year GPA results		





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	Level 3	3	MOVs																								
	Level 2	2	• Certificate of Recognition																								
B.2 RO Validated																											
	Level 3 (highest 2.90-3.00)	10	MOVs																								
	(higher 2.70-2.89)	8																									
	(high 2.50-2.69)	6																									
	Level 2	4	• Certificate of Recognition																								
<p>B. Performance ratings/IPCRF (15) Final Rate= Average Score of 3 consecutive ratings/100 X 0.15</p> <p>Accomplishments (30)</p> <p>A. DepEd Recognized Awards and Recognition (5)</p> <table border="1"> <tr> <td>International</td> <td>5</td> <td>MOVs</td> </tr> <tr> <td>National</td> <td>4</td> <td rowspan="4">• Certificate of Awards</td> </tr> <tr> <td>Regional</td> <td>3</td> </tr> <tr> <td>Division</td> <td>2</td> </tr> <tr> <td>District</td> <td>1</td> </tr> </table> <p>B. Innovation/ Research/ Creativity (5)</p> <table border="1"> <tr> <td>International</td> <td>5</td> <td>MOVs</td> </tr> <tr> <td>National</td> <td>4</td> <td rowspan="4">• Concept paper for innovation, creativity</td> </tr> <tr> <td>Regional</td> <td>3</td> </tr> <tr> <td>Division</td> <td>2</td> </tr> <tr> <td>District</td> <td>1</td> </tr> </table>				International	5	MOVs	National	4	• Certificate of Awards	Regional	3	Division	2	District	1	International	5	MOVs	National	4	• Concept paper for innovation, creativity	Regional	3	Division	2	District	1
International	5	MOVs																									
National	4	• Certificate of Awards																									
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			y or research h paper
<p>C. Technical Assistance conducted either on Instruction & Curriculum or Research (20)</p>			
<p>1. Supports Curriculum Management and Implementation</p>			
<p>Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and activities</p>	5	MOVs	
<p>Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities</p>	4	<ul style="list-style-type: none"> • Programs implemented • Technical Assistance report Signed by CID Chief 	
<p>Support curriculum implementation through the management of programs, projects and activities</p>	2		
<p>Demonstrate knowledge and understanding of support for curriculum implementation through the management of programs, projects and activities</p>	1		

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2. Strengthens shared accountability		
Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	MOVs
Develop and implement responsive programs, projects and activities aligned with the educational development plan.	4	<ul style="list-style-type: none"> • M & E Report • Program/ Project Design • Annual Implementation Plan
Conduct programs, projects and activities aligned with the educational development plan.	2	
Demonstrate knowledge and understanding of the operationalization of educational development plans	1	
3. Fosters a culture of Continuous Improvement		
Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address the identified priority needs of divisions/ districts/schools and/or	5	MOVs

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	learning centers.		
	Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/districts/schools and/or learning centers.	4	<ul style="list-style-type: none"> • District BE-LCP • TA reports • Needs Analysis Report
	Apply appropriate instructional leadership support strategies to help divisions/districts/schools and/or learning centers with the continuous improvement of the teaching-learning process	2	
	Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	1	
4. Develops Self and Others			
	Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	MOVs
	Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	<ul style="list-style-type: none"> • Mentoring program • Certificate of Membership

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	Ensure the delivery of different learning and development interventions to support divisions/ districts/schools and/or learning centers.	2	Recogniti on from Communi ty of Learning
	Demonstrate knowledge and understanding of different learning and development interventions.	1	
Professional Competence (20)			
A. Education (5)			
	Doctoral	5	MOVs
	Doctoral (CAR)	3	• Transcript of Record
	Master’s Degree	2	
	MA (CAR)	1	
B. DepEd/NEAP Recognized Trainings/ Seminars attended (5)			
	International	5	MOVs
	National	4	• Certificate of Participat ion
	Regional	3	
	Division	2	
	District	1	
C. Resource Speakership/ L and D Facilitation/ NEAP Accreditation on Learning Facilitation (For the last 3 Years) (5)			
	National	5	MOVs
	Regional	4	• Certificate as Resource
	Division	3	

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	District	2	Speaker												
	School	1													
<p>D. Publication/ Authorship/ Instructional Materials developed (5)</p> <table border="1"> <tr> <td>International</td> <td>5</td> <td rowspan="5"> <ul style="list-style-type: none"> • Copy of publication, authorship or instructional materials developed </td> </tr> <tr> <td>National</td> <td>4</td> </tr> <tr> <td>Regional</td> <td>3</td> </tr> <tr> <td>Division</td> <td>2</td> </tr> <tr> <td>District</td> <td>1</td> </tr> </table>				International	5	<ul style="list-style-type: none"> • Copy of publication, authorship or instructional materials developed 	National	4	Regional	3	Division	2	District	1	
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National	4														
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	<p>3. People Performance management (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>4. Leading People (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>5. People Development (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table>	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0
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Not Demonstrated	0																		
<p>16. Outstanding Division Education Program Supervisor</p>	<p>Instructional Supervisory Leadership (40)</p> <p>A. Functional Supervisory Development Program (20)</p> <p>1. Supports Curriculum Management and Implementation</p> <table border="1"> <tr> <td>Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and</td> <td>5</td> <td>MOVs</td> </tr> </table>	Lead in designing and managing responsive support for curriculum implementation through the application of efficient and effective programs, projects and	5	MOVs															
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	activities		
	Provide needs-based support for curriculum implementation through the application of efficient and effective programs, projects and activities	4	<ul style="list-style-type: none"> • Programs implemented • Technical Assistance report Signed by CID Chief
	Support curriculum implementation through the management of programs, projects and activities	2	
	Demonstrate knowledge and understanding of support for curriculum implementation through the management of programs, projects and activities	1	
2. Strengthens shared accountability			
	Model exemplary skills on evidence-based approaches in the evaluation of programs, projects and activities aligned with the educational development plan.	5	MOVs
	Develop and implement responsive programs, projects and activities aligned with the educational	4	<ul style="list-style-type: none"> • M & E reports • Accomplishment report • Program/ Project Design • Annual

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	development plan.		Implementation Plan
	Conduct programs, projects and activities aligned with the educational development plan.	2	
	Demonstrate knowledge and understanding of the operationalization of educational development plans	1	
<p align="center">3. Fosters a culture of Continuous Improvement</p>			
	Lead colleagues in developing a compendium of effective and efficient instructional leadership support strategies to address the identified priority needs of divisions/ districts/schools and/or learning centers.	5	MOVs
	Mentor and coach colleagues in adapting relevant instructional leadership support strategies to address the harmonized needs of clusters of divisions/ districts/schools and/or learning centers.	4	<ul style="list-style-type: none"> • Learning Continuity Plan • Learning Remediation Plan in the subject area
	Apply appropriate instructional leadership support strategies to help divisions/districts/schools and/or learning centers	2	

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	with the continuous improvement of the teaching-learning process		
	Demonstrate knowledge and understanding of instructional leadership for continuous improvement of the teaching-learning process	1	
	4. Develops Self and Others		
	Model exemplary practices in the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	5	MOVs
Sustain the effective delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	4	<ul style="list-style-type: none"> • Mentoring Program • Needs versus action done to improve oneself and others • IDP 	
Ensure the delivery of different learning and development interventions to support divisions/districts/schools and/or learning centers.	2		
Demonstrate knowledge and understanding of different learning and development interventions.	1		
<p>B. Performance ratings/IPCRF (20) Final Rate= Average Score of 3 consecutive ratings/5</p>			

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X 20

MOVs	3-year IPCRF
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Accomplishments (25)

A. DepEd Recognized Awards and Recognition (5)

National	5	MOVs <ul style="list-style-type: none"> • Certificate of Awards
Regional	4	
Division	3	
District	2	
School	1	

B. Innovation or Research Creativity/ Innovation (10)

National	5	MOVs <ul style="list-style-type: none"> • Concept paper • Program Proposal
Regional	4	
Division	3	
District	2	
School	1	

C. Conducted DepEd/NEAP Recognized Trainings/ Seminars (5)

National	5	MOVs <ul style="list-style-type: none"> • Accomplishment Report with complete attachments
Regional	4	
Division	3	
District	2	
School	1	

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	D. Publication / Authorship/ Instructional Materials Developed (5)		
	National	5	MOVs
	Regional	4	<ul style="list-style-type: none"> • Certificate of publication, authorship or instructional materials developed
	Division	3	
	District	2	
	School	1	
	Professional Development (25)		
	A. Education (10)		
	Doctoral	10	MOVs
	Doctoral (CAR)	8	<ul style="list-style-type: none"> • Transcript of Record with CAV
	Master’s Degree	4	
	MA (CAR)	2	
	B. DepEd/NEAP Recognized Trainings/ Seminars attended (10)		
	National	10	MOVs
Regional	8	<ul style="list-style-type: none"> • Certificate of Participation 	
Division	6		
District	4		
School	2		
C. Speakership on DepEd Recognized PARs (5) (For the last 3 Years)			
National	5	MOVs	
Regional	4	<ul style="list-style-type: none"> • Certificate as Resource 	
Division	3		

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	District	2	Speaker																						
	School	1																							
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	Demonstrated	
	Not Demonstrated	0
5. People Development (2)		
	Frequently Demonstrated	2
	Occasionally Demonstrated	1
	Not Demonstrated	0

<p>17. Outstanding Non-Teaching Employee (below SG 18)</p> <ul style="list-style-type: none"> • Administrative Officer I-IV • Administrative Assistant I-IV • Administrative Aide I-IV • Nurse 	<p>Occupational Competence (50)</p> <p>1. Work Experience/ IPCRF Rating (30)</p> <p>Final Rate= Average Score of 3 consecutive ratings/5 X 30</p> <table border="1"> <tr> <td>MOVs</td> <td>3-year IPCRF</td> </tr> </table> <p>2. Accomplishments (10)</p> <p>a. DepEd Recognized Awards and Recognition (10)</p> <table border="1"> <tr> <td>International</td> <td>10</td> <td rowspan="5"> <ul style="list-style-type: none"> • Certificate of Awards • Division Memo </td> </tr> <tr> <td>National</td> <td>8</td> </tr> <tr> <td>Regional</td> <td>6</td> </tr> <tr> <td>Division</td> <td>4</td> </tr> <tr> <td>District</td> <td>2</td> </tr> </table> <p>3. Work Performance (10)</p> <p>a. Performance and/or Achievement impact</p>	MOVs	3-year IPCRF	International	10	<ul style="list-style-type: none"> • Certificate of Awards • Division Memo 	National	8	Regional	6	Division	4	District	2
MOVs	3-year IPCRF													
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	(5) <i>The extent to which the work performance through innovation or invention delivered far-reaching impact to a number of beneficiaries with positive change and resource efficiency</i>		
	The system/ process is used maximally and benefits 100 people and more	5	MOVS
	The system/ process is used maximally and benefits less than 100 people	2	<ul style="list-style-type: none"> • Accomplishment report • Project Proposal • Attendance
	b. Reliability and Effectiveness (5) <i>The extent to which the innovation has effectively and efficiently addressed a pressing need; improved service delivery</i>		
	The project, program, or activity has fully resolved or addressed pressing issues in the workplace/field	5	MOVs
	The project, program, or activity has initially resolved or addressed pressing issues in the workplace/field	3	
Outstanding Achievements (20)			

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	1. Innovation / Creativity/ Research (10)		
	National	10	MOVs
	Regional	8	<ul style="list-style-type: none"> • Concept paper for innovation, creativity or research
	Division	6	
	District	4	
	School	2	
	2. Submission of reports/ Tasks assigned (10)		
	Before due date	10	MOVs
	On date	8	<ul style="list-style-type: none"> • Accomplishment Report
	One day late	6	
	2-5 days late	4	
	10 days late	2	
	Professional Growth (20)		
1. Education (10)			
Doctoral	10	MOVs	
Doctoral (CAR)	8	<ul style="list-style-type: none"> • Transcript of Record 	
Master's Degree	6		
MA (CAR)	4		
Bachelor's degree	2		
2. DepEd/NEAP Recognized Trainings/ Seminars attended (10)			
National	10	MOVs	
Regional	8	<ul style="list-style-type: none"> • Certificate 	

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	Division	6	of Participat ion																			
	District	4																				
	School	2																				
	<p>Personal Attributes/ Characteristics (10) <i>Refer to Core Behavioral Competencies for Indicators</i></p> <p>1. Self-Management (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>2. Professionalism and Ethics (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>3. Service Orientation (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> <tr> <td>Occasionally Demonstrated</td> <td>1</td> </tr> <tr> <td>Not Demonstrated</td> <td>0</td> </tr> </table> <p>4. Result Focus (2)</p> <table border="1"> <tr> <td>Frequently Demonstrated</td> <td>2</td> </tr> </table>			Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated	2	Occasionally Demonstrated	1	Not Demonstrated	0	Frequently Demonstrated
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Occasionally Demonstrated	1													
Not Demonstrated	0													
School	1													
<p>18. Outstanding Non-Teaching Employee (SG 18 and above)</p> <ul style="list-style-type: none"> • Medical Officer • Legal Officer • Engineer • Accountant • Librarian • Information Technology Officer 	<p>Occupational Competence</p> <p>1. Work Experience/ IPCRF Rating (30)</p> <p>Final Rate= Average Score of 3 consecutive ratings/5 X 30</p> <table border="1"> <tr> <td>MOVs</td> <td>3-year IPCRF</td> </tr> </table> <p>2. Accomplishments (10)</p> <p>a. DepEd Recognized Awards and Recognition (10)</p> <table border="1"> <tr> <td>International</td> <td>10</td> <td rowspan="5"> <ul style="list-style-type: none"> • Certificate of Recognition </td> </tr> <tr> <td>National</td> <td>8</td> </tr> <tr> <td>Regional</td> <td>6</td> </tr> <tr> <td>Division</td> <td>4</td> </tr> <tr> <td>District</td> <td>2</td> </tr> </table>	MOVs	3-year IPCRF	International	10	<ul style="list-style-type: none"> • Certificate of Recognition 	National	8	Regional	6	Division	4	District	2
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	3. Work Performance (10)		
	a. Performance and/or Achievement impact (5) <i>The extent to which the work performance through innovation or invention delivered far-reaching impact to a number of beneficiaries with positive change and resource efficiency</i>		
	The system/ process is used maximally and benefits 100 people and more	5	MOVs
	The system/ process is used maximally and benefits less than 100 people	3	<ul style="list-style-type: none"> • Accomplishment report • Project Proposal • Attendance
b. Reliability and Effectiveness (5) <i>The extent to which the innovation has effectively and efficiently addressed a pressing need; improved service delivery</i>			
	The project, program, or activity has fully resolved or addressed pressing issues in the workplace/field	5	MOVs
	The project, program, or activity has initially resolved or addressed pressing issues	3	<ul style="list-style-type: none"> • Proof of adaptability and sustainability of project, program or activity • Accomplishment report

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	in the workplace/field		
4. Outstanding Achievements			
a. Innovation / Creativity (10)			
National	10	MOVs	
Regional	8	<ul style="list-style-type: none"> • Concept paper for innovation, creativity or research 	
Division	6		
District	4		
School	2		
b. Resource Speakership / L and D Facilitation /NEAP Accreditation on Learning Facilitation (10)			
National	10	MOVs	
Regional	8	<ul style="list-style-type: none"> • Certificate as Resource Speaker 	
Division	6		
District	4		
School	2		
Professional Growth			
a. Education (10)			
Doctoral	10	MOVs	
Doctoral (CAR)	8	<ul style="list-style-type: none"> • Transcript of Record with CAV 	
Master’s Degree	6		
MA (CAR)	4		
Bachelor’s degree	2		

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	b. DepEd/NEAP Recognized Trainings/ Seminars attended (10)		
	National	10	MOVs
	Regional	8	• Certificate of Participation
	Division	6	
	District	4	
	School	2	
	Personal Attributes/ Characteristics (10)		
	<i>Refer to Core Behavioral Competencies for Indicators</i>		
	a. Self-Management (2)		
	Frequently Demonstrated	2	
Occasionally Demonstrated	1		
Not Demonstrated	0		
b. Professionalism and Ethics (2)			
Frequently Demonstrated	2		
Occasionally Demonstrated	1		
Not Demonstrated	0		
c. Service Orientation (2)			
Frequently Demonstrated	2		
Occasionally Demonstrated	1		
Not Demonstrated	0		

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	d. Result Focus (2)	
	Frequently Demonstrated	2
	Occasionally Demonstrated	1
	Not Demonstrated	0
	e. Teamwork (2)	
	Frequently Demonstrated	2
Occasionally Demonstrated	1	
Not Demonstrated	0	

VI. Search and Selection Process

School Level/Cluster of Schools/Districts

- The search and awards committee of the school shall review the performance of teachers in the school, based on the results of the IPCRF of individual teachers including their portfolio of accomplishments or innovations.
- The search committee shall prepare shortlist of potential nominees for each of the category based on the IPRCF and Portfolio of accomplishments of teachers.
- The search committee led by the principal shall conduct interview of shortlisted teachers who are potential nominees for the Division Level search.
- The school head shall nominate one (1) Outstanding Teacher for each of the categories as entries for the Division Level Search for Outstanding Teachers.





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Division Level

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding teachers and intensify the promotion or advocacy for this awards and recognition program for teachers.
- The Division Search and Awards Committee shall review the nomination documents submitted by the school for each of the categories, and if necessary, shall conduct the validation process at the school level.
- The Division Search and Awards Committee shall prepare a shortlist of top 10 potential nominees for each category who will undergo final interview by the committee.
- Division winners (1st Placers) in all categories shall also be recognized during the education week apart from the *KAFNGABAL CEREMONIES*.
- The SDS shall nominate/submit only one (1) outstanding employee for each category to the regional office for the Regional Level Search for Outstanding Teaching and Non-Teaching Employees.

Division Level Search and Selection Process for Outstanding Principals, PSDS, EPS and other Non-Teaching Employees:

- The Division Office shall lead and facilitate the inclusive management of the Search for Outstanding Principals, District Supervisors/ PSDS and Education Program Supervisor. The SDO shall intensify the promotion or advocacy for the awards and recognition program and open the opportunity to all principals, PSDS or EPS who meet the general entry qualifications for nomination.
- The nominations for the Outstanding Principal, District Supervisor and Education Program Supervisor shall be endorsed by the teachers' organization/s, parents' associations, PTCA, local LGUs or any organizational partners of the school where the nominee is currently working/deployed.

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- The Division Search and Awards Committee shall review the nomination documents submitted for the principal, district supervisor and education program supervisor categories, and if necessary, shall conduct the validation process at the school level.
- The Division Search and Awards Committee shall prepare a shortlist of top 10 potential nominees for each category who will undergo final interview by the committee.
- The SDS shall nominate or submit only
 1. One (1) Outstanding Elementary Teacher
 2. One (1) Outstanding Secondary Teacher
 3. One (1) Outstanding ALS Teacher
 4. One (1) Outstanding IPEd Teacher
 5. One (1) Outstanding Multi Grade Teacher
 6. One (1) Outstanding Kindergarten Teacher
 7. One (1) Outstanding ALIVE Teacher
 8. One (1) Outstanding SPED Teacher
 9. One (1) Outstanding Elementary Master Teacher
 10. One (1) Outstanding Secondary Master Teacher
 11. One (1) Outstanding Elementary Principal
 12. One (1) Outstanding Secondary Principal
 13. One (1) Outstanding District Supervisor
 14. One (1) Outstanding Education Program Supervisor
 15. One (1) Outstanding Elementary TIC/HT
 16. One (1) Outstanding Secondary TIC/HT
 17. One (1) Outstanding Non-Teaching Employee (Below SG 18)
 18. One (1) Outstanding Non-Teaching Employee (SG 18 and above) to the Regional Office for the Regional Level Search
- The division shall conduct awarding and recognition for division level top awardees.

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Regional Level Search and Selection Process for Most Outstanding Teacher, Principal, PSDS, EPS and Non-Teaching Employees

- The Regional Head of Office shall assign the PRAISE Committee to collaborate with HRDD the review and evaluation of the nomination documents from the SDO for each category.
- The RO Search and Awards Committee shall conduct an interview for nominees in each category using the Behavioral Events Interviewing (BEI) Approach to further validate their accomplishments and exemplary innovations.
- Using the selection criteria and the results of the BEI, the RO team will determine the Most Outstanding employee for each category.
- The **top 3 Regional winners** for each category shall be awarded. The awarding and recognition program shall be conducted in time with the celebration of the International Education Day on December 15, 2022. The awarding ceremonies may be conducted using onsite platform.
- The RO team shall lead the public announcement or publicity of the awards and the regional level awardees via radio broadcast and social media. The official results of the search shall also be posted in the official website and FB account of DepEd SOCCSKSARGEN Region for wider publicity and recognition of all regional awardees effective December 20, 2022.

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