



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



March 07, 2016

**DIVISION MEMORANDUM**

No. 129 s, 2016

**SEARCH FOR OUTSTANDING EMPLOYEES OF DEPED CEBU PROVINCE**

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, EPS/COORDINATORS  
PSDS's/DISTRICT CARETAKERS/OIC's  
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
TEACHERS AND ALL OTHERS CONCERNED**

1. Pursuant to DepEd Order No.09, s.2002 entitled, "" Establishing the Program on Awards and Incentives for "Service Excellence (PRAISE)", and DepEd Order #78, s. 2007 entitled, " Strengthening the Program on Awards and Incentives for Service Excellence of the Department of Education"", this Division hereby conducts the Search for Most Outstanding Employees from this year onwards with the following categories:
  - A. Most Outstanding Teachers Elementary
  - B. Most Outstanding Teachers Secondary
  - C. Most Outstanding School Heads Elementary
  - D. Most Outstanding School Heads Secondary
  - E. Most Outstanding ALS Mobile Teachers
  - F. Most Outstanding Non-Teaching Personnel
  - G. Most Outstanding District Supervisor
  
2. All nominating districts/body must observe the ff. PRE-QUALIFICATION STANDARDS:
  - A. **The Search for Most Outstanding Teachers** is open to all regular public school teachers in kinder, elementary or secondary and ALS:
    - who have served DepEd for at least three(3) years;
    - with No Drop Out/No Non-Reader/No Failure for the past three (3) years;
    - Performance Rating at least VS per year for three(3) years; with no subject MPS in NAT/LAPG/NCAE lower than 75% or Gen. Ave. of all classes lower than 75%;
    - FOR ALS, one must have served as ALS Mobile Teacher for at least three(3) years with no pending case; with full load from Monday-Friday-evidence available); with at least 3 Well-structured functional Learning Centers;
    - With Performance Rating at least VS per year for three(3) years;

- have not incurred at least 3 days absences and 5 tardiness per month for the past 3 years.
- B. The Search for Most Outstanding School Heads** is open to all school heads in the public schools with or without items provided, those without School Head items have official designation signed/issued by the Schools Division Superintendent:
- who have served as school head for at least three(3) years with No Unliquidated Cash Advances in MOOE/SBM/DICP/Feeding/etc;;
  - No Case unsettled in the school/district/division level;
  - No Drop Out for the Past three (3) years;
  - No MPS in any subject in NAT/LAPG/ NCAE lower than 50%;
  - PESA/RPMS ratings at least VS per year for three(3) years;
  - have not incurred at least 3 days absences and 5 tardiness per month for the past 3 years.
- C. The Search for Most Outstanding Non-Teaching Personnel** is open to all Non-Teaching Personnel assigned/stationed either in the Division Office or in the field( schools/districts) whether regular or contractual:
- who have been with DepEd for at least three (3) years;
  - with No unsettled complaint;
  - not living in with someone other than the legal spouse;
  - With Performance Rating at least VS per year for three(3) years;
  - have not incurred at least 3 days absences and 5 tardiness per month for the past 3 years.
- D. The Search for Most Outstanding District Supervisor** is open to all District Supervisors with or without item, provided those without PSDS item have an official designation signed /issued by Schools Division Superintendent:
- with no school obtaining NAT/LAPG MPS of less than 65%;
  - No unsolved case in the district/division/region level;
  - no unliquidated Cash Advances;
  - No DDU school in the district;
  - at least VS Performance Rating per year for three(3) years;
  - have not incurred at least 3 days absences and 5 tardiness per month for the past 3 years.
3. To this effect, all districts are enjoined to conduct the District Level Search and submit only one entry for each category except for ALS and PSDS whose nominations will be coming from the Division Promotion Office.
4. Nominees who meet the Pre-Qualification Standards will proceed to the Search subject to the following criteria:
- A. For Most Outstanding Teachers**
1. MPS in NAT (Yr4/Gr.6)/NAT/LAPG (Gr.3)/Gen. Average of whole Classes Handled = 25%  
For ALS, # of Passers over Enrolees
  2. Lesson Planning/Instructional Materials Prepared ( Ref. rubrics described in RPMS PCP)  
Completeness =25%
  3. **Classroom Structuring (functionality; updated;) =15%**

4. Records Management (Pupil Records: Cards/Forms 178/Class Records; Anecdotal, Rank Lists of Honour Students on file, etc.) = 10%
  5. Landscaping of Zone Assignment= 10%
  6. Winning Coach Awards= 10%
  7. Membership in Recognized Associations/organizations= 5%
- B. For Most Outstanding School Heads**
1. Records Management including Timeliness in Submitting Report = 10%
  2. School Ave. NAT/LAPG/Gen. Average of all Students = 25%
  3. Funds Management:
    - % of Utilization (Releases/Allocation) = 15%
    - Timeliness in Liquidation (Ref. 5<sup>th</sup> day of next month) = 10%
  4. School Physical Management ( Zero Eye Sore, Landscaping, Conditions of Classrooms with approved/ Functional Site Development Plan) = 15%
  5. Instructional Supervision (Class Observations/INSET initiated/conducted)= 10%
  6. School Awards Received =10%
  7. Membership in Recognized Associations/Organizations=5%
- C. For Most Outstanding Non-Teaching Personnel**  
(c/o AO Jeremy to be issued in a separate Memorandum)
- D. For Outstanding District Supervisor**
1. NAT/LAPG/NCAE MPS/Gen. Average of all schools =20%
  2. Physical Structures/Landscaping of all schools =20%
  3. Implementation of NGP/Gulayan in all schools =10%
  4. Instructional Supervision/Inset Initiated/conducted =20%
  5. Distribution of Resources in all schools (SEF, books, Chairs, etc.) = 10%
  6. Up-to-Date Proposal in filling Up of vacancies including Substitute Teachers =10%
  7. With Approved Annual District Education Plan with Evidence of implementation for the past 3 years =10%
5. Search Timeline:
- a. District level- May to June 2016
  - b. Submission of Entries to Division PRAISE Committee – July 1-15,2016
  - c. Division Search/On-site Validation - 3<sup>rd</sup> Week of July-2<sup>nd</sup> Week Sept.2016
  - d. Posting of Results- 3<sup>rd</sup> Week of September 2016
  - e. Proclamation/Awarding – October 5,2016 World Teacher's Day Celebration
6. Specific rubrics per criterion for each category will be issued in a separate Memorandum as well as the Composition of the PRAISE Committee.
7. For information, dissemination, guidance and strict compliance of all concerned.

  
**RHEA MAR A. ANGTUD, Ed.D, CESO VI**  
 Schools Division Superintendent