



Republic of the Philippines
Region VII, Central Visayas
Sudlon, Lahug, Cebu City



December 5, 2016

DIVISION MEMORANDUM
NO. 793, s. 2016

**ONSITE VERIFICATION OF THE CANDIDATES FOR MOST OUTSTANDING
TEACHERS, SCHOOL HEADS AND DISTRICT SUPERVISORS**

**TO: Assistant Schools Division Superintendents
Education Program Supervisors/Coordinators
District Supervisors/OIC's
Elementary and Secondary School Heads**

1. This Office hereby informs the field for the onsite verification of the candidates for **Most Outstanding Teacher(s)/School Head(s)/PSDS(s)** on **December 6-9, 2016**.

2. Only the top three (3) candidates from each category will be visited by the verification team composed of the following:

- 1.1 Dr. Novie O. Mangubat (Chief, SGOD);
- 1.2 Mr. Jeremy C. Denampo (Administrative Officer V);
- 1.3 Mrs. Riann C. Villamante (Div. Accountant);
- 1.4 Mr. Floren C. Semblante (HRMO); and
- 1.5 Dr. Victor A. Ybañez (SEPS-HRD).

3. Candidates are requested to prepare the following:

3.1 Teachers

- *Lesson Plans;
- *Instructional Materials;
- * Other Records (Form 178, rubrics, etc.);

3.2 School Heads

- *School Records (NAT/LAPG/Gen. Average of all Students);
- * Site Development Plan;
- * Other Records (Class Observations, INSET initiated, etc.);

3.3 PSDS

- * Records of NGP/Gulayan implementation in all schools;
- * Landscape records of all schools;
- * Records on distribution of resources (SEF, books, chairs, etc.).

4. Traveling expenses of the members of the verification team shall be charged to the Division's MOOE Funds subject to the availability and the usual accounting/auditing rules and regulations.

5. This Memorandum serves as Travel Authority of the members of the verification team.

6. Wide dissemination of and strict compliance with this Memorandum is hereby directed.


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