



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City



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DIVISION MEMORANDUM

No. 221, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Composition of Division Screening and Selection Committee (DSSC)
for the 2019 Regional Search for Outstanding Teaching, Teaching-
Related and Non-Teaching Personnel

Date: September 03, 2019

1. The field is hereby informed of the composition of the Division Screening and Selection Committee (DSSC) for the 2019 Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel. Composition of the DSSC and their respective assignments are enclosed herewith.
2. Members of the DSSC must comply with Regional Memorandum 411, s. 2019 as to the Guidelines and Score Sheets to be used during the Division Level Screening and Selection. DSSC are expected to submit the final results of their deliberation to the Office of the Schools Division Superintendent on or before **September 20, 2019**.
3. For information, guidance and compliance.

Copies Furnished:
Person Concerned
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**COMPOSITION OF DIVISION SCREENING AND SELECTION COMMITTEE (DSSC)
FOR THE 2019 REGIONAL SEARCH FOR OUTSTANDING TEACHING, TEACHING-
RELATED AND NON-TEACHING PERSONNEL**

TEAM	COMPOSITION	CATEGORIES ASSIGNED
A	1. OIC-SDS- JESNAR DEMS S. TORRES 2. EPSVR- ASTER M. GALLEGA 3. EPSVR- ROQUE R. SABASAJE 4. SREPS FOR M&E- MARICRIS P. QUISMUNDO 5. BUDGET OFFICER- STEPHANIE P. SALIGUMBA	A11 -Outstanding Master Teacher (Elem) A12 - Outstanding Master Teacher (Sec) A19 -Outstanding ALS Teacher A21 -Outstanding Elementary School Head Teacher I, II or III or Teacher In-Charge (TIC) A22 -Outstanding Secondary School Head Teacher I, II or III or Teacher In-Charge (TIC) A23 -Outstanding Elementary School Principal I, II, III or IV A24 -Outstanding Secondary School Principal I, II, III or IV
B	1. OIC-ASDS: ALIENA S. DAJAY 2. EPSVR- MANUEL A. JANUBAS 3. EPSVR- BALVE G. GRANIDO 4. EPSVR- LORNA H. ESTROSAS 4. EPSVR- ANABELLE M. MAMACALAY 5. HRD- KAREN ROSE A. SERRANIA	A3 -Outstanding Secondary Teacher in English A4 -Outstanding Secondary Teacher in Filipino A5 -Outstanding Secondary Teacher in Math A6 -Outstanding Secondary Teacher in Science A7 -Outstanding Secondary Teacher in Araling Panlipunan A8 -Outstanding Secondary Teacher in MAPEH A9 -Outstanding Secondary Teacher in TLE A10 -Outstanding Secondary Teacher in Edukasyon sa Pagpakatao A13 -Outstanding Senior High School Teacher in Academic A14 -Outstanding Senior High School Teacher in TVL
C	1. SGOD CHIEF- ROLLY B. LABIS 2. EPSVR- FRITZIE C. SILLABE 3. EPSVR- LORNA H. ESTROSAS 4. ACCOUNTANT- MARICEL B. JANGAO 5. HRMO- ANNA MAE M. ATILLO	A1 -Outstanding Elementary Teacher I, II, or III (Grades 1-3) A2 -Outstanding Elementary Teacher I, II, or III (Grades 4-6) A18 -Outstanding Kindergarten Teacher A15 -Outstanding SPED Teacher B1 -Outstanding ADAS (School) B2 -Outstanding ADAS (Division Office)

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Guidelines on the 2019 Regional Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel

I. Rationale

In consonance with DepEd Order No. 9, s. 2002 entitled *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education* and DepEd Order No. 78, s. 2007 entitled *Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education* and in line with its quality policy to ensure excellent employees' performance through continual improvement, DepEd Region X recognizes and rewards employees for their innovative ideas, superior accomplishments, exemplary performance, extraordinary acts or services in the public interest and other efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity.

II. Categories and Specific Qualification Requirements

The categories and specific qualification requirements are the following:

A. Teaching and Teaching-Related Personnel

CATEGORIES	SPECIFIC QUALIFICATION REQUIREMENTS
<ol style="list-style-type: none"> 1. Outstanding Elementary Teacher I, II, or III (Grades 1-3) 2. Outstanding Elementary Teacher I, II, or III (Grades 4-6) 3. Outstanding Secondary Teacher in English 4. Outstanding Secondary Teacher in Filipino 5. Outstanding Secondary Teacher in Math 6. Outstanding Secondary Teacher in Science 7. Outstanding Secondary Teacher in Araling Panlipunan 8. Outstanding Secondary Teacher in MAPEH 9. Outstanding Secondary Teacher in TLE 10. Outstanding Secondary Teacher in Edukasyon sa Pagpapakatao 	<ul style="list-style-type: none"> - Has permanent item as Teacher I, II, or III - Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads - For the elementary category, at least 3 years of teaching experience in the grade level which he/she is nominated - For the secondary category, at least 3 years of teaching experience in the subject area or major field which he/she is nominated
<ol style="list-style-type: none"> 11. Outstanding Elementary Master Teacher I, II, III, or IV 12. Outstanding Secondary Master Teacher I, II, III, or IV 	<ul style="list-style-type: none"> - Has permanent item as Master Teacher I, II, III, or IV - Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads - Has other designations like coordinator, mentor, grade/year level chairman, etc.
<ol style="list-style-type: none"> 13. Outstanding Senior High School Teacher in Academic 14. Outstanding Senior High School Teacher in TVL 	<ul style="list-style-type: none"> - Has permanent item as teacher in Senior High School - Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads in the track which he/she is nominated - With at least 3 years teaching experience in the track which he/she is nominated

<p>15. Outstanding Kindergarten Teacher</p>	<ul style="list-style-type: none"> - Has permanent item as Teacher I, II, or III or Kindergarten teacher - With at least 3 years teaching experience in Kindergarten - Has at least 2 teaching loads of Kindergarten sessions or 6 hours of teaching loads
<p>16. Outstanding ALIVE Teacher</p>	<ul style="list-style-type: none"> - A passer of the Qualifying Exam for Arabic language and Islamic Studies (QEALIS) with permanent item - With at least 3 years teaching experience handling ALIVE subjects - Has at least 5-6 teaching loads or 6 hours of teaching loads
<p>17. Outstanding IPed Teacher</p>	<ul style="list-style-type: none"> - Has permanent item as Teacher I, II or III tagged to IPed Program - With at least 3 years teaching experience handling IP learners - Has at least 5-6 teaching loads or 6 hours of teaching loads
<p>18. Outstanding SPED Teacher</p>	<ul style="list-style-type: none"> - Has permanent item as Teacher I, II or III or SPED teacher - With at least 3 years teaching experience handling SPED learners/classes - Has at least 5-6 teaching loads or 6 hours of teaching loads
<p>19. Outstanding ALS Teacher (Mobile, DALC and ABOT-ALAM Teacher)</p>	<ul style="list-style-type: none"> - Has permanent item as Teacher I, II or III or ALS/ABOT-ALAM teacher - With at least 3 years teaching experience handling ALS/ABOT-ALAM learners/classes - Has at least 5-6 teaching loads or 6 hours of teaching loads
<p>20. Outstanding Multigrade Teacher</p>	<ul style="list-style-type: none"> - Has permanent item as Teacher I, II or III or Multigrade teacher - With at least 3 years teaching experience handling multigrade classes - Has at least 5-6 teaching loads or 6 hours of teaching loads
<p>21. Outstanding Elementary School Head Teacher I, II, or III or Teacher In-charge (TIC)</p> <p>22. Outstanding Secondary School Head Teacher I, II, or III or Teacher In-charge (TIC)</p>	<ul style="list-style-type: none"> - Has permanent item as Head Teacher I, II or III or designation as Teacher In-charge (TIC) - Has served for at least 3 years as HT or designated as TIC and managing a school - Should have the utilization of the allocated funds as per approved plan and liquidation of MOOE/government/school funds for the months covering January 2019 up to the month prior to the conduct of the interview by the Regional Search and Selection Committee - Has no outstanding unliquidated funds

23. Outstanding Elementary School Principal I, II, III, or IV 24. Outstanding Secondary School Principal I, II, III, or IV	- Has permanent item as Principal I, II, III, or IV - Has served for at least 3 years as Principal I, II, III, or IV - Should have the utilization of the allocated funds as per approved plan and liquidation of MOOE/government/school funds for the months covering January 2019 up to the month prior to the conduct of the interview by the Regional Search and Selection Committee - Has no outstanding unliquidated funds
25. Outstanding Public Schools District Supervisor (PSDS) or Principal In-charge of the District (PIC)	- Has permanent appointment as Public Schools District Supervisor (PSDS) or designation as Principal In-charge of the District (PIC) - Has served for 3 years as Public Schools District Supervisor (PSDS) and or as Principal In-charge of the District (PIC)

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B. Non-Teaching Personnel

CATEGORIES	SPECIFIC QUALIFICATION REQUIREMENTS
1. ADAS (School) 2. ADAS (Schools Division Office)	- Has permanent item in the current position - With at least 3 years of work experience relevant to the current position - Performance rating of at least Very Satisfactory for the last three years

III. Who are eligible to join?

Aside from the specific qualification requirements, nominees for the search must meet the following:

1. A model of morality and integrity both in public and private life;
2. Has good human relations in the school and in the community;
3. A permanent employee in the DepEd for the last three (3) years;
4. With at least 3 years of work experience relevant to the current position;
5. Has been rated VERY SATISFACTORY for the last three (3) performance rating periods prior to the nomination;
6. Has not been found guilty of any administrative or criminal case.

To obtain objective information and assessment about the nominees, the Division and Regional Screening and Selection Committee (RSSC) **may conduct validation/background check** to further assess the nominee in terms of morality and integrity both in public and private life and the human relations aspect in the school/SDO and in the community.

IV. Who are not qualified?

1. Previous awardees/winners in a similar search in the regional or national level organized/sponsored by either the Department of Education or any private organization (regardless of the year/s they joined).
2. Teachers/principals/non-teaching personnel who have been suspended for any administrative or criminal offense.

V. What are the prizes?

Aside from the plaque and cash prize that await the winners, the honor of being named as winner in the regional search is truly beyond measure. The Regional Office will also nominate the winners in other regional and national searches organized/sponsored by private groups or organizations.

VI. What are the stages in the search?

A. Teaching Personnel (Teachers)

2 TEAMS

The following are the stages for this search:

Stage 1 – Paper Screening/Document Evaluation

Stage 2 – Demonstration Teaching

Stage 3 – Interview

B. Teaching-Related Personnel

(Head Teacher/Teacher In-Charge, Principal, and Public Schools District Supervisors/Principal In-charge of the District)

The following are the stages for this search:

Stage 1 – Paper Screening/Document Evaluation

Stage 2 – Interview

C. Non-Teaching Personnel (ADAS in school and ADAS in schools division office)

The following are the stages for this search:

Stage 1 – Paper Screening/Document Evaluation

Stage 2 – Interview

Stage 1 - The paper screening/document evaluation shall include all supporting documents which are certified, authenticated, and verified by the SDO officials. Using the attached Criteria for Evaluation, the Division Screening and Selection Committee (DSSC) will conduct the preliminary paper screening/document evaluation of all nominees. The points earned for this stage will be the tentative score of the nominee when he/she proceeds to the Regional Final Selection. The tentative score earned is subject for verification/validation of the Regional Screening and Selection Committee (RSSC).

Stage 2 - The DSSC will conduct the demonstration teaching for the teacher category. This will be in the form of on-the-spot preparation of instructional materials and lesson planning based on the topic that will be randomly selected according to subject area and grade level taught. The DSSC will use the attached criteria. The points earned in this stage will be the final score in the demonstration teaching of the nominee when he/she proceeds to the regional final selection.

Stage 3 - All official nominees of the SDO to the Regional Final Selection for the teaching, teaching-related, and non-teaching categories will undergo the interview process. Only the RSSC will conduct the interview using the attached criteria. The interview shall gauge nominee's ability to answer questions related to work.

VII. What are the steps in the search process?

3. Using the attached guidelines and criteria, the Schools Division Office may conduct a school and district level search.
4. The DSSC will screen, evaluate and rank all the nominees for each category using the attached criteria.
5. Only the TOP 1 for each category will be the official nominee of the SDO to the regional final selection.
6. The DSSC will endorse to the RSSC its official nominees. As guide, please refer to item VIII below on *How are the documents prepared and submitted to the region final selection?*
7. The RSSC will validate all the documents submitted by the DSSC, conducts the interview, and finalizes the winners of the search.

VIII. How are the documents prepared and submitted to the region final selection?

1. The official nominees of the schools division office in the regional final selection will scan and arrange the supporting and other required documents following the order in the criteria.
2. The scanned copy should be saved in a CD labeled with the nominees' complete name, contact number, name of school, schools division, and the category.
3. The DSSC will submit the individual CD of its official nominee to the **Office of the Regional Director, Attention: Neil A. Improgo, Quality Assurance Division.**
4. The official nominee will bring his/her hard copy (original copy) during the interview (regional final selection) for validation/verification.
5. Each document should be correctly labelled or tagged.
6. Aside from the supporting documents, the nominee should attach in the hard and soft copies the following requirements:

- a. Endorsement by the Schools Division Superintendent with all the names of the nominees and their corresponding categories.
- b. Individual Tentative Summary of Score Sheet (see attachment) of each nominee following the criteria and points per indicator.
- c. Duly accomplished nomination form (see attachment)
- d. Written testimonies (one-page write-up using Arial size 11 and 1.5 spacing) about the nominee with emphasis on his/her integrity, morality, and good human relations both in public and private life as well as in the school and in the community.
- e. Accomplished Personal Data Sheet (CS Form 212 Revised 2017)
- f. Certification that nominee has not been suspended for any administrative or criminal offense
- g. Certified true copies of Performance Ratings in the last three (3) years
- h. Summary of Ratings with average signed by the Schools Division Superintendent/Assistant Schools Division Superintendent/Chair of the Division Search and Selection Committee

IX. Timeline on the conduct of the 2019 Search

Date	Activity
August 1 -16, 2019	School Level Screening and Selection
August 19 -30, 2019	District Level Screening and Selection
September 2 - 20, 2019	Division Level Screening and Selection
September 23 - 30, 2019	Consolidation and Deliberation of Results
October 1 - 4, 2019	Presentation of the Final Results to the SDS
October 7 -11, 2019	Submission of SDO Results (Official Nominees to the Regional Final Selection) to the Office of the Regional Director
October 14 - 31, 2019	-Regional Level Screening and Selection -Interview -Regional Final Selection
November 4 - 8, 2019	Presentation of the Final Results to the Regional Director
November 11 -15, 2019	Video/Photoshoot of Regional Finalists
December 2019	Rehearsal of Winners Awarding of Winners