



Division Memo No. 159, s. 2017

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads/Principals, Public & Private elementary and secondary schools

From : *[Signature]*
LORNA C. BUGAYONG, CESO VI
Schools Division Superintendent
[Signature]

Date : August 10, 2017

Subject: Timelines for Division Searches/Contests

1. This School Year 2017-2018, the Schools Division Office, Dagupan City is launching various searches and competitions to bring out the best among DepEd educators and personnel, to promote continuous improvement, to recognize good works and to prepare SDO Dagupan for its ISO journey – a journey to excellence.
2. Initially, the searches to be launched are the following:
 - Search for Most Outstanding Principal/School Head
 - a. Elementary Level
 - b. Secondary Level
 - Search for Most Outstanding Teacher (T-I, T-II & T-III)
 - a. Elementary Level
 - b. Secondary/Integrated Schools
 - c. Kindergarten
 - d. SPED
 - Search for Most Outstanding Master Teacher
 - a. Elementary Level (includes Kinder & SPED)
 - b. Secondary Level/Integrated Schools
 - Search for Most Outstanding SDO Personnel
 - Search for Best Structured Classrooms
 - a. Elementary Level
 - b. Secondary Level
 - Search for Best Implementers for
 - a. MOOE -Elem. & Secondary
 - b. SBFP -Elem. & Secondary

3. Timelines for the Searches

Date	Activity
August 14-24, 2017	-Preparation of Documents
August 25, 2017	-Submission of Documents to PSDS's
September 4-6, 2017	-District level eliminations
September 7, 2017	-Submission of documents for district winners to SDO
September 8-15, 2017	-Validation of documents
September 18-22, 2017	-1. Onsite evaluation 2. Demo Teaching/unannounced Classroom Observation 3. Interview
September 25, 2017	- Semi Final Interview
September 27, 2017	-Final Interview of the Finalists
September 29, 2017	-Submission of winners

4. Composition of the Division Search Committee (DSC)

Chair: Dr. Lourdes D. Servito, Asst. Schools Division Superintendent

Co-Chair: Chief Venus Maria S. Estonilo
Chief Maria Linda R. Ventenilla

Members: Myrel Angelica N. Lopez- AO V
All EPS's
All PSDS's
Atty. Jose O. Oviedo
Harking C. Reyes
SEPS
Medical Staff
Joann L. Jimenez, Division Planning Officer
EPS II
Other Concerned officials and personnel

5. Lists of Criteria and Guidelines for the Searches are attached.

6. Please be guided accordingly.

7. Immediate and widest dissemination of the contents of this memorandum is desired.