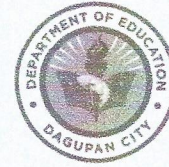




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region 1
SCHOOLS DIVISION OFFICE
Dagupan City



Division Memorandum No. 445, s. 2017

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
SDO Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

RELEASED
DATE: 11/6/17
BY: [Signature]

From:  **LORNA G. BUGAYONG, Ph.D., CESO VI**
Schools Division Superintendent

Date: **November 2, 2017**

Subject: **GUIDELINES AND CRITERIA FOR DIVISION SEARCHES**

1. In line with the thrust of the SDO Dagupan for ISO 2015 Certification, the Schools Division Office will conduct seven (7) searches to give recognition to schools with outstanding performances which are as follows:
 - a. Most Effective School
 - b. Best Structured Classroom
 - c. Best in Judicious MOOE Utilization
 - d. Best Implementer of School-based Feeding Program
 - e. Best in Gulayan sa Paaralan
 - f. Most Improved School Library
 - g. Best in Story Book Contest
2. The following are guidelines for the conduct of the said searches:
 - a. All districts should have one (1) representative for each contest category
 - b. Submission of Endorsement by the PSDS will be on or before November 17, 2017
 - c. On-Site Validation will be conducted any time after the submission and acceptance of the endorsement letter.
 - d. The judges will submit the results to secretariat on December 12, 2017.
 - e. Final deliberation will be on December 15, 2017.
 - f. Awarding of winners will be on December 19, 2017.
3. Moreover, attached are the criteria for judging for each contest category.
4. Widest dissemination of this memorandum is much desired.

BEST STRUCTURED CLASSROOM

LEARNING MATERIALS (40%)

The following are present and organized inside the classroom	1	2	3	4	5
1. Improvised Instructional Materials (to be used for the quarter only)					
2. Learners' Portfolio (SY 2017 – 2018)					
3. Intervention Materials e.g. Modules, SIM, Skill Exercises, Activity Sheets					
4. Test Bank, TOS with Teacher MadeTest					
5. School Forms (SY 2017 – 2018)					
6. Teacher's Guide					
7. Learner's Material (If not complete, there must be downloaded, contextualized LMs)					
8. Regularly Updated Bulletin Board					

Total: _____

FUNCTIONAL READING CORNER/MINI – LIBRARY (15%)

The reader corner is established with	1	2	3
1. Children's Literary Books (15 different titles)			
2. Reference Materials (one per learning area, 2000 and above edition)			
3. Dictionary (MT, Filipino, English)			
4. available space for the learners			
5. Logbook of Users			

Total: _____

CLEANLINESS AND ORDERLINESS (15%)

	1	2	3
1. Proper waste management is implemented with trash bins labeled with biodegradable, non – biodegradable, recyclable and the like			
2. Furniture are properly arranged			
3. Walls and furniture are free from vandalism			
4. Indoor plants are evident inside the classroom (not more than 6)			
5. Presence of WINS corner/area			

Total: _____

PROPER VENTILATION/LIGHTING (15%)

	1	2	3
1. Jalousie windows are intact, not destroyed and with appropriate curtains			
2. Ceiling is intact and has no dilapidated part			
3. Fluorescent lamps/bulbs are functioning			
4. The classroom is free from any distraction/harm in general			
5. Classroom is spacious and provides ease of movement			

Total: _____

OVERALL ATMOSPHERE/IMPACT (15%)

	1	2	3	4	5
Proper Structuring					
Color Coordination					
Ambiance					

MOST EFFECTIVE SCHOOL

PUPILS PERFORMANCE (40%)

As manifested in the OVER ALL MPS in the National Achievement Test (SY 2013 – 2014 & 2014 – 2015)

The school has obtained	
10% and above increase in the MPS	40
7-9 % increase in the MPS	30
4-6 % increase in the MPS	20
1-3% increase in the MPS	10
Decreased MPS	0

BRIGADA ESKWELA IMPLEMENTATION SY 2016 – 2017 (20%)

The school has been awarded with Best Implementer of Brigada Eskwela in the	
National Level	20
Regional Level	15
Division Level	10

WINNINGS (Academic/Sports and other Co – curricular Competitions) SY 2016 – 2017

International (10) _____
 National (8) _____
 Regional (6) _____
 Division (4) _____
 District (2) _____

STAKEHOLDERS PARTICIPATION AND SUPPORT TO SCHOOL ACTIVITIES (10%)

SY 2016 - 2017

With documentary evidences

	2	4	6	8	10
Stakeholders Participation	School invites stakeholders to attend meetings	School invites stakeholders to support PPAs	Stakeholders support PPAs	Stakeholders initiate PPAs	Stakeholders initiate and accomplish PPAs

COMPLETION RATE (5%) SY 2016 – 2017

The school has 100 % completion rate	5
The school has 99.99% and below completion rate	2

DROP OUT RATE (5%) SY 2016 – 2017

The school has zero drop out rate	5
The school has drop out rate	0

CUSTOMERS SATISFACTION (10%)

Through random interview

PLUS FACTORS (every plus factor will be given 0.5 but not to exceed 2 points)

The school is offering the following programs:

- Special Education _____
- Special Science Program _____
- Special Program in the Arts _____
- Special Program in Journalism _____
- Integrated School _____
- Alternative Delivery Mode _____
- Open High School _____
- Others (please specify) _____

SEARCH FOR FUNCTIONAL LIBRARIES, PUBLIC ELEMENTARY AND SECONDARY SCHOOL

CRITERIA		Indicator	Points	Rating
I.	ADMINISTRATION		5%	
A.	The librarian/teacher librarian plans and develops programs for the library operations.	Action Plan	2.5	
B.	The library services & resources are utilized.	Registration/ Attendance/ Signed book card	2.5	
II.	HUMAN RESOURCES		5%	
A.	Number of library hour service	Schedule/logbook	1	
B.	Completeness of forms	Book card, Book pocket, due slip	1	
C.	Updated record and inventory of holdings/ collections	Accession bibliographic list	1	
D.	Innovations & creativity	Easy access of holdings, others	1	
E.	The librarian/teacher librarian attended seminar-workshops, conferences & other continuing professional education.	Travel Order/ Certificate	1	
III.	COLLECTION MANAGEMENT		30%	
A.	Collection Development			
	1. The library acquired learning instructional resources for the last three years.	Purchase receipt and official receipt of	2	
	2. The library has local history about the school and community		2	
	3. For an enrollment of less than 1000 students, the library should have: a) elementary- at least 1,000 book titles b) secondary - 2,000 book titles For 1,000 or more students - 3,000 book titles	Purchase receipt	2	
	4. Ten percent (10%) of the holdings is Filipiniana.	Accession record/ card catalog	2	
	5. Twenty percent (20%) of the total collection is published within the last ten (10) years.	Accession record/ card catalog	2	
	6. The library met the basic subscription of: a. One (1) title for national and local newspaper b. One title of professional magazine/journal, national/international	Accession record (improvised or logbook)	2	
	7. Pamphlets, information files, government documents and other materials appropriate to the curriculum and interests of students were provided.		2	
	8. The library has a map: a. Geographic regional map b. Special map (i.e. economic, weather, political, historical, etc.) c. Globe d. Sound recordings of different types, (10 titles) e. Charts, photographs, picture and other types of graphic materials (50 titles)	Acknowledgement (for donations)	1 1 1 1 1	

Selection and Organization			5%
	1. The librarian, teachers, administrator and students actively participated in the selection and acquisition of books.		1
	2. Books were stamped and recorded	Accession book, Actual book	1
	3. Books and other resources were systematically organized	Labeled	1
	4. Card catalog were properly filed as to author, shelflist, subject and title.	Card catalog	1
	5. Books were provided w/ book card, book pocket and due slip.		1
C.	Preservation & Security		5%
	1. Damaged/mutilated books were mended and binded.	Actual	2.5
	2. Library has security measures for the safety of collections (ex. Baggage counter, electronic gadgets, etc.)	Actual	2.5
IV.	SERVICES AND UTILIZATION		20%
A.	The library is open before, during and after classes and/or Saturday/Sunday as the need arises.	Approved schedule/logbook	5
B.	Acquisition and other activities are well disseminated.	Memo	5
C.	There is coordination with the faculty for the promotion of the library.		5
D.	Orientation of students and faculty is done at the beginning of the school year.	Attendance with picture	5
V.	PHYSICAL FACILITIES		15%
A.	The library can accommodate 10% of the total population	Floor plan	1
B.	The library has reading area.	Actual	1
C.	The library is equipped with:		
	1. Reading tables	15-25% of enrollment	1
	2. Armless chairs	Same as above	1
	3. Librarian's table		1
	4. Librarian's chair		1
	5. Charging/Circulation Desk		1
	6. Card catalog with trays	Depend on the collection	1
	7. Shelf list card		1
	8. Book shelves- single, double or wall shelves		1
	9. Newspaper display rack		1
	10. Dictionary and atlas stand		1
	11. Furniture for informal reading	Sofa set and bean bags	1
	12. Bulletin board	At least 2 depending on the space	1
	13. Equipment	Dewey Decimal Classification (DDC), Cutters's Two/Three Figure, Searlist	1
VI.	INFORMATION TECHNOLOGY FACILITIES AND SERVICES		5%
A.	The library is furnished with:		
	1. Computers	1-2 computers 3-4 computers 5 above	1 2 3
	2. Communication services		2
VII.	FINANCIAL RESOURCES		5%
A.	The library is provided with funds.	Approved APP	2.5
B.	The library generated funds.	List of donors, acknowledgement, pictures	2.5
VIII.	LINKAGES AND NETWORKING		5%
A.	The library established linkages with other resource center in the community (e.g. barangay, other libraries where to refer students and other sources of information.	MOA Request letters Logbook	5
TOTAL			100%



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**2017 DIVISION ANNUAL SEARCH FOR BEST GULAYAN SA PAARALAN
SCOPE AND CRITERIA**

A. GULAYAN SA PAARALAN (70%)

1. Presence of Vegetable Garden (15%)

- Leafy / Green Vegetables (minimum of 7 varieties)
- Fruits / pods/ legumes
- Root Crops
- Herbal Medicinal Plants (minimum of 10 varieties)
- Overall landscaping of the school

2. Adaptation of different Strategies/ Technologies (10%)

- Bio Intensive Gardening
- Organic Pest Management
- Organic Fertilizer

3. Urban Gardening (Containerized Gardening) (10%)

- At least 50 container with 5 kinds each = 10 points)

4. Contribution to the School feeding program per H.E feeding program report (5%)

5. Presence of School Nursery and Garden House (10%)

6. Proper labeling of seeding planted with signage/tag (5%)

7. Accessibility and sufficiency of water supply (10%)

8. Keep and Submit Updated Report (5%)

B. AQUA CULTURE (10%)

1. Fishpond (7%)
2. Fish-in-tank (3%)

C. LIVESTOCK (10%)

1. Poultry (8%) minimum 50 heads
2. Plus Factor (2%) – at least 5 heads of goats/2 heads pig and a head of cattle

D. innovation (10%)

Total100%