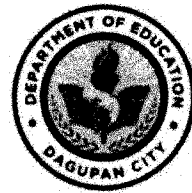


Republic of the Philippines  
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**SCHOOLS DIVISION OFFICE**  
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**DIVISION MEMORANDUM**  
 No. 386, s. 2019

**RELEASED**  
 DEPED  
 DATE: 11-19-19  
 BY: 988  
 M6445

**TO:** Assistant Schools Division Superintendent  
 CID and SGOD Chief Education Supervisors  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Public Elementary and Secondary School Principals/School Heads  
 All SDO Personnel  
 All others concerned

**DEPED RECEIVED**  
 DATE: 11-20-19  
 TIME: 9:00  
 REYNANTE B. INFANTE  
 IT OFFICER I

**FROM:** **MARIA CELIA JUNIO-FERNANDEZ, EdD MDM -SEC**  
 Schools Division Superintendent

**DATE:** November 12, 2019

**SUBJECT:** 2019 Division Searches

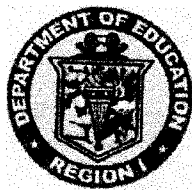
The Schools Division Office of Dagupan City will conduct the division-wide Search for Outstanding Teaching and Non-Teaching Employees in conformity with the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd Order No. 9, s.2002) and the Search for Outstanding Public Officials and Employees that has been conducted by the Civil Service Commission (CSC) annually (CSC Memorandum Circular No. 03, s. 2016).

The program aims to recognize and reward outstanding teachers and non-teaching personnel who exhibit exemplary behavior, innovative ideas, superior accomplishments, heroic deeds, genuine public service and other personal efforts contributing to quality, efficiency and timeliness in the improvement of education and government operations.

The search shall cover both the teaching and non-teaching employees and include the following categories:

**A. Teaching and Teaching-related Employees**

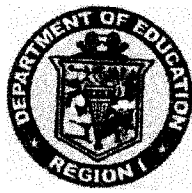
Category	Qualification Requirements
Outstanding Elementary School Teacher (Teacher I - III)	<ul style="list-style-type: none"> <li>Has permanent item as teacher I, II, or III</li> <li>With at least 3 years teaching experience</li> <li>Either classroom advisers or subject teachers provided with 5-6 subject loads or 6 hours of teaching loads</li> <li>Performance Rating of at least VS for the last three years</li> </ul>
Outstanding Secondary School Teacher (Teacher I – III)	
Outstanding Elementary Master Teacher (Master Teacher I- II)	<ul style="list-style-type: none"> <li>Has permanent item as Master Teacher I or II</li> <li>With at least 3 years teaching experience as Master Teacher I or II</li> <li>Either classroom advisers or subject teachers provided with 5- 6 subject loads or 6 hours of</li> </ul>
Outstanding Secondary Master Teacher (Master Teacher I- II)	



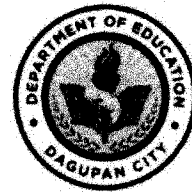
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	<ul style="list-style-type: none"> <li>teaching loads</li> <li>Has other designations like coordinator, mentor, grade/year level chairman</li> <li>Performance Rating of at least VS for the last three years</li> </ul>
Outstanding Kindergarten Teacher	<ul style="list-style-type: none"> <li>Has permanent item as Teacher I/ Kindergarten teacher</li> <li>With at least 3 years teaching experience in Kinder</li> <li>Has at least 2 teaching loads of Kinder sessions or 6 hours of teaching loads.</li> <li>Performance Rating of at least VS for the last three years</li> </ul>
Outstanding SPED Teacher	<ul style="list-style-type: none"> <li>Has permanent item as regular Teacher or SPED teacher</li> <li>With at least 3 years teaching experience handling SPED learners/classes</li> <li>Has at least 5-6 teaching loads or 6 hours teaching loads</li> <li>Performance Rating of at least VS for the last three years</li> </ul>
Outstanding ALS Teacher (Mobile & ABOT-ALAM Teacher)	<ul style="list-style-type: none"> <li>Has permanent item as Regular Teacher or ALS/ ABOT-ALAM teacher</li> <li>With at least 3 years teaching experience handling ALS/ABOT-ALAM classes</li> <li>Has at least 5-6 teaching loads or 6 hours teaching loads</li> <li>Performance Rating of at least VS for the last three years</li> </ul>
Outstanding Elementary School Principal (Principal I to IV)  Outstanding Secondary School Principal (Principal I to IV)	<ul style="list-style-type: none"> <li>Has Regular Permanent appointment as Principal I, II, III or IV</li> <li>Has served for 3 years as Principal I, II, III or IV</li> <li>Has no pending administrative/criminal case</li> <li>Performance Rating of at least VS for the last 3 years.</li> <li>Has an unquestioned integrity</li> <li>Should have the utilization of the allocated funds as per approved plan and liquidation of these MOOE/Govt/school funds for the months covering January 2017 – May 2019.</li> <li>Has no outstanding unliquidated funds.</li> </ul>
Outstanding Department Head	<ul style="list-style-type: none"> <li>Has Regular Permanent appointment as Department Head or as OIC Department Head</li> <li>Has served for 3 years as Department Head or as OIC Department Head</li> <li>Has no pending administrative/ criminal case</li> <li>Performance Rating of at least VS for the last three years</li> </ul>
Outstanding Public Schools District Supervisor (PSDS)  Outstanding Education Program Supervisor (EPS)	<ul style="list-style-type: none"> <li>Has Regular Permanent appointment as PSDS or EPS</li> <li>Has served for 3 years PSDS or EPS</li> <li>Has no pending administrative/ criminal case</li> <li>Performance Rating of at least VS for the last three years</li> </ul>



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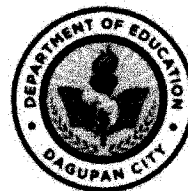
**Criteria for Evaluation**

**Teaching and Teaching-Related Personnel**

Criteria	MOV	Points
<p><b>Competency and Effectiveness (60 pts.)</b></p> <p>1. Curriculum Planning</p> <p>2. Content Knowledge and Pedagogy</p> <p>3. Learning Environment and Diversity of Learners</p> <p>4. Innovations</p> <p>5. Research</p>	<ul style="list-style-type: none"> <li>• Sample DLL/DLP signed by the School Head for the last for COT Rating 10</li> <li>• Classroom Observation Rating Sheet signed by the observer (4 latest COT Ratings) 15</li> <li>• Classroom Observation Rating Sheet signed by the Observer (4 latest COT Ratings) 15</li> <li>• Innovation/research/Project Proposal approved by Schools Division Superintendent (for the last 3 school years) 10</li> <li>• Complete Report (effect/impact of the research or project) approved by Schools Division Superintendent 10</li> <li>• Progress Report aligned with the workplan</li> </ul>	
<p><b>Professional Development and Community Involvement (30 pts)</b></p> <p>1. Leadership Ability</p> <p>2. Professional Development (for the last 5 years)</p> <p><i>Highest Educational Attainment (5 pts)</i></p> <p><i>Trainings (2 pts)</i></p> <ul style="list-style-type: none"> <li>• International</li> <li>• National</li> <li>• Region</li> <li>• Division</li> <li>• District/Municipal/ School</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Chairmanship/Coordinatorship with designation in a School, Division or Regional and/or Community Affairs or Projects 10</li> <li>• Action Plan (projects conducted) and Accomplishment Report duly signed by the Schools Division Superintendent</li> <li>• Diploma/Certificate/Plaques/Trophies 10</li> </ul>	



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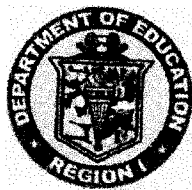
<p><i>Awards (3 pts)</i></p> <ul style="list-style-type: none"> <li>• International</li> <li>• National</li> <li>• Region</li> <li>• Division</li> <li>• District/Municipal/ School</li> </ul> <p>3. Community Linkages and Involvement</p>	<ul style="list-style-type: none"> <li>• Accomplishment Report</li> <li>• Action Plan</li> <li>• Minutes of the Meeting</li> <li>• Financial Statements (if necessary)</li> <li>• Testimonies of Beneficiaries</li> <li>• Attendance/Certificate of Participation/Certificate of Recognition</li> </ul>	10
Subtotal		90
<b>INTERVIEW AND VALIDATION STAGE</b>		
Criteria	MOV	Points
<p>I. Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Results of the Behavioral Event Interview (BEI)</li> <li>• Results of the Background Investigation Report (School Head, Co-Teacher, parent and PTA Officer/LGU Official)</li> </ul>	10
Subtotal		10
<b>Total</b>		<b>100s</b>

**B. Non-Teaching Personnel**

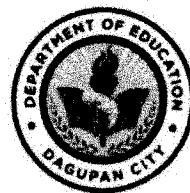
Category	Qualification Requirements
<b>Outstanding Level I</b>	
Administrative Assistant I-III, Administrative Aide IV-VI, Dental Aide	<ul style="list-style-type: none"> <li>• Has permanent item in the current position</li> <li>• With at least 3 years of work experience relevant to the current position</li> <li>• Has no pending administrative or criminal case</li> <li>• Performance Rating of at least VS for the last 3 years</li> </ul>
<b>Level II</b>	
Nurse, Administrative Officer IV-V, Education Program Specialist II, Senior Education Program Specialist, Engineer, Project Development Officer I-II, ALS-EPS II, Accountant III, Information Technology Officer, Dentist, Medical Officer, Planning Officer	

**Non-Teaching Personnel Level I**

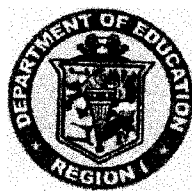
<b>PAPER SCREENING STAGE</b>		
Criteria	MOV	Points
<p>Knowledge of the Job</p> <ul style="list-style-type: none"> <li>• Knows and demonstrates all phases of assigned tasks given the length of time in the current position</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment Report</li> <li>• Individual performance Commitment and Review Form (IPCRF) for the last three (3)</li> </ul>	25



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	<p>performance rating periods prior to nomination signed by the rater and approving authority</p> <ul style="list-style-type: none"> <li>Confidential Letter of Reference from Current Employer signed by the Immediate Superior</li> </ul>	
<p><b>Work Performance (consistency)</b></p> <ul style="list-style-type: none"> <li>Executes accurate, detailed and neat work outputs</li> </ul>		25
<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>Motivates and supports the team members positively influences others to achieve common goal</li> </ul>	<ul style="list-style-type: none"> <li>Results of the Background Investigation Report</li> <li>Certificate of participation to a collaborative work</li> <li>Commendation from co-workers</li> <li>Confidential Letter of Reference from Current Employer signed by the Immediate Superior</li> </ul>	10
<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Arrives on time and demonstrates consistent attendance. The extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.</li> <li>Has not incurred tardiness or absence without Official Leave during the period of nomination.</li> </ul>	<ul style="list-style-type: none"> <li>Annual summary of attendance for the last three (3) rating periods indicating total number of tardiness and absences signed by the Chief Administrative Officer of authorized personnel.</li> </ul>	10
<b>Subtotal</b>		70
<b>INTERVIEW AND VALIDATION STAGE</b>		
<b>Criteria</b>	<b>MOV</b>	<b>Points</b>
<p><b>Behavioral Performance</b></p> <ul style="list-style-type: none"> <li>Maintains harmonious relationship with superiors, colleagues, stakeholders, and clients</li> <li>Manifests exemplary conduct and noteworthiness of behavior</li> </ul>	<ul style="list-style-type: none"> <li>Results of the Behavioral Event Interview (BEI)</li> <li>Results of the Background Investigation Report (superiors, colleagues, stakeholders and/ or clients)</li> </ul>	15
<p><b>Potential</b></p> <ul style="list-style-type: none"> <li>Demonstrates the ability and willingness to accept new/more complex duties and responsibilities</li> </ul>		15
<b>Subtotal</b>		30
<b>Total</b>		100 pts

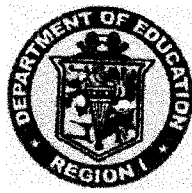


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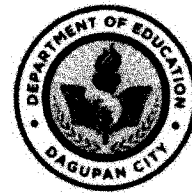


**Non-Teaching Personnel Level II**

<b>PAPER SCREENING STAGE</b>		
<b>Criteria</b>	<b>MOV</b>	<b>Points</b>
<b>Quantity of Work</b> <ul style="list-style-type: none"> <li>Accomplishes assigned work of a specified quality on specified period of time</li> </ul>	<ul style="list-style-type: none"> <li>Accomplishment Report</li> <li>Individual performance Commitment and Review Form (IPCRF) for the last three (3) performance rating periods prior to nomination signed by the rater and approving authority</li> </ul>	20
<b>Quality of Work</b> <ul style="list-style-type: none"> <li>Executes accurate, detailed and neat work outputs</li> </ul>	<ul style="list-style-type: none"> <li>Confidential Letter of Reference from Current Employer signed by the Immediate Superior</li> </ul>	20
<b>Innovation</b> <ul style="list-style-type: none"> <li>Contributes to the efficiency and effectiveness of the current job to the improve service delivery (the paradigm shifts it has caused and its cost efficiency)</li> </ul>	<ul style="list-style-type: none"> <li>Approved Project</li> <li>Certificate of Project Completion</li> <li>Certificate of Innovation</li> </ul>	10
<b>Teamwork</b> <ul style="list-style-type: none"> <li>Motivates and supports the team members positively influences others to achieve common goal</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of participation to collaborative work</li> <li>Commendation from coworkers</li> <li>Confidential Letter of Reference from Current Employer signed by the Immediate Superior</li> </ul>	15
<b>Attendance</b> <ul style="list-style-type: none"> <li>Arrives on time and demonstrates consistent attendance. The extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.</li> <li>Has not incurred tardiness or absence without Official Leave during the period of nomination.</li> </ul>	<ul style="list-style-type: none"> <li>Annual summary of attendance for the last three (3) rating periods indicating total number of tardiness and absences signed by the Chief Administrative Officer of authorized personnel.</li> </ul>	10
<b>Subtotal</b>		85
<b>INTERVIEW AND VALIDATION STAGE</b>		
<b>Criteria</b>	<b>MOV</b>	<b>Points</b>
<b>Behavioral Performance</b> <ul style="list-style-type: none"> <li>Maintains harmonious relationship with superiors, colleagues, stakeholders, and clients</li> <li>Manifests exemplary conduct and noteworthiness of behavior</li> </ul>	<ul style="list-style-type: none"> <li>Results of the Behavioral Event Interview (BEI)</li> <li>Results of the Background Investigation Report (superiors, colleagues, stakeholders and/ or clients)</li> </ul>	15
<b>Subtotal</b>		15
	<b>Total</b>	<b>100 pts</b>



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**C. SCHOOL-BASED AWARDS**

**a. Best Performing School**

Criteria	Points
1. Participation Rate	10
2. Completion Rate	10
3. Drop Out Rate	10
4. Winnings	10
5. School-based Management	10
6. Transparency Boards	10
7. Brigada Eskwela Implementation	10
8. Child Friendly Program Implementation	10
9. School Disaster Risk Reduction Management	10
10. Outstanding/Noteworthy project/innovation	10

**b. Best Happy School Movement Implementer**

Criteria	Points
1. Responsive school leadership	20
2. Relevant classroom instruction	20
3. Conducive and healthy learning environment	20
4. Good governance	20
5. Level of Implementation of the Advocacy Themes	10
6. Average of the Happiness Index Survey	10

**c. Best Structured Classroom**

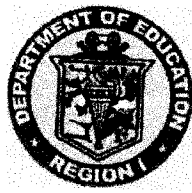
Criteria	Points
1. Learning Materials	30
2. Functional Reading Corner/Mini-Library	15
3. Cleanliness and Orderliness	20
4. Proper Ventilation/Lightning	20
5. Overall Atmosphere/Impact	15

**d. Best in MOOE Utilization**

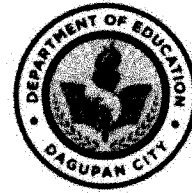
Criteria	Points
1. Utilization of Funds	30
2. Compliance with Documentary Requirements in Accordance to accounting and auditing rules and regulations.	40
3. Timely Submission	30

**e. Most Functional Library Award**

Criteria	Points
1. Physical Facilities	20
2. Library Collections	30
3. Organization and maintenance of holdings	15
4. Service utilization	15
5. Staffing	10
6. Funding	5
7. Linkages	5



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**f. Cleanest and Greenest School**

Criteria	Points
1. Crop Integration	20
2. Crop Production System	25
3. Product Utilization	20
4. Sustainability	15
5. Land Resource Space Utilization	10
6. Plus Factor (use of edible landscape)	10

**g. Best Research Implementer**

Criteria	Points
1. Has submitted at least one Action Research/Basic Research from SY 2018 to present	20
2. Has conducted his workplan as per timeline and presented his recommendations to the SDRC	20
3. Has adopted BERA/Priority Researches as theme of his study	20
4. Has attended at least one training on research whether in-house or outsourced between 2018-2019	20
5. Has implemented his study as approved either by the SDRC or BERF and submitted his complete research output to the SDO as shown by certification	20

**h. Best NDEP Implementer**

Criteria	Points
1. Implementation of DLP in Preventive Education Program in Classroom	10
2. Integrated DAPC Week in the calendar of activities	10
3. Information Dissemination	6
4. Functionality of the Barkada Kontra Droga	10
5. Coverage and Scope of Implementation of BKD	15
6. Intervention	4
7. Conducted L&D activities to raise stakeholders awareness in drug use prevention	25
8. Prepared and Submitted NDEP Monthly Accomplishment Report	10
9. Attainment of Objectives	10

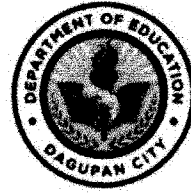
**i. Best Gender and Development (GAD) Implementer**

Criteria	Points
1. Maximum utilization of funds	25
2. Submitted complete Accomplishment Report	25
3. Submitted GDP related to DepEd Order No. 32, s. 2017	25
4. Accuracy, completeness and presentation of GAD Reports	25





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**j. Best School Partnership Implementer**

Performance Rating	40%
Partnership Accomplishments	60%
Brigada Eskwela	15%
Adopt-A-School Program	10%
Project Watch	10%
DPDS	15%
Approved MOA/MOU	10%
<b>TOTAL</b>	<b>100%</b>

**k. Outstanding SSG and SPG Teacher Advisers**

Criteria	Points
1. Implementation of all mandated PPAs	15
2. Networking, Linkages and Collaboration	10
3. Outstanding accomplishments	15
4. Flagship/Innovative program/project	30
5. Embodiment of DepEd Core Values	30

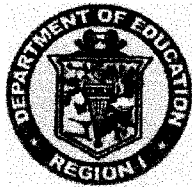
**WRITE-UP ACCOMPLISHMENTS FOR INDIVIDUAL CATEGORY**

The write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

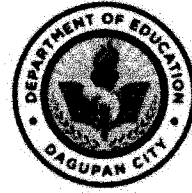
- Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated; and
- The nomination write-up of school heads and department heads should present individual accomplishments or behavioral norms, not the accomplishments of the entire school.
- The nomination write-up should only be for a maximum of 10 pages (A4 size bond paper, Arial #12 font) to include the summary of accomplishments, impact and other information.

**PROCEDURE FOR NOMINATION**

- The School Heads, Department Heads or fellow non-teaching or teaching personnel shall accomplish the nomination form, write up and portfolio to be submitted to the Program on Awards and Incentives for Service Excellence (PRAISE) Committee of SDO Dagupan.
- The PRAISE Committee will review and evaluate the submitted document.
- The PRAISE Committee will notify the nominees who in turn will submit their write-up accomplishments and portfolios (2 folders, photocopy only)



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- d. The PRAISE Committee will prepare a shortlist and announce the winners during the Educators Night.

**GROUND FOR DISQUALIFICATION OF NOMINATIONS**

- a. Non-compliance in the submission of complete documentary requirements shall render the nominee ineligible for the Search (deadline, size and number of folders, accuracy and completeness of information required in the nomination form, maximum number of pages for the accomplishment write-up, clearances and other required documents). Nominations with incomplete documents shall no longer be processed.
- b. Any misrepresentation made in any of the documents submitted shall be a ground for disqualification and for disciplinary action against the certifying nominee/authority pursuant to applicable CS laws and rules.
- c. Nominees requesting Member/s of the Committee on Awards and/or Member/s of the Secretariat, directly or through intermediaries, special favor or consideration.

**AWARDS**

- Outstanding/Best Award Recipient** - Certificate of Recognition with Cash Gift  
**Nominees** - Certificate of Appreciation

**DIVISION PRAISE COMMITTEE**

- Chairperson: **Maria Celia Junio-Fernandez, EdD, MDM-SEC**  
*Schools Division Superintendent*
- Vice-Chairperson: **Lourdes D. Servito, Ed.D., CESE**  
*Schools Division Superintendent*
- Members:
- |   |   |
|---|---|
| <b>Harking Reyes</b><br><i>Accountant</i>                         | <b>Zenaida Q. Peralta</b><br><i>Budget Officer</i>                    |
| <b>Myrel Angelica N. Lopez</b><br><i>Administrative Officer V</i> | <b>Atty. Jose Oviedo</b><br><i>Legal Officer</i>                      |
| <b>Venus Maria SM Estonilo</b><br><i>CES, CID</i>                 | <b>Maria Linda R. Ventenilla</b><br><i>CES, SGOD and Pres.DCPESTA</i> |
| <b>Mitchellene V. Rivo</b><br><i>SEPS-HRD</i>                     | <b>Diana Irish J. Solis</b><br><i>EPS II-HRD</i>                      |
| <b>Isagani D. Rosario</b><br><i>SEPS-SMME</i>                     | <b>Edgar T. Timbol</b><br><i>EPS II-SMME</i>                          |

**Timeline of submission:**

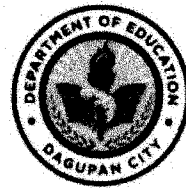
*Submission of Nomination, write up accomplishment & portfolio –November 29, 2019*

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





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Attachment 1.2

Nomination Form  
**2019 DIVISION SEARCH**

CATEGORY
----------

**INSTRUCTIONS:**

1. Kindly fill out the nomination form completely and write legibly.
2. Write N/A if necessary.
3. Avoid erasures and use black ball pen only (no sign pen)
4. Use CAPITAL letters

<b>NOMINEE'S INFORMATION</b>								
School:			School Head:					
Total Number of Student Population:								
Level:	<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Junior High School	<input type="checkbox"/>	Senior High School	<input type="checkbox"/>	Integrated School

This is to certify that I voluntarily nominate \_\_\_\_\_ to the \_\_\_\_\_ category for the 2019 Division Search.

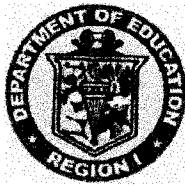
After reviewing the policies, guidelines and criteria for the 2019 Division Search I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and the we agree to abide it.

\_\_\_\_\_  
 Name of Nominator

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
 DAGUPAN CITY



Attachment 2

Endorsement Letter

2019 DIVISION SEARCH

Instructions:

1. Brief description of the nominee in terms of the following criteria below.
2. Kindly explain why the nominee should receive the award.
3. Use A4 paper size (bond paper)
4. Bookman Old Style and size 12 Font
5. 1.5 line spacing

CATEGORY (Kindly Check One)	
<input type="radio"/>	Elementary Teacher
<input type="radio"/>	Junior High School Teacher
<input type="radio"/>	Senior High School Teacher

Nominee	Position	Years in Service	Level/Salary Grade	School

Criteria	Supporting Comments/Brief Description
<b>Competency and Effectiveness</b>  (Curriculum and Planning, Content Knowledge and Pedagogy, Learning Environment and Diversity of Learners, Innovations and Research)	
<b>Professional Development and Community Involvement</b>  (Leadership Ability, Professional Development, Community Development)	

\_\_\_\_\_  
 Name of Nominator

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date