



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

T3

June 10, 2024

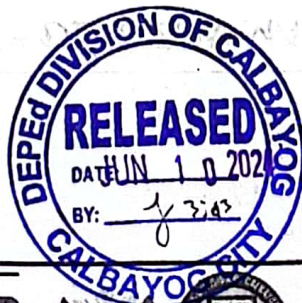
**DIVISION MEMORANDUM**

No. 313, s. 2024

**2024 PPSTA SEARCH FOR OUTSTANDING TEACHERS AND SCHOOL HEADS**

TO: Assistant Schools Division Superintendent  
 CID and SGOD Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 Public Elementary & Secondary School Teachers  
 All Others Concerned

1. Attached are DM-OUHROD-2024-1070 from the Office of the Undersecretary and RM 641, s. 2024 dated June 3, 2024 and June 6, 2024 respectively, announcing the **2024 Philippine Public School Teachers Association (PPSTA) Search for Outstanding Teachers and School Heads**.
2. This search is open to all **active PPSTA members** who are currently employed by the Department of Education as classroom teachers and school heads.
3. In view of the foregoing, all districts should conduct a district level selection following the attached PPSTA guidelines and criteria. The Public Schools District Supervisors (PSDS) will then submit the Official Result of their district level selection **ON or before June 21, 2024** addressed to the Schools Division Superintendent through Mrs. Marita P. Senolos, SEPS-HRD.
4. Qualified nominees of the districts **will be notified** for the division screening through the Division PRAISE Committee. The first **in rank** during the division screening for both the teacher and school head categories shall be **endorsed** by the Division PRAISE to the PPSTA Regional Search Committee.
5. Immediate dissemination of this Memorandum and guidance of all concerned are desired.



*For:*  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
*dp.* OIC-Schools Division Superintendent



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## 2024 PPSTA Search for Outstanding Teachers and School Heads

### **CRITERIA FOR EVALUATION** *Category: Outstanding Teacher*

A. **Instructional Competence** is determined using the five domains of the Philippine Professional Standards for Teachers (PPST) such as 1) Content Knowledge and Pedagogy, 2) Learning Environment, 3) Diversity of Learners, 4) Curriculum and Planning, and 5) Assessment and Reporting. It also includes outstanding accomplishments/awards, innovation and research conducted by the teacher that contributed to improving excellence in schools.

a. **Teaching Competence (20)**

Domain 1. Content Knowledge and Pedagogy	Observed	Not Observed
1. Content knowledge and its application within and across curriculum areas		
2. Research-based knowledge and principles of teaching and learning.		
3. Positive use of ICT		
4. Strategies for promoting literacy and numeracy		
5. Strategies for developing critical and creative thinking, as well as other higher thinking order skills		
6. Mother Tongue, Filipino and English in teaching and learning		
7. Classroom communication strategies		
Rating		

**Rating**

All seven (7) strands observed – 4

5 to 6 strands observed - 3

3 to 4 strands observed – 2

1 to 2 strands observed -1

Domain 2. Learning Environment	Observed	Not Observed
1. Learners' safety and security		
2. Fair learning environment		
3. Management of classroom structure and activities		
4. Support for learner participation		
5. Promotion of purposive learning		
6. Management of learner behavior		

<b>Rating</b>			
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**Rating**  
 All six (6) strands observed – 4  
 5 strands observed – 3  
 3 to 4 strands observed – 2  
 1 to 2 strands observed -1

<b>Domain 3. Diversity of Learners</b>	<b>Observed</b>	<b>Not Observed</b>
1. Learners' gender, needs, strengths, interests, and experiences		
2. Learners' linguistic, cultural, socio-economic, and religious backgrounds		
3. Learners with disabilities, giftedness, and talents		
4. Learners in difficult circumstances		
5. Learners from indigenous groups		
<b>Rating</b>		

**Rating**  
 4 strands observed -4  
 3 strands observed - 3  
 2 strands observed -2  
 1 strand observed - 1

<b>Domain 4. Curriculum and Planning</b>	<b>Observed</b>	<b>Not Observed</b>
1. Planning and management of teaching and learning process		
2. Learning outcomes aligned with learning competencies		
3. Relevance and responsiveness of learning programs		
4. Professional collaboration to enrich teaching practice		
5. Teaching and learning resources		
<b>Rating</b>		

**Rating**  
 All five (5) strands observed – 4  
 4 strands observed – 3  
 3 strands observed – 2  
 1 to 2 strands observed -1

<b>Domain 5. Assessment and Reporting</b>	<b>Observed</b>	<b>Not Observed</b>
1. Design, selection, organization, and utilization of assessment strategies		
2. Monitoring and evaluation of learner progress and achievement		
3. Feedback to improve Learning		

4. Communication of learner needs, progress and achievement		
5. Use of assessment data to enhance teaching and learning practices and programs		
<b>Rating</b>		

**Rating**

All five (5) strands observed – 4

4 strands observed – 3

3 strands observed – 2

1 to 2 strands observed – 1

- b. Outstanding Accomplishments/Awards (10)-** are recognitions given to teachers by reputable government and non-government organizations in acknowledgement of their exemplary and meritorious contributions in promoting quality basic education. The awards to be considered in this search are those given by recognized government and private organizations and have undergone in-depth selection process. The conduct of the search must have indorsement from the Department of Education/CSC/PRC/CESboard and other government agencies.

Level	Points
International Awards	10
National Awards	8
Regional Level	6
Division Level	4

**Note:** Candidates must present and submit supporting documents such as certificate, memorandum, and other proof. Award or recognition repeatedly given in all levels of governance will be credited only to whatever is the highest level of recognition. Any award that does not observe the usual process of recognition shall not be credited.

- c. Research (10) -** the research problem conducted must be relevant to the work/function of the candidate.

Means of Verifications	Observed	Not Observed
1. Proposal duly approved by the Schools Division Superintendent/Regional Director/Authorized Representative but not Lower than the ASDS for Division /ARD for Region		
2. Findings and Recommendations verified by the SDS/RD/authorized representative		
3. Certification of Utilization of the research findings and/recommendations signed by the SDS/RD/Authorized representative		
4. Certification of Adoption by school/district duly signed by the school head/PSDS and corroborated by at least 5		

teachers in the school or by at least 5 school heads in the district		
5. Proof of citation by other researchers that the research was published and used in their research.		
6. Proof that the research was published in a recognized bulletin/research page/publication.		
Rating		

**Rating**

- All 6 indicators observed – 10
- 5 indicators observed – 8
- 4 indicators observed – 6
- 3 indicators observed – 4
- 2 indicators observed – 2

d. **Creativity and Innovation (10)** – refers to intervention programs formulated, crafted and designed by the teacher that will enhance the quality of basic education. The innovation must have direct bearing to the major function of the teacher.

Means of Verifications	Observed	Not Observed
1. Proposal approved by the SDS/RD/Authorized Representative such as ASDS for the Division and ARD for the Region		
2. Approved Innovation/Intervention was implemented duly corroborated by the school head and at least 5 teachers if implemented in the school or corroborated by the PSDS/SDS and at least 5 school heads if implemented in the district or division or region		
3. Findings and recommendations were disseminated in the division/region duly signed by the SDS or RD		
4. Certification of adoption in the school/district/region of the recommendations by the SDS/RD		
5. Certification of utilization or replication of the innovation by the SDS/RD		
6. Proof or evidence that the innovation was published in a recognized publication		
Rating		

**Rating**

- All six ( 6) indicators observed – 10
- 5 indicators observed – 8
- 4 indicators observed – 6
- 3 indicators observed – 4
- 2 indicators observed – 2

**B. Professional Growth**  
**a. Education (5)**

Means of Verifications	Equivalent Rating	Rating of the candidate
1. Doctor of Education with Special Order	5	
2. Certificate of Academic Requirement for Ed.D/Ph.D	4	
3. Masteral Degre with Special Order	3	
4. Certificate of Academic Requirement in MA	2	
5. 18 units in MA	1	

**b. Trainings (5)**

Indicators	Rating of the Candidate
Participated in a scholarship Program for 5 days and above or Resource speaker in an international seminar of a duly recognized organization	5
Participated in the International Trainings for at least 5 days or Resource speaker in a national Training of a reputable organization	4
Participated in a national training for at least 5 days or resource speaker in a national seminar/training related to the main function of the candidate	3
Participated or resource speaker in a regional training for at least 3 days	2
Attended a division training for at least 5 days or resource speaker in a division training	1

**c. Accomplishments and Membership in Professional Organizations (5)**

Indicators	Observed	Not Observed
1. Formulated community outreach programs duly approved by Head of the Organization duly corroborated by 5 members or officers		
2. Evidence or proof that the program was Implemented in the targeted beneficiaries		
3. Accomplishment report duly signed by the head of the organization duly corroborated by at 5 officers or member		
4. Proof of recognition or publication		
5. Documentary evidences such pictures, list of beneficiaries and others		
Rating		

**Rating**

All five (5) Indicators observed – 5

4 indicators observed – 4

3 indicators observed – 3

2 indicators observed – 2

1 indicator observed – 1

**C. Community Development**

**a. Outreach Activity (5)**

Means of Verification	Observed	Not Observed
1. Formulated Project proposal endorsed by concerned authorities in the District/Division and approved by the Target Beneficiary Head such as Barangay Captain/Mayor		
2. Certification of Implementation signed by Barangay Captain /Mayor duly corroborated by at least five Barangay /Municipal Councilors		
3. Certification of Adoption by other community/organization duly signed by the Barangay Captain/Mayor duly corroborated by at least five(5) Barangay /Municipal councilors		
4. Documentary evidence/ pictures/ write-ups/list of Beneficiaries		
5. Proof of Recognition or Publication		
Rating		

**Rating**

- All 5 indicators observed – 5
- 4 indicators observed – 4
- 3 indicators observed – 3
- 2 indicators observed – 2
- 1 indicator observed – 1

**b. Network/Linkage (5)**

Means of Verifications	Observed	Not Observed
1. Approved project proposal endorsed by PSDS/SDS and duly approved by the Head of the Partner agency/LGU		
2. Certification of Implementation signed by the Head of Partner agency/ LGU duly corroborated by at least five Officials or members of the Partner Agency /LGU		
3. Certification of Adoption by other community/organization duly signed by the		

Head of Partner Agency /LGU duly corroborated by at least five(5) Officials/members of the partner agency/LGU		
4. Documentary evidence/ pictures/ write-ups/list of Beneficiaries		
5. Proof of Recognition or Publication		
Rating		

**RATING**

- All 5 indicators observed – 5
- 4 indicators observed – 4
- 3 indicators observed – 3
- 2 indicators observed – 2
- 1 indicator observed – 1

**D. Personnel Qualities and Interview - 20 points**

Criteria	4	3	2	1
<b>Communicative Competence</b>  4 pts.	Spoke clearly and articulately; was confident in knowledge; integrated professional language throughout the response; no "ums", "uhs", "er's" etc.	Spoke articulately most of the time. Used general words at time instead of details; integrated a good amount of professional language throughout response; some "ums", "uhs", "er's" etc.	Spoke in a somewhat nervous manner; lacked confidence in knowledge; sketchy use of professional language; many "ums", "uhs", "er's" etc.	Nervous, incomplete thoughts, not articulate; no use of professional language; response riddled with "ums", "uhs", "er's" etc.
<b>Ability to present ideas</b>  4 pts.	Recognized that opinions might be odds with listener's; indentified that it was own opinion; Expressed opinlons in a highly tactful and and maturated manner	Did not recognize that opinions might be odds with listener's; identified that it was own opinion; Expressed opinlons in a highly tactful and maturated manner.	Did not recognize that opinions might be odds with listener's; did not identify that response was own opinion; Expressed opinions in an open but unprofessional manner.	Did not recognize that opinions might be odds with listener's; did not identify that response was own opinion; Expressed opinions in a biased or inappropriate manner.
<b>Smartness and Alertness</b>	Body language conveyed eagerness to respond; seemed	Body language conveyed eagerness to respond; seemed	Body language was difficult to interpret (too nervous and/or	Body language conveyed disinterest



4 pts.	natural and at ease.	fairly natural most of the time.	casual); conveyed eagerness to respond; seemed fairly natural most of the time.	and/or extreme nervousness.
Knowledge on issue/question  4 pts.	Fully integrated knowledge, content and experience in an organized, accurate and detailed manner; Engaged listener with unique answers.	Integrated knowledge, content and experience in a generalized organized and accurate manner; invited response from the listener.	Integrated some knowledge, content or experiences: Response was somewhat rambling or missing details: Listener needed to clarify responses.	Failed to integrate knowledge, content or experiences; inaccurate and/or incomplete responses; Listener was confused.
Emotional Stability  4 pts.	Professionally acknowledged the situation; mood was formal and respectful.	Somewhat Professional acknowledged the situation; mood was a little formal.	Didn't acknowledge the situation; mood was informal.	Unprofessional and mood was informal.



## 2024 PPSTA Search for Outstanding Teachers and School Heads

### CRITERIA FOR EVALUATION

#### Category: Outstanding School Head

	GIVEN POINTS	RATING SCORE										
<b>1. Leading Strategically (15%)</b>												
<p>A. Embodied the DepEd vision, mission and core values to sustain shared understanding and alignment of school programs, projects and activities based on school planning and implementation.</p> <ul style="list-style-type: none"> <li>• Copy of approved ESIP, AIP with accomplishment report</li> <li>• PAPs anchored on core values of Makadiyos, Makakalikasan and Makabansa</li> <li>• With documents such as approved AIP, project proposal or action plan, activity completion report, and impact and impact evaluation report</li> </ul> <p><b>Rating</b></p> <table style="margin-left: 20px; border: none;"> <tr><td>9 PAPs – Above</td><td style="text-align: right;">5</td></tr> <tr><td>7 – 8</td><td style="text-align: right;">4</td></tr> <tr><td>5 – 6</td><td style="text-align: right;">3</td></tr> <tr><td>3 – 4</td><td style="text-align: right;">2</td></tr> <tr><td>1 – 2</td><td style="text-align: right;">1</td></tr> </table>	9 PAPs – Above	5	7 – 8	4	5 – 6	3	3 – 4	2	1 – 2	1	5	
9 PAPs – Above	5											
7 – 8	4											
5 – 6	3											
3 – 4	2											
1 – 2	1											
<p>B. Promoted a culture of research to facilitate data-driven and evidence-based innovations to improve school performance and foster continuous improvement</p> <p><b>B.1 Presentation or sharing of the research to others (cluster, division, region, national) with letter of Invitation and certificate of participation (6 pts.)</b></p> <p><b>B.2 Supporting Documents (4 pts.)</b></p> <ul style="list-style-type: none"> <li>• Copy of completed manuscript with the received copy of proposal, certificate of acceptance/approval, certificate of completion and impact evaluation report</li> <li>• Copy of approved conducted training on research</li> <li>• Copy of School Research/Innovation Team</li> <li>• Copy of approved conducted training on innovation</li> </ul>	10											
	<b>GIVEN POINTS</b>	<b>RATING SCORE</b>										
<b>2. Managing School Operations and Resources (15%)</b>												

<b>A. Exhibited good practice in managing school data and information using technology to ensure efficient and effective school operations</b>		
<ul style="list-style-type: none"> <li>Records of Management (Copy of EBIES and LIS – BOSY and EOSY uploading; SBM Level of Practice with certification from the division, region highlighting scores from each of the 4 principles – <i>leadership and governance, curriculum and instruction, accountability and preparedness, mitigation and resiliency to sustain continuous delivery of instruction</i>)</li> </ul>	5	
<ul style="list-style-type: none"> <li>Records of Regular MOOE liquidation, no suspensions and disallowances</li> </ul>	5	
<b>B. School preparedness, mitigation, and resiliency to sustain continuous delivery of instructions</b>		
<ul style="list-style-type: none"> <li>School Disaster Risk Reduction Plan</li> </ul>	1	
<ul style="list-style-type: none"> <li>Contingency Plan</li> </ul>	1	
<ul style="list-style-type: none"> <li>School Child Protection Plan</li> </ul>	1	
<ul style="list-style-type: none"> <li>Eco-Friendly School</li> </ul>	1	
<ul style="list-style-type: none"> <li>Homeroom Guidance</li> </ul>	1	
<b>3. Focusing on Teaching and Learning (30%)</b>		
<b>A. Shared exemplary practice in the contextualization and implementation of learning standards to assist teachers in making the curriculum relevant to learners</b>		
<ul style="list-style-type: none"> <li>School-based Contextualization (list of approved contextualized instructional materials)</li> </ul>	1	
<ul style="list-style-type: none"> <li>Copy of Monthly Instructional Supervision Plan and Accomplishment Report</li> </ul>	2	
<ul style="list-style-type: none"> <li>Copy of the certification of the use of the contextualized instructional materials</li> </ul>	2	
<b>B. Showed good practices in providing technical assistance to teachers on teaching standards and pedagogies</b>		
<ul style="list-style-type: none"> <li>Copy of Monthly Technical Assistance Plan, Implementation and Accomplishment Report</li> </ul>	2	
<ul style="list-style-type: none"> <li>Copy of Monthly Instructional Supervision Plan, Implementation and Accomplishment Report</li> </ul>	2	
<ul style="list-style-type: none"> <li>Copy of Report providing technical assistance (beyond the school, i.e. to other schools, division, region, national) with a letter on invitation or proposal</li> </ul>	1	

	<b>GIVEN POINTS</b>	<b>RATING SCORE</b>
<b>C. Set achievable learning outcome to support learner achievement and other performance indicators</b>		

• Learners' Achievement Rate		<b>5</b>	
• Dropout Rate		<b>5</b>	
• Completion Rate		<b>5</b>	
<b>Average Increase in School/District/Division</b>			
<b>Achievement Test</b>			
10 and above	5		
7-9	4		
4-6	3		
1-3	2		
Below 1	1		
<b>Dropout Rate</b>			
0%	5		
1-3%	4		
4-6%	3		
7-9%	2		
10% and above	1		
<b>Completion Rate</b>			
95-100%	5		
90-94%	4		
85-89%	3		
80-84%	2		
75-79%	1		
<b>D. Empowered the wider school community in promoting and sustaining a learner-friendly, inclusive and healthy learning environment through management of school facilities</b>			
• Certified validated Child Friendly School score with documentation for indicators		<b>1</b>	
• Copy of National School Building Inventory Report (NSBI)		<b>1</b>	
• Copy of School Site Development Plan		<b>1</b>	
• Copy of Brigada Eskwela Report		<b>1</b>	
• MOA or MOU for Adopt-A-School Program		<b>1</b>	

	<b>GIVEN POINTS</b>	<b>RATING SCORE</b>
<b>4. Developing Self and Others (30%)</b>		
Modeled exemplary leadership practices within and beyond contexts and ensure personal and professional development for oneself and for others		
<b>A. Trainings/Conferences//Seminars Attended</b>		
• Copy of certificates with memo (only DepEd recognized trainings are to be considered)	<b>5</b>	

<p><b>At least 2 international level</b>      <b>5</b></p> <p><b>At least 4 national level</b>        <b>4</b></p> <p><b>At least 5 regional level</b>         <b>3</b></p> <p><b>At least 6 division level</b>        <b>2</b></p> <p><b>At least 7 district level</b>         <b>1</b></p>		
<p><b>B. Speakership/Facilitation/Consultancy</b></p> <ul style="list-style-type: none"> <li>• Copy of certificate of recognition</li> <li>• Copy of memo or invitation</li> <li>• Copy of the session/topic facilitated</li> </ul> <p><b>International level</b>                    <b>5</b></p> <p><b>National level</b>                        <b>4</b></p> <p><b>Regional level</b>                        <b>3</b></p> <p><b>Division level</b>                        <b>2</b></p> <p><b>District level</b>                         <b>1</b></p>		
<p><b>C. Professional Networks</b></p> <ul style="list-style-type: none"> <li>• Copy of certificate of Membership</li> </ul> <p><b>International level</b>                    <b>5</b></p> <p><b>National level</b>                        <b>4</b></p> <p><b>Regional level</b>                        <b>3</b></p> <p><b>Division level</b>                        <b>2</b></p> <p><b>District level</b>                         <b>1</b></p>		
<p><b>D. Publication/Authorship</b></p> <ul style="list-style-type: none"> <li>• Copy of the book or published materials</li> </ul> <p><b>Sole Publication</b>                    <b>5</b></p> <p><b>2 or more publishers</b>            <b>3 OR</b></p> <p><b>3 articles</b>                              <b>5</b></p> <p><b>2 articles</b>                              <b>3</b></p> <p><b>1 article</b>                                <b>1</b></p>		
	<b>GIVEN POINTS</b>	<b>RATING SCORE</b>
<p><b>E. Trainings Conducted as Chair or Co-Chair of the Training Management Team</b></p> <ul style="list-style-type: none"> <li>• Copy of the approved training proposal</li> <li>• Copy of the accomplishment report</li> <li>• Proof of DepEd Recognition of the Training</li> </ul> <p><b>International level</b>                    <b>5</b></p> <p><b>National level</b>                        <b>4</b></p> <p><b>Regional level</b>                        <b>3</b></p> <p><b>Division level</b>                        <b>2</b></p> <p><b>District level</b>                         <b>1</b></p>	<b>5</b>	
<p><b>F. Succession Planning (List of Promotions of School Personnel)</b></p>	<b>5</b>	

<ul style="list-style-type: none"> <li>• Copy of PSIPOP</li> <li>• Copy of Succession Plan</li> <li>• Copy of List of Promotions for Teaching and Non-Teaching Personnel</li> <li>• Copy of Appointment/Transmittal</li> </ul>		
9-10	5	
7-8	4	
5-6	3	
3-4	2	
1-2	1	
<b>5. Building Connections (10%)</b>		
<b>A. Created a culture of inclusivity in the school and the community through strengthened stakeholders to support enabling environment for learners</b> <ul style="list-style-type: none"> <li>• Copy of approved plan and completion report for the following: GAD, Physical and Mental Health Awareness, Culture Responsiveness</li> </ul>		
3 PPAs	5	
2 PPAs	3	
1 PPA	1	
<b>B. Community Engagement</b> <ul style="list-style-type: none"> <li>• List of projects with the community stakeholders with MOA/MOU</li> <li>• List of partners in Partnership and Collaboration</li> <li>• List of Initiated Outreach Programs/Activities</li> <li>• Copy of Report on the conducted Stakeholders' Recognition Day</li> <li>• Adopt-A-School Program Reports</li> <li>• Copy of the PPAs that were shared or showcased to others (documented with a proposal and completion report)</li> </ul>		
15 MOA/MOU	5	
10 MOA/MOU	3	
5 MOA/MOU	1	
<b>TOTAL</b>		<b>100</b>