



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Morales Avenue, Paolo, Metro Manila

OFFICE OF THE SECRETARY

August 6, 1999

DECS MEMORANDUM
No 321, s 1999

1999 GINTONG ILAWAN TEODORA ALONSO EDUCATOR'S AWARD
FOR OUTSTANDING FEMALE PUBLIC SECONDARY SCHOOL
PRINCIPALS

To Regional Directors
Schools Division Superintendents
School District Supervisors

1 Avon Philippines announces its Search for the 1999 Gintong Ilawan Teodora Alonso Educator s Award for Outstanding Female Public Secondary School Principals The principal-candidate must submit the duly accomplished forms together with the other requirements to the Division Superintendents on or before October 29 1999

2 The Gintong Ilawan Award is open to all female public secondary school principals who have at least assumed the position full fledged for two years and is a Filipino citizen.

3 Inclosed are the rules for application, implementing guidelines for selection and timetable, and the awards and prizes

4 Immediate and wide dissemination of this Memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Incls As stated
Reference DECS Memorandum No 159, s. 1998
Allotment 1—(D O 50 97)
To be indicated in the Perpetual Index
under the following subjects

OFFICIALS
PRIZES or AWARDS
SEARCH

RULES

QUALIFICATIONS

- Female public secondary school principal
- Full fledged secondary school principal for at least 2 years
- Filipino citizen

APPLICATION REQUIREMENTS

Each applicant must have the following

- Duly accomplished application form in a separate folder
- 2 X 2 black and white photo (taken this year)
- DECS/Civil Service Commission appointment
- Evidences submitted should not be duplicated in other criteria

Important

- Supporting documents needed specified in each criterion should fit in one 8 1/2 X 11 folder 2 inches thick

CRITERIA FOR EVALUATION

ACHIEVEMENTS/ IMPACT ON PEOPLE, EDUCATIONAL SYSTEM AND COMMUNITY	60%
◆ Improvement on the quality equity and relevance dimensions of the program	25%
◆ Contribution to the total development of her school and its environment	20%
◆ Contribution to community development	15%

Possible Supporting Documents

- 1 Site development plan plans/photographs of present school facilities/equipment and their utilization and allocations and record of maximum utilization of school spaces certified true copies of rehabilitation/repairs done maintenance program updated acquisition allocation and maximum utilization of basic secondary instructional materials and library materials record of class/classroom ratio record of management and maximum utilization of ancillary services
- 2 Record of achievement of students for the past two years certified true copies of rank in the division regional and national test results school testing program records of programs/trainings conducted, existence of co-curricular activities recognition and awards won by school existence of innovative programs which improved pupils performance enrollment data for the past two years in regular and special programs records of performance indicators report on programs for alternative learning delivery system for school age children records/photographs of utilization of indigenous resources reports on implementation of DECS thrusts
- 3 Records/photographs of programs and projects in the community certified written testimonies of community officials reports/photographs of efforts on mobilization of resources reports on organized literacy livelihood, and vocational/NFE classes

PROFESSIONAL COMPETENCE

- | | |
|---|------------|
| | 25% |
| ◆ Managerial/Leadership Skills
Includes technical administrative skills and innovative ability reflected in the quality of instruction discipline and organizational climate of her school systems and procedures to improve operations | 20% |
| ◆ Professional Growth
Evidenced by her membership in professional organizations relevant to job awards and distinctions received in the field of education creative outputs such as published educational articles research reports compositions and books Professional journals and other forms of literature read, pursuit of higher degree through scholarships/own initiative honors received | 5% |

Possible Supporting Documents

- 1 True copies of certificates of appreciation/recognition list of trainings participated in and/or conducted letters of designation as coordinator of projects anchored/managed certified report on reduced cases of pupils and teachers misbehavior report on reduced number administrative cases protests complaints filed
- 2 Membership records and roles in various organizations relevant to the job titles copies of published materials annotated bibliography of books and professional journals read true copies of awards and distinctions received degree or course completed travels

PERSONAL ATTRIBUTES

15%

- ◆ A model in both public and private life Is morally upright simple frugal and approachable honest humble diligent courteous generous and kind Has good faith love and concern for people around her
- ◆ Maintains high work standards Creative innovative and adaptable With high level of stress tolerance

Possible Supporting Documents

- 1 Testimonies from peers teachers supervisors parents PTA officers obtained casually or formally through surveys indicating harmonious relationship in the school/community
- 2 Certified true copy of Marriage Certificate documented statements of good moral life
- 3 Certified list of innovations introduced to improve work standards certified performance ratings for the past two years
- 4 Reports/photographs on participation in programs involving national issues and concerns e.g. population issues drug prevention and control and other

(Inclosure No 2 to DECS Memorandum No 321, s 1999)

TIMETABLE/IMPLEMENTING GUIDELINES FOR SELECTION

1	Sending of invitation letters to principal The Gintong Ilawan National Secretariat will mail all application forms directly to the Division Superintendents. Additional forms as available at the DECS Regional Offices and all Avon Branches	July 1999
2	Submission of application forms and other documents by candidates The principal candidates will submit the duly accomplished forms together with other requirements and supporting documents to the Division Superintendents Attention: Division Superintendents Note: Application forms must be submitted on or before Oct 29 1999 Documents received/postmarked after the 29 th of October will automatically be disqualified	Aug 16 – Oct 15 1999
3	Processing/screening of forms by Division Superintendents Division Superintendents set up a committee composed of an NGO and his/her division Supervisors to screen and shortlist the applicants to include only the top 25 /	Sept 15 – Oct 29 1999
4	Submission of forms of division candidates to Regional Office Division Superintendents submit to the Regional Directors c/o the Chiefs of Secondary Education the shortlist of applicants from the division	Nov 2 – 15 1999
5	Convening the Regional Selection Committee by the Avon representative and the Chief of Secondary Education Division The Avon Branch Manager in the region is in charge of convening the Regional Selection Committee which is composed of Chairman: Regional Director Members: The President/Chairman of an active local civic organization e.g. Rotary Jaycees Lions, Youth Leader Regional Development Council Representative an academician and an Outstanding Woman Leader Coordinator: Chief of Secondary Education Division and Avon Branch Sales Manager	Nov 2 – 15 1999
6	Selection Judging Proper of Regional Winner The Regional Selection Committee shall be responsible for the selection and judging of regional Winner. They will conduct data validation authentication of documents field interview Background check and other activities relevant to information verification. A rigid interview will be conducted by the Regional Selection Committee to confirm/affirm accomplishments and qualifications of the candidates	Nov 16 – 29 1999
7	Transmittal of Regional Winner's documents to the Gintong Ilawan National Secretariat by the Avon representative The Regional Selection Committee c/o the Avon representative in the area shall transmit the Regional Winner's application form and supporting document to the Gintong Ilawan National Secretariat on or before November 29 together with an official letter duly signed by the chairman and all the members Note: Documents of non winning candidates shall be returned to the Division	Dec 1 – 15 1999
8	National Selection/Judging Process The National Board of Judges shall be composed of respected representatives from government private and non government institutions The interview by the NBOJ serves the purpose of confirming whether the candidates' documents and claims are authentic. This interview also provides the basis for the judges to determine who is first among equals Convening of the National Board of Judges Processing of documents by the National Secretariat Transmittal of executive summaries to the National Board of Judges by the National Secretariat Review of documents by NBOJ Arrival of Regional Winners in Manila Manila Interview of Regional Winners by the National Board of Judges Award Ceremony (Manila)	Last Week of November Dec 7 – 21 1999 Dec 16 – Dec 20 1999 Jan 3 – 31 2000 February 23 2000 February 24 2000 February 25 2000

Note: The decision of the Regional Selection Committee and National Board of Judges is final and unappealable.
All Regional Winners who fail to be present without just cause during the National Judging will be disqualified from future contests.

(Inclosure No 3 to DECS Memorandum No 321, s 1999)

**AWARDS & PRIZES
DIVISION CANDIDATES**

Certificates of Appreciation for all
the Division Candidates

REGIONAL WINNERS

P15 000 cash for the principal
P15 000 cash for her school
Plaque of Merit for the principal & her
school
Transportation to and from Manila
Hotel accommodations and food for the
Duration of the official stay in Manila

NATIONAL WINNER

P70 000 and trophy for the National Winner
P30 000 and trophy for her school
Gmtong Ilawan statuette

Region	DECS Regional Office	DECS Regional Director	DECS Chief of Secondary Education Division	Avon Branches	Avon Coordinator
I	San Fernando La Union Tel (072) 414171 Fax (0 2) 2420752	Dr Remedios R Taguba	Constancia Dacanay	Dagupan Dr C&M de Venecia Bldg. Arellano St Dagupan City (075) 5224049/5224051	Guina dela Rosa
II	Tuguegarao Cagayan Tel (078) 8441587 Fax (0 8) 8441862	Dr Teresita G Domalanta	Estrella Acorda	Cauaya Isabel Coop Center Rizal Ave Ext Cauayan, Isabel 652698/6345291	Netiz Basco
III	San Fernando Pampanga Tel (045) 9617825 Fax (045) 9614486	Dr Stephen N Capuyan	Magdalena Roque	SAN FERNANDO 2nd Flr Kehyeng Bldg Dolores San Fernando Pampanga (045)9633678	Eileen Tayag
IV	Southern Tagalog, Orambi Drive Pasig Tel ((32) 6371834 Fax (632) 6341672	Dr Espeniza M Orlina	Elias Castromero	SHAW GDC Bldg. 750 Shaw Blvd Mandaluyong City 6313539	Dana Herrera
V	Legaspi City Tel (052) 4820436 Fax (052) 4820047	Dr Victoriano B Tirol	Amy Deniega	LEGASPI Chmel Bldg. Rizal St Legaspi City (052)2455151/4801430	Soma Pel
VI	Iloilo City Tel (033) 3350207 Fax (033) 3350207	Dr Belen H Magsino	Elmer Carbon	ILOILO Sta Cruz Bldg. cor Fuentes and Ledesma Sts Iloilo City (033)3374856	Lang Javier
VII	Cebu City Tel (032) 311 309 Fax (032) 311 309	Dr Eladio A Dioko	Antonio Ogdoc	CEBU Avon Building 80 Osmeña Blvd. Cebu City (032)2533624	Anna Leah Tria
VIII	Tacloban City Tel (053) 3233156 Fax (053) 3 3356	Dr Cirila V Villegas	Igmeda Balagapo	TACLOBAN Insular Life Bldg. Avenida Veteranos St Tacloban City (053)325 8426	Iarde de Mesa
IX	Zamboanga City Tel (062) 9911906/07 Fax 99115975	Dr Ibrahim A. Albar	Nimfa Tahir	ZAMBOANGA GV Finance Bldg. Veterans Ave Zamboanga (062)9924466	Belle Viray
X	Cagayan de Oro City Tel (08822) 718/3745 Fax (08822) 726574	Dr Damar P Kadon	Mario Basalo	CAGAYAN DE ORO Jardiano Bldg. Rizal cor San Agustin Sts Cagayan de Oro City (08822)725410	Christine Salon
XI	Davao City Tel (082)2216147 Fax (082)2216147	Dr Susana B Cabahug	Ursula Valderama	DAVAO Mehyang Bldg. 112 CM Recto Avenue Davao City (082)2242632	Eleonor Ramas
XII	Cotabato City Tel (064) 4 12691 Fax (064) 4212691	Dr Estrella A. Babano	Felipa Sumauang	MAKATI 2/F Fortune Bldg. 160 Legaspi St Legaspi Village Makati City 891 3503/891 3344 to 55	Olen Jalandoni
CAR	Wangal La Trinidad, Benguet	Dr Tomas A. Ratum	Dr Rosalia Guadana	DAGUPAN Dr G&M de Venecia Bldg.	Guina dela Rosa

	Tel (074) 11 5838 Fax (0912) 4 23185			Arellano St Dagupan City (075)5228924 5224049	
CARAGA	Butuan City Tel (0853)428207 Fax 413 4/152021	Dr Sol S Matugas	Flvira Egay	CAGAYAN DE ORO Jardiano Bldg. Rizal cor San Augustin Streets Cagayan de Oro City (08822) 725410	Christine Salon
NCR	Misamis St Liaga Bantay Quezon City Tel (632) 221-4274 Fax (632) 2280104	Dr Pablo M Antopina	Josefina Jesus	EDSA Panorama Bldg 1139 Barangay Veterans Edsa Quezon City 3713687/3713682	Jeanette Reyes
ARMM	Cotabato City Tel (064) 42112 4 Fax (064) 4215320	Dr Salupada S Tamano	Hamid Ladjakahal	MAKATI 2/F Fortune Bldg, 160 Legaspi St Legaspi Village Makati City 891 3503/891 3344 to 55	Olen Jalandoni