



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Maralao Avenue
Pasig City Philippines



Sama-Sama
sa DECS

Tanggapan ng Kalihim
Office of the Secretary

May 5 2000

DECS MEMORANDUM
No 222 s 2000

2000 SEARCH FOR MULTIGRADE TEACHER ACHIEVER

To Bureau Directors
Regional Directors
Schools Division/City Superintendents

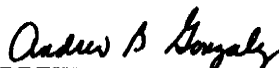
1 A national search for Multigrade Teacher Achiever for the year 2000 shall be conducted by the Staff Development Division Bureau of Elementary Education Department of Education Culture and Sports

2 The Search is open to all multigrade class teachers from MG schools (where all classes are multigrade), who have rendered dedicated and exemplary services in teaching MG classes in public schools for the last three (3) years National winners in contests/search similar to this are not eligible for nomination The guidelines criteria for selection classroom observation guide and nomination forms are attached as Enclosure Nos 1 2, 3 and 4 respectively

3 Winners shall be announced through a DECS Memorandum The national winner shall receive Twenty Thousand Pesos (P20,000 00) cash and a trophy and a plaque of recognition for the school each non winning finalist will receive Ten Thousand Pesos (P10,000 00) cash and a plaque of recognition while each of the regional winners will receive a plaque of recognition during the awarding ceremony on the Education Week Celebration at DECS Central Office

4 Travel expenses of the awardees shall be borne by the Bureau of Elementary Education All other expenses relative to the their attendance to the awarding ceremony shall be charged to local funds

5 Immediate and wide dissemination of this Memorandum is desired


ANDREW B GONZALEZ, FSC
Secretary

Encls As stated
Reference None
Allotment 1—(D O 50-97)
To be indicated in the Perpetual Index
under the following subjects

~~SEARCH~~
~~TEACHERS~~
PRIZES or AWARDS

Annex 1

2000 Search for Multigrade Teacher Achiever Guidelines for Implementation

Description

- 1 The Search for Multigrade Teacher Achiever is an annual search for the most outstanding Filipino teacher assigned in Multigrade school in the country. The award/search recognizes the exemplary performance, contribution, and dedication of Multigrade teachers to the development of school children in disadvantaged, deprived, and underserved schools in far-flung areas. The search will also serve as an avenue to provide assistance to these schools and recognize the efforts of the community in supporting education.

Objectives

- 2 The awards aim to recognize the outstanding performance of Filipino Multigrade teachers in the development of children in Multigrade classes in the country and recognize the contribution of the community in sustaining Multigrade schooling. Specifically, it aims to:
 - 1 motivate Multigrade teachers to stay in Multigrade schools
 - 2 enhance school-community partnership and
 - 3 identify best teaching practices in Multigrade classes, Multigrade class models, and Multigrade school-community models.

Awards and Prizes

- 3 Winners shall receive the following awards and prizes:
 - **Division Level**
Certificate of Recognition for the winner
 - **Regional Level**
Plaque of Recognition and cash for the winner
 - **National Level**
A trophy and P 20 000 cash for the national winner and plaque of recognition to the nominating school

A plaque of recognition and P 10 000 cash for each non-winning finalist
(**There shall be two (2) non-winning finalists**)
- 4 Travel expenses of the awardees shall be borne by the Staff Development Division Bureau of Elementary Education. All other expenses relative to their attendance at the awarding ceremony shall be charged to local funds. (National winner, runners-up, and regional winners shall be invited to attend the awarding ceremony during the celebration of Education Week in Manila.)

Qualification of Nominees

- 1 The search is open to all public Multigrade class teachers from Multigrade school (where all classes are fully MG) in the country The nominees should be nominated by their respective school heads/principals/supervisors using the prescribed nomination form
- 2 The nominee must be a Filipino citizen professional teacher (with PRC License) and teaching Multigrade classes for the last three (3) years under permanent status
- 3 A nominee must be recommended through a one page letter of recommendation to be attached with the nomination form
- 4 A nominee must be of good moral character as certified by the nominating official He/she must project a good image in the school and community
- 5 A nominee must be actively involved in school community based activities geared for the benefit of the Multigrade school
- 6 A nominee must have Very Satisfactory performance during the last three (3) years starting SY 1997 1998 to SY 1999 2000 as certified by the nominator
- 7 National winners of similar contests are not eligible for nomination

Nomination and Selection Procedure

- 1 Each school is entitled to one (1) nominee
- 2 The competition has three (3) levels namely division regional and national
 - **Division Level**

The Division Selection Committee (DSC) shall screen all nomination forms and determine the Top Five (5) who shall be notified by the DSC to submit necessary documents and compete at the division level There shall be only one (1) winner per division The division winner shall be chosen based on the supporting documents and actual classroom observation
(*Note Compiled documents shall not be thicker than 1 5 inches*)
 - **Regional Level**

Division winners compete for the regional awards The Regional Selection Committee (RSC) shall evaluate and rate anew the documents submitted Ratings shall be computed 50% for the documents at this level and 50% made at the division level There shall be only one (1) winner per region The top ranking nominee as determined by the RSC shall be declared the regional winner and compete for the National awards
 - **National Level**

Regional winners compete for the National awards Supporting documents shall be evaluated and rated anew by the National Selection Committee (NSC) at the DECS Central Office To determine the Top Three (3) geographical area winners computations shall be 70 % from the ratings made by the NSC and 30 % from the regional level ratings The top ranking geographical area winner shall be declared the national winner The other two area winners are runners up

3 The following table summarizes the levels of competition and the percentage weight given for bases of rating

LEVELS	BASIS FOR RATINGS	WEIGHTS
DIVISION	Supporting documents Actual Classroom visit/observation	100 %
REGIONAL	Supporting documents	50 % at the regional level 50 % at the division level
NATIONAL	Supporting documents	70 % at the national level 30 % at the regional level

Schedule of Activities

Activities	Dates
Nomination	June 2000
Submission of nomination forms to the Division Office (c/o Div Supervisors)	July 12 14 2000
Screening of nomination forms and selection of top Five (5) by the Division Selection Committee	July 17 21 2000
Submission of supporting documents of the top five(5) division nominees to the DECS Division Office(c/o Div Supervisors)	August 7 11 2000
Evaluation of supporting documents of the top 5 division nominees by the Division Selection Committee	August 15 28 2000
Actual Classroom visit by the Division Selection Committee	Sept 4 14 2000
Selection of Division Winner	Sept 15 2000
Submission of Selection results nomination forms classroom observation reports and supporting documents of division winners to the DECS Regional office (c/o Regional Supervisors)	September 19 22 2000
Evaluation of supporting documents of division winners by the Regional Selection Committee	September 25 29 2000
Selection of Regional winner by the Regional Selection Committee	Oct 2 2000
Submission of selection reports nomination forms and supporting documents of regional winners to the DECS Central Office (c/o SDD BEE Office)	Oct 3 20 2000
Evaluation of supporting documents of regional winners by the National Selection Committee	October 23 31 2000
Selection of three (3) geographical area winners (1 for Luzon 1 for Visayas and I for Mindanao) as finalists and Selection of one (1) national winner	
Awarding ceremony	December 2000

Selection Committees

The selection of winners at different levels division regional and national shall be conducted by the Selection Committee as follows

Level	Composition of the Selection Committee
Division Level	<ul style="list-style-type: none"> • Asst Superintendent Four (4) Division Supervisors
Regional Level	<ul style="list-style-type: none"> • Asst Regional Director Four (4) Regional Supervisors Elem Ed Div
National Level	<ul style="list-style-type: none"> • Asst Director of BEE Chief Staff Development Division Asst Chief Staff Development Division One (1)Senior Education Program Specialist Anchor Person

- Chair

Annex 2

**CRITERIA FOR EVALUATION AND DOCUMENTS TO BE SUBMITTED
“ Search for Multigrade Teacher Achiever”**

GENERAL CRITERIA

I Instructional Competence and Teaching Effectiveness 70 Pts

- A Dedication and Competence in Teaching Multigrade Classes
- B Outstanding Contribution in the Education of Multigrade Children
 - * Innovative Teaching Approaches Introduced and Tried Out
 - *Instructional /Evaluative materials prepared and utilized to improve teaching
 - *Teaching devices prepared and utilized
 - *Research and Creative output
- C Leadership Potentials
 - *Involvement in co curricular activities
 - * Awards received

II Professional and Community Involvement 20 Pts

- A **Professional Qualities**
 - Educational Attainment and Professional Growth
 - Punctuality and Attendance
 - Membership in Professional Organization
- B **Community Involvement**
 - Membership in organization outside of teaching
 - Community Livelihood Projects
 - Other Community Projects

III Personal Qualities and Character 10 Pts

- A Model of Morality and Integrity in Public and Private Life
- B Good Human Relations in School and Community

SPECIFIC CRITERIA

I INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS (70 Pts)

- A Dedication and Competence in Teaching Multigrade Classes as evidenced by the number of years in service high performance evaluation obtained as a teacher and high pupil achievements in English Science and Mathematics **(15 Pts)**

- A 1 No of years in service as MG Teacher (5 Pts)
- A 2 Performance Ratings as MG Teacher for the last three (3) years (5 pts)

A 3 Pupils Output (Achievement Rate in English Science and Mathematics for the last three years based on any of the following District/Division/Regional Achievement Test) (5 Pts)

A 1 Years in service as MG Teacher (Max of 5 Pts)

- 3 years – 1 Pt
- 4 5 years 2 Pts
- 6 7 years 3 Pts
- 8 9 years 4 pts
- 10 years and above 5 Pts

A 2 Performance as MG Teacher (Last 3 years) (Max of 5 Pts)

- Very Satisfactory 3 Pts
- Outstanding 5 Pts

(A 2 is the average of 3 ratings (3 years)

Documents to be submitted

- 1 Certified true copy of Service Record
- 2 Certified true copy of performance ratings for the last three years

A 3 Pupils Output (5 Pts)

High Achievement of Pupils in English Mathematics and Science for the last three years (Based on any of the following District/Division/Regional Achievement Test)

Documents to be submitted

- 1 District/Division/Regional Test Results

B Outstanding Contribution in the Education of Multigrade Children (35 Pts)

- 1 Introduce and tried out innovative teaching approaches which contributed to the improvement of Instruction of Multigrade classes (10 Pts)

2 Pts Per teaching approach

Maximum of 10 Pts

Documents to be submitted

- a Photocopies of model lesson plans utilizing said approaches
- b Certification from principal/supervisor mentioning extent of use (school district division or regional

- 2 Instructional/Evaluative materials prepared and utilized to improve teaching and pupil s performance in Multigrade classes (10 Pts)

2 Pts Per type of instructional material

Maximum of 10 Pts

b As Facilitator (4 Pts)

Served as facilitator/resource person/discussant in seminars (School district division regional and national levels)

1 pt Per instance

Maximum of 4 Pts

c As Demonstration Teacher (4 Pts)

Served as Model demonstration teacher of Multigrade classes (school district division regional and national levels)

School level 0 5 Pt

District level 1 0 Pt

Division level 1 5 Pt

Regional/national Levels 2 0 Pts

Maximum of 4 Pts

d Awards received for the last 10 years (3 Pts)

Recipient of school/district/division/regional awards of recognition for exemplary services as Multigrade teacher

Recipient of local/community awards of recognition as model mother/father model family etc

1 pt Per award

Maximum of 3 Pts

Documents to be submitted

- a Certified true copies of certificates as coach of pupil winners in academic literary musical and sports competitions
- b Certification from the principal/supervisor for organizing socio cultural activities such as choral group speech and drama and theater and arts
- c Certification from the principal/supervisor as adviser of school clubs
- d Certification from the principal/supervisor for organizing remedial and enrichment programs
- e Certification from the principal/supervisor as facilitator/resource person/discussant (Include pictures)
- f Certification from the principal/supervisor as model demonstration teacher
- g Photocopies of Awards of Recognition received

III PROFESSIONAL AND COMMUNITY INVOLVEMENT (20 Pts)

A Professional Qualities (10 Pts)

A 1 Educational Attainment and Professional Growth (5Pts)

Ph D/Ed D	2 Pts
With units in Doctoral degree/M A Degree	1 5 Pts
With Masteral units	1 Pt
	Maximum of 2 Pts

Seminars/Workshops/Trainings Attended (3Pts)

International/National	2 Pts	Division	1 Pt	
Regional	1 5 Pts	School/District	0 5 Pt	Max of 3 Pts

Documents to be submitted

- 1 Certified true copy of transcript of record for the highest degree obtained or being pursued
- 2 Certified true copies of certificates of participation and attendance in seminars workshops and other training advancement

A 2 Punctuality and Attendance (2 Pts)

- Submits reports on or/before due dates
- Is regular in coming to school and observes punctuality
- Arrives at least 15 minutes before official time
- Renders voluntary services beyond official time
- Demonstrates willingness in attending required school activities

Documents to be submitted

- 1 Reports on Attendance (for the last three years)
- 2 Certification from school head/principal/supervisor in terms of submitting reports
- 3 Certification from school head/principal/supervisor on the required school activities attended

B Community Involvement (10 Pts)

B 1 Membership in organization outside of teaching (e g Barangay Disaster Brigade Rotary/Lions/Lioness Club Jaycees CWL etc) (2 Pts)

1 pt Per organization **Maximum of 2 Pt**

B 2 Community Projects (8 Pts)

B 2 1 Community Livelihood Projects (4 pts)

State Livelihood projects for improving the lives of the people in the community (e g barangay cooperative Gulayan sa Barangay etc)

2 pts Per livelihood projects **Maximum of 4 Pts**

Documents to be submitted

- 1 Certificates of Participation from the Barangay Chairman
- 2 Other evidences such as photos project by laws etc

B 2 2 Other Projects (4 Pts)

(e g Cleanliness and Beautification Drive Tree Planting Functional Literacy for adults etc)

1 pt per project **Maximum of 4 Pts**

Documents to be submitted

- 1 Submit certificates of participation from the barangay chairman
- 2 Other evidences such as photos etc

II Personal Qualities and Character

10 Pts

A Model of Morality and Integrity (5 Pts)

demonstrate honesty humility dedication diligence good faith courtesy
generosity kindness love and concern for children
demonstrates personal sacrifices for the good of the service

B Good Human Relations in the School and in the Community (5 Pts)

Documents to be submitted

Submit two (2) names of nominees immediate superiors with their write ups about the nominee

Submit three (3) names of nominees co teachers and co members in socio civic or religious organization with their write ups about the nominee

* Interview of some community officials residents and nominees peers by the Division Selection Committee (To be done during the actual classroom visit)

(Note *All documents should be authenticated by proper authorities*)

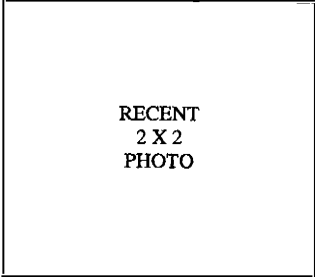
INDICATORS	Grade 1			Grade 2			Grade 3			Grade 4			Grade 5			Grade 6		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
2 Relating new lessons with previous lessons/knowledge																		
a provided drill for mastery																		
b reviewed/recalled previous knowledge prerequisite to the new lesson																		
3 Mastery of the subject matter																		
a varied examples were used																		
b used effective questioning techniques/asked high level of questions																		
c varied materials and strategies were used																		
d true to life situations were provided																		
e can shift when necessary to cater to the needs of the class																		
f knowledge from textbook was supplemented																		
g conveyed enthusiasm and sustained interest																		
C Classroom Management																		
1 Boardwork prepared before the class																		
2 Adopts a system of peaceful and orderly conduct of materials and other activities in the classroom																		
3 Sets standards of pupils behavior																		
4 Seating arrangement promotes group learning activities																		
5 Keeps a profile of learners behavior and checklist of habits																		
6 Displays motto proverbs posters and other visuals with focus on desirable habits																		
7 Bulletin board displays current unit/lesson																		
D Records and Report Management																		
1 Has complete neat accurate and up to date records																		
2 Records pupil performance accurately																		
3 Records readily available																		
E Evaluation of Pupil Performance																		
1 Utilized innovative/non traditional assessment																		
2 Provided remedial/reinforcement/enrichment/ activities																		

Average Rating _____

Other Observation/Comments/Suggestions

**DEPARTMENT OF EDUCATION CULTURE AND SPORTS
SEARCH FOR MULTIGRADE TEACHER ACHIEVER**

NOMINATION FORM



I PERSONAL DATA

Full Name (Mr /Miss/Mrs /Dr) _____
Surname Given Name Middle Name

Home Address _____
Residence No Street District/Town City/Province

Nickname _____ Civil Status _____

Date of Birth _____ Age _____

Place of Birth _____ Sex _____

Full name of Nominees School _____

School Address _____

District _____ Division _____ Region _____

Telephone No _____ Fax No _____

Has the nominee been charged of administrative cases? No Yes

If Yes please give details and current status _____

II INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

A Dedication and Competence in Teaching Multigrade Classes

1 Number of Years in Teaching Service (Inclusive as MG Teacher 3 years minimum)

2 Present Position _____

3 Grades Taught (Present) _____

4 Performance Ratings Obtained for the Last Three Years

Year 1999 2000 1998 1999 1997 1998

Rating _____ _____ _____

5 List Nominees Administrative Duties (if any)

_____	_____
_____	_____
_____	_____
_____	_____

B Outstanding Contribution in the Education of Multigrade Children

1 Innovative Teaching Approaches introduced/tried out(maximum of 5)
Give a 2 sentence description of each

a _____

b _____

c _____

d _____

e _____

C Leadership Potentials

- 1 Involvement in co curricular activities (as trainor/adviser of club/coach seminar facilitator/resource person/discussant demonstration teacher) Please indicate the nature whether school district division division regional or national

Type of Activity	Role Played (E g Trainor, coach, facilitator, etc)	Level (dist , division, regional, national

- 2 Awards received for the last 10 years (includes awards of recognition for exemplary services as MG teacher community awards for services model mother/father/citizen model family etc)

III PROFESSIONAL AND COMMUNITY INVOLVEMENT

A Educational Attainment and Professional Growth

Degree Earned	School	Year Graduated	Awards Received

Degree Being Pursued	School	Years Enrolled	Total units Earned

Seminars, Workshops and Other Training Attended

Title	Nature(International, National regional division, district, school)	Conducting Agency	Date

B Community Involvement

Organization (outside of teaching)	Role/Position	Years

Community Projects

Community Livelihood Projects	Role/Position	Years

C Other Community Projects

I hereby certify that all information contained in this form are true and correct

Full Name of Nominator _____

Designation _____

Signature of Nominator

Date