

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City, Philippines

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

JUL 22 2002

DepEd MEMORANDUM
No. 126, s., 2002

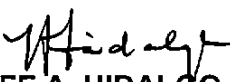
2002 SEARCH FOR MULTIGRADE TEACHER ACHIEVER

To: Bureau Directors
Regional Directors
Schools Division Superintendent

1. The Department of Education, Bureau of Elementary Education, through the Staff Development Division, shall conduct the national search for Multigrade Teacher Achiever for the year 2002.
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 and runners-up in previous contests/searches similar to this are not eligible for nomination. The guidelines, criteria for selection, classroom observation guide and nomination forms are attached as Annexes 1,2,3, and 4 respectively.
3. Based on the search guidelines, six (6) national finalists shall be chosen from the regional winners. Of the six (6) national finalists, the Multigrade Teacher Achiever and the First and Second Runners-up shall be determined. Winners shall be announced through a DepEd Memorandum.
4. An awarding ceremony will be held at the DepEd Central Office. The national winner shall receive Thirty Thousand pesos (P30,000.00) cash, a trophy, and a plaque of recognition for the school. The first and second runners-up will receive Twenty Thousand (P20,000.00) pesos and Ten Thousand pesos (P10,000.00) cash respectively, and a trophy, and a plaque of recognition each for their school. The three (3) non-winning finalists will each receive a plaque of recognition; and a certificate of recognition for their schools. Each of the regional winners will receive a plaque of recognition and a certificate of recognition for their school.

5. Travel expenses and a three-day per diem of the awardees in connection with the awarding ceremony shall be borne by the Bureau of Elementary Education. Regional Directors, Assistant Directors, Chiefs and Assistant Chiefs of Elementary Education, MG coordinators, superintendents and Principals shall also be invited to attend the awarding ceremony; and their expenses shall be charged to local funds.

6. This Memorandum should be given the widest dissemination possible.


FE A. HIDALGO
Undersecretary

Encls.:

As stated

Reference:

DECS Memoranda No.: 222 and 573, s. 2000 and 9, s. 2001

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

PRIZES or AWARDS
SEARCH
TEACHERS

2002 Search for Multigrade Teacher Achiever
Guidelines for Implementation

Description

1. The Search for Multigrade Teacher Achiever is an annual quest for the most Outstanding Pilipino 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 award aims to recognize the outstanding performance of Pilipino 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 model 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, school and community support (to be awarded by regional office)
 - **Regional Level**
Plaque of Recognition for the winner
Certificate of Recognition for the school
 - **National Level**
 - National winner
 - Trophy, P30,000.00 cash
 - Plaque of Recognition for the school
 - First Runner-up
 - Trophy, P20,000.00 cash
 - Plaque of Recognition for the school
 - Second Runner-up
 - Trophy, P10,000.00 cash
 - Plaque of Recognition for the school
 - Third, Fourth and Fifth Runners-up
 - Plaque of recognition
 - Certificate of Recognition for the school
4. Travel expenses and per diem of the awardees shall be borne by the Staff Development Division, Bureau of Elementary Education. Other expenses relative to their attendance to the awarding ceremony shall be charged against local funds.

Qualifications of Nominees

1. The search is open to all public multigrade class teachers from multigrade schools (where all classes are fully MG) in the country. The nominee 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 MG classes for the last three (3) years under permanent status.
3. 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.
4. A nominee must be actively involved in school-community based activities geared for the benefit of the MG school.
5. A nominee must have Very Satisfactory performance during the last three (3) years starting SY 1999-2000 to SY 2001-2002 as certified by the nominator.

Nomination and Selection Procedure

1. Each school is entitled to one (1) nominee.
2. A nominee must be recommended through a one-page letter of recommendation to be attached to the nomination form.
3. National winners and runners-up in previous search are no longer eligible to join.
4. National winners in similar contests are not eligible for nomination.
5. The competition has three (3) levels, namely: division, regional and national.

• Division

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 (60%), actual classroom observation/interview (25%) and community support (15%).

(Note: compiled documents shall not be thicker than 2 inches)

• Regional Level

Division winners compete for the regional awards. The Regional Selection Committee (RSC) shall evaluate and rate anew the division winners based on supporting documents, classroom observation/interview and community support. Computations shall be based on the following:

▪ Supporting documents	60%
▪ Classroom observation/interview	25%
▪ Community support	15%

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 anew by the National Selection Committee (NSC) at the DepEd central office, which shall be the basis in determining the top six (6) national finalists. Ratings shall be ranked by geographical area. The two (2) top ranking nominees per geographical area become finalists (Two (2) each for Luzon, Visayas and Mindanao). Each of the national finalists shall be observed to see actual teaching skills and interviewed by the National Selection Committee. The selection of winners shall be based on the following:

• Supporting documents	60%
• Classroom observation/interview	25%
• Community support	15%

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

LEVELS	BASIS FOR RATINGS	WEIGHTS
DIVISION	Supporting documents	60%
	Classroom Observation/interview	25%
	Community support	15%
REGIONAL	Supporting documents	60%
	Classroom observation/interview	25%
	Community support	15%
NATIONAL	Supporting documents	60%
	Classroom Observation/Interview	25%
	Community Support	15%

Schedule of Activities

Activities	Dates
Nomination	June 2002
Submission of nomination forms to the Division Office (c/o Div. Supervisors)	July 8-12, 2002
Screening of nomination forms and selection of Top Five (5) by then Division Selection Committee	July 15-17, 2002
Submission of supporting documents of the Top Five (5) division nominees to the DECS Division Office (c/o Div. Supervisors)	August 5-9, 2002
Evaluation of Supporting documents of the Top Five (5) division nominees by the Division selection Committee	August 12-16, 2002
Actual Classroom observation/interview by the Division Selection Committee	August 19-30, 2002
Selection of division winner	Sept. 2, 2002
Submission of selection results, nomination forms, classroom observation reports and supporting documents of division winners to the DECS regional office (c/o Regional Supervisors)	Sept. 4-6, 2002
Evaluation of supporting documents of division winners by the Regional Selection Committee	Sept. 9-13, 2002
Actual classroom observation/interview by the regional selection committee	Sept. 16-27, 2002
Selection of regional winner by the Regional Selection Committee	Sept. 30, 2002
Submission of selection reports, nomination forms and supporting documents of the regional winners to the DECS -CO(c/o SDD-BEE office)	Oct 1-5, 2002
Evaluation of supporting documents of regional winners by the National Selection Committee & Selection of three (3) national finalists (1 for Luzon, 1 for Visayas and 1 for Mindanao)	Oct. 7-11, 2002
Actual classroom visit/observation and Interview by the National Selection Committee	Oct. 21-Nov. 22, 2002
Selection of National Winner	Nov. 25, 2002
Awarding Ceremony	December 2002

Selection Committees

The selection of winners at different levels shall be conducted by the Selection Committee as follows:

Level	Composition of the Selection Committee
Division Level	*Asst. Superintendent Div. MG Coordinator, Three (3) Div. Supervisors
Regional Level	*Asst. Regional Director Chief of EED, Regional MG Coordinator, Two(2) Regional Supervisors-
National Level	*Asst. Director, BEE Chief/Asst. Chief, SDD One (1) Senior Education Program Specialist Project Anchor Person

* Chair

**CRITERIA FOR EVALUATION AND DOCUMENTS TO BE SUBMITTED
" 2002 Search for Multigrade Teacher Achiever "**

GENERAL CRITERIA

I. Instructional Competence and Teaching Effectiveness 70 pts.

A. Dedication and Competence in Teaching MG Classes

- No. of years in service as MG Teacher
- Performance ratings as MG Teacher for the last three (3) years
- Pupils Performance

B. Outstanding Contribution in the Education of MG 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 initiated/sustained
- 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 MG Classes as evidenced by the Number of years in service, high performance evaluation obtained as a Teacher & high pupil achievements in English, Science and Math (20 pts)

A.1 Years in service as MG Teacher (max. of 5 pts.)

3 years	-	1 pt.	8-9 years	-	4 pts.
4-5 years	-	2 pts.	10 years and above	-	5 pts.
6-7 years	-	3 pts.			

A.2 Performance rating as MG Teacher for the last 3 years (Max. of 5 pts.)

Very Satisfactory - 3 pts. Outstanding - 5 pts.

Documents to be submitted

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

A.3 Pupils Performance (10 pts)

High achievement of pupils in English, Mathematics and Science for the last three (3) years based on any of the following: District/Division/Regional Achievement Tests

Documents to be submitted

Certified copy of District/Division/Regional Consolidated Report of Test Results (where schools are ranked)

B. Outstanding Contribution in the Education of MG Children (35 pts.)

- 1. Introduced and tried out innovative teaching approaches which contributed to the improvement of instruction of MG classes (10 pts.)

2 pts. Per innovative teaching introduced/used

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 MG classes (10 pts.)

1 pt. Per instructional/evaluative material

Maximum of 10 pts.

Documents to be submitted

- a. Photocopies of learning materials prepared with brief description (workbooks, learning modules, multilevel exercises, etc.)
- b. Photocopies of sample assessment instruments prepared and utilized
With brief description and extent of use whether school, district, division, or regional level

- 3. Teaching Devices prepared and utilized in teaching (10 pts)

0.5 pt per material

Maximum of 10 pts.

Documents to be submitted

Photos of innovative teaching devices using indigenous/local materials prepared and utilized.

- 4. Research and creative output (5 pts.)

Documents to be submitted

- a. Certified true copies of action researches and other studies conducted related to teaching (except those presented for Post Graduate Studies)

1 pt. per research work

Maximum of 3 pts.

- b. Copies of published/unpublished work of poetry, musical composition, or essay/article (state name of magazines and other periodicals where published, i.e. The Philippine Journal of Education, The Modern Teacher, School Paper, local newspapers and other journals).

1 pt. per published/unpublished work Maximum of 2 pts.

C. Leadership Potentials (15 pts)

1. Involvement in co-curricular activities

a. As Trainer/adviser/coach (4 pts)

- Organized/trained socio-cultural activities for MG Children such as choral group, speech and drama, theater and arts, etc.
- Adviser of school clubs such as Math club, Science club, Future Homemakers Club, etc.
- Coach of pupil-winners in academic, literary, musical, arts, dance and sports competitions
- Organized remedial and enrichment programs in Math, Science, English and other subject areas

1 pt per involvement Maximum of 4 pts.

b. As Facilitator (3 pts)

- Served as facilitator/resource person/discussant in seminars (school, district, regional and national levels)

1 pt. per instance Maximum of 3 pts.

c. As Demonstration Teacher (3 pts)

- Served as model demonstration teacher of MG 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 3 pts.

- d. School projects initiated, implemented and being maintained (3 pts)
Include brief description of each project.

e. Awards received for the last 10 years (2 pts)

Recipient of school/district/division/regional awards of recognition for exemplary services as MG Teacher

Recipient of local/municipal awards of recognition as model citizen/mother/father/family etc.

1 pt per award Maximum of 2 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 (include pictures)
- c. Certification from the principal/supervisor as adviser of school clubs (include pictures)
- d. Certification from the principal/supervisor for organizing remedial and enrichment programs (include pictures)
- e. Certification from the principal/supervisor as facilitator/resource person/discussant/demonstration teacher (include pictures)
- f. Certification from the principal/supervisor as model demonstration teacher (include pictures)
- g. Certified true copies of awards of recognition received

II. PROFESSIONAL AND COMMUNITY INVOLVEMENT (20 PTS)

A. Professional qualities (10 pts)

A.1 Educational Attainment and Professional Growth (5 pts)

Ph.D/Ed.D	5 pts
With units in Doctoral degree	4 pts
M.A. Degree	3 pts
M.A. academic requirement	2 pts
With masteral units	1 pt

Maximum of 5 pts

Seminars/workshops/training attended (3 pts)

International/national	2 pts	Division	1 pt
Regional	1.5 pts	School/District	0.5 pt

Documents to be submitted

- a. Certified true copy of transcript of records for the highest degree obtained of being pursued
- b. 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

- a. Reports on attendance (for the last 3 years)
- b. Certification from the school head/principal/supervisor in terms of submitting reports

- c. Certification from the 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, Jaycees, CWL, etc.)

0.5 pt per organization

Maximum of 2 pts

- B.2 Community Projects (8 pts)

B.2.1 Community Livelihood Projects (4 pts)

State livelihood projects initiated for improving the lives of the people in the community (e.g. barangay cooperative, etc.)

2 pts per livelihood project

Maximum of 4 pts.

Documents to be submitted

- Certificates of participation from the barangay chairman
- Other evidences such as photos, project by-laws, etc.
- Description of activities (who, what, where, how, status)

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

- Certification of participation from the barangay chairman
- Other evidences such as photos, etc.
- Description of activities (who, what, where, how, status)

III. Personal Qualities and Character

10 pts.

A. Model of morality and Integrity (5 pts)

- Demonstrates 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 Selection Committee (to be done during their visit)

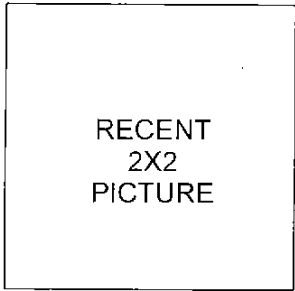
Note: All documents should be authenticated by proper authorities, and compiled/arranged according to the criteria. The compilation of documents shall include a table of contents with Nomination form as the first page.

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/connecting new lessons with previous lessons/knowledge																		
a. Provided drill for mastery																		
b. Reviewed/recalled previous knowledge prerequisite to the new lesson or knowledge from other subjects related to the lesson																		
3. Mastery of the subject matter																		
a. Varied examples were used																		
b. Use effective questioning techniques																		
c. Appropriate 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																		
h. Integrated concepts/skills from other subjects																		
C. Classroom Management																		
1. Boardwork prepared before the class																		
2. Adopts a system of peaceful and orderly conduct of instructional activities																		
3. Sets standards of pupil behavior																		
4. Seating arrangement promotes group learning activities																		
5. Displays motto, proverbs, posters and other visuals with focus on desirable habits																		
6. Bulletin board displays current unit/ lesson																		
7. Adopt a self/peer checking mechanism to instill discipline																		
8. Maximized learning time																		
9. Develops pupils in planning/managing class activities																		
D. Records and Report Management																		
1. Has complete, neat, accurate and up-to-date records																		
2. Records pupil performance accurately																		
3. Records readily available																		
4. Keeps profile of learners behavior and checklists of habits																		
E. Evaluation of Pupil Performance																		
1. Utilizes innovative/non-traditional assessment tools																		
2. Provides remedial/enforcement/enrichment activities																		
3. Keeps pupils informed of their performance level																		

Average Rating: _____

Other observations/comments/suggestions:

DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
BUREAU OF ELEMENTARY EDUCATION
2001 SEARCH FOR MULTIGRADE TEACHER ACHIEVER



N O M I N A T I O N

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 any administrative case? 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	2000-2001	1999-2000	1998-1999
Rating	_____	_____	_____

5. List Nominees' Administrative Functions/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. _____

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 (Last 5 years)

Title	Level (International, national, division, school)	Conducting Agency	Inclusive Dates

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 the Nominator: _____

Designation: _____

Signature of Nominator

Date