



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Kalihim*  
*Office of the Secretary*

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DepEd MEMORANDUM  
No. **36**, s. 2003

**FEB 12 2003**

NATIONAL SEARCH FOR THE MOST OUTSTANDING  
BASIC LITERACY MOBILE TEACHER

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The Department of Education (DepEd), through the Bureau of Nonformal Education (BNFE), announces the National Search for the Most Outstanding Basic Literacy Mobile Teacher.
2. The Search seeks to give due honor to the Basic Literacy Mobile Teacher as a noble professional by recognizing his/her exemplary performance, dedication and outstanding achievements in the promotion of literacy among the deprived, depressed and underserved populace.
3. The Regional Office shall constitute a Regional Search Committee which will select the Regional Most Outstanding Basic Literacy Mobile Teacher who will, in turn, be chosen from among the division nominees. (See Enclosures, Guidelines and Procedures)
4. The Regional Most Outstanding Basic Literacy Mobile Teacher winner will receive a Plaque of Recognition and a cash gift of Five Thousand Pesos (PhP5,000.00) during the Regional Literacy Week Celebration on the first week of September.
5. The expenses incurred in the conduct of the Regional Search (inclusive of the travel expenses of the winner from the Division Office to the Regional Office) will be charged against the BNFE funds in the amount of Eleven Thousand Five Hundred Pesos (PhP11,500.00) through fund transfer to the region. Liquidation should be submitted to the Accounting Division, DepEd, copy furnished the BNFE, **one week after the awarding rites.**
6. The Regional Office is expected to nominate the regional winner to the BNFE who will shortlist the 16 regional winner-nominees to five (5) contenders for the National Search.
7. Each regional winner nominated for the National Search is required to submit the duly accomplished nomination form with the supporting documents specified in the Requirements and Criteria for the National Search, in triplicate copy. (See Enclosures and Checklist) *af*

8. The Central Office will form a National Search Committee (NSC) composed of three (3) NFE evaluators and a search coordinator who will be tasked to evaluate the five (5) short listed national nominees.
9. The National Search Evaluation process will include documentary analyses of pertinent records, on-site observations of and interviews with the nominees, learners and other concerned stakeholders (e.g., the barangay leaders, residents of the communities served, key DepEd officials and significant others).
10. The Evaluation Criteria will cover the following items:
  - I. Potential – 40% (Personality and Character (10%), Job Competence (20%) Professional Growth (10%))
  - II. Achievements – 60% (Work Achievements (20%), Impact on the Learners (20%), and Community Development (20%))  
(See Enclosures, Evaluation Form)
11. The National Most Outstanding Basic Literacy Mobile Teacher will receive a Plaque of Recognition and a cash gift in the amount of Twenty Thousand Pesos (PhP20,000.00), Fifteen Thousand Pesos (PhP15,000.00) for the Second Place and Ten Thousand Pesos (PhP10,000.00) for the Third Place during the celebration of the Education Week in December.
12. Travel and accommodation expenses of the national winners from the region for the national awards will be charged against BNFE funds.
13. All expenses relative to the conduct of the abovestated activities are subject to the usual government auditing and accounting rules and regulations.
14. Immediate dissemination of this Memorandum to all concerned is desired.

  
EDILBERTO C. DE JESUS  
Secretary

Sheila, MPPD, DM Mobile Teacher  
02-04-03

Encl.:

As stated

Reference: None

Allotment: 1—(D.O. 50-97)

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

NONFORMAL EDUCATION  
PRIZES or AWARDS  
TEACHERS

**GUIDELINES ON THE NOMINATION AND SELECTION OF THE  
NATIONAL SEARCH FOR THE MOST OUTSTANDING  
BASIC LITERACY MOBILE TEACHER**

**A. Nomination Procedures**

1. The candidate for the Regional Award will be nominated by the Schools Division Superintendent based on the recommendation of the Division NFE Supervisor, District NFE Coordinator and the Principal/School Head in charge of the Basic Literacy Mobile Teacher. All nomination forms with supporting documents will be submitted to the Regional Director, Attention the NFED Chief, on or before the end of February of the year.
2. The Regional Winner who becomes the candidate for the National Search is expected to be officially nominated by the Regional Director to the BNFE with a Letter of Endorsement accompanying the completely filled nomination form and the required supporting documents.

**B. Requirements**

1. For the Regional Search, the duly accomplished Nomination Form certified/endorsed by the reputable persons representing various levels, namely: the School Principal, the NFE Division Supervisor and the Schools Division Superintendent.
2. For the National Search, the same documents as in No. 1 with a letter of Endorsement from the Regional Director and a picture of the Regional winner-nominee during the awarding rites.
3. Supporting documents specified in the Checklist. (See Enclosure No. 3)
4. The Regional Search nominee's documents/papers will be sent to the Regional Director, Attention NFED Chief on or before the 4<sup>th</sup> week of September of the year.
5. The National Search nominee's documents for the Most Outstanding Basic Literacy Mobile Teacher should be sent before the end of September of the year to:

**The Director IV**  
Bureau of Nonformal Education  
Department of Education  
3<sup>rd</sup> Floor, Mabini Bldg., DepEd Complex  
Meralco Avenue, Pasig City

Attention: **The Chief, Literacy Division**

**C. Selection Procedures**

1. The Regional Search Committee will be composed of the Regional Director or Assistant Director as Chairman, the NFED Chief as Co-chair and the Regional NFE Supervisor in-charge of the Basic Literacy Mobile Program as member.
2. Short listing will be done by the Basic Literacy Mobile Program Project Team from the 16 Regional winners-nominees to 5 contenders for the National Search..
3. A National Search Committee (NSC) composed of the BNFE Coordinator and three selected NFE Evaluators will review the records of the sixteen winner-nominees based on the criteria prepared to confirm the validity of the 5 contenders.
4. The National Search Committee will closely evaluate the 5 contenders with the conduct of documentary analyses, panel interviews and observations on site.
5. After thorough deliberations, the first, second and third place national winners will be decided upon. The decision of the National Search Committee is final and executory.

**D. Awards and Related Expenses**

The BNFE fund assistance for the project is expected to be disbursed in accordance with the Budgetary Allocation for the National Search for Most Outstanding Basic Literacy Mobile Teacher for the year. (See Enclosure Nos. 4 & 5)

**E. Calendar**

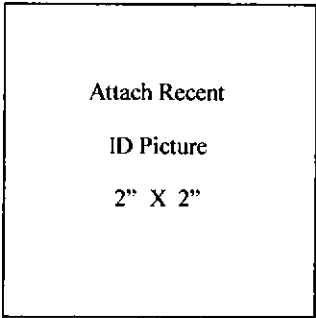
**Schedule of Activities**

Activity	Inclusive Dates
<ul style="list-style-type: none"> <li>• Organizational meetings and Launching of the Search for the Region's Most Outstanding Basic Literacy Mobile Teacher</li> </ul>	February
<ul style="list-style-type: none"> <li>• Submission of Candidature documents for the Regional Search</li> </ul>	} 4 <sup>th</sup> week of Feb. - 1 <sup>st</sup> week of Aug.
<ul style="list-style-type: none"> <li>• Evaluation of Candidates from the Divisions involved</li> </ul>	
<ul style="list-style-type: none"> <li>• Regional Awards</li> </ul>	1 <sup>st</sup> week of September
<ul style="list-style-type: none"> <li>• Report and Liquidation</li> </ul>	Last week of September
<ul style="list-style-type: none"> <li>• Submission of Regional winner – as candidate(winner-nominee) to BNFE for the National Search</li> </ul>	4 <sup>th</sup> week of September
<ul style="list-style-type: none"> <li>• Short listing of 16 winner-candidates to 5</li> </ul>	} October-November
<ul style="list-style-type: none"> <li>• Site evaluation and selection by the National Search Committee</li> </ul>	
<ul style="list-style-type: none"> <li>• National Search Awards</li> </ul>	December

Enclosure No.2 to DepEd Memo. No. 36, s. 2003

**Nomination Form A**  
(Accomplish in Triplicate)

**NOMINATION ENTRY FOR THE  
SEARCH FOR MOST OUTSTANDING  
BASIC LITERACY MOBILE TEACHER**



**General Instruction:** Please type all entries in the form, use additional sheet if necessary. Write N/A if not applicable.

**1. PERSONAL DATA**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
(Surname/Given Name/Middle name)  
Date of Birth: \_\_\_\_\_ Civil Status: \_\_\_\_\_ Birth Place: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
(No., Street, Municipality, Province/City)  
Telephone Number: Office: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Residence: \_\_\_\_\_ Cellphone: \_\_\_\_\_

**A. Educational Background**

	<b>Name of School</b>	<b>Inclusive Year</b>	<b>Degree Earned</b>
Elementary			
Secondary			
Vocational			
Tertiary			
Graduate			

(Attachment IA - Certified Copy of Diploma)

**B. Appointment/Designation**

<b>Item (Number)</b>	<b>Date of Appointment</b>	<b>Status</b>	<b>Remarks</b>

(Attachment IB1 - Certified Copy of Appointment; IB2 - Designation Papers)

**C. Service Record**

<b>Position Held</b>	<b>Name of School/Office</b>	<b>Period Covered</b>	<b>Status</b>

(Attachment IC - Copy of Service Record)

## II. POTENTIALS

### A. Personality and Character

Enumerate positive traits the nominee has demonstrated both in private and public life. Cite instances to illustrate his/her dedication to service.

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(Attachment IIA1 - Testimonies of Field Officials; IIA2 - Certification of Good Moral Character)

### B. On Job Competence

1. Certified Rating on Job Performance by the Principal in charge of the Basic Literacy Mobile Teacher  
(Attachment IIB1 - Certified Performance Rating Sheet (past 2 years))
2. Nominee's Narrative Essay on significant experiences and in dealing with problems encountered as a Mobile Teacher.  
(Attachment IIB2 - Corroborating Testimonies/Certification attested by the Division NFE Supervisor)

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### C. In-Service Training Attended

Title of Training	Conducted by	Inclusive Dates	Venue

(Attachment IIC - Certificates of Attendance in relevant Training)

### III. WORK ACHIEVEMENTS

**Instruction:** Write entries in separate sheets as attachments. Please label each sheet with the appropriate attachment code number.

**A. List and briefly describe outstanding achievements of the nominee in any area: e.g.**

1. Innovative teaching-learning techniques, strategies and approaches to facilitate learning
2. Grants/assistance obtained from linkage coordination to enrich/sustain learning program
3. Significant gains in Learners Development
4. Community Involvement and Development
5. Articles/materials prepared, utilized approved by the Schools Division Superintendent and others (please specify)

(Attachment IIIA1 - List certified by the School head/Principal in charge of the Basic Literacy Mobile Teacher; IIIA2 - Signed Testimonies; IIIA3 Certificates of Recognition/Appreciation)

**B. IMPACT ON THE LEARNERS**

Enumerate and describe the notable effects of the Nominee on the Life of the Learners

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(Attachment IIIB1 - Learners Pictures; IIIB2 - Nominee with Statistical Data on the Learner's gains; IIIB3 - Signed Testimonies of the Learners that can prove the nominee's effectiveness in implementing NFE Programs which has impact in the life of the learners. Use separate sheets, if necessary.)

**C. COMMUNITY DEVELOPMENT**

The nominee's relationship with and contributions to the community (signed testimonies of barangay leaders, LGUs)

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(Attachment C1 - Picture in community development work; C2 - Statistical Data; C3 - Signed Testimonies by Community Folks Benefited)

## CERTIFICATION

We hereby swear to the best of our knowledge and belief that all information contained in this nomination form is true and correct and the attached documents hereto are authentic.

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School Head/Principal  
(Signature Over Printed Name)

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Date

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Division NFE Supervisor  
(Signature Over Printed Name)

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Date

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Schools Division Superintendent  
(Signature Over Printed Name)

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Date



**Checklist of Supporting Documents/Attachments  
to the Nomination Form for the National Search**

Attachment No.	Nomination Form Items	Code	Attachments	Remarks
	<b>I. Personal Data</b>		Recent 2x2 ID picture	
1	A. Educational Background	IA	Certified Copy of Diploma	
2	B. Appointment/Designation	IB1	Certified Copy of Appointment/Designation	
3	C. Service Record	IC	Certified Service Record	
	<b>II. Potential</b>			
4	A. Personality and Character	IIA1	Signed Testimonies of Field Officials	
5		IIA2	Certificate of good moral character with no pending charges	
	B. On Job Competence			
6a & b	Performance Rating	IIB1	Certified Copies of Performance Rating (2 years)	
7	Narrative Report	IIB2	Essay by Nominee on Significant Accomplishments attested by the Division NFE Supervisor	
8	C. In-Service Training	IIC	Certificate of Training Attended	
	<b>III. Outstanding Achievements</b>			
9	A. Work Achievements	IIIA1	List with brief Description, Certified/Attested by the School Head/Principal/Division NFE Supervisor/Schools Division Superintendent	
10a & b		IIIA2	Signed Testimonies by DepEd and Non DepEd Officials re: achievements	
11		IIIA3	Certificates of Recognition/Appreciation	
12	B. Impact on the Learners	IIIB1	Pictures with the Learners handled, Annotated	
13		IIIB2	Statistical Data on the Learners gains	
14		IIIB3	Signed Testimonies by the Learners/Parents/Other Stakeholders	
15	C. Community Development	IIIC1	Pictures on Community Development Work, Annotated	
16		IIIC2	Statistical Data re: Community Development Contributions	
17		IIIC3	Testimonies by the Community Folks on Significant Community Development Contributions	
18	<b>IV. Certification/Verification as true and correct</b>		Schools Division Superintendent	
			Division NFE Supervisor	
			School Head/Principal in charge of the NFE Mobile Teacher	
19	<b>For the National Search</b>		Endorsement by the Regional Director	
20			Picture of winner receiving the Award at the Region, annotated	

Note: Observation/Interview Schedule to be prepared will be detailed by the Search Committees along with the above listed items.

**Budget Allocation for the Regional Search for  
Most Outstanding Basic Literacy Mobile Teacher**

Activities	Amount
> Per Region: <ul style="list-style-type: none"> <li>- Site evaluation</li> <li>- Winner's travel for the award</li> <li>- Relevant meetings</li> <li>- Cash gift</li> <li>- Plaque of Recognition to be signed by the Regional Director and NFED Chief</li> </ul>	P5,000.00 5,000.00 1,500.00
<ul style="list-style-type: none"> <li>• Total funding assistance from the BNFE</li> </ul>	*11,500.00
Total for: 16 regions x P11, 500.00  (Expenses for the activities are flexible but should not exceed the allocated amount)	184,000.00
> Development and Communication at the Central Office	6,000.00
<b>GRAND TOTAL</b>	<b>P190,000.00</b>

\*Fund assistance limit per region from the Central Office. Fund Sourcing for more liberal allocation is encouraged. Please document experiences and include in the Project Report.

**Budget Allocation for the National Search for  
Most Outstanding Basic Literacy Mobile Teacher**

Activities	Amount
<b>I. Advocacy and Social Mobilization and Related matters</b>	P36,000.00
<b>II. Travel allowances:</b>	
• Travel of Four (4) persons assigned to conduct observations and interviews to five (5) short listed winners @ P12,500.00 each	250,000.00
• Travel expenses of three (3) National Winners @ P12,000.00 each	37,500.00
• Honorarium for three (3) NFE Experts @ P10,000.00 each	30,000.00
<b>II. Awards</b>	
Cash gift	
- First Prize	20,000.00
- Second Prize	15,000.00
- Third Prize	10,000.00
Plaque of Recognition for the three (3) National Winners @ P2,500.00 each	7,500.00
<b>III. Miscellaneous/Contingency (Report Consolidation, Project Guidelines Revision, etc.)</b>	20,000.00
<b>GRAND TOTAL</b>	<b>P426,000.00</b>