



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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JUL 23 2003

DepEd MEMORANDUM
No. **241**, s. 2003

2003 SEARCH FOR MULTIGRADE TEACHER ACHIEVER

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Department of Education (DepEd), Bureau of Elementary Education (BEE) through the Staff Development Division (SDD), shall conduct the National Search for Multigrade (MG) Teacher Achiever for the Year 2003. The Search is now on its 4th year of implementation and has been conducted every year since Year 2000. Starting 2004, the Search will be conducted biennially to give the DepEd field offices enough time to prepare for the said activity.

2. The Search is open to all Multigrade teachers 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 during the previous contests/searches similar to this are not eligible for nomination. The guidelines, criteria for selection, classroom observation guide and nomination forms are enclosed.

3. Based on the guidelines, six (6) national finalists shall be chosen from among the regional winners. Of the six (6) national finalists, the Multigrade Teacher Achiever and the First and Second Runners-up shall be determined. The awarding ceremony will be held at the Bulwagan ng Karunungan, DepEd Central Office, Meralco Avenue, Pasig City.

4. The national winners will be awarded the following prizes:

- National Winner - PhP30,000.00, trophy and a plaque of recognition for the school
- First Runner-up - PhP20,000.00, trophy and a plaque of recognition for the school
- Second Runner-up - PhP10,000.00, trophy and a plaque of recognition for the school

Each regional winner will receive a plaque of recognition and certificate of recognition for the school.

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

6. Immediate dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-In-Charge

Encls.:
As stated

Reference:
DepEd Memorandum: No. 126, s. 2002

Allotment: 1—(D.O. 50-97)

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

ELEMENTARY EDUCATION
PRIZES or AWARDS
SEARCH
TEACHERS

**2003 Search for Multigrade Teacher Achiever
Guidelines for Implementation**

Description

1. The Search for Multigrade Teacher Achiever is a biannual 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 under-served 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, P 30,000.00 cash
 - Plaque of Recognition for the school
 - First Runner-up
 - Trophy, P 20,000.00 cash
 - Plaque of Recognition for the school
 - Second Runner-up
 - Trophy, P 10,000.00 cash
 - Plaque 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.

Qualification 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 schoolheads/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 years under permanent status.
3. A nominee must be of good moral character as certified by the monitoring 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 2000-2001 to SY 2002-2003 as certified by the nominator.

Nomination and Selection Procedures

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 in similar contests are not eligible for nomination.
4. 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 (60%), actual classroom observation/interview (25%) and community support (15%).

• 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. Computation 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, 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%

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

Activites	Dates
Nomination	
Submission of nomination forms to the Division Office (c/o Div. Supervisors)	
Screening of nomination forms and selection of Top Five (5) by then Division Selection Committee	
Submission of supporting documents of the Top Five (5) division nominees to the DepEd Division Office (c/o Div. Supervisors)	
Evaluation of Supporting documents of the Top Five (5) division nominees by the Division Selection Committee	
Actual classroom observation/interview by the Division Selection Committee	
Selection of Division winner	
Submission of selection results, nomination forms, classroom observation reports and Supporting documents of division winners to the DepEd Regional Office (c/o Regional Supervisors)	
Evaluation of supporting documents of division winners by the Regional Selection Committee	
Selection of Regional winner by the Regional Selection Committee	
Actual classroom observation/interview by the Regional Selection Committee	
Submission of selection reports, nomination forms and supporting documents of the regional winners to the DepEd Central Office (c/o SDD-BEE Office)	
Evaluation of supporting documents of regional winners by the National Selection Committee and Selection of three (3) national finalists (one (1) each for Luzon, Visayas and Mindanao)	
Actual classroom visit/observation and interview by the National Selection Committee	
Selection of National Winner	

Selection Committee

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

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

* Chair

**CRITERIA FOR EVALUATION AND DOCUMENTS TO BE SUBMITTED
2003 Search for Multigrade Teacher Achiever**

GENERAL CRITERIA

I. Instructional Competence and Teaching Effectiveness 70 pts.

A. Dedication Competence and Teaching MG Classes

- Number of years in service as MG Teacher
- Performance ratings as MG Teacher for the last three (3) years
- Pupils Performance for the last three (3) years

B. Outstanding Contribution in the Education of MG Children

- Innovative Teaching Approaches Introduced and Tried-Out
- Instructional/Evaluative Materials prepared and utilized to improved 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 and pupil achievements in English, Science and Math (20 pts)

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

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

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

Very Satisfactory	-	3 pts.	Outstanding	-	5 pts
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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.)

B.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)

B.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 (work-books, 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

B.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

B.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 magazine 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.)

C.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, literacy, 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 (3pts.)

- Served as model demonstration teacher of MG classes (school, district, 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	- 2.0 pts.	Division	- 1.0 pt.
Regional	- 1.5 pts.	School/District	- 0.5 pt.

Documents to be submitted

- a. Certified true copies 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 schoolhead/principal/supervisor in terms of submitting reports
- c. Certification from the schoolhead/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.)

Documents to be submitted

- a. Certificates of participation from the barangay chairman
- b. Other evidences such as photos, project by-laws, etc.
- c. Description of activities (who, what, when, 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

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

III. Personal Qualities and Character

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)

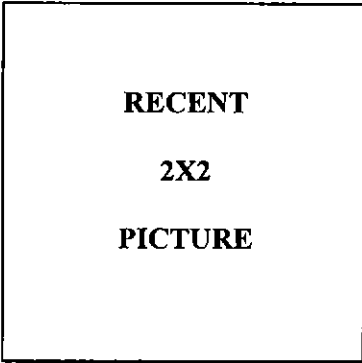
Note: All documents should be authenticated by proper authorities, and complied/arranged according to the criteria

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 Mangement																			
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/einforcement/enrichment activities																			
3. Keeps pupils informed of their performance level																			

Average Rating: _____

Other observations/comments/suggestions:

Department of Education
BUREAU OF ELEMENTARY EDUCATION
2003 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: _____

Landline No.: _____ Mobile 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 maximum) _____

2. Present Position: _____

3. Grades taught (Present): _____

4. Performance Ratings Obtained for the Last Three Years

Year	2002-2003	2001- 2002	2000-2001
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 pts.)
give a two sentence description of each.

a. _____

b. _____

c. _____

d. _____

e. _____

2. Instructional/evaluative materials prepared and utilized to improve teaching and pupils performance in MG classes (maximum of 5). (To include workbooks, modules, multilevel exercises and evaluation instruments).

Title of Materials	Where/When/How utilized
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Innovative teaching devices using indigenous/local materials prepared and utilized in improving MG instruction.

Name of Devices	Where/When/How utilized
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Research and Creative Output (related to teaching)

- 4.1 Action Researches/Studies conducted (maximum of 3 pts.)

- 4.2 Published/Unpublishes works of poetry, musical composition, essay/article, etc.

Title	Where/When/How utilized
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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, regional, division, district, 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 Nominator: _____

Designation: _____

Signature of Nominator

Date