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DepED MEMORANDUM
No. 46 s. 2004

JAN 30 2004

**2004 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 2004 National Search for the Most Outstanding Basic Literacy Mobile Teacher.
2. The Search seeks to give due honor to the Basic Literacy Mobile Teacher (BLMT) 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 return be chosen from among the Division nominees (Please see enclosed Guidelines and Procedures).
4. The expenses to be incurred in the conduct of the Regional Search (inclusive of the travel expenses of the winner from the division to the regional office) will be charged against the BNFE fund assistance in the amount of Thirteen Thousand Five Hundred Pesos (PhP13,500.00) through fund transfer to the region. Liquidation should be submitted to the Accounting Division, DepED Complex, Meralco Avenue, Pasig City, copy furnished the BNFE, one week after the awarding rites.
5. 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 Awarding Ceremony on the last week of June.
6. The National Most Outstanding Basic Literacy Mobile Teacher will receive a Plaque of Recognition and a cash gift in the amount of Thirty Thousand Pesos (PhP30,000.00) for the First Place; Twenty Thousand Pesos (PhP20,000.00) for the Second Place; and Fifteen Thousand Pesos (PhP15,000.00) for the Third Place during the National Awarding Ceremony on the last week of September. The National Awarding will be held in the region where the national winner is and will serve as the host to the big event with proper coordination with the Regional Office. The BNFE will endorse to the host region the funds intended for the awarding (see enclosed budget allocation for the expenses to be incurred). For other important expenses relevant to the affair, the host region is responsible for its provision/solicitation (cash/kind as consolation prizes to winners). *CR*

7. Travel and accommodation expenses of the national winners for the national search will be charged against BNFE funds.
8. All expenses relative to the conduct of the abovestated activities are subject to the usual government accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum to all concerned is desired.



EDILBERTO C. DE JESUS
Secretary

Encls:

As stated

Reference:

DepED Memorandum: No. 36, s. 2003

Allotment: 1—(D.O. 50-97)

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

NONFORMAL EDUCATION
PRIZES or AWARDS
SEARCH
TEACHERS

Madel:c:mobile teacher
1-23-04

**GUIDELINES ON THE NOMINATION AND SELECTION OF THE
2004 NATIONAL SEARCH FOR THE REGIONAL 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 last week of March.
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 the Letter of Endorsement accompanying the completely filled Nomination Form and the 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. 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 copies for the Division, Regional and National Office. (See Enclosures and Checklist)
5. The Regional Search nominee's documents/papers will be sent to the Regional Director, Attention NFED Chief on or before the 4th week of March.
6. The Central Office will form a National Search Committee (NSC) composed of the Chairperson and three (3) members representing each division of the BNFE, who will be tasked to evaluate the five (5) shortlisted national nominees.
7. The National Search nominee's documents for the Most Outstanding Basic Literacy Mobile Teacher should be sent before the end of June of the year to:

The Director IV
Bureau of Nonformal Education
Department of Education
3rd 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 NFE Mobile Program as member.

2. The Evaluation Criteria will cover the following items:
 - I. **Potential - 40%** (Personality and Character (10%), Job Competence (20%), and Professional Growth (10%)).
 - II. **Achievements - 60%** (Work Achievements (20%), Impact on the Learners (20%), and Community Development (20%)).
3. Shortlisting will be done by the Basic Literacy Mobile Program Project Team from the 17 regional winner-nominees to 5 contenders for the National Search.
4. A National Search Committee (NSC) composed of the BNFE Chairperson and three members representing each division will evaluate the submitted documents of the seventeen regional winner-nominees based on the criteria prepared to confirm the validity of the 5 contenders.
5. 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., residents of the communities served, LGU, key DepEd officials and significant others)
6. The National Search Committee will closely validate the evaluated documents of the 5 contenders through interviews and observations on site.
7. The Central Office will form a National Search Committee (NSC) composed of the Chairperson and three (3) members representing each division of the BNFE, who will be tasked to evaluate the five (5) shortlisted national nominees
8. After thorough deliberations, the first, second and third place national winners will be drawn. 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 Search for Most Outstanding Basic Literacy Mobile Teacher 2004. (See Enclosure No. 4)

E. Calendar

Schedule of Activities

Activity	Inclusive Dates
• Organizational meetings and Launching of the Search for the Region's Most Outstanding Basic Literacy Mobile Teacher	February
• Submission of Candidature documents for the Regional Search	4 th Week of March
• Evaluation of Candidates from the Divisions involved	April, May – 1 st Week of June
• Regional Awards	4 th Week of June
• Report and Liquidation (by the regions)	1 st Week of July
• Submission of the Regional winner – as candidate (winner-nominee) to BNFE for the National Search	3 rd Week of June
• Short listing of 17 winner-nominees to 5	4 th Week of June – 4 th Week of July
• Site validation and selection by the National Search Committee	August – 2 nd Week of September
• National Search Awards	4 th Week of September

II. POTENTIALS

A. Personality and Character

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

(Attachment IIA1 – Signed Testimonies of Field Officials; IIA2 - Certification of Good Moral Character by the School Head/Principal)

B. On Job Competence

1. Certified Rating on Job Performance by the School Head/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 especially in dealing with problems encountered as a Basic Literacy Mobile Teacher.
(Attachment IIB2 - Corroborating Testimonies/Certification attested by the Division NFE Supervisor)

C. In-Service Training Attended

Title of Training	Conducted by	Inclusive Dates	Venue

(Attachment IIC - Certificates of Attendance in relevant Trainings)

III. WORK ACHIEVEMENTS

Instruction: Write entries in separate sheets.

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 NFE Mobile Teacher; IIIA2 - Signed Testimonies; IIIA3 Certificates of Recognition/Appreciation)

B. IMPACT ON THE LEARNERS

Enumerate and describe the notable effects of the Nominee's performance on the Life of the Learners

(Attachment IIIB1 - Learners Pictures with the nominee; IIIB2 - Statistical Data on the Learner's gains; IIIB3 - Signed Testimonies of the Learners to 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)

(Attachment IIIC1 - Nominee's Picture in community development work; IIIC2 - Statistical Data; IIIC3 - Signed Testimonies by Community Folks Benefited)

N.B. Signed Testimonies which were written in the mother's tongue should be translated in English of Filipino by the nominee.

(Enclosure No. 2 to DepED Memorandum No. 46, s. 2004)

Nomination Form A
(Accomplish in Triplicate)

Attach Recent
Colored ID Picture
2" X 2"

**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.

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 No.: _____

A. Educational Background

	Name of School	Inclusive Year	Degree Earned
Elementary			
Secondary			
Vocational			
Tertiary			
Graduate			

(Attachment IA - Certified Copy of Diploma/)

B. Appointment/Designation

Item (Number)	Date of Appointment	Status	Remarks

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

C. Service Record

Position Held	Name of School/Office	Period Covered	Status

(Attachment IC - Certified Copy of Service Record)

(Enclosure No. 3 to DepED Memorandum No. 46, s. 2004)

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.

School Head/Principal
(Signature Over Printed Name)

Date

Division NFE Supervisor
(Signature Over Printed Name)

Date

Schools Division Superintendent
(Signature Over Printed Name)

Date

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

Activities	Amount
v Per Region: <ul style="list-style-type: none">- Site evaluation- Winner's travel for the award- Relevant meetings- Cash gift- Plaque of Recognition to be signed by the Regional Director and NFED Chief	P6,000.00 5,000.00 2,500.00
• Total funding assistance from the BNFE	*13,500.00
Total for: 17 regions x P12,000.00 (Expenses for the activities are flexible but should not exceed the allocated amount)	229,500.00
GRAND TOTAL	P229,500.00

*Fund assistance limit from the Central Office. Fund Sourcing for more liberal allocation is encouraged.

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

Activities	Amount
I. Advocacy and Social Mobilization and Related matters	P30,000.00
II. Travel allowances:	
• Travel of Four (4) persons assigned to conduct validation and interviews to the five (5) shortlisted winners @ P12,500.00 each	250,000.00
• Travel expenses of the National Winner @ P1,500.00 and two - 2 nd & 3 rd Place Winners @ P10,500.00 each	22,500.00
• Travel expenses of 15 BNFE Staff for the National Awarding @ P10,500.00	157,500.00
• Incentives for the four (4) Evaluators @ P5,000.00	20,000.00
II. National Awarding	
• Cash gift	30,000.00
- First Prize	20,000.00
- Second Prize	15,000.00
- Third Prize	
• Plaque of Recognition/Medals for the three (3) National Winners	15,000.00
• Board and Lodging of 3 national winners and 15 BNFE Staff and selected Personnel	24,000.00
• Meals and Snacks of the participants	35,000.00
• Backdrop, documentation and other miscellaneous expenses	30,000.00
III. Miscellaneous/Contingency (Evaluation, Report Consolidation, Project Guidelines Revision, etc.)	26,500.00
	TOTAL - P670,500.00
	P229,500.00
GRAND TOTAL	P900,000.00