

# Republic of the Philippines Bepartment of Education



JUN 19 2007

DepED MEMORANDUM No. 245 s. 2007

## 2007 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), announces the conduct of the 2007 Search for Multigrade Teacher Adviser.
- 2. The Search aims to recognize the outstanding performance of multigrade teachers in the development of children in multigrade classes in the country and their contribution to the improvement of the community. Specifically, it aims to:
  - motivate teachers to stay in multigrade schools;
  - enhance school-community partnership; and
  - document best teaching practices in multigrade classes, community projects and initiative to support MG schools.
- 3. The Search shall officially commence on June 15, 2007 and shall end in an awarding ceremony in December 2007. (See Enclosure 1 for the schedule of Search activities).
- 4. The Search is open to all Multigrade teachers who have rendered dedicated and exemplary services in teaching multigrade classes in public elementary schools for the last three (3) years. The national winners during the previous searches are not eligible for nomination. The guidelines and mechanics for the Search, criteria for selection, and accompanying forms are enclosed.
- 5. Eight (8) national finalists will be chosen from among the regional winners. The Multigrade Teacher Achiever will be determined from among these finalists. The awarding ceremony will be held at the Bulwagan ng Karunungan, DepED Central Office, Meralco Avenue, Pasig City.

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

National winner	PhP 30,000.00	trophy and a plaque of recognition for the school
First Runner-up	PhP 25,000.00	trophy and a plaque of recognition for the school
Second Runner-up	PhP 20,000.00	trophy and a plaque of recognition for the school
Third Runner-up	PhP 15,000.00	trophy and a plaque of recognition for the school
Fourth Runner-up	PhP 10,000.00	trophy and a plaque of recognition for the school
Fifth Runner-up	PhP 5,000.00	trophy and a plaque of recognition for the school
Regional Winners	PhP 3,000.00	plaque of recognition for the awardee and the school

- 7. Travel expenses and per diem of the national and regional awardees in connection with their participation to the awarding ceremony shall be borne by BEE. Regional Directors, Assistant Directors, Chiefs and Assistant Chiefs of Elementary Education, Superintendents, MG Coordinators, and Principals are invited to attend the awarding ceremony. However, their traveling expenses shall be charged against local funds.
- 8. Immediate dissemination of this Memorandum is desired.

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Encls.: As stated

Reference: DepED Memorandum: No. 11, s. 2006

Allotment: 1-(D.O. 50-97)

To be indicated in the <u>Perpetual Index</u> under the following subjects:

**SEARCH** 

**TEACHERS** 

**PRIZES** 

Undersecretary

# (Enclosure No. 1 to DepED Memorandum No. 245, s. 2007)

### **Schedule of Activities**

Activities	Dates
Nomination	June 4-15, 2007
Submission of nomination forms to the Division Office	
(c/o Div. Supervisors)	June 18-22, 2007
Screening of nomination forms & selection of Top 5 by the Division Selection Committee (DSC)	June 25-29, 2007
Submission of supporting documents of the Top 5 division nominees to the DepEd Division Office (c/o Div. Supervisors)	July 2-6, 2007
Evaluation of Supporting documents of the Top 5 division nominees by the DSC	July 9-20, 2007
Actual classroom observation/interview by the Division Selection Committee	Ju1y 23-27, 2007
Selection of Division winner	July 30, 2007
Submission of selection results, nomination forms, classroom	, , , , , , ,
observation reports and supporting documents of division winners to the DepEd RO (c/o Regional Supervisors)	July 1-August 10, 2007
Actual classroom observation/interview by the Regional Selection Committee	August 13-24, 2007
Selection of Regional winner by the Regional Selection Committee	Aug. 30, 2007
Submission of selection reports, nomination forms and supporting documents of the Regional winners to the DepEd Central Office (c/o SDD-BEE Office)	On or before Sept.21, 2007
Evaluation of supporting documents of regional winners by the National Selection Committee and Selection of 8 national finalists	Sept.24-28 – Oct. 12,2007
Actual classroom visit/observation and interview by the National Selection Committee	Oct. 15-26,2007
Panel Interview of 8 finalists	Dec. 5, 2007
Awarding ceremony	Dec. 7, 2007

(Enclosure No. 2 to DepED Memorandum No. 245, s. 2007)

### Criteria for the 2007 Search for Multigrade Teacher Achiever (50%)

### I. Supporting Documents

### A. Instructional Competence and Teaching Effectiveness

70 pts.

### 1. Competence in Teaching MG Classes

- a. Performance ratings as MG Teacher for the last 2 years preceding the search
- b. Pupils Performance for the last 2 years preceding the last search
- c. Percentage increase of class reading level

### 2. Outstanding Contribution in the Education of MG Children

- a. Number of years in service as MG Teacher
- b. Innovative Teaching Approaches Introduced and Tried-Out
- c. Assessment materials prepared and utilized to evaluate learning
- d. Instructional materials/devices prepared and utilized to improve teaching
- e. Research and creative output

### 3. Leadership Potentials

- a. Involvement in co-curricular activities
- b. Awards received

### B. Professional and Community Involvement

20 pts.

### 1. Professional Qualities

- a. Educational Attainment and Professional Growth
- b. Punctuality and Attendance
- c. Membership in Professional Organization

### 2. Community Involvement

- a. Membership in organization outside of teaching
- b. Community livelihood projects initiated/sustained
- c. Other community projects

### C. Personal Qualities and Character

10 pts.

- 2. Model of Morality and Integrity in Public and Private Life
- 3. Good Human Relations in School and Community

Note: This assessment comprises 50% of the overall percentage points for determining the MG Teacher Achiever. This should be computed with the classroom observation results and the community support rating.

## I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS (70 PTS.)

- A. Competence in Teaching MG Classes as evidenced by high performance evaluation obtained as a teacher and pupil achievements in English, Science and Math (15 pts.)
  - Performance rating as MG teacher for the last 2 years preceding the search A.1 (maximum of 5 pts.)

Very Satisfactory

3 pts.

Outstanding -

5 pts.

### Documents to be submitted

Certified true copy of Service Record

Certified true copy of performance ratings for the last 2 years

A.2 Pupils Performance (maximum 5 pts.)

Academic performance of pupils (Mean Percentage Score) in English, Mathematics and Science for the last 2 school years preceding the search (SY 2005-2006; SY 2006-2007) based on District Achievement Tests

75% -above -5 pts.

54-50 - 2.5 pts.

74-70 - 4.5 pts.

49-45 - 2 pts

69-65 - 4 pts.

44-40 - 1.5 pts.

64-60 - 3.5 pts.

59-55 - 3 pts.

39-below - 1 pt.

### Documents to be submitted

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

Percentage increase of class reading level for the last 2 years (maximum 5 A.3 pts.)

5% increase – 5 pts.

4% increase - 4 pts.

3% increase – 3 pts.

2% increase - 2 pts.

1% and below -1 pt.

- B. Outstanding Contribution in the Education of MG Children (40 pts.)
  - B.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.

- B.2 Introduced and tried out innovative teaching approaches which contributed to the improvement of instruction of MG classes (10 pts.)
  - 2 pts. per innovative teaching strategy introduced/used (maximum of 10 pts.)

### Documents to be submitted

Photocopies of model lesson plans utilizing said approaches/teaching strategies Certification from principal/supervisor mentioning extent of use (school, district, division or regional)

B.3 Instructional/Teaching Devices prepared, utilized in teaching and shared with other schools (15 pts.)

### 1 pt. per material (maximum of 15 pts.)

Grades I - II (English, Math, Filipino)

Grades III - IV (English, Math, Science, Filipino)

### Documents to be submitted

**P**hotos of innovative teaching devices using indigenous/local materials prepared and utilized

B.4 Evaluative materials prepared and utilized to improve teaching and pupil's performance in MG classes (5 pts.)

1 pt. per evaluative material (maximum of 10 pts.)

### Documents to be submitted

Photocopies of sample assessment instruments prepared and utilized (Periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division, or regional level

B.5 Research and creative output (5 pts.)

1 pt. per research work (maximum of 3 pts.)

1 pt. per published/unpublished work (maximum of 2 pts.)

### Documents to be submitted

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

### C. Leadership Potentials (15 pts.)

- C.1 Involvement in co-curricular activities (10 pts.)
  - a. As Demonstration Teacher (3 pts.)

Served as model demonstration teacher of MG classes (school, district, regional and national levels)

District level
Division level
Regional/National levels

1 pt. 2 pts. 3 pts.

3 pts.

(maximum of 3 pts.)

### Documents to be submitted

Certification from the principal/supervisor as model demonstration teacher (include pictures)

b. As Facilitator (4 pts.)

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

1 pt. per instance (maximum of 4 pts.)

Documents to be submitted

Certification from the principal/supervisor as facilitator/ resource person/discussant/ demonstration-teacher (include pictures)

### c. As Trainer/Adviser/Coach (3 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 3 pts.)

### Documents to be submitted

- a. Certification from the principal/supervisor for organizing socio-cultural activities such as choral group, speech and drama and theater and arts (include pictures)
- b. Certification from the principal/supervisor as adviser of school clubs (include pictures)
- c. Certified true copies of certificates as coach of pupil-winners in academic, literary, musical and sports competitions
- d. Certification from the principal/supervisor for organizing remedial and enrichment programs (include pictures)

### C. 2 Awards received for the last 5 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

Certified true copies of awards of recognition received

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

1 pt. per project (maximum of 3 pts.)

### Documents to be submitted

Certification from the principal for initiating schools projects (include pictures)

### II. PROFESSIONAL AND COMMUNITY INVOLVEMENT (20 PTS.)

### A. Professional Qualities (10 pts.)

A.1. Educational Attainment and Professional Growth (3 pts.)
M.A. Degree 3 pts.
M.A. academic requirement 2 pts.
With masteral units 1 pt.

Maximum of 3 pts.

### Documents to be submitted

Certified true copies of transcript of records for the highest degree obtained or being pursued

A.2 Seminars/workshops/training attended (2 pts.)

International/national - 2.0 pts. Division - 1.0 pt. Regional - 1.5 pts. School/District - 0.5 pt.

### Documents to be submitted

Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement

- A.3 Punctuality and Attendance (3 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
  - Participates in school activities

### Documents to be submitted

- a) Reports on attendance (for the last 2 years)
- b) Certificate from the schoolhead/ principal/ supervisor in terms of submitting reports
- c) Certificate from the schoolhead/ principal/ supervisor on the required school activities attended
- A.4 Subscription to professional magazines for the last 2 years and shared insights with others (1 pt.)

(Access to professional magazines on a regular basis may be considered)

International/National - 1 pt. Local - .5 pt.

### Documents to be submitted

Photocopy of journal on the articles read with their reaction Certificate from schoolhead/teachers with whom the insights were shared

A.5 Active membership in professional organization 1 pt.

### Documents to be submitted

Certificate of membership from the president of the organization

### B. Community Involvement (10 pts.)

B.1 Active membership in civic and religious organizations (e.g. Barangay Disaster Brigade, Jaycees, CWL, Rotary, Lions Club, Knights of Columbus.)

0.5 pt. per organization (maximum of 2 pts.)

### Documents to be submitted

Certificate of membership from the president of the organization

### B.2 Resource Generation, Support and Networking (8 pts.)

B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy etc.)

### 2 pts. per school/class activity (maximum of 6 pts.)

### Documents to be submitted

- a. Certificate of recognition/participation from the principal/district supervisor/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 Networking

Non-governmental services/resources drawn to the school to help improve school/ community environment

### 1 pt. per services/resources (maximum of 2 pts.)

### Documents to be submitted

- a. Certification of participation from the NGO
- b. Evidences such as photos, etc.
- c. Description of services drawn to the school (who, what, when, where, how, status)

### III. Personal Qualities and Character

10 pts.

# Model of morality and integrity and good human relations in the school and in the community (10 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
- · Demonstrates good relations with pupils, co-teachers, schoolhead, community

### Documents to be submitted

- Submit 2 names of nominees' immediate superiors with their write-ups about the nominee
- Submit 3 names of nominees' co-teachers and co-members in socio-civic or religious organization with their write-ups about the nominee

Note: Interview with some community officials, residents and nominees' peers by the National Selection Committee (to be done during their visit). All documents should be authenticated by proper authorities.

(Enclosure No. 3 to DepED Memorandum No. 245, s. 2007)

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2007 SEARCH FOR MULTIGRADE
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RECENT

2X2

PICTURE

### NOMINATION FORM

1.	PE	RSO	ONAL DATA				
	Full	l Na	ame: (Mr./Miss/Mrs./Dr.) _				
				Surname	)	Given Name	Middle Name
	Hor	ne.	Address:Res				
	City	//Pr	Res ovince	sidence No.	Street	District/Town	
	Nic	kna	me:		Civil	Status:	
	Dat	te o	f Birth:	-	Age	:	
	Pla	ce (	of Birth:		Sex:		
	Ful	l Na	ame of nominees' school:				
			Address:				
	Dis	trict	t: [	Division:		Region: _	
	Lar	ndlir	ne No.: M	lobile No		Fax No.	
	Has the nominee been charged of any administrative case? No Yes If Yes, please give details and current status.						
			picase give details and ci	ment status.			
	<del></del>						
11.	INS	STR	UCTIONAL COMPETEN	CE AND TEA	ACHING E	FFECTIVENESS	
	A.	Со	ompetence in Teaching Multigrade Classes (15 pts.)				
		1.	Number of years in the te (Inclusive as MG teacher	eaching servi r, 3 years mir	ce nimum)		:
		2.	Present Position:				
		3.	Grades taught (Present):				
		4.		tained for the	e Last Two	Years Preceding	the Search

### SY 2005- 2006 SY 2006-2007

	Rating	
5.	List Nominees' Administrative Functions	/Duties (if any)
. Ou	tstanding Contribution in the Education	on of Multigrade Children (40 pts.)
		ies introduced/tried out (maximum of 10
	B	
	C	
	D	
	E	
2.	Instructional/teaching devices using ind utilized in improving MG instruction. (math, Filipino; Grades III-VI English, Math, Filipino;	aximum of 15 pts.) (Grades I-II English
	Name of Devices	Where/When/How utilized
3.	Evaluative materials prepared and utiliz performance in MG classes (maximum multilevel exercises and evaluation inst	n of 10). (To include workbooks, modules
	Title of Materials	Where/When/How utilized

etc. (maximum c	of 2 pts.)	ical composition, essay/artic		
Title	W	Where/When/How utilized		
eadership Potentials(1	•			
Involvement in co-curric  a) As demonstration te	cular activities eacher (maximum of 3 pts	;.)		
Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates		
b) As Facilitator/Resor	urce Person/Discussant ( <b>4</b> p	ots.)		
Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates		
c) As Trainer/Adviser/	Coach (3 pts.)			
Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates		

School projects ini	tiated, implemented and be	ing maintained ( <b>m</b>	aximum 3 pts.)
Schoo	ol Projects	Inclusive Da	ites
OFFSSIONAL AN	ID COMMUNITY INVOLVE	MENT (00 t	
	ID COMMUNITY INVOLVE Inment and Professional Gro		pts.)
Degree Earned	School	Year Graduated	Awards Received
		Oraduated	Received
Degree Being		Years	Total
Pursued	School	Enrolled	Units Earned
2 Seminars, Work (maximum 2 pt	shops and other Training At s.)	tended (Last 5 yea	ars)
Title	Level (International, National, Regional, Division, District, School)	Conducting Agency	Inclusive Da

111.

A.3	<b>Punctuality</b>	and	Attendance	(3	pts.)	)
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School Year	Punctuality	Attendance
- Contoon real	No. of Times Tardy	No. of Times Absent
2004-2005		
2003-2004		
2002-2003		

71.4	Subscription to profession  Title of F	Professional Magazine	
<b>A</b> .5	Membership in Professio	nal Organizations (1pt.)	
	Professional Organization	Role Position	Years
	onity Involvement (10pts onbership in organization or Organization Outside Teaching	·	mum 2 pts.) Years
2. Res 2.1	ource Generation Support Initiated school/class act School/Class	ivities that resulted to im	prove the community. (4
	Activities	Role Position	Inclusive Dates
2.2	Initiated community actives School/Class Activities	rities that resulted to imp	Inclusive Dates

3.	Networking	(2	pts.	. ]
Ο.	Neworking	\~	pts.	٠

Non-Government Organizations	Support/Services to the School/Community	Inclusive Dates

hereby certify that all information con-	tained in this form is true and correct.
Full Name of Nominator:	
Designation:	
	Signature of Nominator
	Date

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2007 SEARCH FOR MULTIGRADE
TEACHER ACHIEVER

### SUPPORTING DOCUMENTS INDIVIDUAL FORM

ivision: _	Region:	
	Area/ Indicators	Rating
А.	Competence and Teacher Effectiveness (70 pts) Competence in Teaching MG Classes a) Performance Rating for the last 2 years preceding the SMTA 2007 b) Pupils' Performance for the last 2 years preceding the SMTA 2007 c) Percentage increase of class reading level for the last 2 years Outstanding Contribution in the Education of MG Children a) Years in service as MG teacher b) Introduced and tried out innovative teaching approaches which contributed to the improvement of MG classes c) Instructional devices prepared and utilized in teaching d) Evaluative materials prepared and utilized to improve teaching and pupils' performance in MG classes e) Research and creative outputs Leadership Potentials a) Involvement in co-curricular activities b) Awards received in the last 5 years c) Schools projects initiated, implemented and being maintained	
А.	Professional Qualities  a) Educational Attainment and Professional Growth b) Seminars/workshops/trainings attended c) Punctuality and Attendance d) Subscription to professional magazines for the last 2 years e) Active membership in professional organizations Community Involvement a) Active membership in organization outside teaching b) Resource generation, support and networking	
Α.	nal Qualities and Character(10 pts)  Model of Morality and Integrity  Good human relations in the school and community	
	Total Score	

**Evaluator** (Signature Over Printed Name)

Note: SMTA Form 2 of each nominee should be attached to the Nominees Summary Form (Form 3).

(Enclosure No. 5 to DepED Memorandum No. 245, s. 2007)

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2007 SEARCH FOR MULTIGRADE
TEACHER ACHIEVER

# SUPPORTING DOCUMENTS SUMMARY FORM

Level:			Date of Deliberation:	liberation:		
Name of Nominee		School	Instructional Competence	Professional and Community Involvement	Personal Qualities and Character	Total Score
			(70 points)	(20 points)	(10 points)	
Signature Over	Fyaliator	Evaluator	Evaluator	Evaluator	ator	Evaluator:

(Enclosure No. 6 to DepED Memorandum No. 245, s. 2007)

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2007 SEARCH FOR MULTIGRADE
TEACHER ACHIEVER

# CLASSROOM OBSERVATION GUIDE AND INTERVIEW INDIVIDUAL FORM

School:				
Area/ Indicate			Ave. Rating	Total Score
<ul> <li>I. Classroom Observation (see obset)</li> <li>II. Interview (50 ptis) <ul> <li>a) Fluency and Spontaneity</li> <li>b) Organization</li> <li>c) Emotional Stability</li> <li>d) Potential</li> </ul> </li> </ul>	(4) (4) (4) (3)	e) (50 pts.)		
		/Signal	Evaluator Jure Over Printed Na	

Note: SMTA Form 4 of each nominee should be attached along with the nominee's Classroom Observation Guide to the Nominees Summary Form (Form 5).

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2007 SEARCH FOR MULTIGRADE
TEACHER ACHIEVER

# CLASSROOM OBSERVATION GUIDE & INTERVIEW SUMMARY FOR M

Signature Over		Level
		Date of Deliberations:  School
	(50 points)	Classroom Observation
	(50 points)	Interview
		Total Score

(Enclosure No. 8 to DepED Memorandum No. 245, s. 2007)

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### **COMMUNITY SUPPORT INTERVIEW GUIDE INDIVIDUAL FORM**

Note:

The following are sample questions to determine the extent of support given by the community to the nominee. It is encouraged that the rater formulates his/her own questions to fully assess and verify the extent of support of the community to the nonlines. The rating should rafted the evaluation of the rater based on hisher assessment of the answers/explanations of the community member(s).

visi	on:	Regio	on:	
		, togic	JII	
	Со	mmunity perception of the MG school		
		How do you perceive the MG school in your co	ommunity?	
	b)	To what extent do you think is the school invo community?	lved in the activities of	the
	c)	On the scale of 1-10, with 10 as the highest, h	ow would you rate the	school?
	Со	mmunity involvement in MG school activities		
		Are you aware of the activities of the school?		
	b)	What kinds of assistance do you provide to th	e school?	
	c)	Does the school organize regular PTCA?		
	d)	To your knowledge, how active are the parent	s in the PTCA?	
l.		mmunity perception about the nominee		
		Briefly describe your perception of the nomine	ee.	
		How do you know the nominee?		
		If you were to make a recommendation for the Do you have confidence in the teaching abiliti		
	u,	bo you have confidence in the teaching ability	es of the norminee? Ex	рын опену.
			Total Score	70.00
			Total Score	

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2007 SEARCH FOR MULTIGRADE
TEACHER ACHIEVER

# COMMUNITY SUPPORT SUMMARY FOR M

Date of Deliberations:

Name	Name of Nominee	School		Total Score
Signature Over				
Printed Name	Evaluator	Evaluator	Evaluator	Evaluator ;