



DepED MEMORANDUM  
No. 339, s. 2007

AUG 24 2007

2007 SEARCH FOR OUTSTANDING SPECIAL EDUCATION  
TEACHERS AND SPED CENTERS

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools

1. The Department of Education (DepED), Bureau of Elementary Education-Special Education Division (BEE-SPED) announces the Search for 2007 Outstanding Special Education Teachers and SPED Centers.
2. The Search is open to SPED teachers of the Hearing Impaired, Visually Impaired, children with Mental Retardation, Autism and Mentally Gifted who have rendered dedicated and excellent service in the education of children with special needs. Overall winners of national competitions similar to these are not eligible for nomination.
3. Likewise, the Search is open to public SPED Centers that have been operating for the last ten years.
4. The awarding ceremony will be done during the National Conference on SPED on November 22, 2007. The overall winners shall receive plaques of recognition and cash awards.
5. The school officials are enjoined to give the Search the widest publicity and support. The guidelines, criteria for selection and required documents, and nomination forms for the Outstanding SPED Teachers are found in Enclosure Nos. 1, 2, and 3 while those for SPED Centers are found in Enclosure Nos. 4, 5 and 6, respectively.
6. All expenses relative to the winners' attendance in the awarding ceremony shall be charged to local funds subject to the usual accounting and auditing procedures.
7. Immediate and wide dissemination of this Memorandum is desired.

*Ramon C. Bacani*  
RAMON C. BACANI  
Undersecretary

Encls.: As stated  
Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

AWARDS      SEARCH      SPECIAL EDUCATION      TEACHERS

**GUIDELINES FOR THE 2007 SEARCH FOR OUTSTANDING  
SPECIAL EDUCATION TEACHERS**

1. The Search for the 2007 Outstanding SPED Teachers is a project of the Special Education Division, Bureau of Elementary Education, Department of Education which aims to recognize excellent teachers of children with special needs.
2. The Search is open to all teachers of the Hearing Impaired, Visually Impaired, children with Mental Retardation, Autism and Mentally Gifted who have rendered dedicated and excellent service in the education of children with special needs
3. SPED Teachers who have won national teacher awards are disqualified for nomination.
4. Initial selection shall be done at the division level where all the required documents shall be submitted for screening to the Division Selection Committee composed of the Assistant Schools Division Superintendent, the Division Supervisor In-Charge of SPED and one Supervisor In-Charge of any learning area.
5. Documents of division qualifiers shall be screened and ranked according to the suggested criteria (Enclosure No. 2) by the Regional Selection Committee composed of the Assistant Regional Director, the Chief of Elementary Education Division and the Regional Supervisor In-Charge of SPED. Likewise, the Regional Selection Committee will make actual school visits and observe classes to division qualifiers.
6. Screening of candidates shall be conducted on the following schedule:

Division Level	-	September 24-28,2007
Regional Level	-	October 15-19, 2007
National Level	-	November 5-9, 2007
7. Required documents of regional winners shall be submitted to the Special Education Division, Bureau of Elementary Education, 2/F Bonifacio Building, DepED Complex, Meralco Avenue, 1600 Pasig City on or before November 02, 2007.
8. All documents shall be authenticated by proper authorities, and compiled/arranged according to the criteria. The compilation of documents shall include a table of contents with the Nomination Form as the first page.
9. Final Screening will be done by the National Screening Committee composed of the Director of BEE-OIC, the Chief and Assistant Chief, one Senior Education Program Specialist, and one Education Program Specialist. The decision of the National Screening Committee is final.
10. Winners shall receive plaques of recognition and cash awards.

**CRITERIA FOR SELECTION AND DOCUMENTATION  
FOR THE 2007 SEARCH FOR OUTSTANDING  
SPECIAL EDUCATION TEACHERS**

GENERAL CRITERIA WITH CORRESPONDING POINTS

1. Instructional Competence and Teaching Effectiveness	-	<b>40 points</b>
A. Outstanding contributions in the education of the gifted, mental retardation, visual impairment, hearing impairment and autism		
B. Leadership Capabilities	-	<b>30 points</b>
C. Awards received on the education of the gifted, mental retardation, visual impairment, hearing impairment and autism	-	<b>5 points</b>
D. Continuous and Dedicated Service	-	<b>10 points</b>
E. Professional Advancement	-	<b>5 points</b>
II. Personal Qualities and Character	-	<b>10 points</b>
A. Model of Morality and Integrity In Public and Private Life	-	<i>5 points</i>
B. Good Human Relations in School and Community	-	<i>5 points</i>
<b>TOTAL</b>		<b>100 points</b>

SPECIFIC CRITERIA

I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

A. Outstanding Contribution in the Special Education Program	-	<b>40 points</b>
1. Introduced/Tried out effective approaches or innovations in teaching (at least 2) which contributed to the improvement of instruction in meeting the needs of special children	-	<i>10 points</i>

Documents Needed:

- Abstract of the effective/innovative approaches and how these were utilized in the field certified by the superintendent and principal
- Certification from the principal that the approaches contributed to the improvement of instruction for children with special needs

- Evidences certified by the principal/district/division supervisors to show the effect on the learners/school as a result of innovations used/introduced such as increase in pupils' achievement level, recipient of different awards from the local schools/district/division, etc.

2. Written/produced instructional materials in SPED
  - a. Modules/workbooks published and utilized reference materials/books in the school/district/region (2 pts. per set of modules/workbook or 1 reference material) - 10 points
  - b. Equipment/Teaching Devices (2 pts. per set) 5 sets - 10 points
  - c. Technical paper/published articles in SPED (1 pt. per paper or article) 3 papers - 3 points

Documents Needed:

- Photocopy of produced instructional materials certified by the district supervisor and principal
- Samples of visual aids produced and certified by the district supervisor and principal

3. Organized/trained socio-cultural activities i.e. choral group, dance troupe, theater and drama arts club, etc. (1 pt. per organized activity) - 5 points

Documents Needed:

- Certification from the principal as organizer/trainor of socio-cultural activities and the participation of the groups in the school and community activities
- Pictorial report of organized club activities

4. Graduates - 2 points

- Record of number of batches
- Names of successful graduates

**B. LEADERSHIP CAPABILITIES****30 points**

1. Coordinated the organization of classes/ implementation of SPED program in the district/division/regional level - *5 points*

## Documents Needed:

- Certification from the superintendent/ regional director/district supervisor as program coordinator/organizer
- Brief record of assessment process in the organization of programs for CSNs (sample of assessment tools, ranking procedure utilized, assessment team, etc.)

2. Conducted in-service training programs in the district/division/regional level - *10 points*

Level	No. of Times	Points
District	5	3
Division	4	6
Regional	3	10

## Documents Needed:

- Certification from the district supervisor/ principal/superintendent and regional director on the conduct of in-service trainings
- Copy of division/regional memorandum on in-service training conducted

3. Served as resource speaker/discussant/ demonstration teacher - *10 points*

Level	No. of Times	Points
District	3	3
Division	2	6
Regional	1	10

4. Participated in community programs/projects for the development/ enhancement of the CSNs in their areas of interest - *5 points*

## Documents Needed:

- Certification from the mayor/principal/ barangay captain/priest of project undertaken properly authenticated by the regional director/superintendent
- Written/pictorial report of programs/ projects undertaken

C. AWARDS

- 5 points

Recipient of community/school, district, divisions and regional awards of recognition for outstanding services on the education of CSNs for the last 10 years (regardless of number of award)

- Community/school/district - 1 point
- Division - 3 points
- Regional - 5 points

Documents Needed:

- Certified true copies of the awards of recognition received (include picture) signed by the principal/district supervisor/superintendent and regional director

D. CONTINUOUS AND DEDICATED SERVICE

- 10 points

1. Rendered continuous and dedicated service in teaching CSNs - 5 points

Number of Years	Points
2-3	1
4-7	2
8-10 & above	5

5. Rated as SPED teacher with an outstanding performance for the last 3 years - 5 points

Documents Needed:

- True copy of the performance rating for the last 3 years certified by the principal and district supervisor
- Certified true photocopy of service record and certification from the principal

E. PROFESSIONAL ADVANCEMENT

- 5 points

- Certified true photocopy of transcript of records of the highest degree attained and degree being pursued - 2 points

-With Masteral units	-	0.5
-M.A. academic requirement	-	1.0
-M.A. in SPED	-	1.5
-With units in Doctoral degree	-	1.75
-Ph. D./Ed. D.	-	2.0

- Certification signed by the sponsor and other evidences of participation in any training workshop or seminars in Special Education (Division, Regional, National, and International Level) - 2 points
 

School/District	-	0.5
Division	-	0.75
Regional	-	1.25
National	-	1.75
International	-	2.0

- Punctuality and Attendance - 1 point
  - ❖ Submits reports on/or before due dates
  - ❖ observes punctuality
  - ❖ Arrives at least 15 minutes before official time
  - ❖ Renders voluntary services beyond official time
  - ❖ Demonstrates willingness in initiating school/community activities

Documents Needed:

- ❖ Reports on attendance (for the last 3 years)
- ❖ Certification from the school head/principal supervisor in terms of submitting reports
- ❖ Certification from the school head/principal/ supervisor on the school/community Activities initiated

**II. PERSONAL QUALITIES AND CHARACTER**

**A. Model of Morality and Integrity in Public and Private Life - 5 points**

- |   |   |         |
|---|---|---------|
| Unquestioned honesty and integrity                    | - | 1 point |
| High work ethic                                       | - | 1 point |
| Trustworthy in the discharge of duty or of obligation | - | 1 point |
| With high level of stress tolerance                   | - | 1 point |
| Virtuous conduct                                      | - | 1 point |

**B. Good Human Relations in School and Community - 5 points**

Documents Needed:

- Submit write-ups about the nominee on his/her personal qualities certified by the principal, district supervisor and PTA president (at least 3)
- Submit three 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 Division Selection Committee (to be done during their visit).

**TOTAL = 100 points**

**NOMINATION FORM**  
(Please Type All Answers)  
(Use Additional Sheet if Necessary)

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

A. PERSONAL DATA

1. Nominee's Full Name: \_\_\_\_\_  
(Surname) (Given Name) (Middle Name)
2. Home Address: \_\_\_\_\_
3. Telephone Nos. \_\_\_\_\_  
School Residence Cell No.
4. Date of Birth: \_\_\_\_\_ 7. Civil Status: \_\_\_\_\_
5. Place of Birth: \_\_\_\_\_ 8. Citizenship \_\_\_\_\_
6. Sex: \_\_\_\_\_
9. Type of Exceptionality Handled: \_\_\_\_\_

B. EDUCATIONAL BACKGROUND

Please list down below the degrees being pursued or earned by the nominee, beginning with the most recent and other information called for.

Degree Earned/ Degree Being Pursued	School	Year Ended	Academic Distinction



**C. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS**

1. Number of years of services as SPED teacher \_\_\_\_\_
2. Present/Position Rank: \_\_\_\_\_
3. Subject/s presently taught: \_\_\_\_\_
4. Performance Evaluation/Rating Obtained in the last 3 years

Year	2006-2005	2004-2003	2002-2001
Rating			

5. Employment history for the last 10 years (begin with the most recent employment)

School/Address	Position Held	No. of years spent in teaching	Inclusive Dates

6. Enumerate instructional materials produced and used by the nominee for the improvement of CSNs such as books, reference materials, workbooks, modules, evaluation instruments and course guide. Indicate where, when and how those materials are being utilized.

List of Materials	Where/When/How

7. Other than teaching, in what ways did the nominee help CSNs?

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8. Give details of any research conducted by the nominee

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**D. PROFESSIONAL AND COMMUNITY DEVELOPMENT**

1. What worthwhile activities outside of teaching has the nominee been involved in?

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2. List down awards or recognitions received from reputable organizations: local, regional, university, college, national, international

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**E. INFORMATION OF THE NOMINATOR:**

1. Name of Principal/Chairman: \_\_\_\_\_

2. Position: \_\_\_\_\_

3. School/District represented: \_\_\_\_\_

**I hereby certify that to the best of my knowledge all information contained in this form are true and correct.**

\_\_\_\_\_  
**Signature of Nominee**

**I hereby nominate the above named candidate of the 2007 Search for Outstanding SPED Teacher with the data herein stated to support his/her nomination.**

\_\_\_\_\_  
**(Signature over Printed Name of the Nominator)**

**Date Submitted:** \_\_\_\_\_

**GUIDELINES FOR THE 2007 SEARCH FOR OUTSTANDING  
SPED CENTERS**

1. The Search is open to recognized public Special Education Centers that have been operating for the last ten years.
2. A baseline data on the status of the Center for the last three years shall have been established. These data include:
  1. Types of children served and enrolled for the last three years.
  2. List of administrators and SPED teachers and their qualifications.
3. The timetable for the Search is as follows:

**Phase I**

- a. Evaluation of the SPED Centers at the division level - September 24-28, 2007
- b. Evaluation of the division winners at the regional level - October 15-19, 2007
- c. Submission of regional winners to the Special Education Division- on or before November 02, 2007

**Phase II**

- a. Final selection of national winners based on the evaluation -- November 5-9, 2007
- c. Awarding of national winners -- November 22, 2007.

4. The Search Committee shall be composed of the following:
  - Division Level
    - Schools Division Supt./Asst. Supt. - Chairman
    - Division Supervisor In-Charge of SPED - Co-Chair
    - District Supervisor - Member
  - Regional Level
    - Regional Director/ Asst. Director - Chairman
    - Chief/Asst. Chief, EED - Co-Chair
    - SPED Regional Supervisor - Member
  - National Level
    - Director/Asst. Director - Chairman
    - Chief/Asst. Chief (SPED) - Co-Chair
    - Education Program Specialists (SPED) - Member

5. The Search Committee shall use the Evaluation Criteria in the evaluation of entries.
6. Winners shall receive plaque of recognition and cash award

EVALUATION CRITERIA FOR 2007 SEARCH FOR OUTSTANDING  
SPED CENTERS

1 Highly motivated learners (40%)

1.1 High performer/achiever

1.1.1 significant gains in achievement  
85% of the pupils (Grades VI), FL, VI & HI)  
demonstrate 80% mastery of the skills in Math,  
Science and English - 20%

1.1.2 Awards, commendations, recognitions  
received in co-curricular activities - 15%

5 and above	- 5%
4	- 4%
3	- 3%
2	- 2%
1	- 1%

International: \_\_\_\_\_

5 and above	- 5%
4	- 4%
3	- 3%
2	- 2%
1	- 1%

National: \_\_\_\_\_

3	- 3%
2	- 2%
1	- 1%

Regional: \_\_\_\_\_

2	- 2%
1	- 1%

Division: \_\_\_\_\_

1.13 Number of CSNs in the mainstreamed program

5%

(5 pupils & above)	- 5%
(4 pupils)	- 4%
(3 pupils)	- 3%
(2 pupils)	- 2%
(1 pupil)	- 1%

VI: \_\_\_\_\_

(5 pupils & above)	- 5%
(4 pupils)	- 4%
(3 pupils)	- 3%
(2 pupils)	- 2%
(1 pupil)	- 1%

HI: \_\_\_\_\_

(4 pupils & above)	- 5%
(3 pupils)	- 4%
(2 pupils)	- 3%
(1 pupil)	- 2%

MR: \_\_\_\_\_

(4 pupils & above)	- 5%
(3 pupils)	- 4%
(2 pupils)	- 3%
(1 pupil)	- 2%

Autism: \_\_\_\_\_

1.2 Present status of students who graduated from the Center (Provide documents)

5%

2.	Competent, committed and dynamic staff				(30%)
2.1	Innovations done (Teaching Strategies)	-	5%		
2.2	Instructional materials developed	-	10%		
2.3	Awards received (staff, centers)	-	5%		
	National				
	Regional				
	Division				
2.4	Trainings Attended	-	5%		
	International				
	National				
	Regional				
	Division				
2.5	Supportive school staff	-	5%		
	How much support was given by the following school officials in the promotion of SPED program:				
	1.	Director/Asst. Director			
	2.	Chief/Asst. Chief			
	3.	Administrators/Supervisors/Regional Supervisors			
	4.	Superintendent/Asst. Superintendent			
	5.	Co-teachers (regular teachers/receiving teachers)			
3.	Establishment of linkages				(9%)
3.1	Projects initiated by parents	-	3%		
3.2	Projects supported by NGOs	-	3%		
3.3	Functional outreach program provided	-	3%		
4.	Accessibility of Classrooms and Functionality of Equipment/Facilities				(9%)
4.1	Ramp, rails	-	3%		
4.2	Braille computer, speech trainer, hearing aids, etc.	-	3%		
4.3	Well-structured learning environment	-	3%		
5.	Proactive Management				(12%)
5.1	Has school vision, mission and goals	-	4%		
5.2	With functional School Improvement Plan (SIP) for CSNs	-	4%		
5.3	Programs and services offered	-	4%		

## Nomination Form for Outstanding SPED Center

### I. GENERAL INFORMATION

1. Name of Center: \_\_\_\_\_
2. Name of School: \_\_\_\_\_
3. Address: \_\_\_\_\_ Tel. Nos. \_\_\_\_\_  
District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_
4. Name of Principal: \_\_\_\_\_
5. Supervisor-In-Charge: \_\_\_\_\_
6. Statistical Information:

Area	M	F	TOTAL	No. of Classes	No. of Teachers

**II. Profile**

**Answer the following questions in separate sheets. Answer must be brief and factual and typewritten double space. Supporting document(s) must be attached.**

1. Discuss briefly the profile/status of the Center
2. Cite and describe the mission, vision and goals of the Center
3. Enumerate the different activities participated/attended by the members of the Center
4. Cite the awards/citations received by the Center

**III. Special Features**

1. Discuss the different programs/services offered to CSNs
2. Cite the outstanding accomplishment and exemplary performance of the Center for the past ten years. Justify that the achievement is extra ordinary and easily distinguishable for its uniqueness and originality

**I hereby nominate the above named center to the 2007 Search for Outstanding SPED Center with the data herein stated to support this nomination. I further certify that to the best of my knowledge all information contained in this form are true and correct.**

\_\_\_\_\_  
**(Signature over Printed Name of the Nominator)**

**Date Submitted:** \_\_\_\_\_