

Republika ng Filipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

September 11, 1985

MECS O R D E R
No. 55, s. 1985

NOMINATIONS FOR MECS SPECIAL AWARDS
AND CSC HONORARY AWARDS

To: Deputy Ministers
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Regional Directors
Schools Superintendents
Chief of Service and Heads of Units/Centers
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. To give due recognition and reward for outstanding performance of teachers, school officials and support personnel, the Ministry is enjoining a more vigorous implementation of the incentive awards system. This Office takes cognizance of, and gives encouragement to, any recognition of awards to teachers, school officials and support personnel guaranteed by other government agencies or civic organization observing a rigid and fair selection process.

2. In this connection, the field is hereby reminded of existing national awards as indicated in the Civil Service Rules and Regulations conformably to P.D. No. 807, and informed of special awards of this Ministry.

3. The awards are as follows:

A. Ministry of Education, Culture and Sports National Awards

Outstanding Teacher Award (10)
(Cash and Certificate)

Given to outstanding teachers during observance of Education Week. Candidates include those from public and private schools. Each region should submit two candidates.

Sagisag ng Karangalan Award -
(Certificate and Honorarium)

Given to teachers, employees and school officials in recognition of courage/exemplary service rendered in times of emergency or calamities, such as service in evacuation centers, rehabilitation centers in stricken areas and the like.

7. There are awards given by offices/agencies with or without the participation of this Ministry such as the NSTA Award for science and mathematics teachers and science club advisers, and awards by JAYCEES, Lions, Rotarians or other agencies. These awards are announced separately by the agencies concerned. To be credited, for purposes of promotion, such awards must be submitted to the MECS Central Suggestions and Incentives Awards Committee for evaluation and accreditation.

8. The field is hereby cautioned in this connection against accepting certain awards purportedly in recognition of outstanding accomplishment but requiring, however, contributions or donations of one form or another as a condition for the award.

9. Wide dissemination of this Order is desired.

(SGD.) JAIME C. LAYA

Incls.:

As stated

References:

BPS Circular: No. 32, s. 1963

BPS Memorandum: No. 44, s. 1967

MECS Memorandum: No. 112, s. 1984

Allotment: 1-2-3--(D.O. 1-76)

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

ACCREDITATION
BUREAUS & OFFICES
EMPLOYEES
LEGISLATION
OFFICIALS
PRIZES or AWARDS
SOCIETY or ASSOCIATIONS
TEACHERS

(Inclosure No. 1 to MECS Order No. 55, s. 1985)

GUIDELINES ON THE SELECTION OF OUTSTANDING TEACHERS

- A. Every nominee must have the following basic qualifications:
1. Must be a regular permanent teacher and a full-time elementary and secondary classroom teacher in a public or private school for at least five years.
 2. Must have a performance rating of very satisfactory for the last three years.
 3. Has not been found guilty of any administrative complaint or criminal charge.
 4. He/She has not been the recipient of any National Teacher Award.
- B. He must have the highest number of credit points among candidates considering the following areas and corresponding credits.

Maximum Credits

1. Within the last three school years (1982-83, 83-84, 84-85) written and produced instructional materials that contributed to the improvement of teaching such as reference materials, instructional modules, teaching units, visual aids, teaching documents, evaluation materials adopted/used in the: 35 pts.
 - a. region - 30 pts.
 - b. division - 20 pts.
 - c. district - 10 pts.
 - d. school - 5 pts.

Note: Credits should be given for every material/module etc., produced. For example a candidate produced two (2) instructional materials in a school, she should be given 10 points; if a candidate produced 2 modules used in a school and one (1) module used in the division she will have a total of 25 points but in no case should total credits exceed 30.

Maximum Credits

2. Within the last three years developed effective approaches to improve instruction and evaluation; introduced an innovative process and/or effective approach leading to improved instruction; adapted or used. 30 pts.
 - a. region - 30 pts.
 - b. division - 20 pts.
 - c. district - 10 pts.
 - d. school - 5 pts.
3. Within the last three years must have conducted an action research for the improvement of instruction for achieving cost-effective measures or reduction of

Maximum Credits

wastage; or any other areas related to education, and results of such study/research utilized:

20 pts.

- a. by the region - 20 pts.
- b. by the division - 10 pts.
- c. by the district - 5 pts.

Maximum Credits

4. Continued, dedicated and efficient service in hardship or hazardous areas where very few teachers accept assignment ensuring some measure of a level of achievement:

20 pts.

- a. More than five years - 20 pts.
- b. Less than five but not less than two years - 10 pts.
- c. Less than two years - 5 pts.

C. All claims for credits should be supported by proper documents.

(Inclosure No. 2 to MECS Order No. 55, s. 1985)

GUIDELINES ON THE SELECTION OF CANDIDATES FOR OUTSTANDING
EMPLOYEE AWARD (FIRST-LEVEL MECS SUPPORT STAFF)

- A. A nominee must have the following basic qualifications.
1. Must be a permanent/regular employee in MECS for at least 5 years.
 2. Must have outstanding performance for the last 3 years.
 3. Must not have been guilty of any administrative complaint or criminal charges.

- B. Must have the highest number of credit points on the basis of 1984-1985 performance, considering the following areas and corresponding credits based on the descriptions/statements indicated:

1. Work Accomplishment

- a. Consistently produces high standard of output exceeding targetted output by at least 50%. - 25 points
- b. Often produces high standard output exceeding targetted output by at least 25%. - 20 points
- c. Often produces satisfactory output exceeding target by at least 20%. - 15 points
- d. Output is satisfactory and exceeds target slightly. - 10 points
- e. Always satisfactorily meets targetted output. - 5 points

2. Accountability

- a. Has a high sense of duty to the public he serves; always acts promptly on requests of clientele; always facilitative and helpful to clientele even beyond his area of assignment without expecting nor accepting any reward. - 25 points
- b. Generally, most of the time, acts promptly on requests of clientele; and goes out of his way to help people who came to him. - 15 points
- c. Sometimes he acts promptly on requests of clientele and sometimes he tries to be helpful to the public even beyond his area of assignment. - 10 points
- d. Seldom acts promptly on requests of clientele although he/she eventually acts on them; would assist client-public only if request is strictly part of her work. - 5 points

3. Reliability

- a. Always performs efficiently even without direction/supervision of supervisor; strives to be present to finish urgent tasks or assignments even in the face of difficulties, like inclement weather. - 20 points
- b. Always performs efficiently when the supervisor is around; can be relied upon to finish tasks or assignments on time. - 15 points
- c. Usually performs efficiently when supervisor is around; generally finishes tasks on time. - 10 points
- d. Sometimes performs efficiently when supervisor is around; finishes tasks on time provided there are no difficulties. - 5 points

4. Efficiency

- a. Accomplishes things accumulated in the shortest time possible (as compared with rate of peers) and with the minimum wastage of effort, and resources. Never seen to waste supplies and materials through careless or inaccurate work; recycles supplies at every opportunity. - 20 points
- b. Accomplishes things accurately in the shortest time possible (as compared with peers) but sometimes utilizes more supplies like stationery or work paper, erasing fluid, etc., sometimes recycles supplies. - 15 points
- c. Accomplishes things accurately, usually ahead of other peers; but generally utilizes more supplies like stationery, pencils, erasing fluid, etc. - 10 points
- d. Accomplishes things accurately in average time utilizing more supplies like stationery; erasing fluid, etc. - 5 points

5. Loyalty

- a. Always supportive of policies of the office; has never complained about the rules of the service; never criticizes the office or unit where he works. - 10 points
- b. Sometimes supportive of the policies of his office; seldom complains about rules or practices and seldom criticizes the office or unit. - 5 points