



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**DepEd Region X – Northern Mindanao**  
**DIVISION OF OZAMIZ CITY**



**DIVISIONAL MEMORANDUM**

No. 307, s. 2019

TO : OIC, Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID and SGOD)  
 Public Elementary/Secondary School Heads/Department Heads  
 Concerned Personnel  
 This Division

DATE : September 9, 2019

SUBJECT : **CHANGES AND ADDITIONAL INFORMATION TO DIVISIONAL MEMORANDUM NO. 234 S. 2019 (SEARCH FOR OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL)**

1. With reference to Regional Memorandum No. 411 s. 2019 re: *2019 Search for Outstanding Teaching, Teaching-Related and Non-Teaching Personnel*, this **Office** informs the field on the changes and additional information to Divisional Memorandum No. 234 s. 2019, re: *2019 Search for Outstanding Teaching and Non-Teaching*, as follows:

A. Teaching and Teaching-Related Personnel Categories and Requirements

CATEGORIES	SPECIFIC QUALIFICATION REQUIREMENTS
1) Outstanding Elementary Teacher I, II or III (Grades 1-3)	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II or III</li> <li>- Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads</li> <li>- For the elementary category, at least 3 years of teaching experience in the grade level which he/she is nominated</li> <li>- For the secondary category, at least 3 years of teaching experience in the subject area or major field which he/she is nominated</li> </ul>
2) Outstanding Elementary Teacher I, II or III (Grades 4-6)	
3) Outstanding Secondary Teacher in English	
4) Outstanding Secondary Teacher in Filipino	
5) Outstanding Secondary Teacher in Math	
6) Outstanding Secondary Teacher in Science	
7) Outstanding Secondary Teacher in Araling Panlipunan	
8) Outstanding Teacher in MAPEH	
9) Outstanding Teacher in TLE	
10) Outstanding Teacher in Edukasyon sa Pagpapakatao	





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<p>11) Outstanding Elementary Master Teacher I or II</p> <p>12) Outstanding Secondary Master Teacher I or II</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Master Teacher I or II</li> <li>- Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads</li> <li>- Has other designations like coordinator, mentor, grade/year level chairman, etc.</li> </ul>
<p>13) Outstanding Senior High School Teacher in Academic</p> <p>14) Outstanding Senior High School Teacher in TVL</p>	<ul style="list-style-type: none"> <li>- Has permanent item as teacher in Senior High School</li> <li>- Either classroom adviser or subject teacher with 5-6 subject loads or 6 hours of teaching loads in the track which he/she is nominated</li> <li>- With at least 3 years teaching experience in the track which he/she is nominated</li> </ul>
<p>15) Outstanding Kindergarten Teacher</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II, or III or Kindergarten Teacher</li> <li>- With at least 3 years teaching experience as Kindergarten teacher</li> <li>- Has at least 2 teaching loads of Kindergarten sessions or 6 hours of teaching loads</li> </ul>
<p>16) Outstanding IPed Teacher</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II or III tagged to IPed Program</li> <li>- With at least 3 years teaching experience handling IP learners</li> <li>- Has at least 5-6 teaching loads or 6 hours of teaching loads</li> </ul>
<p>17) Outstanding SPED Teacher</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II, or SPED teacher</li> <li>- With at least 3 years teaching experience handling SPED learners/classes</li> <li>- Has at least 5-6 teaching loads or 6 hours of teaching loads</li> </ul>
<p>18) Outstanding ALS Teacher (Mobile, DALC and ABOT-ALAM Teacher)</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II or III or ALS/ABOT Alam Teacher</li> <li>- With at least 3 years teaching experience handling ALS/ABOT ALAM learners/classes</li> </ul>
<p>19) Outstanding Multigrade Teacher</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Teacher I, II or III or Multigrade teacher</li> <li>- With at least 3 years teaching experience handling multigrade classes</li> <li>- Has at least 5-6 teaching loads or 6 hours of teaching loads</li> </ul>



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<p>20) Outstanding Elementary School Head Teacher I, II or III or Teacher In-Charge (TIC)</p> <p>21) Outstanding Secondary School Head Teacher I, II or III or Teacher In-Charge (TIC)</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Head Teacher I, II or III or designation as Teacher In-Charge (TIC)</li> <li>- Has served for at least 3 years as HT or designated as TIC and managing a school</li> <li>- Should have the utilization of the allocated funds as per approved plan and liquidation of MOOE/government/school funds for the months covering January 2019 up to the month prior to the conduct of the interview by the Regional Search and Selection Committee</li> <li>- Has no outstanding unliquidated funds</li> </ul>
<p>22) Outstanding Elementary School Principal I, II, III</p> <p>23) Outstanding Secondary School Principal I, II, III-</p>	<ul style="list-style-type: none"> <li>- Has permanent item as Principal I, II or III</li> <li>- Has served for at least 3 years as Principal I, II or III</li> <li>- Should have the utilization of the allocated funds as per approved plan and liquidation of MOOE/government/school funds for the months covering January 2019 up to the month prior to the conduct of the interview by the Regional Search and Selection Committee</li> <li>- Has no outstanding unliquidated funds</li> </ul>
<p>24. Outstanding Public Schools District Supervisor (PSDS) or Principal In-Charge of the District (PIC)</p>	<ul style="list-style-type: none"> <li>- Has permanent appointment as Public Schools District Supervisor (PSDS) or designation as Principal In-charge of the District (PIC)</li> <li>- -Has served for 3 years as PSDS and or Principal In-charge of the District ( PIC)</li> </ul>

**B. Non-Teaching Personnel Categories and Specific Qualification Requirements**

CATEGORIES	SPECIFIC QUALIFICATION REQUIREMENTS
<p>1) ADAS ( School )</p> <p>2) ADAS ( Schools Division Office)</p>	<ul style="list-style-type: none"> <li>- Has permanent item in the current position</li> <li>- With at least 3 years of work experience relevant to the current position</li> <li>- Performance rating of at least Very Satisfactory for the last three years</li> </ul>





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2. The following are enclosed for reference
- a) Enclosure 1: Guidelines on the 2019 Search of Outstanding Teaching, Teaching-Related and Non-Teaching Personnel
  - b) Enclosure 2: Criteria for Evaluation
    - 2.1 Outstanding Elementary and Secondary Teachers
    - 2.2 Outstanding Elementary and Secondary School Head Teacher/Teacher In-Charge
    - 2.3 Outstanding Public Schools District Supervisor/ Principal In-Charge of the District
    - 2.4 Outstanding Administrative Assistant
  - c) Enclosure 3: Nomination Form
  - d) Enclosure 4: Tentative Summary of Score
    - 4.1 For Outstanding Teacher
    - 4.2 For Outstanding Head Teacher/Teacher In-Charge
    - 4.3 For Outstanding Principal
    - 4.4 For Outstanding PSDS/ Principal In-Charge of the District
    - 4.5 For Outstanding Administrative Assistant
  - e) Enclosure 5: Division Search and Selection Committee

3. The timeline on the conduct of the above-mentioned Search is set as follows:

Date	Activity
September 25, 2019	Submission of Nomination Forms and other Pertinent Documents to the Division Secretariat
September 26-30, 2019	Division Level Screening and Selection
October 1-4, 2019	Presentation of the Final Results to the SDS
October 8-10, 2019	Submission of SDO Results ( Official Nominees to the Regional Final Selection) to the Office of the Regional Director
October 14-31, 2019	Regional Level Screening and Selection Interview Regional Final Selection
November 4-8, 2019	Presentation of the Final Results to the RD
November 11-15, 2019	Video/Photoshoot of Regional Finalists
December 2019	Rehearsal of Winners
	Awarding of Winners

4. Other provisions stated in the previous memorandum shall remain in effect.

5. Queries on this matter can be relayed to Mary Joy G.Doromal, *SEPS-HRLD* at 09072787553.

*for:*   
**EDILBERTO L. OPLENARIA, CESO VI**  
 Schools Division Superintendent

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