



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

September 14, 2022

**DIVISION MEMORANDUM**  
No. 170 ,s. 2022

**2022 SEARCH FOR INSPIRING TEACHERS, PRINCIPALS AND DISTRICT SUPERVISORS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisor/Div. Coordinators  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In partnership with the Office of the Governor, Hon. Jose Edwin “Boboy” Hamor and the Provincial Government of Sorsogon, SDO- Sorsogon Province will conduct the 2022 Search for Inspiring Teachers, Principals and District Supervisors/OIC-PSDS on September 5- October 5, 2022.
2. This Search is aligned with the Civil Service Commission’s Program on Awards and Incentives for Service Excellence through CSC Memorandum No. 01, s. 2021 and DepEd Order No. 78, s. 2007 giving due recognitions to teachers, principals and district supervisors who manifest profound commitment, exemplary performance and remarkable dedication to service.
3. This Search further highlights this years’ celebrations of the National Teachers’ Month and World Teachers’ Day with the theme: **“Gurong Pilipino, Dangal ng Sambayanang Pilipino.”**
4. This Search is open for Teachers (Elementary, Junior High and Senior High Schools) Heads of Schools (full- Pledged Principals only) and Public Schools District Supervisors and OIC- Public Schools District Supervisors. The following shall be declared as Awardees for this year namely: Eleven (11) Inspiring Teachers, Three (3) Inspiring Principals and the Five (5) Inspiring Public Schools District Supervisors/OIC-PSDS.
5. All awardees in different categories shall receive Cash Prize and Plaque of Recognition.




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6. Enclosed in this Memorandum are the following:
  - a. Guidelines of the Search
  - b. Nomination Form
  - c. Composition of Division Validators
  - d. Rating Sheet
7. Expenses relative to the conduct of this activity shall be charged to local funds/division/school MOOE subject to the usual COA rules and regulations.
8. Widest dissemination of and compliance with this Memorandum are enjoined.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**2022 SEARCH FOR INSPIRING TEACHERS, PRINCIPALS AND DISTRICT SUPERVISORS**

**GUIDELINES**

**A. OBJECTIVES**

This Annual Search for Inspiring Teachers, Principals and District Supervisors is in consonance with the World Teachers' Day Celebration and National Teachers' Month with this year's theme: ***"Gurong Pilipino, Dangal ng Sambayanang Pilipino."***

This is aligned with CSC's Program Awards and Incentives for Service Excellence (CSC) through CSC Memorandum No. 01, s. 2001 and DepEd Order No. 78, s. 2007 which aims to give special recognition to teachers and school heads who manifest profound commitment, exemplary performance and remarkable dedication to the teaching profession.

**B. Eligibility REQUIREMENTS**

1. Teachers, Principals and District Supervisors/OIC- PSDS who are eligible to join must have rendered a minimum 2 years of service with at least Very Satisfactory IPCRF/OPCRF Adjectival Rating in the last 2 years.

2. All interested applicants must have exhibited good moral character and must not have been charged guilty in any administrative, civil, or criminal cases.

3. Past winners of 10 IS IT and other Provincial/Regional/National/International Search are not anymore eligible to be nominated on the same category. However, finalists of the same search for 10 IS IT, provided they meet the basic eligibility criteria, can still join.

**C. NOMINATION PROCEDURE**

1. School Head is the primary nominator for teacher nominee, while Principals nominated by the PSDS. All PSDS/OIC- PSDS shall automatically join the search as long as they meet the eligibility requirements. Voluntary nomination shall be accommodated.

- |                         |  |
|-------------------------|--|
| a.) Teacher Category-   | One (1) Elementary & One (1) Secondary |
| b.) Principal category- | One (1) per Municipality               |
| c.) PSDS/OIC- PSDS-     | Thirty-five (35)                       |



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2. Once nominated, the nominee shall accomplish the Nomination Form which will be endorsed by the nominator. Voluntary nomination shall be endorsed by the SDS.

Due date of submission of the accomplished Nomination Form is on **September 19, 2022**, at the office of Schools Division Superintendent through the Records Section.

**D. SCREENING COMMITTEE**

1. To come up with the fifteen (15) Finalist for the Teachers Category; Five (5) for Principals Category and Eight (8) for the Supervisors Category, the Board of Judges will convene to evaluate the submitted documents on **September 20, 2022**. The Finalist shall be notified through a Memorandum.

2. All Finalists shall proceed to the Panel Interview on **September 22, 2022** at the QMS Center 2/F SDO Building, 9:00 AM.

3. The total scores of the Finalists composite of the Documents and Panel Interview shall be ranked to declare the winners as follows:

Eleven (11) Inspiring Teachers  
Three (3) Inspiring Principals  
Five (5) Inspiring District Supervisors/ OIC-PSDS

4. Recognition Ceremony for the Winners shall be done during the Provincial Celebration of the World Teachers' Day on **October 3, 2022**, 5:00 PM at the Balogo Sports Complex. Attire of the Awardees is Filipiniana for Female and Modern Barong for Male.



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**NOMINATION FORM**

The data and information in this form are intended for the purpose of conducting the 2022 SEARCH FOR INSPIRING TEACHERS, PRINCIPALS AND DISTRICT SUPERVISORS. The data will be kept by the process owner for the purpose of verifying and authenticating identity of the nominee. The use of data indicated here for purpose not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information.

<b>Category:</b>	
<b>THE NOMINEE*</b>	
<b>School:</b>	
<b>School/Office Address:</b>	
<b>District:</b>	<b>Municipality:</b>
<b>Telephone Number:</b>	<b>DepEd Email Address</b>
<b>SCHOOL HEAD/PSDS</b>	
<b>Name:</b>	<b>Sex:</b>
<b>Designation:</b>	
<b>Telephone/Mobile No.:</b>	
<b>DepEd Email Address:</b>	
<b>NOMINATOR</b>	
<b>Name:</b>	<b>Position:</b>
<b>Office:</b>	<b>Telephone No.:</b>
<b>Office Address:</b>	



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CIP 5461/21/05/1163



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**EXECUTIVE COMMITTEE**

**JOSE EDWIN "BOBOY" HAMOR**  
Provincial Governor of Sorsogon

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

**BERNIE C. DESPABILADERO**  
Assistant Schools Division Superintendent

**FLORENCIO P. BERMUNDO**  
SGOD Chief

**GINA Q. TAROG**  
CID Chief

**EVALUATION COMMITTEE**

<b>Teachers</b>	<b>Principals</b>	<b>District Supervisor</b>
1. Gina Q. Tarog	1. Florencio P. Bermundo	1. Bernie C. Despabiladero
2. Michelle RFubio	2. Ryan Homan	2. Atty. Noel Evan
3. Libertine Joy Baldillo	3. Lilia Zita a. Pura	3. Jomar Enguerra
4. Alvin Rosare	4. Rodel Pancho	4. Rex Barbin
5. Baldorado, Estrella	5. Johny So	5. Gideon Karl Grefalda

Secretariat:

John Rey J. Perez  
Junel C. Guantero  
Vanessa Lorica



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*Rating Sheet*

Name of Nominee: \_\_\_\_\_

Plantilla Position/Designation: \_\_\_\_\_

District/Cluster: \_\_\_\_\_ Date of Validation: \_\_\_\_\_

Criteria/Indicator	Weight	Rating
<b>I – PERSONAL QUALITIES AND CHARACTER</b>  A. Model of morality and integrity both in public and private life <b>(10%)</b> _____ *Unquestionable honesty and integrity -2% *High work ethics and commitment -2% *Trustworthiness in the discharge of duty -2% *With high level of stress tolerance -2%  B. Good Human Relations in the school and in the community <b>(10%)</b> _____	<b>20%</b>	
<b>II – LEADERSHIP AND MANAGEMENT COMPETENCE</b>  A. Demonstrated competence in teaching as evidenced by the high-performance evaluation and rank obtained as teacher <b>(10%)</b> OPCRf Rating for the last 3 School Years (Average Rating for 3 Sys multiplied by 2) SY 2018 – 2019 _____ SY 2019 – 2020 _____ SY 2020 – 2021 _____  *Documents Needed: Copies of OPCRf duly signed by the proper authorities	<b>70%</b>	



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<p>B. Research Conducted and/or Presented (whichever is the higher level (10%) _____</p> <p>National - 10%</p> <p>Regional - 8%</p> <p>Division - 6%</p> <p>District/Cluster - 4%</p> <p>School - 2%</p> <p>*Abstract with approved research proposal, duly signed by school head and Division Authorities and/or Certificate of Appreciation as presenter to a Research forum</p> <p>C. Original Creative Outputs (like poems, short stories, essay, feature articles, scripts, technical paper, published in wide circulation, related to education (1 point per published article (5%) _____</p> <p>*Documents Needed: Photocopy of published articles and certification of authorship from the publisher/editor-in-chief</p> <p>D. Introduced School Innovations/PPAs which contributed to the school improvement in KPIs (20%) _____</p> <p>Division - 20%</p> <p>District - 15%</p> <p>School - 10%</p> <p>*Documents Needed: Abstract of the effective/innovative approaches duly certified by DepEd Authorities; and/or evidence certified by DepEd officials reflecting the result of the innovation</p>		
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<p>E. Forged and sustained partnership with external stakeholders (5%) _____</p> <p>*Documents Needed: MOA, Deed of Donation, etc.</p> <p>F. Leadership Capabilities</p> <p>1. Organized/Conducted in-service training program/ Implemented homeroom project (5%) _____</p> <p>*Documents Needed: Certification from the SDS showing the involvement in training and implementation of homeroom project</p> <p>2. Served as resource speaker/discussant/facilitator or demonstration teacher (5%)</p> <p>Regional - 5%</p> <p>Division - 4%</p> <p>District/Cluster - 3%</p> <p>School - 2%</p> <p>*Documents Needed: Certification from the DepEd authorities and other accredited training provider as resource speaker/discussant/facilitator or demonstration teacher</p> <p>G. Educational Attainment Professional Advancement</p> <p>1. Degree Obtained (5%) _____</p> <p>Doctoral Graduate - 5%</p> <p>Ph.D./Ed.D. CAR - 4%</p> <p>MA Grad + 25 Doctoral units - 3%</p> <p>MA Grad + 24 Doctoral units - 2%</p> <p>MA Graduate - 1%</p> <p>*Document Needed: Transcript of Records, Certification etc.</p> <p>2. Trainings Attended (whichever is the highest level (5%) _____</p> <p>International - 5%</p>		
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National - 4% Regional - 3% Division - 2% District/Cluster - 1% *Document Needed: Certificate of Participation		
<b>III – PROFESSIONAL AND COMMUNITY INVOLVEMENT</b>  1. Active Involvement in Community Affairs (e.g. Lupon Member, President of the Homeowners' Association, etc.) (5%) _____ *Documents Needed: Certification from LGU officials and/or written/pictorial report of the project undertaken in the community  2. Professional/Community Service Awards (e.g. Gawad Guro, Ulirang Ama/Ina, Best Project Implementer, etc.) (5%) _____	10%	
<b>TOTAL RATING</b>		

Evaluated By:




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