



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

September 21, 2023

DIVISION MEMORANDUM

No. 199, s. 2023

2023 SEARCH FOR INSPIRING TEACHERS OF SDO SORSOGON

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

1. This Office announces the 2023 Search for Inspiring Teachers for School Year 2023 – 2024 in consonance with this year's celebration of the 2023 World Teachers' Day and National Teachers' Month bannered the theme "Together4Teachers".
2. The main objective of this Search is to foster a culture of excellence in teaching and to inspire other educators to reach their full potential by recognizing and celebrating exemplary teaching practices. This Search is aligned with CSC's Program on Awards and Incentives for Service Excellence (PRAISE) through CSC Memorandum No. 01, s. 2001 and DepEd Order No. 78, s. 2007.
3. Enclosed in this Memorandum are the following:
 - a. Guidelines of the Search
 - b. Nomination Form
 - c. Evaluation Form
 - d. EXECOM and TWG
4. For more information and or clarification regarding this activity, you may contact Mr. Randy H. Huerto, ESP I/PDO of the Office of the Schools Division Superintendent through mobile number 09218856735.



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5. Expenses relative to the conduct of this activity shall be charged to local funds/ MOOE subject to the usual COA rules and regulations.
6. Widest dissemination of and compliance with this Memorandum are enjoined.

For: [Signature]
WILLIAM E. GANDO, CESO VI
Schools Division Superintendent *[Signature]*



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2023 SEARCH FOR INSPIRING TEACHERS

EXECUTIVE COMMITTEE

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Schools Division Superintendent
Chairperson

BERNIE C. DESPABILADERO, Ed.D.
Assistant Schools Division Superintendent
Vice Chairperson

FLORENCIO P. BERMUNDO
SGOD Chief

GINA Q. TAROG
CID Chief

REX T. BARBIN
SGOD/EPS

TECHNICAL WORKING GROUP

RANDY H. HUERTO
Principal I/ Project Development Officer
Chairperson

Members

ALVIN T. ROSARE, EPS
RODEL E. PANCHO, EPS
GILBERT Z. APOSTOL, EPS
MARICEL M. DINEROS, EPS
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RAMON ESTUR, P-III
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PRINCESS ANNE GRAJO, P-II



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GUIDELINES FOR THE 2023 SEARCH FOR INSPIRING TEACHERS

A. OBJECTIVE:

This Search for 2023 Inspiring Teachers is in consonance with the World Teachers' Day Celebration and National Teachers' Month with this year's theme *Together4Teachers*.

This activity is aligned with the 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 who manifest profound commitment, exemplary performance and remarkable dedication to the teaching profession.

B. ELIGIBILITY REQUIREMENTS:

1. Teachers who are eligible to join must have exhibited good moral character and must not have been charged guilty in any administrative, civil, or criminal case. Any regular/permanent teachers with a minimum of one year in his/her current position is eligible for nomination.
2. Previous winners of the similar search and other Provincial/Regional/National/International Search are not eligible to be nominated again.

C. NOMINATION PROCEDURE:

1. There shall be three (3) nominators for this Search – PSDS/OIC PSDS, School Head and Teacher (of the same school of the nominee). Every nominator must prepare his/her own nomination form/writeup using the attached template. Each district is allowed to recommend two (2) nominees, one (1) for elementary and one (1) for secondary.
2. Nominators should describe the teacher's job/duties and should provide specific information about productivity, quality of work and outstanding performance. Due date of submission of the accomplished Nomination Form is on September 26, 2023 at the Office of the Schools Division Superintendent through Mr. Randy H. Huerto.
3. Nominees should submit needed pertinent documents in a sealed envelope, these will serve as bases in rating the criteria attached. Pertinent documents submitted after the due date will not be accepted.



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D. SCREENING PROCEDURE

1. To come up with the 15 semi-finalists, the Executive and Technical Working Group will convene to evaluate the accomplished Nomination Form. Schedule of this activity is on September 27, 2023 at QMS Center. The 15 semi-finalists will be notified through a memorandum on the preparation of required documents for the next round of evaluation.
2. The total scores of these 15 semi-finalists will be ranked to come up with the ten (10) finalists who will undergo the interview on October 2, 2023. The scores of their interview are then tabulated to determine the Top 3 awardees.

E. TIMELINE OF ACTIVITIES

Date	Activity	Office/In-Charge
September 26, 2023	Submission of Accomplished Nomination Form	OSDS through Mr. Randy H. Huerto, ESP I/PDO
September 27, 2023	Screening/Determination of the fifteen semi-finalists	EXECOM and TWG
October 2, 2023	Interview with the ten (10) finalists	OSDS
October 5, 2023	Awarding Ceremony	OSDS, CID & SGOD



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SEARCH FOR INSPIRING TEACHERS

Nomination Form

Name of Nominee: _____
Plantilla Position/Designation: _____
School: _____
Date of Original Appointment: _____
District/Cluster: _____
Name of Nominator(s): _____
 PSDS/OIC PSDS: _____
 School Head: _____
 Co-Teacher: _____

INSTRUCTION TO THE NOMINATOR: Kindly provide a brief writeup/background of your nominee based on the aspects indicated below. Rest assured that all information contained herein shall be used exclusively for the purpose of this Search and shall adhere to the provisions of RA 10173 otherwise known as Data Privacy Act of 2012. You may attach supporting documents if necessary.

A. The nominee demonstrated leadership qualities



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B. Model of morality and integrity both in public and private life

C. Maintained effective relationship with others

D. Displayed exceptional dependability



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Name and Signature of the Nominator
Date Accomplished: _____

Note: Kindly place this accomplished from in a sealed envelope.



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SEARCH FOR INSPIRING TEACHERS

Evaluation Form

Name of Nominee: _____
 Plantilla Position/Designation: _____
 District/Cluster: _____ Date of Validation: _____

Criteria/Indicator	Rating
I – PERSONAL AND LEADERSHIP QUALITIES (40%) A. Demonstrated leadership qualities (10%) B. Model of morality and integrity both in public and private life (10%) C. Maintained effective relationship with others (10%) D. Displayed exceptional dependability (10%)	
II – PROFESSIONAL AND COMMUNITY INVOLVEMENT (60%) A. Exhibited commitment to serve students and the general public (20%) 1. Active Involvement in Community Affairs (e.g. Lupon Member, President of the Homeowners' Association, etc.) (10%) <i>*Documents Needed: Certification from LGU officials and/or written/pictorial report of the project undertaken in the community</i> 2. Professional/Community Service Awards (e.g. Gawad Guro, Ulirang Ama/Ina, Best Implementer, Coach of winning students, etc.) (10%) B. Sustained a high-level productivity and consistent quality of work (20%) 1. Written/Introduced Instructional Materials like (a) books, reference materials, manuals, workbooks, modules, evaluation instruments, IT materials etc. and/or (b) equipment/teaching devices like SIM (2 points per set of materials/equipment) (10%)	



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** Documents Needed: Photocopy of IMs or pictures and Certification signed by School Head and Division Authorities*

2. Research Conducted and/or Presented (whichever is the higher level **(5%)**)
- | | | |
|------------------|---|----|
| National | - | 5% |
| Regional | - | 4% |
| Division | - | 3% |
| District/Cluster | - | 2% |
| School | - | 1% |

** Document Needed: Certification of Research Completed with Abstract*

3. Introduced Original Innovative Teaching/Approaches or strategies/practices of teaching which contributed to the improvement of instruction **(5%)**
- | | | |
|------------------|---|----|
| National | - | 5% |
| Regional | - | 4% |
| Division | - | 3% |
| District/Cluster | - | 2% |
| School | - | 1% |

Document Needed: Abstract of the effective/ innovative approaches duly certified by the Division Authorities; and/or evidences certified by the school officials reflecting the result of the innovation

C. Demonstrated a high degree of initiative in the performance of functions (20%)

1. Organized co/extra-curricular activities (e.g. School Paper adviser, Drum and Lyre Corps. Theater Arts Club, Supreme Student Adviser etc. **(5%)**)

Document Needed: Certification from the School Head showing the involvement in co-curricular activities

2. Organized/ Conducted in-service training program/ Implemented homeroom project **(5%)**

**Document Needed: L & D Proposal & Completion Report*



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<p>1. Served as resource speaker/discussant/facilitator or demonstration teacher (5%)</p> <table><tr><td>National</td><td>-</td><td>5%</td></tr><tr><td>Regional</td><td>-</td><td>4%</td></tr><tr><td>Division</td><td>-</td><td>3%</td></tr><tr><td>District/Cluster</td><td>-</td><td>2%</td></tr><tr><td>School</td><td>-</td><td>1%</td></tr></table> <p><i>*Document Needed: Certificate of Appreciation/Recognition, Invitation and/or Memorandum</i></p> <p>2. Professional Advancement (5%)</p> <table><tr><td>Doctoral Graduate</td><td>-</td><td>5%</td></tr><tr><td>Ph.D./Ed.D. CAR</td><td>-</td><td>4%</td></tr><tr><td>MA Grad + 25 Doctoral units</td><td>-</td><td>3%</td></tr><tr><td>MA Grad + 3 to 24 Doctoral units</td><td>-</td><td>2%</td></tr><tr><td>MA Graduate</td><td>-</td><td>1%</td></tr></table> <p><i>*Document Needed: Transcript of Records, Certification, etc.</i></p>	National	-	5%	Regional	-	4%	Division	-	3%	District/Cluster	-	2%	School	-	1%	Doctoral Graduate	-	5%	Ph.D./Ed.D. CAR	-	4%	MA Grad + 25 Doctoral units	-	3%	MA Grad + 3 to 24 Doctoral units	-	2%	MA Graduate	-	1%	
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<p style="text-align: center;">TOTAL RATING</p>																															

Evaluated By:



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