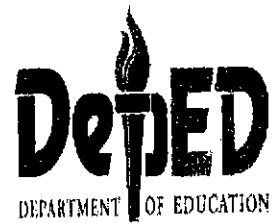




REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



20-2

Trunkline : 632-1361
Fax: 633-7231
DETxt: 0919-4560027
Website: <http://www.deped.gov.ph>

JUN 21 2004

DepED MEMORANDUM
No. 268, s. 2004

**DepED-AVON 16TH GINTONG ILAWAN TEODORA ALONSO EDUCATOR'S AWARD
FOR OUTSTANDING FEMALE PRIVATE SECONDARY SCHOOL PRINCIPAL**

To: Regional Directors
Schools Division/City Superintendents
Heads, Private Secondary Schools

1. The Department of Education (DepED) in partnership with AVON Philippines announces the 16th Gintong Ilawan Teodora Alonso Educator's Award for the Most Outstanding Female Private Secondary School Principal starting July 2004.
2. The Search is open to all female private secondary school principals with exemplary performance. Interested applicants must have at least two (2) years of continuous service as a full pledged private secondary school principal and a Filipino citizen.
3. The Timetable of Activities and the Implementing Guidelines for Selection are found in Enclosure No. 1. The Application Requirements and Criteria for Evaluation are found in Enclosure No. 2, while Enclosure No. 3 is the Application Form. Likewise, all enclosures can be downloaded from olen.jalandoni@avon.com.
4. For more inquiries, please contact Ms. Olen Jalandoni, AVON PR Supervisor/National Secretariat at tel. no. (02) 864-2672; mobile number 0917-8265758 or thru e-mail address: olen.jalandoni@avon.com and/or Dr. Lolita M. Andrada, Director IV, Bureau of Secondary Education (BSE) at tel. nos. (02) 636-5173 or (02) 633-7242.
5. Immediate and wide dissemination of this Memorandum is desired.

K. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Sheila, MPPD, DM AVON
June 16, 2004

Encls.: As stated
Reference: DepED Memorandum: No. 130, s. 2003
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS

RULES AND REGULATIONS

SEARCH

TIMETABLE/IMPLEMENTING GUIDELINES FOR SELECTION

1. **Regional Launch** **July – Sept. 30, 2004**
 - Avon, the DepEd and FAPE will jointly launch the Search.
 - Female private secondary school principals from each division are invited to attend a training on "An Empowered Principal" to be given by an expert. All participants will be given application forms together with the Criteria for Evaluation.
2. **Submission of application forms and documents by principals.** **August 2 – October 31, 2004**
 - The Principals will submit the application forms and supporting documents to the Chief of Secondary Education or assigned FAPE coordinator. The Chief will check all submitted applications to ensure compliance to awards rules and regulations.
3. **Convening the Regional Selection Committee** **Oct. 1 – Nov. 15, 2004**
 - Regional Selection Committee should be composed of:
 - 1) Chair : DepEd Regional Director
 - 2) Vice Chair: FAPE Representative
 - 3) 3 members recommended and invited by the assigned FAPE coordinator (business, academe and NGO sectors)

The Chief of Secondary Education is the Regional Coordinator and will not be part of the Selection Committee.
4. **Selection/Judging Proper of Regional Winner** **Oct. 15 – Nov. 30, 2004**
 - The Regional Selection Committee shall be responsible for the judging and selection of the Regional Winner. They will conduct data validation, authentication of documents, unannounced school visits, field interview, background check, and other activities relevant to information verification.
5. **Awarding of Regional Winners** **Not later than December 19**
 - A simple ceremony during a gathering of secondary school principals in DepEd Regional Office will be conducted to formally declare the Regional Winner.
6. **Transmittal of Regional Winner's documents to the Gintong Ilawan National Secretariat by the Avon Representative.** **Not later than December 4, 2004**
 - The Regional Selection Committee c/o the Avon representative in the area shall transmit the Regional Winner's application form and supporting documents to the Gintong Ilawan Secretariat not later than Dec. 4, 2004.
 - Documents of non-winning Regional candidates will be returned after the Regional Selection by the Avon Convenor.
 - Documents of Regional Winner will be transmitted to the National Secretariat. Any document postmarked after Dec. 4 will be disqualified.
7. **National Judging Process** **Dec. 5, 2004– Jan. 28, 2005**
 - The National Board of Judges (NBOJ) shall be composed of esteemed representatives from government, academe, business, and NGO sectors. Permanent members are the DepEd representative and a representative from the Private School Sector.

APPLICATION REQUIREMENTS AND CRITERIA FOR EVALUATION

QUALIFICATIONS

- Female private secondary school principal for at least two (2) years
- Filipino citizen

APPLICATION REQUIREMENTS

- Duly accomplished application form
- 2X2 black and white photo taken this current year
- Supporting documents required for evaluation to be submitted in the following formats:
 - 1) Hard copy - one 8 1/2"X11" folder, 2 inches thick
 - 2) Soft copy – 3 1/2 " floppy disk (duly accomplished form only)

NOTE: Please create cover page for each category with the following information:

- Category heading (e.g. PROFESSIONAL COMPETENCE, PERSONAL ATTRIBUTES)
- List of contents (e.g. 1 copy mission/vision, 1 photograph of library facilities)

CRITERIA FOR EVALUATION

ACHIEVEMENTS/IMPACT ON PEOPLE, EDUCATIONAL SYSTEM AND COMMUNITY

60%

- Contribution to the fulfillment of the institutional vision and mission 20%
- Improvement on the quality, equity, relevance, and dimensions of the school program 20%
- Contribution to the total development of her school, its environment, and the community 20%

Supporting documents:

- Your school's mission/vision statements and an accompanying certified list of your efforts/programs/innovations implemented to fulfill them
- Record of academic achievements of the school for at least two years
- Values Education program being implemented in your school
- Teacher-training modules and student enrichment/improvement programs implemented
- Proof of wholistic education as evidenced by extra-curricular and co-curricular activities
- Record of student admission, retention, drop-out rate for at least 2 years
- List/photos of school facilities developed/improved during your term
- Community development projects initiated/implemented

PROFESSIONAL COMPETENCE

25%

- Managerial/Leadership Skills 20%
- Certified list of honors, awards, citations received by the school, students, teachers, principal for at least two years
- Your certified performance rating for the past two years
- Report on teacher performance and faculty turnover for the past two years.
- Seminars, conferences, workshops conducted/organized
- Professional Growth 5%
- Copies of published articles, researches, and other papers
- Certified list of scholarships, honorary degrees, distinctions received
- Records of higher degree pursuits

PERSONAL ATTRIBUTES

15%

- Certified testimonies from peers and colleagues of positive work ethic, moral uprightness, benevolence
- Documents of active participation in advocating issues of national/global importance such as environment, peace and order, human rights

- **Evidences submitted should not be duplicated in other criteria**

C. SERVICE RECORD

Employment history for the past 10 years, starting with present job.

POSITION HELD	SCHOOL/ADDRESS	PERIOD COVERED

D. SITUATIONER

1. Population:

No. of students _____ % increase or decrease compared to last year _____
 No. of teaching staff _____ % increase or decrease compared to last year _____
 No. of non-teaching personnel _____

Check if applicable:

- Library/number of books _____
- Computer room/no. of computers/printers _____ / _____
- Clinic
- Garden
- Livelihood generating facilities, please specify.

- Guidance counselling
- Special Reading Room
- Laboratory
- Others , please specify
- Faculty Room
- Music Room
- Home Economics Room
- Sports Facilities

F. DETAILS OF OUTSTANDING ACHIEVEMENTS, CONTRIBUTIONS AND THEIR IMPACT.

Given the Principal's mandate to manage and supervise the school entrusted to her, cite 3 to 5 major problems or crisis encountered as a principal.

PROBLEMS	OUTCOME/RESULTS IMPACT WITHIN A GIVEN TIME FRAME	OBSTACLES AND CONSTRAINTS	ACTION TAKEN	AGENCIES, ORGANIZATIONS AND PEOPLE INVOLVED

G. LIST THREE MOST OUTSTANDING SELF-INITIATED PROJECTS.

NAME OF PROJECT/ PROGRAM/ ACTIVITY	DESCRIPTION AND TIME FRAME	ACTION TAKEN	RESULTS/ OUTCOME

C. SERVICE RECORD

Employment history for the past 10 years, starting with present job.

POSITION HELD	SCHOOL/ADDRESS	PERIOD COVERED

D. SITUATIONER

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Clinic

Garden

Livelihood generating facilities, please specify.

Guidance counselling

Faculty Room

Special Reading Room

Music Room

Laboratory

Home Economics Room

Others, please specify

Sports Facilities

I HEREBY SWEAR TO THE BEST OF MY KNOWLEDGE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION FORM ARE TRUE AND THE SUPPORTING DOCUMENTS, AUTHENTIC.

PRESIDENT OF SCHOOL

SIGNATURE OF APPLICANT

AUTHENTICATED BY: _____

DATE OF SUBMISSION

DESIGNATION: _____