



Republic of the Philippines
Department of Education

24 JUL 2013

DepEd MEMORANDUM
No. **128**, s. 2013

**SEARCH FOR 2013 OUTSTANDING SPECIAL EDUCATION (SPED) TEACHERS
AND OUTSTANDING SPED CENTERS**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools
All Others Concerned

1. The Department of Education (DepEd) through the Special Education (SPED) Division of the Bureau of Elementary Education (BEE) announces the **Search for 2013 Outstanding Special Education (SPED) Teachers and Outstanding SPED Centers**.
2. The Search aims to recognize the dedicated and excellent services of teachers and administrators in the field of SPED.
3. The Search is open to all SPED teachers of children with hearing and visual impairments, learning and intellectual disabilities, autism spectrum disorder, and giftedness and talents as well as teachers handling regular classes but have rendered dedicated and excellent service in educating children with special needs. Teachers who have been previously awarded first place in SPED national competitions are no longer eligible for nomination.
4. The Search is likewise open to all recognized Public Elementary SPED Centers that have been operating for the last five years. Previous winnings in competitions such as this will not disqualify any center in joining this endeavour.
5. The guidelines and criteria for the selection, required documents and nomination forms for the Search for Outstanding SPED Teachers are contained in Enclosure Nos. 1, 2 and 3, while those for the Search for Outstanding SPED Centers are specified in Enclosure Nos. 4, 5 and 6.
6. The awarding ceremony will be held during the National Conference in Special Education on November 14, 2013. The winners will receive plaques of recognition and cash awards.
7. All school officials are enjoined to provide the Search with the widest publicity and support.
8. All expenses relative to the attendance of regional winners and national nominees in the awarding ceremony will be charged to local funds, subject to the usual accounting and auditing rules and regulations.

9. For more information, interested individuals may contact **Ms. Mirla Olores**, Chief, Special Education (SPED) Division, Bureau of Elementary Education (BEE) at telephone no.: (02) 631-9993.

10. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No.: 66, s. 2011

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

CENTERS
PRIZES or AWARDS
SEARCH
SPECIAL EDUCATION
TEACHERS

SMA, DM Search for the Most Outstanding Teachers
0621-July 5/11/15, 2013

(Enclosure No. 1 to DepEd Memorandum No. 128, s. 2013)

GUIDELINES FOR THE SEARCH FOR 2013 OUTSTANDING SPED TEACHERS

1. The Search is open to all teachers of children with **hearing impairment, visual impairment, intellectual disability, autism spectrum disorder, learning disability and mental giftedness.**
2. SPED teachers who have won **FIRST** place in national special education teacher competitions are not eligible for nomination.
3. Screening of nominees shall be done in three levels following the schedule below. The **Division Screening Committee** shall be composed of the Assistant Schools Division Superintendent, Division Supervisor-In-Charge of SPED and one Supervisor-In-Charge of any learning area. The **Regional Screening Committee** shall be composed of the Assistant Regional Director, Chief of the Elementary Education Division and the Regional Supervisor-In-Charge of SPED.

Division Level	-	August 2013
Regional Level	-	September 2013
National	-	October 2013

4. Documents of nominees shall be screened and ranked according to the selection. Only **ONE** (1) Regional Winner for each category should be submitted to the DepED Central Office, hence, there shall be no ties.
5. The required documents of the regional winners (First Placers only) shall be submitted to the **Special Education Division, Bureau of Elementary Education, 2/F Bonifacio Bldg., DepED Complex, Meralco Ave., 1600 Pasig City** on or before **August 16, 2013.**
6. All documents of regional winners must be authenticated by proper authorities, compiled and arranged according to the criteria. The compilation of documents shall include a table of contents with the Nomination Form as the first page.
7. Final screening will be done by an independent body. The decision of the National Screening Committee shall be final.
8. The Regional and National Winners shall be given Plaques of Recognition and cash awards.

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**CRITERIA for the SELECTION and DOCUMENTATION of the 2013 SEARCH for
OUTSTANDING SPECIAL EDUCATION TEACHERS**

GENERAL CRITERIA WITH CORRESPONDING POINTS

I. Instructional Competence and Teaching Effectiveness		90 points
A. Outstanding contributions in the education of children with giftedness, intellectual disability, learning disability, visual impairment, hearing impairment and autism spectrum disorder	40 points	
B. Leadership Capabilities	20 points	
C. Awards received on the education of the gifted and those with intellectual disability, learning disability, visual impairment, hearing impairment and autism spectrum disorder	15 points	
D. Continuous and Dedicated Services	10 points	
E. Professional Advancement	5 points	
II. Personal Qualities and Character		10 points
A. Model of Morality and Integrity in Public and Private Life	5 points	
B. Good Human Relations in School and Community	5 points	
TOTAL		100 points

SPECIAL CRITERIA

I. Instructional Competence and Teaching Effectiveness				90 points
A. Outstanding Contribution in the Special Education Program			40 points	
1. Introduced/implemented effective approaches or Innovations in teaching (at least 2) which contributed to the improvement of instruction in meeting the needs of special children		10 points		
<p><i>Documents Needed:</i></p> <ul style="list-style-type: none"> • <i>Abstract of the effective/innovative approaches and how these were utilized in the field certified by the superintendent and principal</i> • <i>Certification from the principal that the approaches contributed to the improvement of instruction for children with special needs</i> • <i>Evidence certified by the principal/district/division supervisors to show the effect on the learners/school as a result of innovations used/introduced such as increase in pupils achievement level, recipient of different awards from the local schools/district/division, etc.</i> 				

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2. Written/produced instructional materials in SPED		20 points		
a. Modules/workbooks, reference materials / books published and/or utilized in the school/district/region (2 points per set of modules/workbooks or 1 reference material)	10 points			
b. Equipment/Teaching Devices (2 points per set)	5 points			
c. Technical paper/published articles in SPED (1 point per paper or article)	5 points			
<i>Documents needed:</i>				
<ul style="list-style-type: none"> • Photocopy and description of produced instructional materials certified by the district supervisor and principal • Samples of visual aids produced and certified by the district supervisor and principal 				
3. Organized/trained academic/socio-cultural activities – i.e. choral group, dance troupe, theater arts club, visual arts club, etc. (1 point per organized activity)		5 points		
<i>Documents needed:</i>				
<ul style="list-style-type: none"> • Certification from the principal as organizer/trainer of socio-cultural activities and the participation of the groups in the school and community activities • Pictorial report of organized club activities • Activity chart duly signed by the principal and supervisor/s in-charge 				
4. Class Organization		5 points		
<ul style="list-style-type: none"> • Record of classes organized/class program for the last 5 years • Record of mainstreamed CWDs • Record of services to CSNs 				
B. Leadership Capabilities			20 points	
1. Coordinated the organization of classes/implementation of SPED program in the School/district/division/regional level (maximum of 5 points)		5 points		
<i>Documents needed:</i>				
<ul style="list-style-type: none"> • Certification from the superintendent/regional director/district supervisor as Program coordinator/organizer • Brief record of assessment process in the organization of programs for CSNs (sample of assessment tools, ranking procedure utilized, assessment team, etc.) 				

<p>2. Conducted/initiated in-service training program in the district/division/regional level</p> <table border="1"> <thead> <tr> <th><u>Level</u></th> <th><u>No. of Times</u></th> <th><u>Weighted Points</u></th> </tr> </thead> <tbody> <tr> <td>District</td> <td>3</td> <td>1</td> </tr> <tr> <td>Division</td> <td>2</td> <td>1</td> </tr> <tr> <td>Regional</td> <td>1</td> <td>1</td> </tr> <tr> <td>National</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Rating: _____</p>	<u>Level</u>	<u>No. of Times</u>	<u>Weighted Points</u>	District	3	1	Division	2	1	Regional	1	1	National	1	1		5 points		
<u>Level</u>	<u>No. of Times</u>	<u>Weighted Points</u>																	
District	3	1																	
Division	2	1																	
Regional	1	1																	
National	1	1																	
<p><i>Documents needed:</i></p> <ul style="list-style-type: none"> • Certification from the district supervisor/principal/superintendent and regional director on the conduct of in-service trainings • Copy of division/regional memorandum on in-service training conducted 																			
<p>3. Served as resource speaker/discussant/demonstration teacher</p> <table border="1"> <thead> <tr> <th><u>Level</u></th> <th><u>No. of Times</u></th> <th><u>Weighted Points</u></th> </tr> </thead> <tbody> <tr> <td>District</td> <td>3</td> <td>1</td> </tr> <tr> <td>Division</td> <td>2</td> <td>1</td> </tr> <tr> <td>Regional</td> <td>1</td> <td>1</td> </tr> <tr> <td>National</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Rating: _____</p>	<u>Level</u>	<u>No. of Times</u>	<u>Weighted Points</u>	District	3	1	Division	2	1	Regional	1	1	National	1	1		5 points		
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District	3	1																	
Division	2	1																	
Regional	1	1																	
National	1	1																	
<p>4. Participated in community programs/projects for the development/enhancement of the CSNs in their areas of interest</p>		5 points																	
<p><i>Documents needed:</i></p> <ul style="list-style-type: none"> • Certification from mayor/principal/barangay captain/priest of project undertaken properly authenticated by the regional director/superintendent • Written/pictorial report of programs/projects undertaken 																			
C. Awards				10 points															
<p>Recipients of community/school, district, divisions and regional awards of recognition for outstanding services on the education of CSNs for the last 10 years (maximum of 10 points)</p> <p><u>Level</u></p> <ul style="list-style-type: none"> • Community/school/district • Division • Regional • National <p>Rating: _____</p>	<p>1 point 2 points 3 points 5 points</p>																		

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<p><i>Documents needed:</i></p> <ul style="list-style-type: none"> • <i>Certified true copies of the awards of recognition received (included picture) signed by the principal/district supervisor/superintendent and regional director</i> 				
D. Continuous and Dedicated Service			15 points	
<p>1. Rated as SPED teacher with an outstanding performance for the last 3 years</p> <p><i>Documents needed:</i></p> <ul style="list-style-type: none"> • <i>True copy of the performance rating for the last 3 years certified by the principal and district supervisor</i> • <i>Certified true photocopy of service record that is certified by the principal</i> 		5 points		
E. Professional Advancement			10 points	
<ul style="list-style-type: none"> • Certified true photocopy of transcript of records of the highest degree attained and degree being pursued <ul style="list-style-type: none"> - With Masteral units - 0.5 - M.A. academic requirement - 0.75 - M.A. in SPED - 1.25 - With units in Doctoral degree - 1.75 - Ph.D/Ed.D - 2.0 		2 points		
<ul style="list-style-type: none"> • Certification signed by the sponsor and other evidences of participation in any training workshop or seminars in Special Education (Division, Regional, National, and International levels) 		5 points		
<ul style="list-style-type: none"> • Punctuality and Attendance <ul style="list-style-type: none"> ❖ Submits reports on/or before due dates ❖ Observes punctuality ❖ Arrives in school at least 15 minutes before official time ❖ Demonstrates willingness in initiating school/community activities 		3 points		
<p><i>Documents needed:</i></p> <ul style="list-style-type: none"> • <i>Reports on attendance (for the last 3 years)</i> • <i>Certification from the school head/principal/supervisor in terms of submitting reports</i> • <i>Certification from the school head/principal/supervisor on the school/community activities initiated</i> 				
II. Personal Qualities and Character				10 points
A. Model of Morality and Integrity in Public and Private Life			5 points	
<ul style="list-style-type: none"> • Unquestioned honesty and integrity • High work ethics • Trustworthy in the discharge of duty or of obligation • With high level of stress tolerance • Virtuous conduct 	<p>1 point</p> <p>1 point</p> <p>1 point</p> <p>1 point</p> <p>1 point</p>			

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B. Good Human Relations in School and Community			5 points	
<i>Documents needed:</i> <ul style="list-style-type: none"> • <i>Write-ups about the nominee on his/her personal qualities certified by the principal, district supervisor and PTA president (at least 3)</i> • <i>Write-ups about the nominee from three co-teachers and co-members in socio-civic or religious organization</i> • <i>Write-ups from three community officials, residents and nominee's peers submitted during the Division Selection Committee's visit</i> 				
TOTAL			100 points	
FINAL RATING				

(Enclosure No. 2b to DepEd Memorandum No. 128, s. 2013)

**CRITERIA for the SELECTION and DOCUMENTATION of the 2013 SEARCH for
OUTSTANDING REGULAR TEACHERS HANDLING CLASSES
FOR CHILDREN WITH SPECIAL NEEDS**

GENERAL CRITERIA WITH CORRESPONDING POINTS

I. Instructional Competence and Teaching Effectiveness		70 points
A. Outstanding contributions in the education of children with disabilities	30 points	
B. Leadership Capabilities	20 points	
C. Continuous and Dedicated Service	20 points	
II. Personal Qualities and Character		30 points
A. Model of Morality and Integrity in Public and Private Life	15 points	
B. Good Human Relations in School and Community	15 points	
TOTAL		100 Points

SPECIFIC CRITERIA

I. Instructional Competence and Teaching Effectiveness				90 points
A. Outstanding Contribution to the Special Education Program			45 points	
1. Introduced/implemented effective approaches or innovations in teaching which contributed to the improvement of instruction in meeting the needs of children with disabilities		20 points		
<i>Documents Needed:</i>				
<ul style="list-style-type: none"> • Abstract of the effective/innovative approaches and how these were utilized in the field certified by the superintendent and principal • Certification from the principal that the approaches contributed to the improvement of instruction for children with special needs • Evidences certified by the principal/district/division supervisors to show the effect on the learners/school as a result of innovation used/introduced such as increase in pupils achievement level, recipient of different awards from the local schools/district/division, etc. 				
2. Written/produced Instructional materials in SPED		15 points		
a. Equipment/Teaching Devices appropriate for use in teaching CWDs (10 points)	10 points			
b. Technical paper/published articles in SPED (5 point per paper or article)	5 points			
<i>Documents Needed:</i>				
<ul style="list-style-type: none"> • Photocopy of produced instructional materials certified by the district supervisor and principal • Samples of visual aids produced and certified by the district supervisor and principal 				

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<p>3. Organized/trained academic/socio-cultural activities for CWDs i.e. choral group, dance troupe, theater arts club, visual arts club, etc. (1 point per organized activity)</p>		5 points																	
<p><i>Documents Needed:</i></p> <ul style="list-style-type: none"> • Certification from the principal as organizer/trainer of socio-cultural activities and the participation of the groups in the school and community activities • Pictorial report of organized club activities 																			
<p>4. Class organization</p>		5 points																	
<p>B. Leadership Capabilities</p>			20 points																
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<p>3. Participated in community programs / projects for the development / enhancement of the CSNs in their areas of interest</p> <p><i>Documents Needed:</i></p> <ul style="list-style-type: none"> • Certification from the mayor / principal / barangay captain/priest of project undertaken properly authenticated by the regional director/superintendent • Written/pictorial report of programs/projects undertaken 		5 points																	

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C. Continuous and Dedicated Service			15 points													
1. Rendered continuous and dedicated service as receiving teacher for children with disabilities <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Number of Years</td> <td style="width: 50%;">Points</td> </tr> <tr> <td>1-3</td> <td>1.5</td> </tr> <tr> <td>4-6</td> <td>2.0</td> </tr> <tr> <td>7-9</td> <td>2.5</td> </tr> <tr> <td>10-12</td> <td>3.0</td> </tr> <tr> <td>13 & above</td> <td>5.0</td> </tr> </table>		Number of Years	Points	1-3	1.5	4-6	2.0	7-9	2.5	10-12	3.0	13 & above	5.0	5 points		
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1-3	1.5															
4-6	2.0															
7-9	2.5															
10-12	3.0															
13 & above	5.0															
2. Rated as SPED teacher with an outstanding performance for the last 3 years <i>Documents Needed:</i> <ul style="list-style-type: none"> • True copy of the performance rating for the last 3 years certified by the principal and district supervisor • Certified true photocopy of service record and certified by the principal 		5 points														
3. Rendered voluntary services beyond official time		3 points														
4. Demonstrated willingness in initiating school/community activities for advocacy in special education <ul style="list-style-type: none"> • Certification from the school head/principal/supervisor on the school/community activities initiated 		2 points														
D. Professional Advancement			10 points													
<ul style="list-style-type: none"> • Certified true copy of transcript of records of the highest degree attained and degree being pursued <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">- With Masteral units</td> <td style="width: 20%;">1.0</td> </tr> <tr> <td>- M.A. academic requirement</td> <td>2.0</td> </tr> <tr> <td>- With units in doctoral degree</td> <td>3.0</td> </tr> <tr> <td>- Ph.D/Ed. D Academic Requirements</td> <td>4.0</td> </tr> <tr> <td>- Ph. D/Ed. D.</td> <td>5.0</td> </tr> </table> 		- With Masteral units	1.0	- M.A. academic requirement	2.0	- With units in doctoral degree	3.0	- Ph.D/Ed. D Academic Requirements	4.0	- Ph. D/Ed. D.	5.0	5 points				
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- Regional	3.0															
- National	4.0															
- International	5.0															

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II. Personal Qualities and Character				10 points
A. Model of Morality and Integrity in Public and Private Life Unquestioned honesty and integrity 1 points High work ethics 1 point Trustworthy in the discharge of duties or of obligations 1 point With high level of stress tolerance 1 point Virtuous conduct 1 point			5 points	
B. Good Human Relations in School and Community <i>Documents needed:</i> <ul style="list-style-type: none"> • <i>Write-ups about the nominee on his/her personal qualities certified by the principal, district supervisor and PTA president (at least 3)</i> • <i>Write-ups about the nominee from three co-teachers and co-members in socio-civic or religious organization</i> • <i>Write-ups from three community officials, residents and nominee's peers submitted during the Division Selection Committee's visit</i> 			5 points	
TOTAL				100 Points
FINAL RATING				

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NOMINATION FORM
(Please type All Answers)
(Use Additional Sheet if Necessary)

SCHOOL : _____

ADDRESS : _____

A. PERSONAL DATA

1. Nominee's Full Name: _____
 (Surname) (Given Name) (Middle Name)

2. Home Address: _____

3. Telephone Nos: _____ _____ _____
 School Residence Cell No.

4. Date of Birth: _____ 7. Civil Status: _____

5. Place of Birth: _____ 8. Citizenship: _____

6. Sex: _____ 9. Type of Exceptionality Handled:

B. EDUCATIONAL BACKGROUND

Please list down below the degrees being pursued or earned by the nominee, beginning with the most recent and other information called for.

Degree Earned/Degree Being Pursued	School	Year Completed	Academic Distinction

C. INSTRUCTIONAL COMPETENCE and TEACHING EFFECTIVENESS

1. Number of years of service as SPED Teacher _____

2. Present/Position Rank: _____

3. Subject/s presently taught: _____

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4. Performance Evaluation/Rating Obtained in the last 3 years

YEAR	2010-2011	2011-2012	2012-2013
Rating			

5. Employment history for the last 10 years with service record issued by Personnel Office (please begin with the most recent employment)

School/Address	Position Held	No. of Years Spent in Teaching CSNs	Inclusive Dates

6. Enumerate instructional materials produced and used by the nominee for the improvement of CSNs such as books, reference materials, workbooks, modules, evaluation instruments and course guide. Indicate where, when and how these materials are being utilized. (Please use another sheet if necessary)

List of Materials	Where/When/How

7. Other than teaching, in what ways did the nominee help CSNs?

8. Give details of any research conducted by the nominee.

D. PROFESSIONAL AND COMMUNITY DEVELOPMENT

1. What worthwhile activities outside of teaching has the nominee been involved in?

2. List down awards of recognitions received from reputable organizations: local, regional, university, college, national, international.

E. INFORMATION about the NOMINATOR:

1. Name of Nominator: _____
2. Position : _____
3. School/District represented : _____

I hereby certify that to the best of my knowledge all information contained in this form are true and correct.

Name & Signature of Nominee

I hereby nominate the above named candidate of the 2013 Search for Outstanding SPED Teacher with the data herein stated to support his/her nomination.

(Signature over Printed Name of Nominator)



GUIDELINES FOR THE SEARCH FOR 2013 OUTSTANDING SPED CENTERS

1. The Search is open to recognized public Special Education Centers that have been recognized and operational for the past five years
2. The recognized SPED Center must have baseline data on its status for the last three years. These data should include:
 - 2.1. Types of children enrolled and served for the last five years
 - 2.2. List of administrators and SPED teachers with their qualifications

3. The time table for the Search is as follows:

PHASE I

- | | | |
|---------------------------------------------------------------------|----|---------------------------------|
| a. Evaluation of the SPED Centers at the Division Level | -- | August 2013 |
| b. Evaluation of the Division Winners at the Regional Level | -- | September 2013 |
| c. Submission of Regional Winners to the Special Education Division | -- | on or before September 20, 2013 |

PHASE II

- | | |
|----------------------------------------------------------------|-------------------------|
| a. On-site evaluation of Regional Winners | Last week of Sept. 2013 |
| b. Final selection of National Winners based on the evaluation | October 2013 |

4. The Search Committee shall be composed of the following:

- **Division Level**

Schools Division Superintendent/Asst. Superintendent	Chairperson
Division Supervisor-In-Charge of SPED	Co-Chair
Division Supervisor-In-Charge of any learning area	Member

- **Regional Level**

Regional Director/Assistant Director	Chairperson
Chief/Asst. Chief, EED	Co-Chair
Regional SPED Supervisor	Member

- **National Level**

Independent Body

5. The Search Committee shall use the Evaluation Criteria in the Evaluation of entries.
6. Winners shall receive a plaque of appreciation and a cash prize.

EVALUATION CRITERIA FOR 2013 SEARCH FOR OUTSTANDING SPED CENTERS

<p>1. Highly motivated learners</p>				<p>40 points</p>																								
<p>1.1. High performer/achiever</p>			<p>35 points</p>																									
<p>1.1.1. Significant gains in achievement 85% of the pupils - Grades VI (FL, VI & HI) demonstrate 80% mastery of the skills in Math, Science and English</p>		<p>15 points</p>																										
<p>1.1.2. Awards commendations, recognitions received in co- curricular activities</p> <p><i>(One point per award / commendation / Recognition and with a maximum of 15 points)</i></p> <p><i>International: _____</i> <i>National: _____</i> <i>Regional: _____</i> <i>Division: _____</i></p> <p><i>Rating: _____</i></p>		<p>15 points</p>																										
<p>1.1.3. Number of CSNs in the mainstreamed program</p> <p><i>(One point per mainstreamed pupil and a maximum of 5 points)</i></p> <table border="1" data-bbox="199 1323 703 1805"> <thead> <tr> <th>Area of Exceptionality</th> <th>Number of Mainstreamed Children</th> <th>Number of Points Earned</th> </tr> </thead> <tbody> <tr> <td>Visual Impairment</td> <td></td> <td></td> </tr> <tr> <td>Hearing Impairment</td> <td></td> <td></td> </tr> <tr> <td>Learning Disability</td> <td></td> <td></td> </tr> <tr> <td>Intellectual Disability</td> <td></td> <td></td> </tr> <tr> <td>Autism</td> <td></td> <td></td> </tr> <tr> <td>Other Exceptionalities</td> <td></td> <td></td> </tr> <tr> <td>GRAND TOTAL</td> <td></td> <td></td> </tr> </tbody> </table>	Area of Exceptionality	Number of Mainstreamed Children	Number of Points Earned	Visual Impairment			Hearing Impairment			Learning Disability			Intellectual Disability			Autism			Other Exceptionalities			GRAND TOTAL				<p>5 points</p>		
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<p>1.2. Present status of students who graduated from the Center <i>(please provide documents)</i></p>			<p>5 points</p>																									

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2. Competent, committed and dynamic staff (Based on Enclosure No. 2)				30 points
2.1. Innovations done (Teaching Strategies) 2.2. Instructional materials developed 2.3. Awards received (staff, center) <i>National</i> : _____ <i>Regional</i> : _____ <i>Division</i> : _____ <i>District</i> : _____ <i>Rating</i> : _____		5 points 10 points 10 points		
2.4. Trainings Attended <i>National</i> : _____ <i>Regional</i> : _____ <i>Division</i> : _____ <i>District</i> : _____ <i>Rating</i> : _____		10 points		
3. Establishment of linkages				9 points
3.1. Projects initiated by parents		3 points		
3.2. Projects supported by NGOs		3 points		
3.3. Functional outreach program provided		3 points		
4. Accesibility of Classrooms and Functionality				9 points
4.1. Ramp/rails		3 points		
4.2. Braille computer, speech trainer, hearing aids, etc.		3 points		
a. Well-structured classrooms		3 points		
5. Proactive Management				12 points
1.1. Has school vision, mission and goals		4 points		
1.2. With functional School Improvement Plan (SIP) for CSNs		4 points		
1.3. Programs and services offered		4 points		
TOTAL				100 Points
FINAL RATING				

Ms

NOMINATION FORM FOR OUTSTANDING SPED CENTER

I. General Information

- 1. Name of Center : _____
- 2. Name of School : _____
- 3. Address : _____
- 4. District : _____
- 5. Supervisor-In-Charge : _____
- 6. Statistical Information: _____

Area of Exceptionality	ENROLMENT												No. of Classes	No. of Teachers
	Self-Contained			Partially Mainstreamed			Fully Mainstreamed			General Total				
	M	F	T	M	F	T	M	F	T	M	F	T		

II. Profile

Answer the following questions in separate sheets. Answers must be brief and typewritten with double spaced paragraphs. Supporting document(s) must be attached. *(Please use another sheet for this purpose)*

- 1. Discuss briefly the profile/status of the Center
- 2. Cite and describe the mission, vision and goals of the Center
- 3. Ennumerate the different activities participated/attended by the members of the Center
- 4. Cite the awards/citations received by the Center
- 5. Complete Statistical Report
- 6. Report on Downloaded Funds

III. Special Features (*Please use another sheet for this item*)

1. Discuss the different programs/services offered to CSNs
2. Cite the outstanding accomplishments and exemplary performance of the Center for the past ten years. Justify that the achievement is extraordinary and easily distinguishable for its uniqueness and originality

I hereby nominate the above named center to the 2012 Search for Outstanding SPED Center with the data herein stated to support this nomination. I further certify to the best of my knowledge that all information contained in this form are true and correct.

(Signature over Printed Name of the Nominator)

Date Submitted: _____

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