



JUL 03 2009

DepED MEMORANDUM

No. **303**, s. 2009

2009 SEARCH FOR THE MOST OUTSTANDING  
SPED TEACHER AND SPED CENTER

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

1. The Department of Education, Bureau of Elementary Education (DepED-BEE) through the Special Education (SPED) Division, announces the conduct of 2009 National Search for the Most Outstanding SPED Teacher and Center.
2. The Search aims to recognize the efforts of SPED teachers and the SPED centers in patiently and efficiently managing programs for children with special needs. This in turn motivates and encourages teachers, administrators, supervisors and other SPED officials in addressing the educational needs of children with special needs, especially those with disabilities.
3. The Search for the teacher category is open to all public school SPED teachers. SPED teachers who have been winners of major awards in national competitions similar to this are not eligible for nominations.
4. An outstanding SPED teacher shall be selected from each of the different areas of exceptionalities to include hearing impairment, visual impairment, intellectual disability, autism, learning disability and giftedness, thus, there will be six (6) outstanding SPED teachers at the division, regional and national levels.
5. The Search for the SPED center category is open to all SPED centers that have been operating for at least ten years.
6. The Search for both categories shall be conducted from July to September 2009 following the schedule below. The specific dates for the division and regional level competitions shall be determined by the division and regional offices. The supporting documents of the regional winners should be submitted to the SPED Division, Bureau of Elementary Education (SPED-BEE), 2<sup>nd</sup> Floor Bonifacio Bldg., DepED Complex, Meralco Avenue, Pasig City on or before September 7, 2009.

Division Level	July 2009
Regional Level	August 2009
National Level	September 2009

7. Three (3) national SPED teacher finalists and three (3) national SPED center finalists shall be chosen from the seventeen (17) regional winners. The first of the three (3) national finalists for the SPED teacher and SPED center categories will be automatically declared the most outstanding SPED teacher and the most outstanding SPED center. All regional and national winners shall be recognized in an awarding ceremony which shall be announced later.

8. The screening committees shall be determined by the division and regional offices. The Division Selection Committee shall be chaired by the schools division superintendent/assistant schools division superintendent and the Regional Selection Committee shall be chaired by the regional director/assistant regional director.

9. Travel expenses of the regional and national awardees relative to their participation in the awarding ceremony shall be charged against BEE Funds for the project. Regional directors, schools division superintendents, chiefs and assistants chiefs of elementary education, supervisors, principals, other regional and division representatives are invited to attend the awarding ceremony. However, their traveling allowances shall be charged against their local funds.

10. The guidelines and documentary requirements are found in the following enclosures:

Enclosure No.1: Guidelines for the 2009 Search for Most Outstanding SPED Teacher;

Enclosure No. 2: Criteria for the Selection and Documentation for the 2009 Search for Outstanding SPED Teacher;

Enclosure No. 3: Nomination Form for Outstanding Teacher;

Enclosure No. 4: Guidelines for the 2009 Search for Outstanding SPED Center;

Enclosure No. 5: Evaluation Criteria for the Search for Outstanding SPED Center; and

Enclosure No. 6: Nomination Form for Outstanding SPED Center.

11. For further inquiries, please contact the SPED Division, BEE at tel. no.: (02) 631-9993 or mobile no.: 0918-9299-832.

12. Immediate and widest dissemination of this Memorandum is desired.

  
**VILMA L. LABRADOR**  
Undersecretary

Encls.:

As stated

Reference:

DepED Memorandum: No. 339, s. 2007

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index

under the following subjects:

CENTERS

PRIZES or AWARDS

SEARCH

SPECIAL EDUCATION

TEACHERS

R-Maricar/DM-Outstanding SPED Teachers  
06-25-09

**GUIDELINES FOR THE 2009 SEARCH FOR OUTSTANDING  
SPECIAL EDUCATION TEACHERS**

1. The Search for the 2009 Outstanding SPED Teacher is a project of the Special Education Division, Bureau of Elementary Education, Department of Education which aims to recognize the dedication, commitment and excellence of service of teachers in handling and managing the educational programs of children with special needs.
2. The Search is open to all teachers of children with hearing impairment, visual impairment, intellectual disability, learning disability, autism and the mental giftedness who have rendered dedicated and excellent service in the education of children with special needs.
3. SPED Teachers who have won national teacher awards are disqualified for nomination.
4. Initial selection shall be done at the division level where all the required documents shall be submitted for screening to the Division Selection Committee composed of the Schools Division Superintendent/Assistant Schools Division Superintendent, the Division Supervisor In-Charge of SPED and one Division Supervisor in any learning area.
5. Documents of division qualifiers shall be screened and ranked according to the suggested criteria (Enclosure No. 2) by the Regional Selection Committee composed of the Assistant Regional Director, the Chief of Elementary Education Division and the Regional Supervisor In-Charge of SPED. Likewise, the Regional Selection Committee will make actual school visits and observe classes to division qualifiers.
6. Screening of candidates shall be conducted following schedule below.

<i>Division Level</i>	-	<i>July 2009</i>
<i>Regional Level</i>	-	<i>August 2009</i>
<i>National Level</i>	-	<i>September 2009</i>
7. Required documents of regional winners shall be submitted to the Special Education Division, Bureau of Elementary Education, 2/F Bonifacio Building, DepEd Complex, Meralco Avenue, 1600 Pasig City on or before **September 07, 2009**.
8. All documents shall be authenticated by proper authorities and compiled/arranged according to the criteria. The compilation of documents shall include a table of contents with the *Nomination Form* as the *first page*.
9. Final Screening will be done by the National Screening Committee composed of the Assistant Director of BEE, the Officer-In-Charge of the SPED Division, one Senior Education Program Specialist and two Education Program Specialists. The decision of the National Screening Committee shall be final.
10. Winners shall receive plaques of recognition and cash awards.

**CRITERIA FOR SELECTION AND DOCUMENTATION  
FOR THE 2009 SEARCH FOR OUTSTANDING  
SPECIAL EDUCATION TEACHERS**

**THE CRITERIA WITH CORRESPONDING POINTS**

**I. Instructional Competence and Teaching Effectiveness**

**A. Outstanding Contribution in the Special Education Program** **35 pts**

1. Introduced/Tried out effective approaches or innovations in teaching (at least 2) which contributed to the improvement of instruction in meeting the needs of special children **10 pts**

**Documents Needed:**

- Abstract of the effective/innovative approaches and how these were utilized in the field certified by 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 innovations used/introduced such as increase in pupils' achievement level, recipient of different awards from the local schools/district/divisions, etc.

2. Written/produced instructional materials in SPED **18 pts**

- a. Modules/workbooks published and utilized reference materials/books in the school/district/region (2 pts. per set of modules/workbook or 1 reference material) **10 pts**
- b. Equipment/Teaching Devices (2 pts. per set) **5 pts**
- c. Technical paper/published articles in SPED (1 pt. per paper or article) 3 papers **3 pts**

**Documents Needed:**

- 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

3. Organized/trained socio-cultural activities  
i.e. choral group, dance troupe, theatre and drama  
arts club, etc. (1 pt. per organized activity) **5pts.**

**Documents Needed:**

- 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

4. Graduates **2pts**

- Record of number of batches
- Names of successful graduates

**B. LEADERSHIP 30 pts**

1. Coordinated the organization of classes/  
implementation of SPED program in the  
district/division/regional level **5pts**

**Documents Needed:**

- Certification from the superintendent/regional director/district supervisor as program coordinator/organizer
- Brief record of assessment for CSNs (sample of assessment tools, ranking procedure utilized, assessment team, etc.)

2. Conducted in-service training programs in the  
district/division/regional level **10 pts.**

Level	Points
School/District	2
Division	3
Regional	5

**Documents Needed:**

- 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

3. Resource speaker/discussant/demonstration teacher 10 pts

Level	Points
District	2
Division	3
Regional	5

4. Participated in community programs/project for the development/enhancement of the CSNs in their areas of interest 5 pts

**Documents Needed:**

- Certification from the mayor/principal/barangay captain/priest of project undertaken properly authenticated by the regional director/superintendent
- Written/pictorial report of programs/project undertaken

**C. AWARDS 10 pts**

Recipient of community/school, district, division and regional awards of recognition for outstanding services on the education of CSNs for the last 10 years (maximum of 10 points)

Level	Points
• Community/school/district	- 2 points
• Division	- 3 points
• Regional	- 5 points

**Documents Needed:**

- Certified true copies of the awards of recognition received (include picture) signed by the principal/district and regional directors

**D. CONTINUOUS AND DEDICATED SERVICE 10 pts**

1. Rendered continuous and dedicated service in teaching CSNs 5 pts

Number of Years	Points
2 -3	1
4-7	2
8 – 10 & above	5

2. Rated as SPED teacher with an outstanding performance for the last 3 years 3 pts

**Documents Needed:**

- True copy of the performance rating for the last 3 years certified by the principal and district supervisors
- Certified true photocopy of service record and certification from the principal

**E. PROFESSIONAL ADVANCEMENT 5 pts**

- Certified true photocopy of transcript of record of the highest degree attained and degree being pursued 2 pts

- With Masteral units	-	0.5	
- M.A. academic requirements	-	1.10	
- M.A. in SPED	-	1.5	
- With units in Doctorate degree	-	1.75	
- Ph. D./Ed.D	-	2.0	

- Certification signed by the sponsor and other evidence of participation in any training workshop or seminars in Special Education (Division, Regional, National and International Level) 2 pts

- Punctuality and Attendance 1 pts

- Submits report on/or before due dates
- Observes punctuality
- Arrives at least 15 minutes before official time
- Renders voluntary services beyond official time
- Demonstrates willingness in initiating school/community activities

**Documents Needed:**

- Reports on attendance (for the last 3 years)
- Certification from the school head/principal/Supervisor in terms of submitting reports
- Certification from the school head/principal/Supervisor on the school/community Activities initiated

**II. PERSONAL QUALITIES AND CHARACTER 10 pts**

- A. Model of Morality and Integrity in Public and private life 5 pts**

Unquestioned honesty and integrity	-	1 point
High work ethics	-	1 point
Trustworthy in the discharge of Duty or of obligation	-	1 point



- With high level of stress tolerance - 1 point
- Virtuous conduct - 1 point

**B. Good Human Relations in School Community**

**5 pts**

**Documents Needed:**

- Submit write-up about the nominee on his/her personal qualities certified by the principal, district, supervisor and PTA president (at least 3)
- Submit three names of nominees' co-teachers and co-members in socio-civic or religious organization with their write-ups about the nominee, interview of some community officials, residents and nominees' peers by the Division Selection Committee ( to be done during their visit)

**Total = 100 pts**

**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/ies Handled: \_\_\_\_\_

**B. EDUCATIONAL BACKGROUND**

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

Degree Earned/ Degree Being Pursued	School	Year Ended	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: \_\_\_\_\_

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

<b>Year</b>	<b>2008-2009</b>	<b>2007-2008</b>	<b>2006-2007</b>
<b>Rating</b>			

5. Employment history for the last 10 years (begin with the most recent employment)

School/Address	Position Held	No. of years Spent in Teaching	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 those materials are being utilized.

List of Materials	Where/When/How

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

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8. Give details of any research conducted by the nominee

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**D. PROFESSIONAL AND COMMUNITY DEVELOPMENT**

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

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

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**E. INFORMATION FOR THE NOMINATOR:**

1. Name of Principal/Chairman: \_\_\_\_\_

2. Position: \_\_\_\_\_

3. School/District represented: \_\_\_\_\_

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

\_\_\_\_\_  
Signature over Printed Name of Nominee

I hereby nominate the above named candidate for the 2009 Search for Outstanding SPED Teacher with the data herein stated to support his/her nomination.

\_\_\_\_\_  
(Signature over Printed Name of the Nominator)

Date Submitted: \_\_\_\_\_

## GUIDELINES FOR THE 2009 SEARCH FOR OUTSTANDING SPED CENTERS

1. The Search is open to recognized public Special Education (SPED) Centers that have been operating for the last ten years.
2. A baseline data on the status of the SPED Center for the last three years shall have been established. These data include:

- 2.1 Types of children served and enrolled for the last three years
- 2.2 List of administrators and SPED teachers and their qualifications

3. The timetable for the Search is as follows:

### Phase I

- a. Evaluation of the SPED Centers at the Division Level - July 2009.
- b. Evaluation of then division winners at the Regional Level – August 2009.
- c. Submission of regional winners to the Special Education Division-on or before September 7, 2009

### Phase II

- a. Final selection of the national winners based on the evaluation - September 2009
- b. Awarding of national winners to be announced later

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

- **Division Level**

<b>Chairman</b>	:	Schools Division Supt./Asst. Schools Division Supt.
<b>Co-Chair</b>	:	Division Supervisor In-Charge of SPED
<b>Member</b>	:	Division Supervisor in-charge any learning area

- **Regional Level**

<b>Chairman</b>	:	Regional Director/Asst. Director
<b>Co-Chair</b>	:	Chief/Asst. Chief, EED
<b>Member</b>	:	Regional Supervisor-in-Charge of SPED

- **National Level**

<b>Chairman</b>	:	Director/Asst. Director
<b>Co-Chair</b>	:	Chief/Asst. Chief (SPED)
<b>Member</b>	:	2 Education Program Specialists (SPED)

5. The Search Committee shall use the Evaluation Criteria in the evaluation of entries.
6. Winners shall receive plaque of recognition and cash award.

**EVALUATION CRITERIA FOR 2009 SEARCH FOR OUTSTANDING  
SPED CENTERS**

1. Highly motivated learner **(40%)**

1.1 High performer/achiever

1.1.1 significant gains in achievement **20%**

85% of the pupils (Grade VI FL, VI & HI)  
demonstrate 80% mastery of the skills in  
Math, Science and English

NAT Results  
School Achievement Tests  
Division Achievement Tests  
Regional Achievement Tests

1.1.2 Awards, commendations, recognitions  
received in co-curricular activities **15%**

5 and above	- 5%
4	- 4%
3	- 3%
2	- 2%
1	- 1%
<b>International:</b> _____	

5 and above	- 5%
4	- 4%
3	- 3%
2	- 2%
1	- 1%
<b>National:</b> _____	

3	- 3%
2	- 2%
1	- 1%
<b>Regional:</b> _____	

2	- 2%
1	- 1%
<b>Division:</b> _____	

### Nomination Form for Outstanding SPED Center

#### I. GENERAL INFORMATION

1. Name of Center: \_\_\_\_\_
2. Name of School: \_\_\_\_\_
3. School Address: \_\_\_\_\_
4. District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_
5. Contact Number/s: School: \_\_\_\_\_ Mobile No. \_\_\_\_\_
5. Name of Principal: \_\_\_\_\_
6. Supervisor-In-Charge: \_\_\_\_\_
7. Statistical Information:

Area	M	F	Total	No. of Class	No. of Teacher

## II. Profile

Answer the following questions in separate sheets. Answer must be brief and factual and typewritten double space. Supporting documents(s) must be attached.

1. Discuss briefly the profile/status of the Center
2. Cite and describe the vision, mission and goals of the Center
3. Enumerate the different activities participated/attended by the members of the Center
4. Cite awards/citations received by the Center

## III. Special Features

1. Discuss the different programs/services offered to CSNs
2. Cite the outstanding accomplishment 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 2009 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: \_\_\_\_\_