



DepED MEMORANDUM  
No. 257, s. 2004

JUN 1 0 2004

**GUIDELINES ON THE NOMINATION AND SELECTION ON THE SEARCH FOR  
OUTSTANDING DENTIST IMPLEMENTOR OF THE "BRIGHT SMILES,  
BRIGHT FUTURES" (BSBF) PROGRAM**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The Department of Education (DepED), through the Health and Nutrition Center (HNC), in coordination with the Colgate Palmolive Philippines, Incorporated (CPP) shall conduct the Search for Outstanding Dentist Implementor of the Bright Smiles, Bright Futures (BSBF) Program for the CY 2004 as announced in the DepED Memorandum No. 201, s. 2002 re Schoolchildren's Oral Health Awareness Week.

2. The Search is open to all dentists in the divisions who have rendered exemplary performance in the implementation of BSBF program in schools from 1997 to 2003. The guidelines, criteria for selection and nomination forms are enclosed.

3. The Search aims to recognize the outstanding performance of the school dentists in the enhancement of the BSBF Program. Specifically, it aims to: (a) motivate school dentists to perform well; (b) enhance the BSBF program implementation; and (c) strengthen program enhancement initiatives.

4. The prizes for the national winners are as follows:

Most Outstanding BSBF Dentist	- P30,000.00 + trophy for the dentist and plaque of recognition for the division
First Runner-up	- P20,000.00 + trophy for the dentist and plaque of recognition for the division
Second Runner-up	- P15,000.00 + trophy for the dentist and plaque of recognition for the division
Third Runner-up	- P10,000.00 + trophy for the dentist and plaque of recognition for the division
Fourth Runner-up	- P5,000.00 + trophy for the dentist and plaque of recognition for the division

The remaining five (5) finalists shall be given consolation prize of P2,000.00 + trophy for each dentist and plaque of recognition for the division.

5. Regional directors and school administrators are encouraged to extend full support to the Search. The regional health and nutrition unit personnel are directed to monitor the conduct of the Search.

6. For more inquiries, contact the Health and Nutrition Center, DepED, 5<sup>th</sup> Floor, Mabini Bldg., Meralco Avenue, Attn.: **Director Thelma G. Santos**, tel. no. 632-13-61 local 2154.

7. *Wide and immediate dissemination of this Memorandum is directed.*



EDILBERTO C. DE JESUS  
Secretary

Encls.:  
As stated

Reference:  
DepEd Memorandum: (No. 201, s. 2002)

Allotment: 1—(D.O. 50-97)

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

- ✓ HEALTH EDUCATION
- ✓ PROGRAMS
- ✓ SEARCH

Madel:c:BSBF  
5-31-04

## Search for Outstanding Dentist BSBF Implementor

### Guidelines for Implementation

#### I. Background

In 1997, the Department of Education, Health and Nutrition Center (HNC) signed a Memorandum of Agreement (MOA), with the Colgate Palmolive Philippines Incorporated (CPPI) for the implementation of the Oral Health Education "Bright Smiles, Bright Futures" (BSBF) Program nationwide. The BSBF Program aims to develop positive oral health habits and practices among the Grades 1,2 and 3 pupils in public elementary schools as prime targets beneficiaries.

The oral health education is being carried out by the teachers through the integration of the four (4) basic prime messages in the elementary school curriculum such as, proper toothbrushing technique, use of toothpaste with fluoride, limiting sweet snacking and regular visit to the dentist. At present, the program has involved a total of about 10,500 schools nationwide.

This year's Search for Outstanding Dentist BSBF Implementor will be the first time to be conducted in the Department to recognize the dentists who have rendered exemplary performance in the implementation of BSBF program in schools from 1997 to 2003.

#### II. Objectives:

The Search aims to recognize the outstanding performance of the school dentists in the enhancement of the BSBF Program.

Specifically, it aims to:

- a. motivate school dentists to perform well;
- b. enhance the BSBF program implementation; and
- c. strengthen program enhancement initiatives.

#### III. Nomination Procedures

1. Candidates for the award from the Division must be nominated by the Schools Division Superintendent. Nominee shall be submitted to the Regional Office for screening with other division nominee.
2. Nomination must include the following documents in triplicate
  - a). Accomplished nomination form duly signed by the Schools Division Superintendent and the nominee, as an acknowledgement of the nomination;
  - b). Endorsement of the screening committee composed of the Regional Medical Officer, Regional Supervising Dentist, Chief,

- Elementary Education Division; Education Supervisor- II (In-charge of Health and Science or Health and Nutrition), Assistant Regional Director and to be chaired by the Regional Director.
- c). One (1) 2x2 colored photo with the nominee's name written at the back;
  - d). Service record certified by the Division's Personnel Officer;
  - e). Certification of the Administrative Officer that the nominee has no pending case and has not been found guilty of any criminal or administrative offense;
  - f). Certificate of good moral character; and
  - g). Other supporting documents such as certificates, citations and reports, which may help the screening committee in the evaluation.
3. Nomination forms will be available at the DepEd – HNC Office with address 5<sup>F</sup> Mabini Building, DepEd Complex, Meralco Avenue, Pasig City and in all DepEd Regional Health and Nutrition Unit offices. Nominations should be submitted to the respective DepEd Regional Offices on or before June 30, 2004.
  4. Each region is entitled to submit one (1) nominee to represent the region.
  5. Regional nominations shall be sent directly to Health and Nutrition Center, DepEd 5/F Mabini Bldg. DepEd Complex, Meralco Ave. Pasig City on or before June 30, 2004. Attention: Director Thelma G. Santos

#### **IV. Selection Procedures**

- a. The Division Health and Nutrition Section shall create a division screening committee composed of the Head, Health and Nutrition Section, Dentist In-Charge, (if not a nominee), Nurse In-Charge ES-I- Health, Asst. Schools Div. Supt. and chaired by the Schools Division Superintendent to select the division entry in cases where there would be two (2) or more candidates in the division.
- b. The Regional Health and Nutrition Unit shall likewise, create a regional screening committee composed of the Chief, Health and Nutrition Unit, Regional Supervising Dentists, Education Supervisor II (Health and Science), Assistant Regional Director and chaired by the Regional Director. The committee shall select one winner from the division entries to represent the region at the national level.
- c. A national screening committee will be created and will evaluate the seventeen (17) regional nominees from the 17 regions. From the 17 entries, ten (10) finalists shall be selected by the screening committee through submitted reports at the Health and Nutrition Center, Pasig City.
- d. Division/school visitations shall be conducted where the ten (10) regional finalists come from, before the final interview.
- e. After the field validation, the ten finalists shall be requested to come to Manila (place TBA) for the final interview. Based on the criteria, the Board shall select the first five winners labeled as follows:

- Most Outstanding BSBF Dentist;
- First Runner – up;
- Second Runner – up;
- Third Runner-up;
- Fourth Runner-up; and five (5) consolation prize winners

The decision of the board of judges is final and non – appealable.

## V. Prizes

Hereunder are the following prizes:

- Most Outstanding BSBF Dentist – P30, 000.00 + trophy for the dentist and plaque of recognition for the division
- First Runner-up - P20, 000.00 + trophy for the dentist and plaque of recognition for the division
- Second Runner-up - P15, 000.00 + trophy for the dentist and plaque of recognition for the division
- Third Runner-up - P10,000.00 + trophy for the dentist and plaque of recognition for the division
- Fourth Runner-up - P5,000.00 + trophy for the dentist and plaque of recognition for the division
- The remaining five (5) finalists shall be given a consolation prize of P2, 000.00 + trophy for the dentist and plaque of recognition for the division

## VI. Program Schedule

### 1. Preparatory Activities

- Issuance of DepEd Memorandum re: Guidelines on Nomination and Selection Procedures
- Creation of the Division, Regional and National Screening Committees
- Advocacy activities with the school administrators, teachers and parents

### 2. Conduct of the Search proper.

The contest shall be conducted in four (4) phases.

Phase	Time Frame	Activity
1 <sup>st</sup> phase	June 30, 2004	Deadline for submission of nominees to the region

2 <sup>nd</sup> phase	July 15, 2004	Deadline for submission of one (1) regional winner to the Health and Nutrition Center, Pasig City
3 <sup>rd</sup> phase	July 16-23, 2004	Selection of the ten (10) finalists through paper evaluation by the national screening committee
	August 1-30, 2004	Field validation of the ten (10) finalists by the team of evaluators
4 <sup>th</sup> phase	Sept 7-9, 2004	Panel interview of the ten (10) finalists and selection of five (5) winners.

#### Post - Search Activities

- Announcement of winners through the issuance of Department Memorandum
- Awarding of National Winners during the School Health and Nutrition Congress to be held on the second week of October 2004 at Teacher's Camp, Baguio City. .

#### VII. Qualifications

1. At least five (5) years of continuous service as a school dentist at the Department of Education and has been assigned in BSBF schools for at least three (3) years.
2. Has a very satisfactory / outstanding performance as a school dentist for the last three (3) consecutive years.
3. Of good moral character.

#### VIII. Criteria

##### A. BASIC

	Points	Weight in Percentage	Rating
<b>1. Personality and Character</b>		<b>5%</b>	
Initiative	1.0		
Leadership	1.0		
Patience, tolerance, and concern for others	0.5		
Resourcefulness	0.5		
Punctuality	0.5		
Poise and good grooming	0.5		

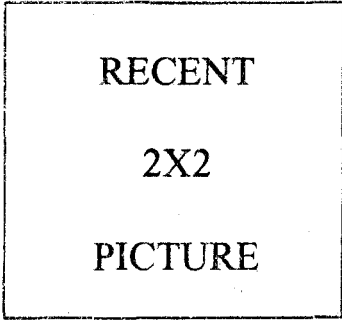
Integrity and Honesty	0.5		
Creativity	0.5		
<b>2. Performance</b>			
<b>2.1.Planning of work</b>		<b>10%</b>	
a) Presence of an approved plan of work for the month and year with specific targets, based on the Performance Contract (PC) of the Division Health and Nutrition Section (DHNS)	5.0		
b) Active participation in the setting of work standards and targets	5.0		
<b>2.2. Mastery of Work</b>		<b>5%</b>	
a) Dental procedures	1.5		
b) Ability to undertake classroom health talks/lectures	1.5		
c) School dental clinic management	1.0		
d) Chairside counseling/other incidental teaching strategies	1.0		
<b>2.3. Accomplishments and Outputs (vis-à-vis) Performance Contract of Division Health and Nutrition Section (DHNS)</b>		<b>15%</b>	
a) <b>Percentage of children and teachers served:</b>			
•Percentage of pre-elem and Grade I pupils examined orally	2.5		
•Percentage of grade II-VI pupils, First year students examined orally	2.5		
•Percentage of teaching and non-teaching personnel examined orally	2.5		
•Percentage of classroom health talks/lectures conducted.	2.5		
•Percentage of children treated	2.5		
•Percentages of teaching and non – teaching personnel treated.	2.5		
<b>2.4. Smooth Interpersonal Relations (SIR)</b>		<b>5%</b>	
a) Relationship with pupils, teachers, administrator, supervisor, and other school personnel.	2.0		
b) Relationship with other school health and nutrition personnel.	1.5		
c) Relationship with parents and community members including GO's and NGO's	0.5		
d) Membership in professional / civic organization	0.5		
e) Significant contribution to targets setting and review of ISHNP by the	0.5		

SHN personnel.			
<b>B. "BRIGHT SMILES, BRIGHT FUTURES" (BSBF) PROGRAM</b>			
<b>1. Conduct of Orientation to school administrators, teachers, health and nutrition personnel</b>		<b>5%</b>	
a). as scheduled	1.0		
b). 100% attendance	2.0		
c). quality of the orientation	2.0		
<b>2. Utilization of materials</b>		<b>4%</b>	
a). properly utilized	1.0		
b). developed a system for sharing the materials with other classes if inadequate	1.0		
c). local initiatives made to address the problem of inadequacy of materials	2.0		
<b>3. Pre and Post test</b>		<b>5%</b>	
a). Conducted regularly			
• every start and end of the school year	1.0		
• results properly analyzed	1.0		
• results are submitted to the region and health and nutrition center	0.5		
b). Results (EO SY 2000-2001)			
• above average	1.0		
• average	1.0		
• below average	0.5		
<b>4. Submission of reports</b>		<b>5%</b>	
a). narrative report on the orientation of school adm., teachers and HN personnel	2.0		
b). monitoring activities	1.0		
c). accomplishment reports	2.0		
<b>5. Records and Reports management</b>		<b>3%</b>	
a). accuracy	1.0		
b). organized and neatly presented	1.0		
c). properly filed	1.0		
<b>6. Program Enhancement Initiatives in support to the BSBF Program</b>		<b>11%</b>	



Department of Education  
Health and Nutrition Center

Search for Outstanding Dentist Implementor  
of the "Bright Smiles, Bright Futures"  
(BSBF) Program



**NOMINATION FORM**

**PERSONAL DATA**

Full name: \_\_\_\_\_  
Surname Given Name Middle Name

Home Address: \_\_\_\_\_  
Residence No. Street District/Town City/Province

Nickname: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

Landline No: \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Has the nominee been charged of any administrative case?  No  Yes

If Yes, Please give details and current status. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Nominee**

\_\_\_\_\_  
Schools Division Superintendent

a). Additional resources harnessed for the program:			
• manpower	2.0		
• material	2.0		
• financial	2.0		
b). Effective networking made with:			
• LGU	2.0		
• Other GO's	1.5		
• NGO's	1.5		
<b>7. Extent of Involvement/support of the following personnel:</b>		<b>15%</b>	
a). Other health and nutrition personnel			
• planning	2.0		
• implementation	2.0		
• monitoring	1.0		
b). Education Supervisors I and II (Science and Health) as Program coordinators			
• planning	1.0		
• conduct of orientation to expansion schools	1.5		
• recommends strategies to improve the program implementation	1.5		
• monitoring	1.0		
c). Parents			
• provided their children with toothbrush and toothpaste	2.0		
• attended meeting called by the dentist	1.0		
• involved in the home activities of the BSBF lessons	2.0		
<b>8. Monitoring, Research and Evaluation</b>		<b>7%</b>	
a). Monitoring			
• once every quarter	1.0		
• twice a year	1.0		
• once a year	1.5		
b). Action Researches/studies conducted to improve program implementation			
• 1-action research/study	1.0		
• 2-action research/study	1.0		
• 3-action research/study	1.5		
<b>9. Efforts undertaken to sustain the program</b>		<b>5%</b>	
a). allocated funds for the toothbrushes and toothpastes from school income generating projects (IGP)	2.0		
b). sourced out funds from NGO's and civic oriented groups	1.5		
c). PTCA	1.5		
<b>Total</b>	<b>100</b>	<b>100%</b>	