



APR 18 2005

DepED MEMORANDUM

No. 123 , s. 2005

2005 SEARCH FOR MULTIGRADE TEACHER ACHIEVER

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Department of Education (DepED), through the Staff Development Division (SDD), Bureau of Elementary Education (BEE) announces the conduct of the 2005 National Search for Multigrade Teacher Achiever.
2. The Search aims to recognize the outstanding performance of multigrade teachers in the development of children in multigrade classes in the country and their contribution to the improvement of the community. Specifically, it aims to:
 - a. motivate teachers to stay in multigrade schools;
 - b. enhance school-community partnership; and
 - c. document best teaching practices in multigrade classes, community projects and initiatives to support MG schools.
3. The Search is open to all Multigrade teachers who have rendered dedicated and exemplary services in teaching multigrade classes in public elementary schools for the last three (3) years. The national winners and runners-up during the previous searches are not eligible for nomination. The implementing guidelines, criteria for selection, and accompanying forms are enclosed.
4. Six (6) national finalists will be chosen from among the regional winners. The Multigrade Teacher Achiever will be determined from among these finalists. The awarding ceremony will be held at the Bulwagan ng Karunungan, DepED Central Office, Meralco Avenue, Pasig City. The date of the awarding will be announced later.
5. The national winners will be awarded the following prizes:

National winner	PhP30,000.00	trophy and a plaque of recognition for the school
First Runner-up	PhP20,000.00	trophy and a plaque of recognition for the school
Second Runner-up	PhP10,000.00	trophy and a plaque of recognition for the school
Third, Fourth and Fifth Runners-up	PhP3,000.00 each	a plaque of recognition and certificate of recognition for the school

6. Travel expenses and per diem of the awardees for three (3) days in connection with their participation to the awarding ceremony shall be borne by the BEE. Regional Directors, Assistant Directors, Chiefs and Assistant Chiefs of Elementary Education, Schools Superintendents, MG Coordinators, Principals are also invited to attend the awarding ceremony. However, their traveling expenses shall be charged to local funds.

7. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Encls.:

As stated

Reference:

None

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

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

PRIZES or AWARDS

SEARCH

TEACHERS

Reformatted by: Maricar/DM-Multigrade Teacher
04-05-05

2005 Search for Multigrade Teacher Achiever
Guidelines for Implementation

1. The Search for Multigrade Teacher Achiever (SMTA) is open to all multigrade teachers who have been teaching continuously multigrade classes in a ***purely multigrade school*** for at least three years.
2. Beginning school year 2005 –2006, the SMTA shall be conducted as a biennial (every two years) quest for the most outstanding Filipino teacher assigned in a Multigrade school.
3. Winners and their schools at the division and regional levels shall receive the following awards and prizes:

- **Division Level**

Certificate of Recognition for the winner
Certificate of Recognition for the school

- **Regional Level**

Certificate of Recognition for the winner
Certificate of Recognition for the school

Division and Regional Offices should provide the prizes and awards at their levels charged against their local funds.

4. Criteria for the selection of nominees shall be as follows:

- a) The MG teacher should be nominated by his/her school head/principal or district supervisor using the prescribed nomination form.
- b) He/she must be a Filipino citizen, a professional teacher (with PRC license) and has been teaching MG classes for the last three years under permanent status.
- c) He/she must project a good image in the school and community.
- d) He/she must have been actively involved in school-community based activities geared for the benefit of the MG school.
- e) He/she must have Very Satisfactory performance during the last 2 years preceding the Search (SY 2003-2004 to SY 2004-2005) as certified by the nominator.

5. Mechanics for selection of Division, Regional and National winners shall be as follows:

- a) District Supervisor/Principal/Schoolhead of an MG school may nominate a deserving MG teacher using the prescribed nomination form. The one who nominates should attach a one-page letter of recommendation attesting to the outstanding performance of the nominee.
- b) District Supervisor/Principal/Schoolhead of the nominee shall submit the above documents to the division office. The division office shall shortlist the nominees based on qualification and outstanding performance.

c) As soon as the teacher nominees had been shortlisted by the division office, the teacher nominee should submit his/her pertinent papers and supporting documents.

d) The MG teacher achiever for the division, regional and national levels shall be determined based on the computation of the overall percentage points of the following areas:

A. Assessment of Supporting Documents	-	60%
B. Classroom Observation/Interview	-	25%
C. Community Support	-	15%
Total	-	100%

e) Division Level

1. The division offices should create their own Division Selection Committee (DSC) which shall function during the search period.
2. The DSC should screen all nomination forms and determine the Top 5 nominees. The DSC should notify the qualified nominees and require them to submit their pertinent papers and documents.
3. The DSC will conduct evaluation and selection procedures on the 5 shortlisted teacher nominees. Evaluation shall be based on (A) Supporting documents, (B) Classroom observation/interview and (C) Community support using the computation for determining the MG teacher achiever stated in letter d).
4. The DSC will select only one winner to compete for the regional level award.
5. The DSC will submit all pertinent papers and supporting documents of the division level SMTA winner to the regional office. Should the DSC feel the need to build up further its division SMTA winner, the DSC may request the winner to improve the presentation/packaging of his/her pertinent papers/documents (e.g. papers are bounded in book form).

f) Regional Level

1. The regional offices should create their own Regional Selection Committees (RSC) which shall function during the search period.
2. The Regional Selection Committee (RSC) shall evaluate and rate the division winners based on supporting documents, classroom observation/interview and community support using the same rating scale as in the division level.
3. There shall only be 1 winner per region. The top ranking nominee as determined by the RSC shall be declared the regional winner and compete for the national awards.
4. The RSC shall submit the pertinent papers and supporting documents of its regional level SMTA winner to the Staff Development Division of Bureau of Elementary Education.

g) National Level

1. The National Selection Committee (NSC) at the Central Office shall evaluate supporting documents of all regional level SMTA winners to determine the 6 national finalists beginning September 19, 2005. All papers should be submitted on or before September 16, 2005.
 2. The NSC will notify the 6 national finalists on the evaluation visit in their schools. During the visit, NSC will observe and interview each national finalist. The observation will allow the evaluators to see actual teaching skills of the finalists. Likewise, parents and other school stakeholders will also be interviewed.
 3. The NSC shall determine the national winner and runners up based on the supporting documents, classroom observation/interview and community support using the same rating scale as in the division and regional level.
6. The selection committees at different levels in the Department shall be composed of the following:

Level	Personnel Involved
Division	*Assistant Superintendent Division MG Coordinator, 3 Division Supervisors
Regional	*Assistant Regional Director Chief of EED, Regional MG Coordinator 2 Regional Supervisors
National	*Assistant Director BEE Chief/Asst. Chief, SDD 1 Senior Education Program Specialist Project Anchor Person

*- Chair

Schedule of Activities

Activities	Dates
Nomination	June 13-17, 2005
Submission of nomination forms to the Division Office (c/o Div. Supervisors)	June 20-24, 2005
Screening of nomination forms & selection of Top 5 by the Division Selection Committee (DSC)	June 27-July 1, 2005
Submission of supporting documents of the Top 5 division nominees to the DepEd Division Office (c/o Div. Supervisors)	July 4-8, 2005
Evaluation of Supporting documents of the Top 5 division nominees by the DSC	July 11-15, 2005
Actual classroom observation/interview by the Division Selection Committee	July 18-22, 2005
Selection of Division winner	July 25, 2005
Submission of selection results, nomination forms, classroom observation reports and supporting documents of division winners to the DepEd RO (c/o Regional Supervisors)	July 26-29, 2005
Actual classroom observation/interview by the Regional Selection Committee	Aug. 11-19, 2005
Selection of Regional winner by the Regional Selection Committee	Aug. 22, 2005
Submission of selection reports, nomination forms and supporting documents of the Regional winners to the DepEd Central Office (c/o SDD-BEE Office)	On or before Sept. 16, 2005
Evaluation of supporting documents of regional winners by the National Selection Committee and Selection of 6 national finalists	Sept. 19 – Oct. 7, 2005
Actual classroom visit/observation and interview by the National Selection Committee	Oct. 17- Dec. 16, 2005
Selection of National Winner	Dec. 19, 2005
Awarding ceremony	March 2006

**Criteria For Assessment of Supporting Documents (60%)
2005 Search for Multigrade Teacher Achiever**

- I. Instructional Competence and Teaching Effectiveness** **70 pts.**
- A. Competence in Teaching MG Classes**
- a. Performance ratings as MG Teacher for the last 2 years preceding the search
 - b. Pupils Performance for the last 2 years preceding the last search
- B. Outstanding Contribution in the Education of MG Children**
- a. Number of years in service as MG Teacher
 - b. Innovative Teaching Approaches Introduced and Tried-Out
 - c. Instructional/Evaluative Materials prepared and utilized to improve teaching
 - d. Teaching devices prepared and utilized
 - e. Research and creative output
- C. Leadership Potentials**
- a. Involvement in co-curricular activities
 - b. Awards received
- II. Professional and Community Involvement** **20 pts.**
- A. Professional Qualities**
- a. Educational Attainment and Professional Growth
 - b. Punctuality and Attendance
 - c. Membership in Professional Organization
- B. Community Involvement**
- a. Membership in organization outside of teaching
 - b. Community livelihood projects initiated/sustained
 - c. Other community projects
- III. Personal Qualities and Character** **10 pts.**
- Model of Morality and Integrity in Public and Private Life
 - Good Human Relations in School and Community

Note: *This assessment comprises 60% of the overall percentage points for determining the MG Teacher Achiever. This should be computed with the classroom observation results and the community support rating.*

I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS (70 PTS.)

A. Competence in Teaching MG Classes as evidenced by high performance evaluation obtained as a teacher and pupil achievements in English, Science and Math (15 pts.)

A.1 Performance rating as MG teacher for the last 2 years preceding the search (maximum of 5 pts.)

Very Satisfactory - 3 pts. Outstanding - 5 pts.

Documents to be submitted

Certified true copy of Service Record

Certified true copy of performance ratings for the last 2 years

A.2 Pupils Performance (10 pts.)

Academic performance of pupils (Mean Percentage Score) in English, Mathematics and Science for the last 2 school years preceding the search (SY 2003-2004; SY 2004-2005) based on District Achievement Tests

75% -above –10 pts.	54-50 – 5 pts.
74-70 – 9 pts.	49-45 – 4 pts.
69-65 – 8 pts.	44-40 – 3 pts.
64-60 – 7 pts.	39-35 – 2 pts.
59-55 – 6 pts.	33-below – 1 pt.

Documents to be submitted

Certified copy of District Consolidated Report of Test Results (where schools are ranked)

B. Outstanding Contribution in the Education of MG Children (40 pts.)

B.1 Years in service as MG Teacher (maximum of 5 pts.)

3 years - 1 pt.	8-9 years - 4 pts.
4-5 years - 2 pts.	10 years & above - 5 pts.
6-7 years - 3 pts.	

B.2 Introduced and tried out innovative teaching approaches which contributed to the improvement of instruction of MG classes (10 pts.)

2 pts. per innovative teaching strategy introduced/used (maximum of 10 pts.)

Documents to be submitted

Photocopies of model lesson plans utilizing said approaches/teaching strategies

Certification from principal/supervisor mentioning extent of use (school, district, division or regional)

B.3 Instructional/Teaching Devices prepared and utilized in teaching (15 pts.)

1 pt. per material (maximum of 15 pts.)

Grades I – II (English, Math, Filipino)

Grades III – IV (English, Math, Science, Filipino)

Documents to be submitted

Photos of innovative teaching devices using indigenous/local materials prepared and utilized

- B.4 Evaluative materials prepared and utilized to improve teaching and pupil's performance in MG classes (5 pts.)

1 pt. per evaluative material (maximum of 10 pts.)

Documents to be submitted

Photocopies of sample assessment instruments prepared and utilized (Periodic tests, summative test, rubrics, etc.) include brief description and extent of use whether school, district, division, or regional level

- B.5 Research and creative output (5 pts.)

1 pt. per research work (maximum of 3 pts.)

1 pt. per published/unpublished work (maximum of 2 pts.)

Documents to be submitted

Certified true copies of action researches and other studies conducted related to teaching (except those presented for Post Graduate Studies)

Copies of published/unpublished work of poetry, musical composition, or essay/article (state name of magazine and other periodicals where published, i.e. The Philippine Journal of Education, The Modern Teacher, School Paper, local newspapers and other journals)

C. Leadership Potentials (15 pts.)

- C.1 Involvement in co-curricular activities (10 pts.)

- a. As Demonstration Teacher (3 pts.)

Served as model demonstration teacher of MG classes (school, district, regional and national levels)

District level	1 pt.
Division level	2 pts.
Regional/National levels	3 pts.
	(maximum of 3 pts.)

Documents to be submitted

Certification from the principal/supervisor as model demonstration teacher (include pictures)

- b. As Facilitator (4 pts.)

Served as facilitator/ resource person/ discussant in seminars (school, district, regional and national levels)

1 pt. per instance (maximum of 4 pts.)

Documents to be submitted

Certification from the principal/supervisor as facilitator/ resource person/ discussant/ demonstration-teacher (include pictures)

- c. As Trainer/Adviser/Coach (3 pts.)

- Organized/trained socio-cultural activities for MG children such as choral group, speech and drama, theater and arts, etc.
- Adviser of school clubs such as Math club, Science club, Future Homemakers club, etc.

- Coach of pupil-winners in academic, literacy, musical, arts, dance and sports competitions
- Organized remedial and enrichment programs in Math, Science, English and other subject areas

1 pt. per involvement (maximum of 3 pts.)

Documents to be submitted

- Certification from the principal/supervisor for organizing socio-cultural activities such as choral group, speech and drama and theater and arts (include pictures)*
- Certification from the principal/supervisor as adviser of school clubs (include pictures)*
- Certified true copies of certificates as coach of pupil-winners in academic, literary, musical and sports competitions*
- Certification from the principal/supervisor for organizing remedial and enrichment programs (include pictures)*

C. 2 Awards received for the last 10 years (2 pts.)

- Recipient of school/ district/ division/ regional awards of recognition for exemplary services as MG teacher
- Recipient of local/ municipal awards of recognition as model citizen/ mother /father/ family etc.

1 pt. per award (maximum of 2 pts.)

Documents to be submitted

Certified true copies of awards of recognition received

C.3 School projects initiated, implemented and being maintained (3 pts.)

Include brief description of each project.

1 pt. per project (maximum of 3 pts.)

Documents to be submitted

Certification from the principal for initiating schools projects (include pictures)

II. PROFESSIONAL AND COMMUNITY INVOLVEMENT (20 PTS.)

A. Professional Qualities (10 pts.)

A.1. Educational Attainment and Professional Growth (3 pts.)

- | | |
|---------------------------|--------|
| M.A. Degree | 3 pts. |
| M.A. academic requirement | 2 pts. |
| With masteral units | 1 pt. |

Maximum of 3 pts.

Documents to be submitted

Certified true copies of transcript of records for the highest degree obtained or being pursued

A.2 Seminars/workshops/training attended (2 pts.)

- | | | | |
|------------------------|------------|-----------------|-----------|
| International/national | - 2.0 pts. | Division | - 1.0 pt. |
| Regional | - 1.5 pts. | School/District | - 0.5 pt. |

Documents to be submitted

Certified true copies of certificates of participation and attendance in seminars, workshops and other training advancement

A.3 Punctuality and Attendance (3 pts.)

- Submits reports on or/before due dates
- Is regular in coming to school and observes punctuality
- Arrives at least 15 minutes before official time
- Renders voluntary services beyond official time
- Demonstrates willingness in attending required school activities

Documents to be submitted

- a) *Reports on attendance (for the last 2 years)*
- b) *Certification from the schoolhead/ principal/ supervisor in terms of submitting reports*
- c) *Certification from the schoolhead/ principal/ supervisor on the required school activities attended*

A.4 Subscription to professional magazines for the last 2 years (1 pt.)
(Access to professional magazines on a regular basis may be considered)

International/National - 1 pt. Local - .5 pt.

Documents to be submitted

Photocopy of journal on the articles read with their reaction

A.5 Active membership in professional organization 1 pt.

Documents to be submitted

Certificate of membership from the president of the organization

B. Community Involvement (10 pts.)

B.1 Active membership in organization outside of teaching (e.g. Barangay Disaster Brigade, Jaycees, CWL, Rotary, Lions Club, etc.)

0.5 pt. per organization (maximum of 2 pts.)

Documents to be submitted

Certificate of membership from the president of the organization

B.2 Resource Generation, Support and Networking (8 pts.)

B.2.1 Initiated school/class activities that resulted to improvement of the community (e.g. barangay cooperatives, livelihood projects, functional literacy etc.) (4 pts.)

2 pts. per school/class activity (maximum of 4 pts.)

Documents to be submitted

- a. *Certification of recognition/participation from the principal/district supervisor*
- b. *Other evidences such as photos, project by-laws, etc.*
- c. *Description of activities (who, what, when, where, how, status)*

B.2.2 Initiated community activities that resulted to the improvement of academic/non-academic school performance (e.g. reading centers, medical mission, etc.) (2 pts.)

1 pt. per project (maximum of 2 pts.)

Documents to be submitted

- a. Certification of participation from the Barangay Chairman
- b. Other evidences such as photos, project by-laws, etc.
- c. Description of activities (who, what, when, where, how, status)

B.2.3 Networking (2 pts.)

Non-governmental services/resources drawn to the school to help improve school/ community environment

1 pt. per services/resources (maximum of 2 pts.)

Documents to be submitted

- a. Certification of participation from the NGO
- b. Evidences such as photos, etc.
- c. Description of services drawn to the school (who, what, when, where, how, status)

III. Personal Qualities and Character

10 pts.

A. Model of morality and integrity (5 pts.)

- Demonstrates honesty, humility, dedication, diligence, good faith, courtesy, generosity, kindness, love and concern for children
- Demonstrates personal sacrifices for the good of the service

B. Good human relations in the school and in the community (5 pts,)

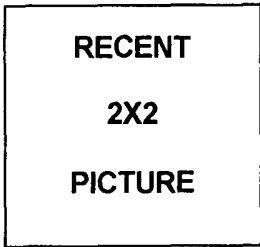
Documents to be submitted

- Submit 2 names of nominees' immediate superiors with their write-ups about the nominee
- Submit 3 names of nominees' co-teachers and co-members in socio-civic or religious organization with their write-ups about the nominee

Note: Interview with some community officials, residents and nominees' peers by the National Selection Committee (to be done during their visit). **All documents should be authenticated by proper authorities, and complied/arranged according to the criteria**

Enclosure No. 3 to DepED Memorandum No. 123, s. 2005

Department of Education
BUREAU OF ELEMENTARY EDUCATION
2005 SEARCH FOR MULTIGRADE
TEACHER ACHIEVER



NOMINATION FORM

I. PERSONAL DATA

Full Name: (Mr./Miss/Mrs./Dr.) _____
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: _____

Full Name of nominees' school: _____

School Address: _____

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. _____

II. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

A. Competence in Teaching Multigrade Classes (15 pts.)

1. Number of years in the teaching service
(Inclusive as MG teacher, 3 years minimum) _____

2. Present Position: _____

3. Grades taught (Present): _____
4. Performance Ratings Obtained for the Last Two Years Preceding the Search
 SY 2003- 2004 SY 2004-2005

Rating _____ _____

5. List Nominees' Administrative Functions/Duties (if any)

_____	_____
_____	_____
_____	_____

B. Outstanding Contribution in the Education of Multigrade Children (40 pts.)

1. Innovative teaching approaches/strategies introduced/tried out (max. of 10 pts.)
 Give a two-sentence description of each.

A. _____

B. _____

C. _____

D. _____

E. _____

2. Instructional/teaching devices using indigenous/local materials prepared and utilized in improving MG instruction. (Max. of 15 pts.) (Grades I-II English, Math, Filipino; Grades III-VI English, Math, Filipino, Science)

Name of Devices	Where/When/How utilized
_____	_____
_____	_____
_____	_____

3. Evaluative materials prepared and utilized to improve teaching and pupils performance in MG classes (maximum of 5). (To include workbooks, modules, multilevel exercises and evaluation instruments).

Title of Materials	Where/When/How utilized
_____	_____
_____	_____
_____	_____

Research and Creative Output (related to teaching) (5 pts.)

4.1 Action Researches/Studies conducted (maximum of 3 pts.)

4.2 Published/Unpublished works of poetry, musical composition, essay/article, etc. (maximum of 2 pts.)

Title	Where/When/How utilized
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

C. Leadership Potentials (15 pts.)

1. Involvement in co-curricular activities

a) As demonstration teacher (maximum of 3 pts.)

Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

b) As Facilitator/Resource Person/Discussant (4pts.)

Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates
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c) As Trainer/Adviser/Coach (3 pts.)

Type of Activity	Level (District, Division, Regional, National)	Inclusive Dates
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2. Awards received for the last 10 years (Include awards of recognition for exemplary services as MG teacher, community awards for services, model citizen/father, mother, model family, etc.) (maximum 2 pts.)

3. School projects initiated, implemented and being maintained (maximum 3 pts.)

School Projects	Inclusive Dates

III. PROFESSIONAL AND COMMUNITY INVOLVEMENT (20pts.)

- A.1 Educational Attainment and Professional Growth (maximum 3pts.)

Degree Earned	School	Year Graduated	Awards Received

Degree Being Pursued	School	Years Enrolled	Total Units Earned

- A.2 Seminars, Workshops and other Training Attended (Last 5 years) (maximum 2 pts.)

Title	Level (International, National, Regional, Division, District, School)	Conducting Agency	Inclusive Dates

A.3 Punctuality and Attendance (3 pts.)

School Year	Punctuality	Attendance
	No. of Times Tardy	No. of Times Absent
2004-2005		
2003-2004		
2002-2003		

A.4 Subscription to professional magazine (1pt.)

Title of Professional Magazine

A.5 Membership in Professional Organizations (1pt.)

Professional Organization	Role Position	Years

B. Community Involvement (10pts.)

1. Membership in organization outside of teaching (maximum 2 pts.)

Organization Outside Teaching	Role Position	Years

2. Resource Generation Support

2.1 Initiated school/class activities that resulted to improve the community. (4 pts.)

School/Class Activities	Role Position	Inclusive Dates

2.2 Initiated community activities that resulted to improve the school/class. (2 pts.)

School/Class Activities	Role Position	Inclusive Dates

3. Networking (2 pts.)

Non-Government Organizations	Support/Services to the School/Community	Inclusive Dates

I hereby certify that all information contained in this form is true and correct.

Full Name of Nominator: _____

Designation: _____

Signature of Nominator

Date