




DepEd MEMORANDUM
No. **66**, s. 2011

MAR 18 2011

**2011 SEARCH FOR THE MOST OUTSTANDING SPECIAL EDUCATION (SPED)
TEACHERS AND SPED CENTERS**

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

1. The Department of Education (DepEd), through the Special Education Division (SPED) of the Bureau of Elementary Education (BEE), announces the **Search for the 2011 Most Outstanding Special Education Teachers and SPED Centers**.
2. The Search aims to recognize the dedicated teachers who have rendered excellent services in the field of special education (SPED).
3. The **Search for the Most Outstanding Special Education Teachers** is open to all SPED teachers who are handling children with hearing impairment, visual impairment, learning disability, intellectual disability, autism and mental giftedness. However, teachers : who have been first place-winners of the previous national competitions are no longer eligible for nomination. Moreover, the **Search for the Most Outstanding SPED Centers** is open to all Public Elementary SPED Centers that have been operating for the last ten (10) years. Any SPED centers joining this competition will be not disqualified.
4. The guidelines and criteria for the selection, required documents and nomination forms for the Search for Outstanding Teachers are found in Enclosure Nos. 1, 2 and 3, while those for the Search for Outstanding SPED Centers are found in Enclosure Nos. 4, 5, and 6.
5. The awarding ceremony will be held during the Biennial Conference in Special Education in October 2011. The overall winners will receive plaques of recognition and cash awards.
6. All school officials are enjoined to give the Search full support and cooperation.
7. All expenses relative to the winners' attendance in the awarding ceremony will be charged to local funds subject to the usual accounting and auditing rules and regulations.
8. For more information, please contact Ms. Mirla Olores, Chief, Special Education Division, BEE at telephone no.: (02) 631-9993.
9. Wide and immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUSTRO FSC
Secretary 57

Encls.:

As stated

Reference:

DepEd Memorandum No. 303, s. 2009

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

CENTERS
PRIZES OR AWARDS
SEARCH
SPECIAL EDUCATION
TEACHERS

ADA/JBM, DM 2011 outstanding sped teachers
March 4, 2011/3-5-11

(Enclosure No. 1 to DepEd Memorandum No. 66, s. 2011)

GUIDELINES FOR THE SEARCH FOR THE 2011 OUSTANDING SPED TEACHERS

1. The Search is open to all teachers of children with hearing impairment, visual impairment, intellectual disability, autism, learning disability and mental giftedness.
2. SPED teachers who have won in national special education teacher awards are disqualified 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 - **June 2011**
Regional Level - **July 2011**
National - **August 2011**

4. Documents of nominees shall be screened and ranked according to the criteria set for the selection.
5. The required documents of the regional winners only (First Placers) 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 **July 29, 2011**.
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 and on-site evaluation will be done by an independent body. The decision of the National Screening Committee shall be final.
8. Regional and National Winners shall be given Plaques of Recognition and cash awards.

**CRITERIA FOR SELECTION AND DOCUMENTATION
FOR THE 2011 SEARCH OF OUTSTANDING
SPECIAL EDUCATION TEACHERS**

GENERAL CRITERIA WITH CORRESPONDING POINTS

1. Instructional Competence and Teaching Effectiveness	- 90 points
A. Outstanding contributions in the education of the gifted, intellectual disability, learning disability, visual impairment, hearing impairment and autism	- 40 points
B. Leadership Capabilities	- 20 points
C. Awards received on the education of the gifted, intellectual disability, learning disability, visual impairment, hearing impairment or autism	- 15 points
D. Continuous and Dedicated Service	- 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
<hr/> TOTAL	
- 100 points <hr/>	

SPECIFIC CRITERIA

I. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS	- 90 points
A. <i>Outstanding Contribution in the Special Education Program</i>	- 40 points
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 points

Documents Needed:

- 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 innovations 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 - 20 points
- a. Modules/workbooks published and utilized - 10 points
reference materials/books in the school/district/
region (2 points per set of modules/workbooks or
1 reference material)
 - b. Equipment/Teaching Devices - 5 points
(2 points per set)
 - c. Technical paper/published articles in SPED - 5 points
(1 point per paper or article)

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 academic/socio-cultural activities - 10 points
i.e. choral group, dance troupe, theater arts club, visual arts club, etc.
(1 point per organized activity)

Documents Needed:

- Certification from the principal as organizer/trainor of socio-cultural activities and the participation of the groups in the school and community activities
- Pictorial report of organized club activities

4. Class Organization - 5 points
- Record of classes organized
 - Record of mainstreamed CWDs

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

Documents Needed:

- 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.)

2. Conducted in-service training program in the district/division/regional level - 5 points

Level	No. of Times	Weighted Points
District	3	1
Division	2	1
Regional	1	1
National	1	1

Rating: _____

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. Served as resource speaker/discussant/demonstration teacher - 5 points

Level	No. of Times	Weighted Points
District	3	1
Division	2	1
Regional	1	1
National	1	1

Rating: _____

4. Participated in community programs/projects for the development/enhancement of the CSNs in their areas of interest - 5 points

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/projects undertaken

C. AWARDS - 10 points

Recipient 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**)

Level	Points
• Community/school/district	1 point
• Division	2 points
• Regional	3 points
• National	5 points

Rating: _____

Documents Needed:

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

D. CONTINUOUS AND DEDICATED SERVICE

- 10 points

1. Rendered continuous and dedicated service in teaching CSNs - 5 points

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 - 5 points

Documents Needed:

- 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

E. PROFESSIONAL ADVANCEMENT

- 5 points

- Certified true photocopy of transcript of records of the highest degree attained and degree being pursued - 2 points

- With Masteral units	-	0.5
- M.A. academic requirement	-	1.0
- M.A. in SPED	-	1.5
- With units in Doctoral degree	-	1.75
- Ph. D/Ed. D.	-	2.0

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

School/District	-	0.5
Division	-	0.75
Regional	-	1.25
National	-	1.75
International	-	2.0

- **Punctuality and Attendance** - 1 point
 - ❖ Submits reports on/or before due dates
 - ❖ Observes punctuality
 - ❖ Arrives in school 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 points

A. Model of Morality and Integrity in Public and Private Life - 5 points

- 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 and Community - 5 points

Documents Needed:

- Write-ups about the nominee on his/her personal qualities certified by the principal, district supervisor and PTA president (at least 3)
- Write-ups about the nominee from three co-teachers and co-members in socio-civic or religious organization
- Write-ups from three community officials , residents and nominee’s peers submitted during the Division Selection Committee’s visit

TOTAL = 100 points

Final Rating: _____

C. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS

1. Number of years of services as SPED teacher _____
2. Present/Position Rank: _____
3. Subject/s presently taught: _____
4. Performance Evaluation/Rating Obtained in the last 3 years

YEAR	2008-2009	2009-2010	2010-2011
Rating			

5. Employment history for the last 10 years (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 those 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 or 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 2011 Search for Outstanding SPED Teacher with the data herein stated to support his/her nomination.

(Signature over Printed Name of the Nominator)

(Enclosure No. 4 to DepEd Memorandum No. 66, s. 2011)

GUIDELINES FOR THE SEARCH FOR THE 2011 OUTSTANDING SPED CENTERS

1. The Search is open to recognized public Special Education Centers that have been recognized and operating for the past six 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 three 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 - June 2011
- b. Evaluation of the Division Winners at the Regional Level - July 2011
- c. Submission of Regional Winners to the Special Education Division - on or before July 29, 2011

PHASE II

- a. On-site evaluation of Regional Winners - August 2011
- b. Final selection of National Winners based on the evaluation - August 2011

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.

(Enclosure No. 5 to DepEd Memorandum No. 66. S. 2011)

EVALUATION CRITERIA FOR 2011 SEARCH FOR OUTSTANDING SPED CENTERS

1. Highly motivated learners 40 points

1.1 High performer/achiever - 35 points

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 - 15 points

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

(One point per award/commendation/recognition and with a maximum of 15 points)

International : _____
National : _____
Regional : _____
Division : _____

Rating : _____

1.1.3. Number of CSNs in the
mainstreamed program - 5 points

(One point per mainstreamed pupil and a maximum of 5 points)

Area of Exceptionality	No. of Mainstreamed Children	Number of Points Earned
Visual Impairment		
Hearing Impairment		
Learning Disability		
Intellectual Disability		
Autism		
Other Exceptionalities		
GRAND TOTAL		

1.2. Present status of students who graduated from
the Center *(Please provide documents)* - 5 points

2. Competent, committed and dynamic staff **30 points**
(Based on Enclosure No. 2)

- 2.1. Innovations done (Teaching Strategies) - 5 points
- 2.2. Instructional materials developed - 10 points
- 2.3. Awards received (staff, center) - 5 points

National : _____
Regional : _____
Division : _____
District : _____

Rating: _____

- 2.4. Trainings Attended - 10 points

International : _____
National : _____
Regional : _____
Division : _____

Rating: _____

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. Accessibility of Classrooms and Functionality of Equipment / Facilities **9 points**

- 4.1. Ramp/rails - 3 points
- 4.2. Braille computer, speech trainer, kJgHearing aids, etc. - 3 points
- 4.3. Well-structured classrooms - 3 points

Rating: _____

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

(Enclosure No. 6 to DepEd Memorandum No. 66, s. 2011)

NOMINATION FORM FOR OUTSTANDING SPED CENTER

1. GENERAL INFORMATION

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

Area of Exceptionality	E N R O L M E N T											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. Answer must be brief and factual and typewritten double space. 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. Enumerate 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 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 2011 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: _____