Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

July 18, 2019

DIVISION MEMORANDUM
No. 127, s. 2019

ADDENDUM TO DIVISION MEMORANDUM NO. 113, S. 2019 ENTITLED SEARCH FOR THE GAWAD PARANGAL 2019 AWARDEES

TO : Assistant Schools Division Superintendent
SGOD & CID Chiefs
Education Program Supervisors
Schools District Supervisors / In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools

1. Relative to **Division Memorandum No. 113, s. 2019** entitled SEARCH FOR THE GAWAD PARANGAL 2019 AWARDEES, the attached criteria shall be the basis for selecting Outstanding Secondary School Head Teachers.

2. All other provisions stated in the said Memorandum are still in effect.

3. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO, PhD, CESO V
Schools Division Superintendent

Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City

Category: Outstanding Secondary Head Teachers

CRITERIA	WEIGHT
A. INSTRUCTIONAL LEADERSHIP 1. Academic Performance: a. School Assessment of Learning- (Subject Specific) (Gr. 7-9) b. Electronic Assessment (Grade 10) c. Special Curricular Programs and /or Special Programs & Projects, Innovations/Research conducted (Curriculum focused) (5 pts.)see Table 7 & 8 (Subject Specific)	30
B. LEARNING ENVIRONMENT 1. Performance Indicators (5 pts.)see Table 2 2. School Star Rating (3 years) (SY 2016, SY 2017, SY 2018) (2.5 pts.) 3. School SBM Level of Practice (3 years)) (SY 2016, SY 2017, SY 2018) (2.5 pts.) 4. Special Programs and /or & Projects, Innovations/Research conducted (Governance focused) (5 pts.)see Table 7 & 8	15
C. HUMAN RESOURCE MANAGEMENT & DEVELOPMENT 1. Training Conducted serving as Training Manager(Subject Specific) (5 pts.) see Table 3 2. Acted as Trainer/Lecturer/Resource Speaker (Subject Specific) (5 pts.) see Table 4,5 & 6 3. Recognitions & Awards Received in the implementation of Deped Programs, Projects and Activities from Division Level and up (Subject Specific) (5 pts.) see Table 4,5 &6	15
D. PARENTS' INVOLVEMENT & COMMUNITY PARTNERSHIP Generated Resources amounting to 500,000 and up	10
d. SCHOOL LEADERSHIP MANAGEMENT AND OPERATIONS 1. Fiscal Management (10 pts.) 2. Organized functional school organization(Child Protection, School Grievance, SGC, SSG/SPG, PTA, SBM/WinS Task Force,YES-0, School Publication (2.5 pts.) 3. Organized functional school ancillary services (Canteen, Clinic, Guidance services, Teen center for secondary, Feeding center, Library/LRC, Security Services Etc. (2.5 pts.)	15
e. PERSONAL/PROFESSIONAL ATTRIBUTES/ CHARACTERISTICS Attitudes towards work, Peers (other department head), Supervisor & Subordinates	10
f. PLUS FACTOR 1. Conversion of schools from PS to ES/ES to IS/ Change name of school (1 pt.) 2. Titling of school site (2 pts.) 3. Hosting of Division activities (1 pt.) 4. Other meritorious achievement to be determined by the Parangal Executive Committee (1 pt.)	5
TOTAL	100

BASIC REQUIREMENTS FOR A SCHOOL HEAD CATEGORY

1. The nominee must be a Secondary Head Teacher with a Performance rating of at least very satisfactory for 3 years.
2. The nominee must have an approved SIP/AIP/APP/PPMP for SY 2016-2018.
3. The nominee must have a certification of no unliquidated cash advances and downloaded funds from the Office of the accountant.

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