



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan, Tabuk City



**DIVISION MEMORANDUM**

NO. 160 s. 2019

TO : Public Schools District Supervisors  
All School Heads

FROM : **BENEDICTA B. GAMATERO**  
OIC-Schools Division Superintendent

SUBJECT : SEARCH FOR THE 2019 BEST MULTIGRADE SCHOOL AND TEACHER.

DATE : AUGUST 25, 2019

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Pursuant to the RM No.232 s .2019 consistent with the RM No. 388, s. 2018, giving support to the activities related to Multi Grade Program. The Schools Division of Tabuk City will run the search for the Best Multi Grade School and Best Multi Grade Teacher from September 15-20, 2019 . Awarding of the division winner will be on September 30, 2019 during the flag raising of the Schools Division of Tabuk City.

Regional entries shall pass through the district and the division searches. The search team shall consist the following:

- I-District Level---Chair PSDS, and four school heads handling multi grade school
- II-Division Level---CID Chief, Division MG Focal Person/ Coordinator, 3 PSDSs

The Pertinent documents from the division winners shall be submitted to the Region Office as entry for the Regional Search .

Attached is the tool for the search. ( Adopted from the RM No. 323,s.2019 Annex III-B&H)

Wide dissemination of this memorandum is desired.

**ANNEX III-B**  
**"MOUNTAIN MOVER" AWARD – MULTIGRADE SCHOOL CATEGORY**

CRITERIA	
<b>1. Strategic Plan</b> ..... 10 Points  SIP and AIP approved and implemented	- Copy of approved SIP and AIP with accomplishment report for the current year
<b>2. SBM level of Practice</b> ..... 20 Points 2.50 – 3.00 ..... 20 1.50 – 2.49 ..... 15 0.50 – 1.49 ..... 10	Certificate of SBM certification issued by the Regional Office
<b>3. Performance Indicator (latest SY)</b> - - - - - 10 Points a. Retention ..... 5 Pts 88% & above       - 5 86% - 87%     --    4 84% - 85%       -    3 b. Simple Dropout -5 pts 0% - 0.99%       - 5 1.0% - 1.99%     - 4 2.0% - above     - 3	EBEIS           EBEIS
<b>4. Financial Management</b> - - - - - 10 Points  All the indicators met   - 10 Lacks 1 of the indicators - 8 Lacks 2 of the indicators - 6 Lacks 3 of the indicators - 4	- Budget utilization report Latest CY - Liquidation report: Oct. to Dec. Previous Year and January – September current year - WFP approved by the DO-current year - Evidence of transparency board updated monthly from January- September of the current year reports
<b>5. Personnel Development</b> - - - - - 15 Points  a. School LAC sessions conducted from Jan. to September of the current year ..... 5 pts. 5 LAC sessions conducted - 5 4 LAC sessions conducted - 4 3 LAC sessions conducted - 3 2 LAC sessions conducted - 2 1 LAC session conducted - 1  b. All employees with properly accomplished IPDP ..... 5 pts.  c. Attendance to L&D Activities conducted by the School except LAC Sessions ..... 5 pts. 100% employees - 5 95 - 99% employees - 4 90 - 94% employees - 3	- LAC Session proposal and completion report with pictorials           - summary of IPDP signed by the school head           - Attendance for L and D report for Jan to Sept. of the current year
<b>6. Curriculum Management from October (previous year) to September (current year)</b> ..... 20 Pts.	

<p>a. Curriculum Planning (Multi-grade Scheme) ---- 10 pts.</p> <p>All Indicators met - 5  Lacks 1 of the indicator - 4  Lacks 2 of the indicators - 3  Lacks 3 of the indicators - 2</p>	<p>a. Class Programming/ Scheduling  b. Budget of Work  c. Time Allotment  1. Daily Lesson Log Preparation</p>
<p>b. Curriculum Delivery ----- 10 pts.</p> <p>All the indicators met ----- 10  Lacks 1 of the indicators --- 8  Lacks 2 of the indicators --- 6  Lacks 3 of the indicators --- 4  Lacks 4 of the indicators --- 2</p>	<p>a. Schemes (COT/ Observation notes or sheets)  1. Differentiated Instruction and activities  2. Art of Questioning (HOTS)  3. Contextualized Instructional Materials/ L.L.s  4. Developmentally Appropriate Practices  f. Shifting  3. Learning Environment  1. School's Program to reach out children with special needs</p>
<p><b>8. Partnership from October (previous year) to September (current year) ----- 15 Points</b></p>	
<p>a. School community projects/activities and donations received, ---- 10 pts</p> <p>2 points for every projects w/ documents</p> <p>b. Dissemination of DepEd programs during PTA meeting ---5pts</p>	<p>- MOA/MOU  - Resolutions/requests  - Acknowledgement/official receipt  - PTA financial report SY 2018-2019</p> <p>- Documentation  - minutes of meeting  - pictures</p>
<p><b>Total ----- 100%</b></p>	

**ANNEX III-H**  
**MOTHER TERESA AWARD - MULTIGRADE TEACHER CATEGORY**  
**(PUBLIC MULTIGRADE)**

1. Performance Rating for the latest school year --- 20 Pts	MOVs
4.90—5.0 — 20 4.80- 4.89 - 16 4.70- 4.79 - 12 4.60—4.69 - 8 4.50 - 4.59 - 4	Certined photocopy of IPCRF
2. Learner Development from October (Previous Year) to September (Current Year)- . . . . . 15 Points	
a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities -----5 pts. <ul style="list-style-type: none"> <li>• Home visitation ----- 2 pts.</li> <li>• Remedial classes/tutorial – 3 pts.</li> </ul> a.2) 100% passing rate and zero dropout — 5 pts.	1. Report of conducted home visitation with documentation 2. Instructional plan for the conduct of remedial classes approved by the School Head  1. Certification of School Head – 100% passing rate and zero dropout (classroom) 2. Class record 3. SF 2 4. SF 4
b) initiated and organized school and family partnerships that promote student peak performance ----- 5 pts.	1.. Organized functional Homeroom PTA 2. List of curricular and extracurricular activities initiated and organized with documentation
1. Curriculum Planning (Multi-grade Scheme) — 10pts.  All Indicators met - 10 Lacks 1 of the indicator - 8 Lacks 2 of the Indicators - 6 Lacks 3 of the indicators - 2  2. Curriculum Delivery ----- 10 pts.  All the indicators met ----- 10 Lacks 1 of the indicators — 8 Lacks 2 of the indicators ----- 6 Lacks 3 of the indicators ----- 4 Lacks 4 of the indicators ----- 2	a. Class Programming/ Scheduling b. Budget of Work c. Time Allotment d. Daily Lesson Log Preparation  a. Schemes (COT/ Observation notes or sheets) b. Differentiated Instruction and activities c. Art of Questioning (HOTS) d. Contextualized Instructional Materials/ LMs e. Developmentally Appropriate Practices f. Shifting g. Learning Environment h. School's Program to reach out children with special needs
3. Learning Assessment ----- 5  All Indicators met - 5 Lacks 1 of the indicators - 4 Lacks 2 of the Indicators - 3 Lacks 3 of the indicators - 2	a. Table of Specifications a. Test Constructions c. Performance-Based evaluation d. Portfolio
3. Outstanding Accomplishment-----20 points	
a. Contextualized/Developed Learning Materials-- 10 Published in the Region LR Portal ----- 10 Quality assured in the Division ----- 8 Quality assured in the District ----- 6 Quality assured in the School ----- 4	Copy of Learning Materials Developed/Contextualized

PRAISE/HRDD/CFM/ica/emg

<p><b>b. Research/Innovation ----- 5</b></p> <ul style="list-style-type: none"> <li>• Approved Completion Report – (5)</li> <li>• Implemented the approved proposal – (4)</li> <li>• Approved Proposal – (2)</li> </ul> <p><b>c. Resource Speaker/facilitator/Chair or Co-chair in a technical working committee ----- 5</b></p> <ul style="list-style-type: none"> <li>• National/International -5</li> <li>• Regional – 4</li> <li>• Division – 3</li> <li>• District – 2</li> <li>• School - 1</li> </ul>	<p>1. Research/Innovation Proposal approved by the SDS</p> <p>2. Research/Innovation Completion Report containing the effect/impact of the research signed by the SDS</p> <p>Certified true photocopy of certificate</p> <p>Certified true photocopy of certificate</p>
<p><b>4. Leadership Ability ----- 15 Points</b></p>	
<p>a) Able to lead the members of a team to do willingly the assigned task/project.</p> <ul style="list-style-type: none"> <li>a. Designation, Action Plan and Accomplishment Report – 15</li> <li>b. Designation, Certificate and action plan ----- 10</li> <li>c. Designation and action plan ----- 5</li> </ul>	<p>1. Certificate of chairmanship in the School, Division or Regional and/or Community affairs or projects with successful outcome (Chairman, President, Coordinator, Focal Person)</p> <p>2. Accomplishment report with pictorials</p> <p>3. Designation/recognition</p>
<p><b>6 Significant Accomplishment and exemplary norms of conduct (within last 3 years) ----- 20 Points</b></p>	
<p>Significant Accomplishments ----- 10 points</p> <p>(Score is 0 or 10)</p>	<p>Validated and certified by immediate superior</p> <p>D. Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:</p> <ul style="list-style-type: none"> <li>• Use of specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated".</li> <li>• State outstanding accomplishments or exemplary norms of conduct displayed and impact in brief, factual and in <b>bullet form</b></li> <li>• Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.</li> </ul> <p><b>Format: Situation (Problems addressed)</b></p> <ul style="list-style-type: none"> <li>I. Task/Action</li> <li>II. Result/Impact</li> </ul>
<p>Exemplary norms of conduct ----- 10 points</p> <p>(Score is 0 or 10)</p>	
<p><b>7. Awards won from Oct. (previous year) to September (current year) ----- 10 Points</b></p>	
<ul style="list-style-type: none"> <li>a) International ----- 10</li> <li>b) National ----- 8</li> <li>c) Regional ----- 6</li> <li>d) Division/Provincial ----- 4</li> <li>e) District/Municipal ----- 2</li> </ul>	<ul style="list-style-type: none"> <li>- Certified photocopy of certificates, plaques, etc.</li> <li>- Awards taken from a search for performing or outstanding teachers</li> <li>- Memorandum</li> </ul>
<p style="text-align: center;"><b>TOTAL POINTS.....100</b></p>	