

JANUARY 5, 2015

DIVISION MEMORANDUM

No. 01 S. 2015

SEARCH FOR ANTIPOLO NUMERO UNONG GURO

**To : OIC-Asst. Schools Division Superintendent
Education Program Supervisors
District Supervisor
All Elementary and Secondary School Heads
All Elementary and Secondary Teachers**

1. The Antipolo City Government, under the leadership of its City Mayor, Hon. Casimiro A. Ynares III, and the Sangguniang Panglungsod in coordination with DepEd Antipolo City announces the **Search for Numero Unong Guro** this school year 2014-2015.
2. The objectives of the search/program are:
 - a. to give recognition to the sacrifices of public school teachers in education of the youth while attending to their domestic responsibilities and earning a living for their families;
 - b. to boost the morale of public school teachers who despite of limitations and economic challenge, manage to elevate the teaching profession to further develop their knowledge and skills, to import quality education and to sustain basic needs of their families;
 - c. to inspire other teachers with the examples set by the lives and teaching concerns of the awardees;
3. The mechanics of the Numero Unong Guro Awardee are as follows:
 - There shall be one (1) Numero Unong Guro Awardee from each primary/elementary and secondary public school in Antipolo City, Rizal
 - Home visits shall be conducted by the selection committee to determine the status in life that nominees and the veracity of nomination;
 - Proper documentation is necessary in support by the nomination and final selection
 - Nomination document shall be submitted by the selection committee in the City Numero Unong Guro Screening Committee for final review, authentication and concurrence
 - There shall be a Numero Unong Guro Awardee plaque and cash to be given to the awardees during the school commencement exercises.
4. There shall one (1) Numero Unong Guro in every school (elementary and secondary) who will be scouted, selected, nominated and chosen with the following criteria :
 - A. ENTRY REQUIREMENT/ELIGIBLE FOR NOMINATION**
 1. The teacher-nominee should be a full-time teacher in any of the public elementary and secondary schools in Antipolo City, Rizal for at least (3) years.
 2. The teacher-nominee should be a resident or non-resident of Antipolo City, Rizal for at least three (3) years prior to the nomination.
 3. The teacher-nominee should possess leadership and facilitating skills, positive attitude and commitment as certified by School Head.
 4. The teacher-nominee should possess outstanding personal and professional characteristics, considering his/her relationship with co-teachers, school staff and students.
 5. The teacher nominee should have no pending administrative and/ or criminal case.
 6. The teacher nominee should also display a good example to his/her community neighbours and others.

B. DOCUMENTATION REQUIREMENTS

- Duly Accomplished Application Form; (to be provided by scholarship office)
- Income Tax Return Nominees or both spouses to determine the monthly income allocation per family member;
- Certification of School Heads as to his/her outstanding personal characteristics considering his/her relationship with co-teachers and school staff and preference of students;
- Certification form school head as to his/her leadership and facilitating skills, positive attitude and commitment;
- Scrap book of pictures with captions of at least five (5) pages showing his/her activities and accomplishments inside and outside schools;
- Certification from department of Education (Dep-Ed) on no pending administrative or criminal case.

C. DISQUALIFICATION

- Pervious awardees of Guronasyon
 - Awardees of National Search
 - Persons who have been suspended, reprimanded, with regarding law relative to violation of any administrative policies, rules and regulations
5. Submitted documents will be evaluated according to criteria on search for Numero Unong Guro (see Inclosure No. 1)
 6. Nomination form, original and duly signed supporting documents shall be submitted at the Human Resource Office, DepEd Division of Antipolo City on or before **January 19, 2015** to be evaluated by Division Selection Committee and to be forwarded to Management Committee of the City composition of Division Selection Committee and City Management Committee.
 7. The deadline for submission of names/ awardees to Management Committee of the City will be on **January 27, 2015**.

DIVISION SELECTION COMMITTEE

Dr. Merthel M. Evardome - Chairperson
OIC-Office of the SDS

Mrs. Doris DJ. Estalilla - Co-Chairperson
OIC-Office of the ASDS

MEMBERS

Elementary Level-Supervisors-In-Charge

Mrs. Lourdes A. Tabuena - Chairperson
Mrs. Dolores J, Agong - Member
Mrs. Merlita O. Sayago - Member
Mr. Lolito A. Makiramdam - Member

Secondary Level-Supervisors-In-Charge

Dr. Luisito F. Diego - Chairperson
Mr. Reynaldo M. Andrade - Member
Mrs. Cristina C. Salazar - Member
Mrs. Cynthia C. Quirong - Member

Mrs. Christine T. Coronado - Secretariat
Mr. Frederick B. Vallinas - Grievance Committee Chair

Management Committee

Under City Ordinance No. 2014-560 Section 5 the Composition and functions of Management Committee, which shall be composed of the City mayor as *ex officio* chairman, the Schools Division Superintendent of Antipolo City as *ex officio* Vice-Chairman, the Head of Antipolo City Scholarship Office as *ex officio* Secretary, and the Chairman of the Committee of Education of the Sangguning Panglungsod as *ex officio* members; the president of the General Parents-Teachers Association and a scholarship consultant of the City Government of Antipolo.

The City Mayor shall have the power to include and appoint other members of the committee as the need arises.

The Numero Unong Guro Management Committee shall cause an extensive and effective information dissemination of the program; issue rules and regulations for the proper implementation of the program, accept documents regarding the screening investigation, validation and nomination of the teachers, verify and validate nominations submitted by selection committee; and act as judge and to choose from the nominees submitted by selection committee the Numero Unong Guro Awardees, or to constitute and/ or POINT THE BOARD OF JUDGES THEREFORE

8. All schools are required to submit three or more nominees / candidates for the Search for Numero Unong Guro, following all criteria and schedule of the NGUP. See Inclosure No. 2, 3 and 4, 5.
9. There shall be cluster schools (listed hereunder) due to limited number of teachers for the search and shall come up with three or more candidates per cluster who will represent each cluster.

Cluster Schools -District II-B Peñafrancia ES Annex Teofila Rovero ES	Cluster Schools -District II-C Cabading ES Inuman ES
Cluster Schools-District II-D	
1 Canumay ES Libis ES San Joseph ES San Ysiro ES Upper Kilingan ES	2 Apia ES Binayoyo ES Paglitaw PS

10. In any case, that there will be only one candidate in a school, the search shall be cancelled and invalid.
11. Immediate and wide dissemination of this Memorandum is desired.



DR. MERTHEL M. EVARDOME
Officer-In-Charge
Office of the Schools Division Superintendent

Submitted documents will be evaluated based on the following criteria:

NUMERO UNONG GURO (Elementary and Secondary)

I. DOCUMENTS	50%	Evidences	Assigned Points
A. PERSONAL QUALITIES AND CHARACTER Rating Scale 5 - Role Model 4 - Consistently Demonstrates 3 - Most of the Time Demonstrates 2 - Sometime Demonstrates 1 - Rarely			
1. Model of Integrity in Public and Private Life a. The teacher behaves with honor and dignity at all times as enshrined in the Code of Ethics for Professional Teachers b. The teacher practices ethical and professional behaviour and conduct taking into account the impact of his/her actions and decisions c. The teacher maintains the spirit of professionalism: trustworthy, punctuality, regularity of attendance, good grooming and communication d. The teacher maintains good reputation with respect to financial matters e. The teacher maintains at all times a dignified personality which could serve as a model of emulation by learners, peers and all others		Write-ups about the nominee on his/her personal qualities certified by the principal, district supervisor and PTA President	1
			1
			1
			1
			1
2. Good Human Relations in School and Community a. The teacher is imbued with professional loyalty, mutual confidence, and faith in his/her co-teachers, self-sacrifice for the common good and full cooperation with colleagues b. The teacher supports and understands the legitimate of the school and administration; shows professional courtesy and helpfulness towards his/her co-teachers, other school personnel and superiors c. The teacher maintains cordial relations with parents and conducts himself/herself to merit their confidence and respect d. The teacher provides intellectual leadership in the community and welcomes the opportunity to provide services involving matters affecting the welfare of the people e. The teacher maintains harmonious and pleasant personal and official relations with other professionals, with government officials, and with people, individually or collectively		Write-ups about the nominee by three co-teachers and co-members in socio-civic or religious organization, community officials and nominee's peers	1
			1
			1
			1
			1

B. INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS	90 pts	Evidences	Assigned points
1. Performance rating for the last three (3) years			15 pts
2. Outstanding Accomplishments for the last three (3) years a. Awardee in the school - 2 points b. Awardee in the district - 4 points c. Awardee in the division - 6 points		Copies of awards, certificates	10 pts
3. Innovations. Innovative teaching approaches, strategies, practices, materials in the last five (5) years properly documented, approved by immediate superior attested by authorized regional/division officials. a. Action plan adopted in school/district - 2 points b. Instructional materials/learning kit - 3 points		Copies of innovation signed by proper authorities,	10 pts

<ul style="list-style-type: none"> c. Lesson exemplar/module - 5 points d. Intervention packages - 5 points 	<p>proposal and/or signed certification by immediate superior</p>	
<p>4. Research and Development</p> <ul style="list-style-type: none"> a. Action research conducted in the school level - 5 points b. Action research conducted in the district level - 10 points c. Action research conducted in the division level - 15 points 	<p>Copies of action research and approved proposal</p>	<p>15 pts</p>
<p>5. Publication/Authorship</p> <ul style="list-style-type: none"> a. Articles published in a journal/newspaper/magazine of wide circulation - 2 points b. Co-authorship of a book - 5 points c. Sole authorship of the book - 10 points 	<p>Copies of published articles, books, etc.</p>	<p>10 pts</p>
<p>6. Education</p> <ul style="list-style-type: none"> a. Doctoral Degree - 10 points b. CAR for doctoral degree - 7 points c. Master's degree - 5 points d. CAR for Master's degree - 3 points e. M.A. units (18 units and above) - 2 points 	<p>Authenticated Transcript of Records</p>	<p>10 pts</p>
<p>7. Trainings and Workshops (maximum of 20 points)</p>		
<p>a. Recipient of scholarship program, short courses, study grants</p> <ul style="list-style-type: none"> ↓ International - 6 points ↓ National - 4 points ↓ Regional - 3 points ↓ Division - 2 points 	<p>Copies of certificates, recognition</p>	<p>6 pts</p>
<p>b. Participation in training activities in each level with the following duration:</p> <ul style="list-style-type: none"> ↓ One to two days <ul style="list-style-type: none"> National - 0.75 point Regional - 0.50 point Division - 0.25 point ↓ Three to four days <ul style="list-style-type: none"> National - 1 points Regional - 0.75 point Division - 0.50 point ↓ Five to six days <ul style="list-style-type: none"> National - 1.25 points Regional - 1.0 point Division - 0.75 point ↓ Seven days and above <ul style="list-style-type: none"> National - 1.5 points Regional - 1.25 points Division - 1.0 point 	<p>Copies of certificates</p>	<p>5 pts</p>
<p>c. Relevant Training. The nominee served as speaker, lecturer, facilitator in training workshop.</p> <ul style="list-style-type: none"> ↓ National - 3 points ↓ Regional - 2 points ↓ Division - 1 point 	<p>Copies of certificates</p>	<p>5 pts</p>
<p>d. Additional Points. Nominee served as trainer/coach in a competition for the last five (5) years</p> <ul style="list-style-type: none"> ↓ National <ul style="list-style-type: none"> 1st placer - 4 points 2nd placer - 3 points 3rd placer - 2 point ↓ Regional <ul style="list-style-type: none"> 1st placer - 3 points 2nd placer - 2 points 	<p>Copies of recognition (both teachers and pupils)</p>	<p>4 pts</p>

3 rd placer - 1 point		
↓ Division		
1 st placer - 2 points		
2 nd placer - 1 point		
3 rd placer - 0.75 point		
II. DEMONSTRATION TEACHING		30%
1. Mastery of the subject matter	Copy of lesson plans, actual classroom observation, observation form accomplished by Search Committee	
↓ Accurate and updated lessons		5
↓ Appropriate strategies were used		5
↓ Aligns lesson objectives, teaching methods, learning activities and instructional materials		5
↓ Use higher order thinking skills questions		5
↓ Engages and sustains learners interest in the subject matter by making context meaningful and relevant		5

2. Classroom Management and discipline		5
↓ Show interaction between and among pupils, teachers		5
↓ Engage learners in varied/differentiated activities for higher learning		5
↓ Handles behaviour problems quickly and with due respect to children's right		5
↓ Creates situation that develop positive attitude among learners		5
↓ Provides gender-sensitive opportunities for learning		
3. Congruency of the activities with the lesson objectives		5
↓ Motivation is congruent with the objectives		5
↓ Lesson presentation		5
↓ Activities used in the development of skills are congruent		5
↓ Uses appropriate assessment		
4. Effective utilization of instructional materials		5
↓ Uses varied instructional materials to support learning activities		5
↓ Utilizes available instructional materials in the locality for effective teaching-learning activities		5
↓ Maximize use of instructional materials		
5. Use of technology in teaching		5
↓ Used multi-aided resources		5
↓ Utilized available technology in teaching-learning activities		5
↓ Show expertise in using technology in classroom instruction		
III. INTERVIEW		20%
1. Clarity of Response	Interview Rubrics signed by Search Committee	
• The response was disjointed and difficult to follow (1-8 pts)		25 pts
• The response was clear and organized (9-16 pts)		
• The response used language that enhanced clarity and a format that was structured (17 – 25 pts)		
2. Focus of response		
• There were some points made in the response, but they were not put into a framework (1 – 6 pts)	20 pts	
• The points used in the responses were specific to the question (7-12 pts)		
• The points were very specific and highly organized according to the questions (13-20 pts)		
3. Elaboration of Points		
• There was little elaboration used in each response (1-5 pts)	15 pts	
• Each response contained an elaboration but not within his/her experience (6-10 pts)		
• Each response contained elaboration using examples from his/her experience (11-15 pts)		
4. Thoughtfulness		
• The response showed little thoughtfulness or reflection (1-5 pts)	15 pts	
• The response contained some personal reflections (6-10 pts)		
• The response was appropriately reflective and contained some personal references (11-15 pts)		

<p>5. Smartness/Alertness</p> <ul style="list-style-type: none"> • The interviewee seemed uncomfortable and uneasy (1-5 pts) • The interviewee has little preparations but feels comfortable during the interview (6-10 pts) • The interviewee is well-prepared and comfortable during the interview. Has shown smartness and alertness (11-15 pts) 		15 pts
<p>6. Delivery</p> <ul style="list-style-type: none"> • Delivery neither enhances nor hinders performance. Appropriate gestures are communicated and some distracting mechanisms are much visible (1-3 pts) • Delivery is clear and commands the interview. Voice and body are evenly matched and appropriately managed for the situation. Some nervousness visible (4-6 pts) • Vocal and non-verbal delivery are well-developed and enhanced the interview experience (7-10 pts) 		10 pts



Republic of the Philippines
CITY GOVERNMENT OF ANTIPOLO
Province of Rizal

NUMERO UNONG GURO NOMINATION FORM

NOMINEE'S INFORMATION

Name:

Address: _____ E-Mail Address: _____

Home Phone: _____

Office Phone: _____

Mobile Phone: _____

Educational Background:

Employment: _____

Position/Title: _____

Gross Family Income (Joint gross income of husband and wife): _____

Date of Birth: _____

Civil Status: _____

Name of Spouse: _____

No. of Children: _____

Reason for Joining the Search for Numero Unong Guro:



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Province of Rizal

Accomplishments/Achievements (Attachment if necessary, Include the Scrap Book):

References and Address (At least two references)

NOTE: Please return the filled out Nomination Form to:

Mayor JUN YNARES NUMERO UNONG GURO
Selection Committee
Department of Education (DepEd)
Division of Antipolo City
C. Lawis St. Extension, Antipolo Rizal

Inclusore No. 3 to Division Memorandum No. ____ s. 2015

**SCHEDULE OF ACTIVITIES
SEARCH FOR 2015 ANTIPOLLO NUMERO UNONG GURO
SY 2014-2015**

DATE	ACTIVITIES	PERSONNEL INVOLVED
January 6-14, 2015	Submission of Documents of teachers at school level	Teacher and Principal
January 12-13, 2015	School Level Evaluation and Searching Committee	Principal
January 14-16, 2015	Evaluation of Documents at Division Level	Supervisors-In-Charge by District
January 19-23, 2015	Demonstration Teaching on Designated venues	Supervisors-In-Charge by District
January 26, 2015	Finalization of List of Awardees at Division Level	Mrs. Doris DJ. Estalilla
January 27, 2015	Submission to City Management Committee on NGUP	Mrs. Doris DJ. Estalilla

Name of Candidate: _____ School: _____

Level: _____

SUMMARY OF POINTS

CRITERIA	POINTS	TOTAL POINTS AS EVALUATED
I. Documents a. Personal Characteristics b. Instructional Competence	50% 10 pts 90 pts Sub Total 100%	_____ _____ _____
II. Demonstration Teaching 1. Mastery of subject matter 2. Classroom Management and discipline 3. Congruency of the activities with the lesson objectives 4. Effective utilization of instructional materials 5. Use technology in teaching	30% 25 pts 25 pts 25 pts 25 pts 25 pts Sub Total 100%	_____ _____ _____ _____ _____ _____
III. Interview 1. Clarity of Response 2. Focus of response 3. Elaboration of points 4. Thoughtfulness 5. Smartness / Alertness 6. Delivery	20 % 25 pts 20 pts 15 pts 15pts 15 pts 10 pts Sub Total 100%	_____ _____ _____ _____ _____ _____ _____
GRAND TOTAL	100%	

Evaluated by:

Member

Member

Reviewed by:

DORIS DJ. ESTALILLA
 Officer-In-Charge
 Office of the Schools Division Superintendent