



Republic of the Philippines
Department of Education
Region VI – Western Visayas

October 22, 2024

DIVISION MEMORANDUM

No. 660, s. 2024

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 586 s. 2024,
TITLED SEARCH FOR THE PASIDUNGOG 2024 AWARDEES**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary, and
Integrated Schools
All Other Concerned

1. Relative to Division Memorandum No. 586 s. 2024 titled **Search for the Pasidungog 2024 Awardees**, this office is informing the field of the additional information regarding the Criteria for the search for Secondary Head Teachers (Department Head) on the attached Enclosure No. 1.
2. Further, Nomination Form for the nominees can be found in Enclosure No. 2 of this memorandum.
3. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: Division Memorandum No. 586, s. 2024

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

AWARDS

CRITERIA

GUIDELINES

RECOGNITION



Address: Banica, Roxas City
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Enclosure No. 01 of Division Memorandum No. 660s. 2024

CRITERIA FOR THE SEARCH FOR THE SECONDARY SCHOOL HEAD TEACHERS
(DEPARTMENT HEAD)

A. Professional Growth – 20 pts.

-Educational Attainment – 10pts

Doctoral Degree – 10

Doctoral (CAR) – 8

Master's Degree – 6

Masteral (CAR) – 4

At least 27 MA units – 2

MOVs – Certified Photocopy/ies of Transcript of Records

-Trainings Attended (DepEd initiated/led for at least 3 days/24 hours) – 10pts

International – 10

National – 8

Regional – 6

Division – 4

District – 2

School – 1

MOVs Certified Photocopy/ies of Certificate of Trainings/Participation

B. Supervisory Competence – 15 pts

-% of Approved Monthly Supervisory Plan with Accomplishment Report – 5pts
(No. of Supervisory Plans/Accomplishment Reports/No. of Months)

-% of Monthly Supervision/Accomplished Classroom Observation Tool/No. of Teachers per Learning Area) – 5pts

-% of Monthly Clinical Supervision Conducted/No. of Teachers per Learning Area – 5pts

MOVs – Accomplished COT, Approved IS Plan with Accomplishment Report, Clinical Supervisory Accomplishment Report/documentation/Agreement



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C. Instructional Leadership Competence – 15pts

(Relevant to the assigned Learning Area)

- Special Curricular Activities/Programs implemented - 5pts
- Innovation/Intervention implemented – 5pts
- Research Implemented – 5 pts

MOVs – Any proof or evidence of Activities/Programs conducted (Memo, Invitation, Programs, Pictures, approved and completed research/innovation/intervention papers and other proofs of implementation)

D. Learning Monitoring and Assessment Competence – 15pts

- CBAT Results-5pts
- Periodic monitoring and evaluation of learners' performance conducted – 5pts
- Learning Assessment Plan Implemented, Assessment Tool made/utilized and Strategies/Methods Introduced-5pts

MOVs- CBAT Results, M & E of Learning Assessment, Accomplishment Reports, Minutes of Meetings Conducted, LAC Sessions Accomplishment Reports

E. Human Resource Management and Development – 25pts

- Trainings Conducted and served as:
 1. Training Manager – 3
 2. Resource Speaker/Lecturer – 4
 3. Facilitator/TWG Chair/Member – 3

MOVs – Approved Training Matrix with Legal Bases/Memo, slide decks, session guides, certificates, pictures, designation order, accomplishment report, other documentations

- Awards/Recognition Received – 15pts

| Level | 1 st Place | 2 nd Place | 3 rd Place |
|----------|-----------------------|-----------------------|-----------------------|
| School | 3 | 2 | 1 |
| District | 6 | 5 | 4 |
| Division | 9 | 8 | 7 |
| Regional | 12 | 11 | 10 |
| National | 15 | 14 | 13 |

F. Personal/Professional Attributes/Characteristics - 10pts.



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PASIDUNGOG 2024 AWARDEES NOMINATION FORM

| NOMINEE'S INFORMATION | |
|---|--|
| Name: | |
| Contact Details: | |
| Date of Birth: | |
| Place of Birth: | |
| Address: | |
| Position: | |
| Work Station: | |
| Nature of his/her work: | |
| Reasons why he/she is being nominated: (Describe briefly) | |

Relationship to the Nominee: _____
Date: _____



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