



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



January 30, 2018

DIVISION MEMORANDUM



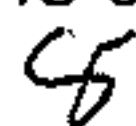
No. , s. 2018

2018 SEARCH FOR AKLAN'S TEN OUTSTANDING MENTORS (ATOM)

To: **Chief Education Program Supervisors
Education Program Supervisors/Coordinator
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads, Public/Private Elementary/Secondary/Integrated Schools
Other Personnel Concerned**

1. DepEd-Aklan and the Razon Tumbucon Haresco Foundation shall launch the "2018 Search for Aklan's Ten Outstanding Mentors (ATOM), Year V."
2. The ATOM is launched yearly to reward teachers who exhibited remarkable dedication in teaching through exemplary competence, extraordinary dedication to their work and effective educational leadership.
3. The Search is open to all Teacher I to Master Teacher II teachers in the Division of Aklan, be it special education, indigenous people, and Alternative Learning System, with at least 5 years in public service, and have average performance ratings for the last three of at least **Very Satisfactory**.
4. Their average performance ratings for the last three years should be at least **Very Satisfactory**.
5. All districts **MUST** recommend one (1) nominee from the elementary level and one (1) from the secondary level from **either a public or a private** school. School heads are encouraged to nominate their best candidates.
6. The candidates shall be endorsed by the Public Schools District Supervisor or the Principal/Head Teacher In-Charge of the District.
7. Pertinent documents should be properly reviewed by the District Offices to ensure their authenticity and validity. The original documents should be available once requested by the committee.
8. There will be two phases of the selection process. Phase I is the evaluation of documents and Phase II for Behavioral Event Interview, Demonstration Teaching and Background Investigation. Only the top 15 from the initial screening will proceed to Phase II.
9. The scores of the Top 15 qualified applicants in Phase I will have no bearing in Phase II.
10. The Search will commence on February 16, 2018 to March 22, 2018, and the Awarding Ceremonies on April 19, 2018.

11. The decision of the Board of Judges is final and irrevocable.
12. For more information, you may address your concerns to Dr. Leilanie F. Sindingan, Senior Education Program Specialist, In-charge of the ATOM awards.
13. Attached herewith are the Basic Information Sheet with nomination sheet and the schedule of activities.
14. Wide dissemination of this Memorandum is strongly desired.


Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI
Assistant Schools Division Superintendent 
Officer-In-Charge
Office of the Schools Division Superintendent


Reference: None

Incls.: as stated

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

**AWARDS/PRIZES
SEARCH**

**STUDENTS
TEACHERS**

LFS

CRITERIA FOR THE SELECTION OF AKLAN'S TEN OUTSTANDING MENTORS (ATOM)

Phase I.

I.	Performance Rating (SY 2014-2015, SY 2015-2016, SY 2016-2017)	15%
II.	Recognition and Awards the Candidate Received (obtained from SY 2012-2013 up to December 31, 2017)	25%
III.	Position as Trainer/Lecturer/Demo Teacher/Resource Speaker/Judge/Consultant (obtained from SY 2012-2013 up to December 31, 2017)	15%
IV.	Initiatives/Innovations/Best Practices leading to improved learning outcomes (obtained from SY 2012-2013 up to December 31, 2017)	20%
V.	Leadership in the Community/Community Service (exclusive of job-related services like doing election tasks and the like) (obtained from SY 2012-2012 up to December 31, 2017)	5%
VI.	Printed Publications and Learning Resources (except thesis/dissertation and school paper) (obtained From SY 2014-2015 up to January 31, 2017)	10%
VII.	Research (e.g., Action Research, Case Study, Educational Research, Desk Research, etc., except thesis and dissertation) (obtained from SY 2012-2013 up to December 31, 2017)	10%
Total		100%

Phase II.

I.	Behavioral Event Interview	30%
II.	Demonstration Teaching	30%
III.	Attitude Towards Work, Supervisors, Peers and other Stakeholders	40%
Total		100%

A. Performance Rating. The candidates will be rated according to the numerical value of their average performance rating for the last three years. Since the performance rating is in 1-5, it is converted to an equivalent rating.

Table 1. Conversion of Performance Rating to Equivalent Rating

Performance Rating	Equivalent Rating	Performance Rating	Equivalent Rating
1.0	50.00	3.1	76.25
1.1	51.25	3.2	77.50
1.2	52.50	3.3	78.75
1.3	53.75	3.4	80.00
1.4	55.00	3.5	81.25
1.5	56.25	3.6	82.50
1.6	57.50	3.7	83.75
1.7	58.75	3.8	85.00
1.8	60.00	3.9	86.25
1.9	61.25	4.0	87.50
2.0	62.50	4.1	88.75
2.1	63.75	4.2	90.00
2.2	65.00	4.3	91.25
2.3	66.25	4.4	92.50
2.4	67.50	4.5	93.75
2.5	68.75	4.6	95.00
2.6	70.00	4.7	96.25
2.7	71.25	4.8	97.50
2.8	72.50	4.9	98.75
2.9	73.75	5.0	100.00
3.0	75.00		

B. Recognition and Awards Received During the Implementation of DepEd Programs and Project. The points of the candidate will be based on Tables 2, 3, 4. To get the **equivalent rating**, the points will be totaled. The candidate can have a maximum of 100 **equivalent rating**.

Table 2. Table for Points to be Given to the Candidate for Awards and Recognition He/She individually Received

(Individual Participation)

Level	1 st	2 nd	3 rd	Participation
International	12	11	9	7
National	10	9	7	5
Regional	8	7	5	4
Provincial/Division	6	4	3	2
District	4	2	1	0.5
School	2	1	0.5	0.25

Table 3. Table for Points to be Given to the Candidate for Awards and Recognition He/She individually Received as a Member of the Group

(Group Participation)

Level	1 st	2 nd	3 rd	Participation
International	10	9	7	5
National	8	7	6	3
Regional	5	5	3	2
Provincial/Division	3	3	1	1
District	2	1	0.75	0.5
School	1	0.5	0.5	0.25

Table 4. Table for Points for the Awards and Recognition Received by Individuals or Groups Where the Candidate Acted as Trainer or Coach for the Co- or Extra-Curricular Activities.

Level	Individual	Individual	Individual	Group	Group	Group
	1 st	2 nd	3 rd	1 st	2 nd	3 rd
International	12	11	9	20	15	12
National	10	9	7	15	10	9
Regional	8	7	5	11	8	7
Provincial/Division	6	4	3	9	6	4
District	4	2	1	5	3	2
School	2	1	0.5	3	2	1

Note: Individual category is defined as having 1 to 2 participants; group category, 3 or more.

In giving points to multiple trainers/coaches of a group, the following allocation should be followed:

Lead trainer/coach	60% of the total points earned
Others (e.g. assistant, members)	40% of the total points earned

C. Position as Trainer/Lecturer/Demo Teacher/Resource Speaker/Contest/Judge/Consultant. Table 7 must be used in getting the total points. In this criterion, a candidate can earn a maximum of 50 points. The points will then be converted to **equivalent rating** using Table 8.

Table 7. Table on Points for Trainer/Lecturer/Demo Teacher/Resource Speaker/Judge/Consultant

Level	Points
International	12
National	10
Regional	8
Provincial/Division	6
District	4
School	2

Table 8. Conversion of Points to Equivalent Rating

Points	Equivalent Rating	Points	Equivalent Rating	Points	Equivalent Rating
0.5-2	76	18.1-20	85		
2.1-4	77	20.1-22	86		
4.1-6	78	22.1-24	87	36.1-38	94
6.1-8	79	24.1-26	88	38.1-40	95
8.1-10	80	26.1-28	89	40.1-42	96
10.1-12	81	28.1-30	90	42.1-44	97
12.1-14	82	30.1-32	91	44.1-46	98
14.1-16	83	32.1-34	92	46.1-48	99
16.1-18	84	34.1-36	93	48.1-50	100

- E. **Initiatives/Innovations/Best Practices leading to improved learning outcomes**
- F. **Leadership in the Community/Community Service (exclusive of job-related services like doing election tasks and the like)**
- G. **Education-related Publications and Learning Resources (except thesis/dissertation and school papers)**
- H. **Research (e.g., Action Research, Case Study, Educational Research, Desk Research, etc., except thesis and dissertation)**

Tables 7 and 8 will also be used in getting the points and converting them to **equivalent rating**. In each dimension, a maximum of 50 points can be earned.

J. COMPUTATION OF THE RANK

The **equivalent ratings** that the candidate obtain will be multiplied by their corresponding percentage weight and the products will be added together to get the total score. Based on the total score, the ranks will be determined.

In case of ties in the 10th place this will be broken by tossing a coin.

K. DISQUALIFICATION CLAUSE

An awardee shall be disqualified from joining the succeeding year's contests.

Failure to comply with the above stated requirements will be subject to disqualification or unacceptance of the documents.

L. SUPPORTING DOCUMENTS

The supporting documents submitted by the District Screening Committee to the Division Screening Committee should be **certified true copies**. The documents will not be returned to the candidates.

CRITERIA FOR THE SELECTION OF SEARCH FOR AKLAN'S TEN OUTSTANDING MENTORS (ATOM)

Name: _____
 District: _____

(SAMPLE ONLY)

	1. Performance Rating	SY 2014-2015 3.5	$= \frac{7.30}{2}$	3.65	=	93.29	X	0.20	=	18.66
	2. Recognition and Awards	SY 2015-2016 3.8	$= \frac{7.60}{2}$	3.8	=	80	X	0.20	=	16.00
	3. Academic Performance	SY 2014-2015 60.4	$= \frac{128.68}{2}$	64.34	=	90	X	0.15	=	13.50
	4. Position as Trainer/Lecturer/ Demo Teacher/etc.	31	=	31	=	91	X	0.15	=	13.65
	5. Initiatives/Innovations/etc.	58	=	58	=	100	X	0.10	=	10.00
	6. Leadership in the Community	50	=	50	=	100	X	0.05	=	5.00
	7. Printed Publications	0	=	0	=	0	X	0.05	=	0.00
	8. Research	0	=	0	=	0	X	0.05	=	0.00
	9. Attitude Towards Work, Supervisors, Peers	100	=	100	=	100	X	0.05	=	5.00
	TOTAL POINTS				=				=	81.81

DIVISION SCREENING COMMITTEE

Note: 1. The highest equivalent rating is 100.
 2. For items 1 and 3, the average point is considered.
 3. For items 2, 4, 5, 6, 7 and 8, the average point is considered.
 4. For item 9, the points to be given will be deliberated by the screening committee.

2018

BASIC INFORMATION SHEET

ATOM

**AKLAN'S TEN
OUTSTANDING MENTORS**

INSTRUCTIONS:
 1. Please fill out this form completely. Use black ink and print legibly or encode in the computer and submit not later than February 16, 2018.

R E C E I V E D

By: _____

PERSONAL INFORMATION

Full Name (Mr./Ms./Mrs./Dr.): _____
(please encircle appropriate title) Surname Given Name Middle Name

Home Address: _____
 Residence No. Street District/Town/Barangay City/Province Zip Code

Nickname:	Date of Birth:	Age:	Sex:
Personal E-mail Address:	Mobile No.:	Residence Tel. No.: (Area Code + Tel. No.)	

Current School Affiliation: _____

Address: _____

Competition joining in: Elementary Secondary Public Private

Grade Level Being Handled: _____

Course: BEED BSE, Major: _____, Minor: _____
 Others, please specify _____

Subject/s Taught: _____

I. APPLICANT'S QUALIFICATIONS

Teaching Load:	<input type="checkbox"/> Full-load with administrative/ancillary duty/ies	<input type="checkbox"/> NOT full-load but with administrative duty/ies
	<input type="checkbox"/> Full-load with NO administrative duty/ies	<input type="checkbox"/> NOT full-load and with NO administrative duty/ies
* Full-load is 360 minutes/day		

Teaching Experience:	No. of years/months: _____
Performance Rating:	<input type="checkbox"/> Average in the last 3 years is <u>Very Satisfactory</u> <input type="checkbox"/> Average in the last 3 years is <u>Outstanding</u> _____ (specify year/s)
Degrees Earned:	Highest Educational Attainment: _____

II. CERTIFICATION BY THE NOMINEE (to be filled out by the nominee)

This is to certify that I voluntarily submit myself to the rules of the Search. I agree to submit the accomplished nomination form should I be eligible to join the Search.

I hereby certify to the best of my knowledge that all the information contained in this form is true and correct. I am aware that any willful misrepresentation of facts stated herein can be used as basis for my disqualification.

SIGNED THIS DAY OF _____ at _____
Date Place

PRINTED NAME AND SIGNATURE OF NOMINEE

III. CERTIFICATION BY THE NOMINATOR (to be filled out by the nominator only)

I CERTIFY THAT _____ IS A NOMINEE OF THE SCHOOL
(Name of Nominee)

_____ COMPETITION.
(Elementary/Secondary)

NAME OF THE SCHOOL HEAD and SIGNATURE

NAME OF THE PUBLIC SCHOOLS DISTRICT SUPERVISOR
and SIGNATURE

DATE SIGNED

DATE SIGNED

Date	Activities	Venue	Person(s) Involved	Tasks/Responsibilities of Persons Involved
January 30, 2018	Release of Memorandum and Basic Information Sheet (BIS) And Nomination Form (to the District Office)	District Offices/Schools	SEPS Dr. Leilanie F. Sindingan	Releases Memorandum
February 16, 2018	Deadline for Submission of BIS, Nomination Form and Supporting Documents	SGOD Office	EPSt II Roland Democrito PDO I Sheena Rikka Mamburam PDO I Melky Arboleda	Check the completeness of documents submitted Record the received folders Make the profile of applicants
February 26 - March 2, 2018	Validation of Documents	ASJ Hall, Division Office	CES Dobie Parohinog CES Michael Rapiz EPS Dr. Mary Cherry Lynn Dalipe EPS Dr. Edselyn Biray EPS Dr. Kyzil Lipar EPS Ruby Agnes Estrada EPS Corazon Panaligan EPS Marivic Toelntino EPS Ariel Zubiaga PSDS Nerissa Repaz EPS Marth Tropa EPS Rebecca Ibarreta SEPS Edna Ayon SEPS Archt Mar Bien Gregory Parel	Evaluate documents and identify the Top 15 Qualifiers
March 8, 2018	Release of Results for Top 15 Qualifiers		SEPS Dr. Leilanie F. Sindingan	Makes and releases Division Advisory
March 12-16, 2018	Interview, Demonstration Teaching of Top 15 Qualifiers	ASJ Hall, Division Office	* SEPS Dr. Leilanie F. Sindingan EPSt II Roland Democrito PDO I Sheena Rikka Mamburam PDO I Melky Arboleda * EPSt II June Patricia PDO II Mahnie Tolentino * External Judges	* Facilitate the process Prepare the materials and adjudication sheets Document the activities * Tabulate the result *Interview and rate demonstration teaching

Date	Activities	Venue	Person(s) Involved	Tasks/Responsibilities of Persons Involved
anytime	Background Investigation for Top 15 Qualifiers		Internal and external Judges Tabulators	Conduct background checking of participants
March 20-21, 2018	Deliberation and Selection of Winners	ASJ Hall, Division Office	SEPS Dr. Leilanie F. Sindingan	Finalize the list of Ten Outstanding Mentors
March 22, 2018	Release of Memorandum on the results of Search for 2018 ATOM		SEPS Dr. Leilanie F. Sindingan	Releases Memorandum
March 27, 2018	Meeting of 2018 ATOM	ASJ Hall, Division Office	SEPS Dr. Leilanie F. Sindingan EPSt II Roland Democrito	Lead the meeting Document the procedure of the meeting
April 11, 2018	"A Talk with the Winners' and General Rehearsal	ASJ Hall, Division Office	OIC-SDS Dr. Ernesto F. Servillon, Jr., MNSA, CESO VI, Hon. Teodorico T. Haresco, Jr., OIC-ASDS Jose Niro R. Nillasca SEPS Dr. Leilanie Sindingan SEPS Archt Mar Bien Gregory Parel SEPS Edna Ayon EPSt II Roland Democrito PDO I Sheena Rikka Mamburam PDO I Melky Arbolada Media Support Staff	
April 19, 2018 (tentative)	Awarding Ceremony	ABL Sport Complex	Working Committees	Ensure an organized and successful ATOM Awarding Ceremonies