



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



February 18, 2019

**DIVISION MEMORANDUM**  
No. 58, s. 2019

**2019 SEARCH FOR AKLAN'S TEN OUTSTANDING MENTORS (ATOM)**

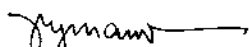


To: **Chief Education Supervisors**  
**Education Program Supervisors**  
**Unit Heads**  
**Public Schools District Supervisors**  
**Heads of Public Elementary,**  
**Secondary and Integrated Schools**  
**All others concerned**

1. DepEd-Aklan and the Razon Tumbucon Haresco Foundation shall launch the "2019 Search for Aklan's Ten Outstanding Mentors (ATOM), Year VI."
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 atleast 5 years in the public service, and have an average performance ratings for the last three years of atleast Very Satisfactory.
4. 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.
5. The candidates shall be nominated by the school head and endorsed by the Public Schools District Supervisor.

*"May katawhayan ag kalipayan sa among mga escuelahan."*

6. 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.
7. 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.
8. The scores of the Top 15 qualified applicants in Phase I will have bearing in Phase II.
9. The Search will commence on March 8 – March 26, 2019 and the Awarding Ceremonies on April 17, 2019.
10. The decision of the Board of Judges is final and irrevocable.
11. For more information, you may address your concerns to Mr. Roland F. Democrito, Education Program Specialist II-HRDS, in-charge of the ATOM Awards.
12. Attached herewith are the Basic Information Sheet with nomination sheet and schedule of activities.
13. Wide dissemination of this Memorandum is strongly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**PATROCENIA Y. MAMBURAM**  
Administrative Officer V  
 In-Charge of the Division 

Reference:

Incls.: as stated

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

**AWARDS/PRIZES**

**CONTESTS**

**TEACHERS**

**RFD**

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

**Phase I**

I.	Performance Rating (SY 2015-2016, SY 2016-2017, SY 2017-2018)	15%
II.	Recognition and Awards the Candidates Received (obtained from SY 2015-2016 up to December 31, 2018)	25%
III.	Position as Trainer/Lecturer/Demo Teacher/Resource Speaker/Judge/Consultant (obtained from SY 2015-2016 up to December 31, 2018)	15%
IV.	Initiatives/Innovations/Best Practices leading to improved learning outcomes (obtained from SY 2015-2016 up to December 31, 2018)	20%
V.	Leadership in the Community/Community Service (exclusive of job-related services like doing election tasks and the like) (obtained from SY 2015-2016 up to December 31, 2018)	5%
VI.	Printed Publications and Learning Resources (obtained from SY 2015-2016 up to December 31, 2018)	10%
VII.	Research (e.g., Action Research, Case Study, Educational Research, Desk research, etc., except thesis and dissertation) (obtained from SY 2015-2016 up to December 31, 2018)	10%
<b>TOTAL</b>		<b>100%</b>

**Phase II**

I.	Phase I Points	25%
II.	Behavioral Event Interview	25%
III.	Demonstration Teaching	25%
IV.	Attitude Towards Work, Supervisors, Peers and other Stakeholders	25%
<b>TOTAL</b>		<b>100%</b>

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**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		

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**B. RECOGNITION AND AWARDS RECEIVED DURING THE IMPLEMENTATION OF DEPED PROGRAMS AND PROJECTS.** 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 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Participation
International	12	11	9	7
National	10	9	7	5
Regional	8	7	5	4
Province/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 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Participation
International	10	9	7	5
National	8	7	6	3
Regional	5	5	3	2
Province/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-Extra-Curricular Activities**

Level	Individual			Group		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
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	03.5	3	2	1

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

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- E. Initiatives/Innovations/Best Practices leading to improved learning outcomes
- F. Leadership in the Community/Community Service (exclusive of job-related 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 10<sup>th</sup> place this will be broken by tossing a coin.

#### **K. DISQUALIFICATION CASE**

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.

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2018

## BASIC INFORMATION SHEET

ATOM

AKLAN'S TEN  
OUTSTANDING MENTORS

## NOTIFICATION:

to be a part of the program, please submit your completed form and a recent 2x2 inch photo to the following address: Department of Education, Division Office, February 16, 2018.

RECEIVED

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)

\_\_\_\_\_  
(Elementary/Secondary) COMPETITION.

\_\_\_\_\_  
NAME OF THE SCHOOL HEAD and SIGNATURE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
NAME OF THE PUBLIC SCHOOLS DISTRICT SUPERVISOR  
and SIGNATURE

\_\_\_\_\_  
DATE SIGNED

Date	Activities	Venue	Person(s) Involved	Tasks/Responsibilities of Persons Involved
February 19, 2019	Release of Memorandum and Basic Information Sheet (BIS) and Nomination Form (to the District Office)	District Offices/Schools	EPSt II Roland Democrito	Released Memorandum
February 28, 2019	Orientation of District Nominees	ASJ Hall, Division Office	<ul style="list-style-type: none"> <li>• EPSt II Roland Democrito</li> <li>• PDO I Sheena Ricka Mamburam</li> <li>• PDO I Melky Arboleda</li> </ul>	Lead the orientation. Document the activities.
March 8, 2019	Deadline of Submission of BIS, Nomination Form and Supporting Documents	SGOD Office	<ul style="list-style-type: none"> <li>• PDO I Sheena Ricka Mamburam</li> <li>• PDO I Melky Arboleda</li> </ul>	Check the completeness of documents submitted. Record the received folders. Make the profile of applicants.
March 11-15, 2019	Validation of Documents	ASJ Hall, Division Office	<ul style="list-style-type: none"> <li>• CES Dobie Parohinog</li> <li>• CES Michael t. Rapiz</li> <li>• EPS Dr. Mary Cherry Lynn Dalipe</li> <li>• EPS Dr. Kyzil D. Lipar</li> <li>• EPS Ruby Agnes B. Estrada</li> <li>• EPS Ma. Corazon Pandaligan</li> <li>• EPS Marivic Tolentino</li> <li>• EPS Ariel Zubiaga</li> <li>• EPS Marth Tropa</li> <li>• EPS Rebecca Ibarreta</li> <li>• SEPS Edna Ayon</li> </ul>	Evaluate documents and identify the Top 15 Qualifiers

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March 18, 2019	Release of Results for Top 15 Qualifiers		<ul style="list-style-type: none"> <li>SEPS Arc Mar Bien</li> <li>Gregory Parel</li> <li>SEPS Rita M. Rey</li> </ul>	Makes and releases Division Advisory
March 19-22, 2019	Interview and Demonstration Teaching of Top 15 Qualifiers	ASJ Hall, Division Office	<ul style="list-style-type: none"> <li>EPSt II Roland Democrito</li> <li>EPSt II June Patricia</li> <li>PDO I Sheena Ricka Mamburam</li> <li>PDO I Melky Arboleda</li> <li>PDO II Mahnnie Tolentino</li> <li>Judges</li> </ul>	Facilitate the process Prepare the materials and the adjudication sheets Document the activities Tabulate the results Interview and rate demonstration teaching.
Anytime	Background Investigation for Top 15 Qualifiers			Conduct background checking of participants
March 25, 2019	Deliberation and Selection of Winners	ASJ Hall, Division Office	Internal and External Judges Tabulators	Finalize the list of Ten Outstanding Mentors
March 26, 2019	Release of Memorandum on the Results of Search for 2019 ATOM		EPSt II Roland Democrito	Release Memorandum
March 28, 2019	Meeting of 2019 ATOM	ASJ Hall, Division Office	<ul style="list-style-type: none"> <li>EPSt II Roland F. Democrito</li> <li>PDO I Sheena Ricka Mamburam</li> <li>PDO I Melky Arboleda</li> </ul>	Lead the meeting Document the procedure of the meeting

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April 2, 2019	"A Talk with the Winners" and General Rehearsal	ASJ Hall, Division Office	<ul style="list-style-type: none"> <li>• SDS Dr. Salvador O. Ochavo, Jr, CESO VI</li> <li>• Hon. Teodorico T. Haresco, Jr.</li> <li>• Oid ASDS Jose Niro R. Nillasca</li> <li>• CES Michael T. Rapiz</li> <li>• CES Dr. Dobie P. Parahinog</li> <li>• EPSt II Roland F. Democrito</li> <li>• EPSt II June Patricio</li> <li>• PDO I Sheena Ricka Mamburam</li> <li>• PDO I Melky Arboleda</li> <li>• Media</li> <li>• Support Staff</li> </ul>	
April 17, 2019 (tentative)	Awarding Ceremony	ABL Sports Complex	Working Committees	Ensure and organized a successful ATOM Awarding Ceremonies

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