



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**DIVISION OF AKLAN**

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February 10, 2020

**DIVISION MEMORANDUM**


No. 47 s. 2020

**SEARCH FOR AKLAN'S TEN OUTSTANDING MENTORS (ATOM) 2020**

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Elementary, Secondary  
and Integrated Schools  
All Others Concerned

1. The Department of Education - Division of Aklan and the Razon Tumbucon Haresco Foundation through the Human Resource Development Section (HRDS) of the School Governance and Operations Division (SGOD), announce the Search for Aklan's Ten Outstanding Mentors (ATOM) 2020.
2. The ATOM recognizes the remarkable dedication of teachers through exemplary competence, extraordinary dedication to their work and effective educational leadership.
3. The Search is open to all Teachers – Teacher I to Master Teachers II in the Division of Aklan, teaching in regular classes, special education, indigenous peoples education, Alternative Learning System and Muslim Education with at least 5 years in the service, and have at least very satisfactory performance rating for the last three school years.
4. Districts MUST recommend one (1) nominee from the Elementary Level and one (1) from the Secondary Level coming from Public or Private Schools.
5. The candidates shall be nominated by the School Head and endorsed by the Public Schools District Supervisor.
6. Pertinent documents should be properly reviewed by the District Offices to ensure its authenticity and validity. The original documents should be available when requested by the committee.
7. The selection process is in two phases: Phase I is the evaluation of documents and Phase II for the Behavioral Events Interview, Demonstration Teaching and Background Investigation.

8. The scores in Phase 1 of the qualified applicants will form part of the score in Phase II.
9. Submission of Basic Information Sheet (BIS), Nomination Form and Supporting Documents will be accepted on or before March 6, 2020 at the Human Resource Development Section, Division Office DepEd Aklan, Attention: SEPS Leila L. Pamati-an.
10. **Two (2) sets of ATOM Winners (Twenty Teachers)** will receive a cash prize each and plaque of recognition during the Awarding Ceremony on April 18, 2020.
11. The decision of the Board of Judges is final and irrevocable.
12. Attached are the Basic Information Sheet, Nomination Form and Timetable of the Search.
13. Wide dissemination of this Memorandum is strongly desired.

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

Reference: None

Inclsure: as stated

To be indicated in the Perpetual Index  
under the following subjects

AWARDS/PRIZES

CONTESTS

TEACHERS

LLP

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

**PHASE 1**

I.	Performance Rating (SY 2016-2017, SY 2017-2018, SY 2018 -2019)	15%
II.	Recognition and Awards Received (SY 2016-2017 up to January 31, 2020)	25%
III.	Served as Trainer/Lecturer/Resource Speaker/Consultant/ Demonstration Teacher (SY 2016-2017 up to January 31, 2020)	15%
IV.	Initiatives/Innovations/Best Practices leading to improve learning outcomes (SY 2016-2017 up to January 31, 2020)	20%
V.	Leadership in the Community/Community Service (exclusive of job-related services like doing election tasks and the like (SY 2016-2017 up to January 31, 2020)	5%
VI.	Printed Publications and Learning Resources (SY 2016-2017 up to January 31, 2020)	10%
VII	Research (e.g., Action Research, Case Study, Educational Research, Desk Research, etc., except Thesis and Dissertation (SY 2016-2017 up to January 31, 2020)	10%

<b>TOTAL</b>	<b>100%</b>
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**PHASE II**

I.	Phase 1 Points	35%
II.	Behavioral Event Interview	25%
III	Demonstration Teaching	25%
IV	Attitude Towards Work: Supervisors, Peers and Stakeholders	15%

<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		

**B. RECOGNITION AND AWARDS RECEIVED DURING THE IMPLEMENTATION OF DEPED PROGRAM 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.

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/DEMONSTRATION TEACHER/ RESOURCE SPEAKER/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/Demonstration Teacher/ Resource Speaker/Consultant**

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

**Table 8. Conversion of Points to Equivalent Rating**

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

**Table 2. Table for points to be Given to the Candidate for Awards and Recognition He/She Individually Received (Individual Participation)**

Level	1st	2nd	3rd	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	0.50
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	1st	2nd	3rd	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		
	1st	2nd	3rd	1st	2nd	3rd
International	12	11	9	20	15	12
National	10	9	7	15	10	9
Regional	8	7	5	11	8	7
Province Division	6	4	3	9	6	4
District	4	2	1	5	3	2
School	2	1	0.035	3	2	1

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

- D. Initiatives/Innovations/Best Practices leading to improved learning outcomes**
- E. Leadership in the Community/Comm. Service (exclusive of job-related tasks and the like)**
- F. Education-related Publications and Learning Resources (except Thesis/Dissertation and School Papers)**
- G. 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.

#### **H. 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 20th place this will be broken by tossing a coin.

#### **I. 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.

#### **J. 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 and become the property of the Division.

2020

# BASIC INFORMATION SHEET

**ATOM**  
AKLAN'S TEN  
OUTSTANDING  
MENTORS



Republic of the Philippines  
Department of Education  
REGION VI - WESTERN VISAYAS  
DIVISION OF AKLAN

RECEIVED

## PERSONAL INFORMATION

**Full Name (Mr./Mrs./Miss/Dr.)**

(please encircle

appropriate title)

Surname

Given Name

Middle Name

**Home Address**

Residence No./St.

District/Town/Barangay

City/Province

Zip Code

**Nickname:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Sex:** \_\_\_\_\_

**Personal E-mail Address:** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Residence Tel. No.:** \_\_\_\_\_

Current School Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Competition joining in:  Elem.  Secondary  Public  Private

Grade Level Being Handled: \_\_\_\_\_

Course:  BEED  BSE Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Others, please specify: \_\_\_\_\_

Subject/s Taught: \_\_\_\_\_

## I. APPLICANT'S QUALIFICATIONS

**Teaching Load**

\_\_\_\_\_ Full-load with administrative/ancillary duty/ies

\_\_\_\_\_ NOT full-load but with administrative duty/ies

\_\_\_\_\_ Full-load with NO administrative/ancillary duty/ies

\_\_\_\_\_ NOT full-load and with NO administrative duty/ies

\*Full-load is 360 minutes/day

**Teaching Experience:** \_\_\_\_\_

**Performance Rating:** \_\_\_\_\_

No. of years/ months: \_\_\_\_\_

Average in the last 3 years is Very Satisfactory

Average in the last 3 years is Outstanding

**Degree Earned:** \_\_\_\_\_

Specify year/s: \_\_\_\_\_

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 \_\_\_\_\_ of \_\_\_\_\_  
Date Place

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME OF NOMINEE**

**III. CERTIFICATION BY THE NOMINATOR**

( to be filled out by the nominator only)

I certify that \_\_\_\_\_  
Name of Nominee  
is a nominee of the \_\_\_\_\_  
(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 18, 2020	Release of Memorandum and Basic Information Sheet (BIS) and Nomination Form (to the District Office)	District Offices/Schools	SEPS Leila L. Pamati-an	Released Memorandum
February 27, 2020	Orientation of District Nominees (9:00 AM)	Division Office Conference Hall, Numancia, Aklan	<ul style="list-style-type: none"> <li>• SEPS Leila L. Pamati-an</li> <li>• EPSt II Roland F. Democrito</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the orientation.</li> <li>• Assist and document the activities.</li> </ul>
March 6, 2020	Deadline of Submission of BIS, Nomination Form and Supporting Documents	SGOD Office	<ul style="list-style-type: none"> <li>• EPSt II Roland F. Democrito</li> </ul>	Check the completeness of documents submitted. Record the received folders. Make the profile of applicants.
March 9-20, 2020	Validation of Documents	Division Office Conference Hall, Numancia, Aklan	<ul style="list-style-type: none"> <li>• CES Dobie Parohinog</li> <li>• CES Michael Rapiz</li> <li>• EPS Johann Cawaling</li> <li>• EPS Dr. Edselyn Biray</li> <li>• EPS Dr. Mary Cherry Lynn Dalipe</li> <li>• EPS Dr. Kyzil Lipar</li> <li>• EPS Dr. Ruby Agnes Estrada</li> <li>• EPS Ma. Corazon Pandigian</li> <li>• EPS Marivic Tolentino</li> </ul>	Evaluate documents.

*“May Katatwhayan ag Kalipayan sa among mga escuelahan.”*

			<ul style="list-style-type: none"> <li>• EPS Ariel Zubiaga</li> <li>• EPS Marth Tropa</li> <li>• EPS Rebecca Ibarreta</li> <li>• SEPS Raffy Paller</li> <li>• SEPS Arc Mar Bien</li> <li>• Gregory Parel</li> <li>• SEPS June Patricia</li> <li>• PDO II Mahmie Tolentino</li> </ul>	
<p>March 25-27, 2020</p>	<p>Interview and Demonstration Teaching (8:00 AM – 5:00 PM)</p>	<p>Division Office Conference Hall, Numancia, Aklan</p>	<ul style="list-style-type: none"> <li>• SEPS Leial L. Pamati-an</li> <li>• EPst II Roland Democrito</li> <li>• SEPS June Patricia</li> <li>• PDO I Sheena Ricka Mamburam</li> <li>• PDO I Melky Arboleda</li> <li>• Judges</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate the process</li> <li>• Prepare the materials and the adjudication sheets</li> <li>• Document the activities</li> <li>• Tabulate the results</li> <li>• Interview and rate demonstration teaching.</li> </ul>
<p>Anytime</p>	<p>Background Investigation</p>			<p>Conduct background checking of participants</p>

*“May katawhayan ag katipayan sa among mga eskuelahan.”*

March 30, 2020	Deliberation and Selection of Winners (8:00 AM – 5:00 PM)	Division Office Conference Hall, Numancia, Aklan	Internal and External Judges Tabulators	Finalize the list of Twenty Outstanding Mentors
April 2, 2020	Release of Memorandum on the Results of Search for 2019 ATOM	Division Office Conference Hall, Numancia, Aklan	EPSt II Roland Democrito	Release Memorandum
April 4, 2020	Meeting of 2020 ATOM	Division Office Conference Hall, Numancia, Aklan	<ul style="list-style-type: none"> <li>• SEPS Leilia L. Pamati-an</li> <li>• EPSt II Roland F. Democrito</li> <li>• PDO I Sheena Ricka Mamburam</li> <li>• PDO I Melky Arboledo</li> </ul>	Lead the meeting. Assist and document the procedure of the meeting.
April 10, 2020	"A Talk with the Winners" and General Rehearsal (9:00 AM)	Division Office Conference Hall, Numancia, Aklan	<ul style="list-style-type: none"> <li>• Hon. Teodorico T. Haresco, Jr.</li> <li>• SDS Dr. Miguel Mac D. Aposin</li> <li>• OID ASDS Jose Niro R. Niliasca</li> <li>• CES Michael T. Rapiz</li> <li>• CES Dr. Dobie P. Parohinog</li> <li>• SEPS Leilia L. Pamati-an</li> <li>• EPSt II Roland F. Democrito</li> </ul>	

*"May katatwagan ag katipayan sa among mga escuelahan."*

			<ul style="list-style-type: none"> <li>• SEPS June Patricia</li> <li>• PDO I Sheena Ricka Mamburam</li> <li>• PDO I Melky Arboleda</li> <li>• Media</li> <li>• Support Staff</li> </ul>	
April 11, 2020	Meeting of ATOM's Steering Committees (9:00 AM)	Division Office Conference Hall, Numancia, Aklan	<ul style="list-style-type: none"> <li>• SEPS Leila L. Pamati-an</li> <li>• EPSt II Roland F. Democrito</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the meeting</li> <li>• Assist and document the procedures of the meeting</li> </ul>
April 18, 2020 (tentative)	Awarding Ceremony	ABL Sports Complex	Working Committees	Ensure and organized a successful ATOM Awarding Ceremonies.

*“May katatwhayan ag kalipayan sa among mga escuelahan.”*