



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

November 13, 2023

DIVISION MEMORANDUM

No. 508, s. 2023

SEARCH FOR AKLAN'S TEN OUTSTANDING MENTORS (ATOM) 2024

To: **OIC, Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Principals-In-Charge of the District
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 Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee and Human Resource Development Section (HRDS) of the School Governance and Operations Division (SGOD), announces the Search for Aklan's Ten Outstanding Mentors (ATOM) 2023.
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 Teacher III in the Division of Aklan, teaching in regular classes, Special Education, Indigenous People, Alternative Learning System and Muslim Education with at least 5 years in the public service, and have at least very satisfactory performance rating for the last two school years – SY 2021-2022 and SY 2022-2023.
4. The candidates shall be nominated by the School Head and endorsed by the Public Schools District Supervisor/Principal-In-Charge of the District.





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

5. 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.
6. The selection process is in two phases: Phase I is the Evaluation of Documents and Phase II for the Behavioral Events Interview and Demonstration Teaching. Only the top 15 from the initial screening will proceed to Phase II.
7. The scores in Phase I of the qualified applicants will form part of the score in Phase II.
8. Submission of Basic Information Sheet (BIS) Nomination Form and Supporting Documents will be accepted on or before December 29, 2023.
9. ATOM Winners will receive a cash prize each and plaque of recognition during the Awarding Ceremonies tentatively scheduled on January 27, 2023 at 10:00 o'clock in the morning. Venue to be announced in a separate memorandum.
10. The decision of the Board of Judges is final and irrevocable.
11. Attached are the Basic Information Sheet, Nomination Form and Timetable of the Search.
12. Wide dissemination of this Memorandum is strongly desired.





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


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Reference:

Incls.: as stated

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

AWARDS/PRIZES

CONTESTS

TEACHERS

RFD



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 2653737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

Website: <http://www.depedaklan.org>

Email Address: aklan.1958@deped.gov.ph



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

Enclosure 1 of Division Memorandum No. 508, 2023

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

Phase I

I.	Performance Rating (SY 2021-2022 and SY 2022-2023)	15%
II.	Recognition and Awards the Candidates Received (SY 2021-2022 and SY 2022-2023)	25%
III.	Position as Trainer/Lecturer/Demo Teacher/Resource Speaker/Judge/Consultant (obtained from (SY 2021-2022 and SY 2022-2023)	15%
IV.	Initiatives/Innovations/Best Practices leading to improved learning outcomes (SY 2021-2022 and SY 2022-2023)	20%
V.	Leadership in the Community/Community Service (exclusive of job-related services like doing election tasks and the like) (SY 2021-2022 and SY 2022-2023)	5%
VI.	Printed Publications and Learning Resources (SY 2021-2022 and SY 2022-2023)	10%
VII.	Research (e.g., Action Research, Case Study, Educational Research, Desk research, etc., except thesis and dissertation) (SY 2021-2022 and SY 2022-2023)	10%
	TOTAL	100%

Phase II

I.	Phase I Points	50%
II.	Behavioral Event Interview	25%
III.	Demonstration Teaching	25%
	TOTAL	100%





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

A. PERFORMANCE RATING. The candidates will be rated according to the numerical value of their average performance rating for the last two years. Since the basic qualifications for performance is at least very satisfactory, the performance rating is in 3.500-5.00, it is converted to an equivalent rating.

Performance Rating	Equivalent Rating
3.5	25.00
3.6	30.00
3.7	35.00
3.8	40.00
3.9	45.00
4.0	50.00
4.1	55.00
4.2	60.00
4.3	65.00
4.4	70.00
4.5	75.00
4.6	80.00
4.7	85.00
4.8	90.00
4.9	95.00
5.0	100.00





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

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 st	2 nd	3 rd	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 st	2 nd	3 rd	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





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

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 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 (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





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

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		

- 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.





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

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 CASE

An awardee shall be disqualified from joining the succeeding year's contests. Previous ATOM Awardees are disqualified to join the present contest.

Failure to comply with the above stated requirements will be subject to disqualification 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.



Date	Activities	Venue	Person (s) Involved	Tasks/Responsibilities of the Persons Involved
November 13, 2023	Release of Memorandum	District Offices/Schools	AO V Roland F. Democrito	Released Memorandum
December 29, 2023	Deadline of Submission of BIS, Nomination Form and Supporting Document/Portfolio.	Receiving Section	AO IV Maria Charo I. Carillo and Staff	Received the documents
			AO V Roland F. Democrito SEPS Lelida L. Pamati-an	Checked the completeness of documents submitted. Recorded the received folders. Make the profile of the applicants.
January 5, 2024	Orientation of Evaluators/TWG	Division Office Conference Hall 9:00 AM	PRAISE Committee AO V Roland F. Democrito SEPS Lelida L. Pamati-an Education Program Supervisors	Oriented the Validators/TWG
January 8-12, 2024	Evaluation and Validation of Documents	Division Office Conference Hall 8:00 AM – 5:00 PM	Education Program Supervisors and Selected Senior/Education Program Specialists	Evaluated and validated the documents
January 15-17, 2024	Demonstration Teaching and Interview, Deliberation and Selection of Winners	Division Office Conference Hall 8:00 AM – 5:00 PM	AO V Roland F. Democrito SEPS Lelida L. Pamati-an SEPS June R. Patricio ADAS III Jorilyn D. Magos ADA VI Cindy B. Panganiban ADA I Wilbert V. Florencio	Facilitated the process Prepared the materials and adjudication sheets Documented the activities Tabulated the results Interviewed and rated Demonstration Teaching
January 18, 2024	Release of Memorandum on the Results of ATOM 2024	SDO Conference Hall	AO V Roland F. Democrito SEPS Lelida L. Pamati-an	Released Memorandum
January 19, 2024	Meeting of 2023 ATOM Awardees	Division Office Conference Hall 8:00 AM – 5:00 PM	AO V Roland F. Democrito SEPS Lelida L. Pamati-an	Led the meeting. Assist and document the procedure of the meeting.

January 22, 2024	Meeting of ATOM's Steering Committees	Division Office Conference Hall 8:00 AM – 12:00 NN	AO V Roland F. Democrito SEPs Leila L. Parnati-an	Led the meeting. Assist and document the procedure of the meeting.
January 26, 2024	General Rehearsal Stage Decorations, Lights and Sounds	TBA 1:00 PM – 5:00 PM	AO V Roland F. Democrito SEPs Leila L. Parnati-an Working Committees	Led the rehearsal. Assist and document the procedure of the meeting. Decorated the stage and installed lights and sounds.
January 27, 2024	Awarding Ceremony	TBA 10:00 AM	Working Committees	Ensured and organized a successful ATOM Awarding Ceremonies

ATOM

AKLAN'S TEN
OUTSTANDING
MENTORS



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS 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: _____

Current School Affiliation: _____

Address: _____

Competition joining in: ___ Elem ___ Sec ___ Public ___ Private

Grade Level Being Handled: _____

I. APPLICANT'S QUALIFICATION

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 with NO administrative/ancillary duty/ies
- *Full-load is 360 minutes/day

Teaching Experience:
Performance Rating:

No. of years/months: _____
Average in the last 2 years is Very Satisfactory
Average in the last 2 years is Outstanding

Degree Earned:

Specify year/s: _____
Highest Educational Attainment: _____

ATOM

AKLAN'S TEN
OUTSTANDING
MENTORS



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

RECEIVED

II. CERTIFICATION 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 _____
is a nominee of the _____ Competition.

NAME OF THE SCHOOL HEAD AND SIGNATURE

DATE SIGNED

NAME OF THE PUBLIC SCHOOLS DISTRICT SUPERVISOR/PRINCIPAL-IN-
CHARGE OF THE DISTRICT AND SIGNATURE

DATE SIGNED