



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO
NAZARENE VILLE ELEMENTARY SCHOOL
SAN ROQUE, ANTIPOLO CITY

March 20, 2024

SCHOOL OFFICE MEMORANDUM

To : Kindergarten-Grade 6 Teachers
Performance Management Team
Mr. Asnawi D. Pundoma
Ms. Luz A. Quilang
Ms. Marichu J. San Jose
Ms. Glenda C. Arao
Mr. Reynaldo C. Bricia
Ms. Maybelle B. Navarrete
Non-teaching Personnel
Others Concerned

**SCHOOL EVALUATION OF DOCUMENTS
FOR THE SEARCH FOR HUWARANG GURO 2024**

1. In relation to the Division Unnumbered Memorandum dated March 18, 2024, this office will evaluate documents of all interested teachers in the Search for Huwarang Guro 2024 on March 21, 2024, at 4:00 PM at the Office Conference Hall.
2. See the attached memorandum as a basis for the preparation of pertinent documents.
3. The deadline for submission of properly labeled documents (preferably with ear tags) will be on March 21, 2024, at 1:00 PM.
4. In case there will be no candidates for the said search until tomorrow, March 21, 2024, at 9:00 AM, the administrative officer will draw names from the pool of teachers who were not yet nominated in any School/District/Division Search for Outstanding Teaching Personnel. The three (3) selected teacher-nominees will immediately prepare their pertinent documents.
5. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I



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CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

18 March 2024

MEMORANDUM

TO : OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Division Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers
Federation of Parents-Teachers Association (FPTA)
All Others Concerned

HUWARANG GURO EVALUATION OF DOCUMENTS

1. This Office released Unnumbered Memorandum No. 197 s, 2024 on the **2024 SEARCH FOR "NATATANGING MAG-AARAL", "HUWARANG GURO" AND HONOR STUDENTS INCENTIVE PROGRAM.**
2. Please see attached enclosure for the **Huwarang Guro Evaluation of Documents** and other instructions.
3. Immediate and widest dissemination of this Memorandum is desired.

LERMA L. FLANDEZ, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

UM - 234, s. 2024
@02EPS
03/19/2024



Sports Educ. Hub, Sen. L. Sumulong Mem. Circle, Brgy. San Isidro, Antipolo City
Telephone No.: (02) 8630-3110 local 101-115

<https://depedantipolocity.edu.ph/> antipolo.city@deped.gov.ph [DepEd Tayo Antipolo C](#)



Email Address: 109333@deped.gov.ph



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losure 1

HUWARANG GURO EVALUATION OF DOCUMENTS

BASIC REQUIREMENTS:

_____ **Full-time teacher** in any of the public elementary, junior and senior high schools in Antipolo City, Rizal for at least three (3) years

_____ **Resident of Antipolo City, Rizal for at least three (3) years** prior to the nomination

_____ **Active registered voter**

OR

_____ **If non-resident of Antipolo City, is an active registered voter of Antipolo**

DOCUMENTATION REQUIREMENTS:

_____ **Duly accomplished Application Form**
(enclosed in UM no. 197 s. 2024)

_____ **Income Tax Return (ITR)** of nominees or both spouses to determine the monthly income allocation per family member

OUTSTANDING PERSONAL AND PROFESSIONAL CHARACTERISTICS

5 POINTS

_____ **Certification of School Head** as to his/her outstanding personal characteristics considering his/her relationship with co-teachers and school staff preference of students

LEADERSHIP AND FACILITATING SKILLS, POSITIVE ATTITUDE AND COMMITMENT

5 POINTS

_____ **Certification from School Head** as to his/her leadership and facilitating skills, positive attitude and commitment

ACTIVITIES AND ACCOMPLISHMENTS

40 POINTS

_____ **Scrapbook of pictures** with captions of at least five (5) pages showing his/her activities and accomplishment inside and outside schools

_____ **Certification from Department of Education (DepEd), City Schools Division Office of Antipolo** on no pending administrative or criminal case

_____ **Barangay Certification or Organizing Group** for active involvement in community programs and projects



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Address:
Facebook Page:
Email Address:

Cribs Compound, San Roque, Antipolo City
<https://www.facebook.com/DepEdTayoNVES109333/>
109333@deped.gov.ph



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**CRITERIA FOR EVALUATION OF DOCUMENTS
(ACTIVITIES AND ACCOMPLISHMENTS)**

INSTRUCTIONAL COMPETENCE AND TEACHING EFFECTIVENESS 30 Points

(Documents submitted should be for at least three (3) years starting from 2020)

A. Performance Rating (5 Points)

The performance rating of the Candidate for at least three-year rating periods prior to screening should be at least Very Satisfactory. To get the points, get the average of the rating periods.

Rating Period	IPCRF Rating
SY 2020 - 2021	
SY 2021 - 2022	
SY 2022 - 2023	
AVERAGE	

Note: To compute, $SCORE = \left[\left(\frac{average}{5} \right) 100 \right] .05$

B. Instructional Materials Produced and Used for the Improvement of Teaching (5 Points)

Instructional Materials 5 Points

(shall be divided by the number of authors)

Book / Worktext

Sole Authorship 5 Points

Co-Authorship 3 Points

(Points to be divided by the numbers of authors)

Cumulative but not to exceed 5 points

Supporting Documents

• **For Writeshop:**

- ✓ Certificate of Recognition
- ✓ Copy of Division Memorandum
- ✓ Modules/Lesson Plan/Budget of Work.

Note: The Writeshop must have duration of 3 days/24 hours or more.

• **For textbooks/workbooks authorship:**

- ✓ Photocopy of the cover page of the book/ worktext per book/workbook title.



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PROFESSIONAL AND COMMUNITY INVOLVEMENT

10 Points

(Documents submitted should be for at least three (3) years starting from 2020)

A. Participation in Training Programs (5 Points)

Attendance to relevant trainings/programs

International	National	Regional	Division	District
5	4	3	2	1

Supporting Documents:

- Certificate of Participation

Demonstration Teacher

Supporting Documents:

- Certificate of Recognition as Demonstration Teacher

Level	Point
National	5
Regional	4
Division	3
District	2
School	1

Cumulative but not to exceed 5 points

B. Professional / Community Service Awards (5 points)

Awards Received as Outstanding Teacher/Community Service Provider

Level	Point/s
National	5
Regional	4
Division	3
District	2
School	1

Supporting Documents:

- Certificate of Recognition
- Pictorial

Cumulative but not to exceed 5 points



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Trainer/Resource Speaker

Level	Point
National	5
Regional	4
Division	3
District	2
School	1

Supporting Documents:

- Certificate of Recognition
- Memorandum

Coaching (First three places only)

Level	Point/s
National	5
Regional	4
Division	3
District	2
School	1

(Cumulative but not to exceed 5 points)

Supporting Document:

- Certificate of Speakership/Coaching

F. Educational Attainment (5 points)

Educational Attainment	
Doctoral Graduate	5
Doctoral CAR	4
Doctoral Units	3
MA Graduate	2
MA (CAR)	1

Supporting Documents:

- Transcript of Records/Certification (if CAR)

Highest Educational Attainment Only



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✓ Page showing the name of teacher-nominee

C. Research Outputs (5 Points)

Written/produced classroom – based action research submitted to the Division (for the last 3 years)

	Division	Region	National
Sole-Authorship	3	4	5
Co-Authorship	2	3	4
Proposal	1	2	3

(Points to be divided by the number of authors)

Cumulative but not to exceed 5 points

Supporting Documents:

- Copy of the action research/basic research conducted duly certified by the Division/Region/National.
- Summary of Findings/Effectiveness which helped improve the teaching-learning situation

D. Innovative Outputs (5 points)

Authorship

Sole Authorship 5 Points

Co-Authorship 3 Points

(Points to be divided by the number of authors)

Informative materials/videos/community outreach materials

Sole Authorship 5 Points

Co-Authorship 3 Points

(Points to be divided by the number of authors)

Cumulative but not to exceed 5 points

Supporting Documents:

- Copy of output/s
- Page showing the name of teacher-nominee

E. Co-curricular and/or extra-curricular involvement (5 points)



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SUMMARY OF POINTS

1. Outstanding Personal Characteristics -----	5
2. Leadership and Facilitating Skills, Positive Attitude and Commitment -----	5
3. Activities and Accomplishments -----	40
To be scheduled:	
4. Demonstration Teaching/on the job validation -----	30
5. Interview -----	20
Grand Total -----	100

NOTE:

Only the **TOP 3 NOMINEES** will undergo the demonstration teaching/on the job validation and interview. **There shall be at least two nominees from the school.**

The School Selection Committee (SSC) shall submit the following;

- score sheet** of the school level evaluation of documents **signed by the School Head as the Chairperson of the SCC and two members**, for combined schools, the **score sheet** shall be evaluated by the **School Heads and 1 member from each school.**
- documents of the top 3 nominees arranged per criteria and submit only the supporting documents as specified in the Evaluation of Documents with proper ear tags to the Records Section.**

Attention: **GIRLIE D. NOMBRES**, EPS – Mathematics

Subject: **HUWARANG GURO DOCUMENTS until March 22, 2024.**

- Schools with teachers lower than 10 will be clustered with other schools and they will be evaluated as one.

Canumay ES – 8 teachers	}	as one
Upper Kilingan ES – 7 teachers		
San Ysiro ES – 7 teachers	}	as one
Libis ES – 6 teachers		
Paglitaw ES – 3 teachers		