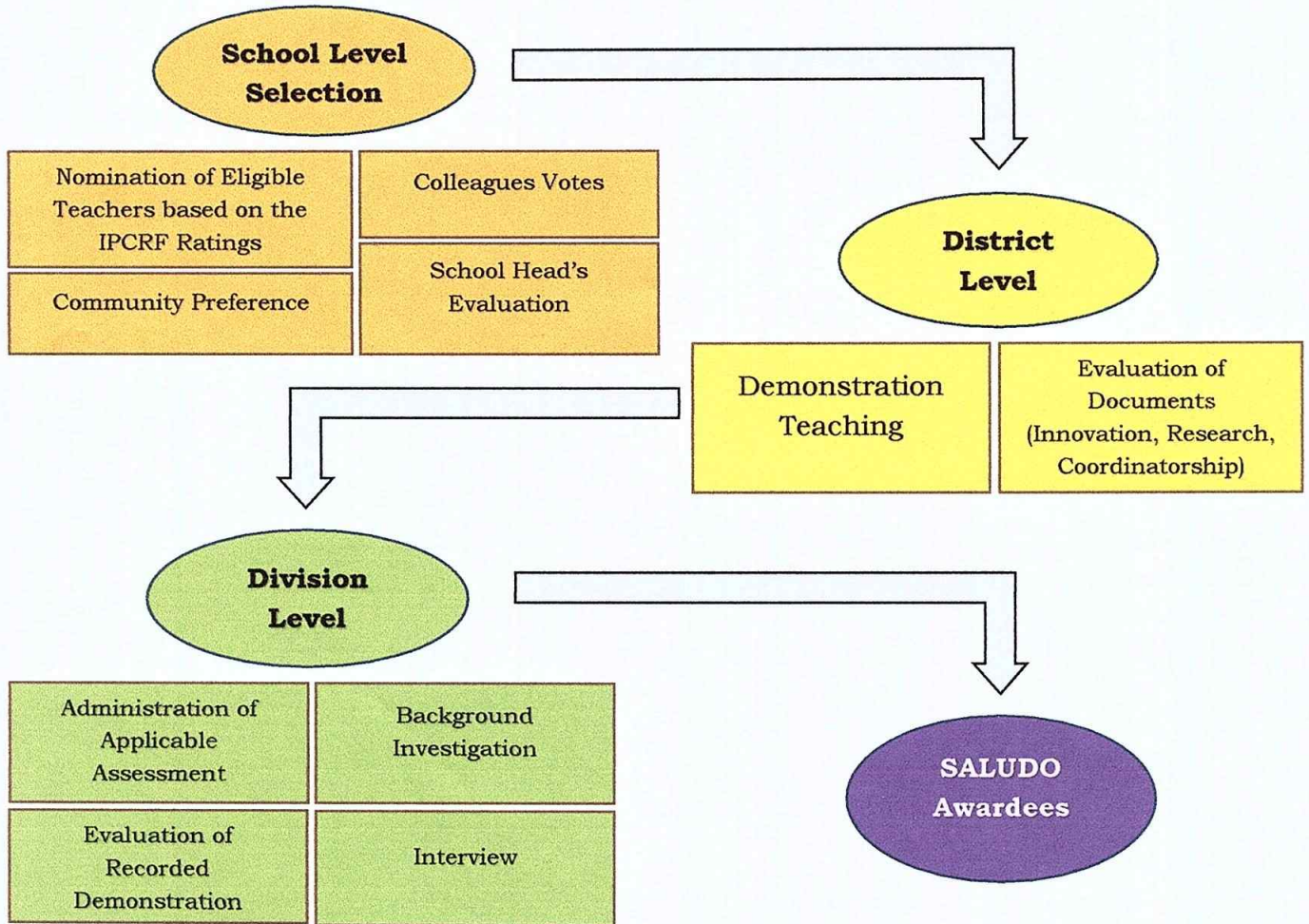




Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
SCHOOLS DIVISION OF KABANKALAN CITY

**PROCESS FLOW OF REWARDS AND RECOGNITION**  
**For the Most Outstanding Teaching Personnel**  
**(Key Stage 1 – 4 and Master Teacher)**



ALL teaching personnel who were rated Outstanding for the specified School Year are eligible for nomination for the award in the applicable teaching sub-category. In instances where no teaching personnel received an "Outstanding" rating within the particular district, the top three teachers with the highest "Very Satisfactory" ratings within the given rating period will automatically qualify for consideration in any of the award categories designated for teaching personnel.





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**SCHOOL LEVEL SCREENING**

The School Head shall:

- prepare a list of all eligible Teachers and another list, if applicable, of all eligible Master Teachers for the different awards sub-categories;
- announce to all the teachers in the school the names of eligible Teachers and/or Master Teachers and shall facilitate the voting for the candidate that each teacher prefers, including those eligible, to represent the school. The votes shall be cast through secret ballot. Those eligible shall be ranked based on number of votes in their favor;
- provide the PTA, SSG/SPG, and the Barangay LGU with the list of eligible Teachers and/or Master Teachers and request each of these organizations to rank (forced ranking) these eligible Teachers and/or Master Teachers as a body based on who they prefer to represent the school;
- have his/her own evaluation of the eligible Teachers and/or Master Teachers based on the Behavioral Competencies Indicators; and
- prepare the following Score Sheets: Colleague Votes, Community's Preference, School Heads Evaluation of the Eligible, and Overall Rank.

**DISTRICT LEVEL SCREENING:**

The Public Schools District Supervisor shall:

- organize a District LAC Session for the Demonstration Teaching of all the District Level Nominees;
- act as one of the raters of the Demonstration Teaching of all the District Level Nominees;
- evaluate the District Level Nominees, together with all the School Heads of the District, in terms of Innovation, Research, and Coordinatorship;
- prepare the following Score Sheets: Demonstration Lesson, Innovation, Research, Coordinatorship for the Specified Year, and Overall Rank

**DIVISION LEVEL VALIDATION:**

- The Rank 1 nominees from each district shall constitute the Finalists for teaching award sub-categories.
- The scores earned by of all Finalists in the School and District Level Screenings shall revert to zero.
- All Finalists shall:
  - submit a one-hour Video Lesson which will constitute 50% of the total score and shall be evaluated by an external

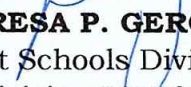


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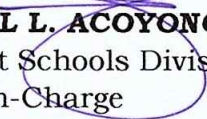
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- panel of experts;
- write an essay on a topic that will be disclosed during the day of the administration which will constitute 25% of the total score and shall be evaluated by a panel of experts; and
- undergo a 15-minute interview with PRAISE Committee which will constitute 50% of the total score.
- Only one (1) Finalist from each sub-category will emerge as the awardee and will be recognized as Most Outstanding in that sub-category.

Prepared by:

  
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Chair, Division PRAISE Committee

Noted:

  
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Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent