Ten Outstanding Teachers of Albay
Three Outstanding Principals in the Countryside of Albay

2013 Implementation Mechanics

1. Declaration of Purpose

The Search for Ten Outstanding Teachers of Albay (TOTAL) intends to recognize teachers of secondary and elementary schools in both the public and private sector who exemplify the best of the teaching profession and its goal to empower the youth through education. It celebrates the inspiring work and life of teachers and how the same contributes to local development through the achievements of students and communities.

The Search for Three Outstanding Principals in the Countryside of Albay (TROPICAL) is conducted to identify and reward three school principals in the province whose leadership in their schools resulted in academic excellence, social relevance, organizational efficiency and the positive recognition of their schools. It acknowledges the school principal whose life is an example of excellence and integrity and whose reputation as leader and educator is based on sincere accomplishments both inside and outside the school.

Both TOTAL and TROPICAL Searches have the intention of providing the province with examples of excellence for other educators to emulate and to consequently improve the quality of education received by the Albayano student.

2. Criteria for the Search

Teachers who are awarded as one of the TOTAL are expected to:

a. Have a broad understanding of effective teaching and of trends and issues in education;
b. Actively participate in educational research and professional development;
c. Facilitate learning and be skilled in implementing teaching strategies to suit the needs of the students and the curriculum;
d. Be a significant and positive influence on student and classroom achievement;
e. Have the ability to explain, discuss and defend a personal philosophy of teaching;
f. Be poised, articulate, enthusiastic, and energetic;
g. Show exceptional dedication, knowledge and skill to and in the teaching profession;
h. Have a superior ability to teach and to inspire in all sorts of students a love for learning;
i. Show active involvement and leadership in school and community activities; and
j. Have the respect and admiration of students, parents and colleagues.

School Principals who are awarded as one of the TROPICAL are expected to:

a. Exemplify personal effectiveness and lead in adapting to changes in the school;
b. Promote a culture of peace and respect for cultural diversity;
c. Ensure the creation of a conducive learning environment through appropriate supervision of curriculum and instruction;
d. Be instruments of positive development and accomplishment in the school and community
e. Serve as best example of a learned, research-based educator to their teachers;
f. Exercise organizational leadership through efficient and creative planning and implementation of programs and projects for the school;
g. Be efficient managers of resources, facilities and information inside their schools;
h. Develop and foster a strong community and school relationship;
i. Have the reputation of a sensible, reliable and morally upright member of the community; and
j. Have the respect and admiration of persons in both school and community.

3. Qualifications for Nomination

To qualify as TOTAL nominee, a teacher must:

a. Be an elementary or secondary school teacher in a public or private school in Albay
b. Have a performance rating of at least “VS” for two most recent evaluation periods
c. Have at least 1 school year of teaching experience at the time of nomination
d. Be teaching at least 4 hours a day (or 20 hours a week)
e. Be a LET or PBET passer; have a teaching license
f. Endorsed by his/her school principal

To qualify as TROPICAL nominee, a school principal must:

a. Be a school principal of a public/private elementary/secondary school in Albay
b. Have been a school principal for at least three (3) years
c. Be nominated by the student government and the PTA of the current school assignment
d. Endorsed by the appropriate Schools Division Superintendent

For both TOTAL and TROPICAL searches, the following are not eligible to join:

a. Persons who do not fulfill the basic criteria as enumerated
b. Winners of regional, national or international awards that are of similar nature
c. Bicol University faculty members (Search TWG members are from BU)
d. Persons who, upon appropriate investigation and consideration of the Search and Awards Committee, are found to: (a) have committed acts that are inconsistent with the Search criteria or (b) are involved in active cases or complaints against them during the search year.

4. Selection Process

<table>
<thead>
<tr>
<th>Step 1</th>
<th>TOTAL</th>
<th>TROPICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each school nominates a teacher and endorses the nomination to Division Office together with filled-up nomination form</td>
<td>Schools Division Superintendents nominates 10% of the total number of school heads in their division</td>
<td></td>
</tr>
</tbody>
</table>

Step 2

Division Offices, through the Division Superintendent, attests to the character of nominees and certifies that nominees have no pending case and that no complaint against them are presently filed; Division Superintendent must use standard form

Screening 1: In case a nominee cannot be attested and certified as required, the nominee cannot be replaced by another candidate

The Division Offices endorses the list of certified nominees to the Search and Awards Committee, which is then turned over to the TWG

Step 3

TWG examines all nominations for conformity to qualifications

Screening 2: Nomination forms that prove to be inadequately or incorrectly filled up shall not be returned for correction to nominee; nominee may be disqualified on the basis of information provided upon submission of nomination form
Step 4: TWG re-endorses list of qualified nominees to Division Offices and distributes to qualified nominees the Nominee Information Sheet (NIS)

**Screening 3:** TWG scores the contents of the Information Sheet

Only top 50 elementary and top 50 secondary level teachers will join next step; 100 teachers in all

Only top 30 combined elementary and secondary level school principals will join next step

Step 5: All remaining qualified nominees (100 TOTAL and 20 TROPICAL) take the Qualifying Test on schedule and venue decided upon by TWG

Step 6: **Screening 4:** TWG combines the results of the NIS Evaluation (60%) and the Qualifying Test (40%) and ranks nominees

Only top 30 combined elementary and secondary level school principals will join next step

Only top 15 elementary and top 15 secondary level teachers will qualify for Stage 1

Step 7: Stage 1 qualifiers (30 TOTAL and 15 TROPICAL) submit portfolios for evaluation and are subjected to school visit

**Screening 5:** TWG combines results of portfolio evaluation (60%) and school visit (40%) and ranks Stage 1 qualifiers to determine Finalists

Only top 8 elementary and top 8 secondary level teachers join the Stage 2 as Finalists

Only top 6 elementary or secondary school principals join Stage 2 as Finalists

Step 8: 16 Finalists participate in the Teaching Competition and Panel Interview

**Screening 6:** TWG combines results of competition (60%) and panel interview (40%) to determine year’s winners

Only top 5 elementary and top 5 secondary level teachers are declared Winners; 10 teachers in all

Only top 3 elementary or secondary teachers are declared Winners

5. Estimated Schedule of Activities

<table>
<thead>
<tr>
<th>Date</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15 – April 1</td>
<td>Nomination Period, April 1 last day of submission to Division Office</td>
</tr>
<tr>
<td>April 19</td>
<td>Last Day of Submission to TWG of Division Nominee List</td>
</tr>
<tr>
<td>April 30</td>
<td>Re-endorsement of Reviewed Nomination List by TWG to Division Office</td>
</tr>
<tr>
<td>May 10</td>
<td>Last Day of Submission of Nominee Information Sheet to TWG</td>
</tr>
<tr>
<td>May 30</td>
<td>Administration of Proficiency Test</td>
</tr>
<tr>
<td>June 14</td>
<td>Announcement of Stage 1 Qualifiers</td>
</tr>
<tr>
<td>June 21 – July 19</td>
<td>Portfolio Submission, July 19 last day of submission of portfolio</td>
</tr>
<tr>
<td>July 22 – August 23</td>
<td>Stage 1: Portfolio Evaluation and School Visit</td>
</tr>
<tr>
<td>September 6</td>
<td>Finalists’ Meeting and Competition Orientation</td>
</tr>
<tr>
<td>September 10 – 12</td>
<td>Stage 2: Teaching Competition and Panel Interview</td>
</tr>
<tr>
<td>October 5</td>
<td>Awards Night</td>
</tr>
</tbody>
</table>