School Memorandum
No. 19 s.2021

CRITERIA FOR OUTSTANDING TEACHERS
A.Y 2020-2021

To: Teaching Personnel

1. This office announces the criteria for OUTSTANDING TEACHERS for Academic Year 2020-2021.
2. This activity aims to recognize exemplary accomplishments of teachers.
3. Enclosure No. 001 is attached for further clarification of this activity.
4. For information and dissemination.

DIANALYN A. PALAGANAS, PhD.
Principal II

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Region III  
Schools Division of San Jose Del Monte City  
District 8  
GRACEVILLE ELEMENTARY SCHOOL

CRITERIA FOR OUTSTANDING TEACHERS  
A.Y 2020-2021

A. Implementation of the Curriculum:
   a. Availability of softbound copies of complete and updated WHLP checked by the Master Teacher assigned on time.
   b. WHLP should be made by the teachers. Downloaded WHLP is highly discourage.
   c. Availability of softbound copies of MELC/Curriculum Guide of the subject area being taught.
   d. Presence of Instructional Materials:

<table>
<thead>
<tr>
<th>Online Distance Learning Modality</th>
<th>Modular Distance Learning Modality</th>
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<tbody>
<tr>
<td>1. Power point presentation; Canva; others</td>
<td>1. Video Lesson (if applicable). 1 Video lesson</td>
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<tr>
<td>2. Video lesson (if applicable). 1 video lesson</td>
<td>2. Screenshot of queries of parents/response of teachers (per day)</td>
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<td>3. Recording of Lesson/session (via Google Meet)</td>
<td>3. Attendance of Distribution of Modules/retention of Modules (100% with in the month)</td>
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<td>5. Contextualized and Localized Learning Activity Sheet (CLLAS). (2-subject/month)</td>
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   e. Summative Tests should be submitted a day before the administration with Table of Specifications checked by the Master Teacher assigned. Downloaded Summative Test is highly discouraged.

   1. Aligned with MELCs taught.
   2. Summative test should be aligned also on the subject being taught. (Based on the Class Program)
   3. Applied the updated Blooms Taxonomy of Objectives.

B. Classroom Observation
   a. Completed the 2 sets of Scheduled Classroom observations (Video Lesson, Online Observation, etc)

C. Professional Development:
   a. Enrolled in any Graduate/Technical/Vocational Courses
      1. Proof of enrollment
      2. Proof of Attendance
   b. Mentoring/Coaching
      1. Proof of Attendance (PMCF)

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c. Seminar attended (any of the following)
1. International level (Copy of Certificate/ Memo. if available)
2. National level (Copy of Certificate/ Memo. if available)
3. Regional level (Copy of Certificate/ Memo. if available)
4. Division level (Copy of Certificate/ Memo. if available)
5. District level (Copy of Certificate/ Memo. if available)
6. School level (Copy of Certificate/ Memo. if available)

D. Community Involvement:
a. Communication with Parents (with attachment).

E. Submission of Reports:
a. DTR- 2- day before the end of the month
b. Monthly Enrollment Report - First day of the Month
c. Others:

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