



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



Regional Memorandum  
No. **270-2017**


**ANNOUNCING THE SEARCH FOR OUTSTANDING TECHNOLOGY AND LIVELIHOOD  
EDUCATION (TLE) & TECHNICAL VOCATIONAL EDUCATION (TVE) TEACHERS SY 2017-  
2018**

To: Schools Division Superintendents  
Division TLE Supervisors/Coordinators  
All Divisions



DEPED-CAR Time: \_\_\_\_\_

1. In recognition to the unwavering support of Technology and Livelihood (TLE) & Technical Vocational Education (TVE) teachers in the attainment of skills development of students and the realization of the goals of K to 12 Basic Education Program. This office announced the **SEARCH for OUTSTANDING TLE/TVE TEACHERS** for the secondary level.
2. Attached herewith is the Project Design for reference and guidance.
3. Immediate and wide dissemination of this memorandum is desired.

  
MAY B. ECLAR, PhD, CESO V  
Officer-In-Charge  
Office of the Regional Director

Reference:

Republic Act. 10533, Basic Education Act of 2013 (K to 12 Basic Education Program)  
Executive Order No. 292, Rule X (Employees Suggestions and Incentive Awards System)  
CSC Memo Circular No. 1, s. 2001 (Program on Awards and Incentives for Service Excellence)

CLMD: emf/sdo

**Contact Numbers (Area Code: 074):**

Office of the Regional Director 422-1318  
Fax 422-4074  
Office of the ARD 422-9590  
ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
General Services Unit 422-1804

CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QuAD 422-5187  
COA 422-7434

## **Proposed Project Design**

### **I. TITLE: SEARCH FOR OUTSTANDING TECHNOLOGY AND LIVELIHOOD EDUCATION (TLE) & TECHNICAL VOCATIONAL EDUCATION (TVE) TEACHERS**

### **II. RATIONALE:**

The K to 12 Curriculum has as its overarching goal, the holistic development of every Filipino learner with 21<sup>st</sup> century skills who is adequately prepared for work, entrepreneurship, middle level skills development or higher education. The teaching of Technology and Livelihood Education (TLE) plays a very important role in the realization of the overall goal of the curriculum. Whether or not the K to 12 graduate is skilled and ready for work, entrepreneurship or middle skills development depends on the extent of effectiveness of the TLE teacher.

The teaching of the TLE is guided by a Conceptual Framework. It shows that TLE encompasses the various sectors in Information and Communications Technology, Agri-fishery, Home Economics and Industrial Arts. TLE is geared towards the development of technological proficiency and is anchored on knowledge and information, entrepreneurial concepts, process and delivery, work values and life skills. The functional TLE equips students with skills for lifelong learning, is focused on mastery of skills and is founded on the cognitive, behavioral or psychomotor and effective dimensions of human development. Therefore, teaching TLE is teaching facts, concepts, skills and values as a whole.

Furthermore, technical and vocational education is recognized as the "master key to sustainable development." In line therefore with the trust of the government to bring back technical-vocational education in public secondary schools, and in order to enhance the Competency-Based Curriculum and Strengthen Technical Education Program (STVEP), there is a need to boost the morale of the teachers as they play a major role in developing highly competent learner/ students equipped with the necessary skills. Anchoring on this reason is the search for an Outstanding TLE/ TVE teacher.

### **III. OBJECTIVES:**

The general objective of the search is to recognize the outstanding achievements of Technology and Livelihood Education & Technical Vocational

Education teachers and to encourage others in the field to uplift the quality of teaching TLE/TVE in the region.

Specifically, it aims to:

1. Motivate TLE/TVE teachers to excel in their area of specialization.
2. Encourage TLE/TVE teachers to share best practices in teaching TLE/TVE.
3. Promote TLE/TVE as an avenue for a lifelong learning.

**IV. DATE and VENUE:**

- **October 13, 2017-Evaluation of documents in the school level.**
- **November 10, 2017- Evaluation of documents in the division level.**
- **December 8,2017-Submission of documents of the Outstanding TLE/TVE teacher (one per division) to the region.**
  
- **Awarding of the three (3) outstanding TLE/TVE teacher of CAR,SY 2017-2018**

**V. GUIDELINES FOR IMPLEMENTATION:**

The search is open to all full-time Technology and Livelihood Education/Technology Vocational Education (STVEP) teachers and secondary schools duly nominated by their respective schools heads using the prescribed nomination form signed by the Schools Division Superintendent.

1. Awards and Prizes: The winner shall receive the following awards and prizes;
  - Plaque of recognition for the Awardees and the school where he/she comes from.
  - Cash prizes for the Outstanding TLE/TVE teachers in the secondary level.
2. Qualification and Nominee
  - The nominee must be a Filipino citizen, male or female, presently teaching fulltime TLE/TVE and must have taught in the secondary schools for at least five consecutive years or more.
  - The nominee for the award must be recommended by the school and SDS.
  - The nominee must be of good moral character as certified by the school head.
  - Regional entry for the previous years are not already qualified
3. Selection Procedure
  - For the school, division and regional level selection, all supporting documents (within the last three years) submitted by the school nominee shall be rated according to the set of criteria below.

<p><b>Exceptional Moral Character</b></p> <p>(Evaluation ratings from one of his/her students/learners, non-teaching personnel representative, his/her school head and Faculty president ) Please see attached Enclosure questionnaire</p>	10
<p><b>Extraordinary Achievements</b></p> <p>(Conducted TLE/TVE seminars, demonstration teaching in TLE/TVE Served as speaker, facilitator or resource person, introduced new innovations in teaching TLE/TVE, conducted action research in TLE/TVE, prepared instructional TLE/TVI contextualized materials and received awards related to TLE/TVE, like Technolympics for the last 5 years) Conducted seminars/as speaker (Maximum of 5 points) school level . . . . . 2 points Division level . . . . . 3 points Regional Level . . . . . 5 points As demonstration teaching, observed by the D.O. . . . . 5 points Introduced new innovations: (Maximum of 5 points) School level . . . . . 2 points Division level . . . . . 3 points Regional Level . . . . . 5 points TLE/TVE Action research . . . . . 5 points Introduced functional TLE/TVL contextualized instructional materials . . . . . 5 points Regional Winner (Technolympics) . . . . . 3 points National Winner (Technolympics) . . . . . 5 points</p>	30
<p><b>Community Involvement &amp; Leadership (within the last 2 years)</b></p> <p>(Adviser in co-curricular activities, Organized skills training in the community, Ex. YECS, Technolympics advisers with accomplishments and documentations ) Adviser in co-curricular activities, within the last 2 years . . . . . 5 pts. Organized skills training in the community, within the last 2 yrs. . 5 pts.</p>	10
<p><b>Professional Development (within the last 5 years)</b></p> <p>(Attended training programs, seminars in TLE/TVE) Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:  <ul style="list-style-type: none"> <li>• Division level . . . . 1 pts.</li> <li>• Regional level . . . . 2 pts.</li> </ul> Participant in one (1) training conducted for at least (3) days not credited during the last promotions:  <ul style="list-style-type: none"> <li>• National level . . . . . 3 pts.</li> </ul> Acquired NC qualifications in all his/her specialization curriculum map (Ex. Cookery NC 11, Bread and Pastry Production NC 11, Food and</p>	10

Beverages NC 11 and Bartending NC 11) <ul style="list-style-type: none"> <li>• 3 pts.</li> </ul> Acquired Trainers Methodology 1 <ul style="list-style-type: none"> <li>• 4 pts.</li> </ul>	
<b>Performance Rating</b> Performance rating for the last 3 rating periods should be at least Very Satisfactory. (Average of the numerical ratings multiplied by 25%)	25
<b>Academic Qualifications</b> <ul style="list-style-type: none"> <li>• PhD. or Ed.D. in Education . . . . . 15 pts.</li> <li>• Complete Academic Requirements for PhD. or EdD. Degree. . . . . 13 points.</li> <li>• Masteral Degree . . . . . 10 points</li> <li>• Complete Academic Requirements for Masters Degree . . . . . 8 points</li> </ul> Note: Doctoral and Masteral Degree should be relevant to Technology.	15
<b>Total Points</b>	100

**VI. METHODOLOGY:**

1. The presentation and discussion of the project and the criteria will be discussed further during the coordination meeting with the Division supervisors.
2. The schools using a committee structure composed of department heads/coordinators and the school head as chairman, will nominate, evaluate and screen papers of the nominees then submit the name/names of the qualified TLE/TVE teacher with their nomination packages to the division office. The nomination packages will include, but not limited to the following:
  - a. Completed nomination form (3 copies)
  - b. Personal Data Sheet with passport size picture
  - c. Updated Service Record
  - d. Portfolio of accomplishments as documented in pictures and other testimonials (3 copies)
3. The division using a structure committee composed of the TLE Supervisor/coordinator and the ASDS as chairman, will interview the nominees from the different schools and verify the veracity of their documents. After the nominees are ranked, the division will select only one from among the nominees and submit his/her name and documents to the regional office recommended by the SDS.
4. The Regional office thru the CLMD, using a structure committee composed of the supervisor and the CLMD chief as chairperson will evaluate the papers and

verify the veracity of the documents . The committee will choose the top three teachers who will be declared as outstanding TLE/TVE teacher in CAR.

Reference:R.A.6713 -Code of Conduct and Ethical Standards for Public Officials and Employees  
DepEd Order No. 66, s. 2007


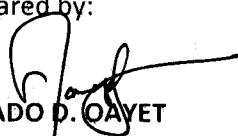
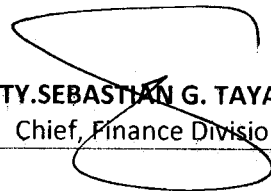
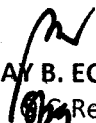
Imelda B. Taganas, OIC-Executive Director, Qualifications and Standards Office,  
TESDA (TLE convenor)

Message: Br. Armin A. Luistro FSC, DepEd Secretary (STVEP schools)

**VII. BUDGETARY REQUIREMENT**

Source of Funds : Regional Fund

Use of Funds	Amount	Participants/Quantity	Total
Cash Awards	7,500.00 1 <sup>st</sup> place	1	Php.7,500.00
	6,000.00 2 <sup>nd</sup> place	1	Php.6,000.00
	5,000.00 3 <sup>rd</sup> place	1	Php.5,000.00
Tarpaulin	1000.00 (4 x8)	1	Php. 1,000.00
Plaque (for the awardee)	1,500.00	3	Php. 4,500.00
Plaque (for the school)	1,500.00	3	Php. 4,500.00
	<b>Total</b>		<b>Php.28,500.00</b>

Noted by:  <b>EMILIA M. FAUSTINO</b> Chief, CLMD	Prepared by:  <b>SABADO D. GAYET</b> EPS-CLMD
Allotment Available as per CLMD WFP:  <b>PIO D. ECUAN, Ed.D.</b> PPRD-Chief	As to Finance:   <b>ATTY. SEBASTIAN G. TAYABAN</b> Chief, Finance Division
APPROVED:   <b>MAY B. ECLAR, PhD., CESO V</b> Regional Director	

**SEARCH FOR THE OUTSTANDING TECHNOLOGY AND LIVELIHOOD EDUCATION TEACHERS (TLE) TECHNICAL  
VOCATIONAL EDUCATION (TVE) TEACHERS**

**TABULATION FORM**

Name of Participant: \_\_\_\_\_

<b>CRITERIA</b>	<b>Earned Points</b>	<b>Maximum Points</b>
<p><b>A.Exceptional Moral Character</b></p> <p>(Evaluation ratings from one of his/her students/learners, non-teaching personnel representative, his/her school head and Faculty President) Please see attached Enclosure questionnaire</p>		<b>10</b>
<p><b>B.Extraordinary Achievements</b></p> <p>(Conducted TLE/TVE seminars,demonstration teaching in TLE/TVE Served as speaker or resource person,introduced new innovations in teaching TLE/TVE,conducted action research in TLE/TVE, prepared contextualized TLE/TVL instructional materials and received awards related to TLE/TVE,like Technolympics for the last 5 years)</p> <p><b>B.1Conducted seminars/as speaker (maximum of 5 points)</b></p> <ul style="list-style-type: none"> <li>• Division Level ..... 3 points</li> <li>• Regional Level .....5 points</li> </ul> <p><b>B.2 As demonstration teaching, observed by the Division Office. .... 5 points</b></p> <p><b>B.3 Introduced new innovations: (Maximum of 5 points)</b></p> <ul style="list-style-type: none"> <li>• School Level ... 2 points</li> <li>• Division Level ..... 3 points</li> <li>• Regional Level .... 5points</li> </ul> <p><b>B.4 TLE/TVE Action research ..... 5 points</b></p> <p><b>B.5 Introduced functional TLE/TVL contextualized instructional materials ..... 5 points</b></p> <p><b>B.6Technolympics: (As Winning Coach,use the highest point)</b></p> <ul style="list-style-type: none"> <li>• School Coach Winner ..... 1 points</li> <li>• Division Coach Winner ..... 2 points</li> <li>• Regional Coach Winner ..... 3 points</li> <li>• National Coach Winner ..... 5 points</li> </ul>		<b>30</b>
<p><b>C.Community Involvement &amp; Leadership (Within 2 years)</b></p> <p>(Adviser in co-curricular activities,Organized skills training in the community, Ex YECS, Technolympics school advisers/TLE/TVE/SHS coordinator</p> <p><b>C.1Adviser in co-curricular activities, within 2 years, with designation and supporting accomplishments ..... 5 points</b></p>		<b>10</b>

C.2 Organized 2 skills training in the community, (with approved proposals and accomplishments) within 2 years . . . . 5 points		
<b>D. Professional Development (within the last 5 years)</b> Attended training programs, seminars in TLE/TVE/SHS Participant in three (3) or more training activities in each level conducted For at least three (3) days not credited during the last promotions: <ul style="list-style-type: none"> <li>• Division Level . . . . . 1 point</li> <li>• Regional Level . . . . . 2 points</li> <li>• National level. . . . . 3 points</li> </ul> Acquired NC qualifications in all his/her specialization curriculum map (Ex Cookery NC 11, Bread and Pastry Production NC 11, Food and Beverages NC 11 and Bartending NC 11 . . . . . 3 points  Acquired Trainers Methodology 1 . . . . . 4 points		<b>10</b>
<b>E. Performance Rating</b> Performance Rating for the last 3 rating periods should be at least Very Satisfactory. (Average of the three (3) numerical ratings multiplied by 25%, signed & Approved by the School)		<b>25</b>
<b>F. Academic Technical Qualifications</b> <ul style="list-style-type: none"> <li>• Doctoral Degree . . . . . 15 points Completed Academic requirements . . . . . 13 points</li> <li>• Master's Degree . . . . . 10 points Completed Academic requirements . . . . . 8 points</li> <li>• Assessor in at least one skill . . . . . 6 points</li> </ul> <p>Note: Doctoral and Masteral degree should be relevant to TLE/TVL</p>		<b>15</b>
<b>TOTAL POINTS</b>		<b>100</b>

**RATER:**

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**Name & Signature**



**RUBRICS FOR THE PERFORMANCE RATING**

<b>Rating</b>		<b>Points</b>
<b>5.0</b>		<b>25</b>
<b>4.85</b>	<b>4.49</b>	<b>24</b>
<b>4.70</b>	<b>4.84</b>	<b>23</b>
<b>4.55</b>	<b>4.69</b>	<b>22</b>
<b>4.40</b>	<b>4.54</b>	<b>21</b>
<b>4.25</b>	<b>4.03</b>	<b>20</b>
<b>4.10</b>	<b>4.24</b>	<b>19</b>
<b>3.95</b>	<b>4.0</b>	<b>18</b>
<b>3.80</b>	<b>3.94</b>	<b>17</b>
<b>3.65</b>	<b>3.79</b>	<b>16</b>
<b>3.5</b>	<b>3.64</b>	<b>15</b>

**QUESTIONNAIRE ON EXCEPTIONAL MORAL CHARACTER**

To the rater/interviewer/evaluator: Please rate the candidate for outstanding TLE/TVE teacher in terms of the following ethical standards as stipulated in R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) Before rating, conduct an interview with the following:

- (1) His/her students/learners
- (2) Non-teaching personnel representative
- (3) His/her school head
- (4) Faculty President

Name of the Ratee: \_\_\_\_\_

Please put check to the rater/interviewer/evaluator								
<input type="checkbox"/> Student/Learner		<input type="checkbox"/> Non-teaching personnel representative						
<input type="checkbox"/> School Head		<input type="checkbox"/> Faculty President						
Please do not leave any item unanswered.								
<b>1.COMMITMENT TO PUBLIC INTEREST</b>								
Code for Competency Level: L-Low (1 pt.); F-Fair (2 pts.); S-Satisfactory (3 pts.); H-High (4 pts.)								
At what level does the teacher . . . . .				L	F	S	H	
1.	Considers public interest/welfare over and above personal interest in making decision (Consider Means of Verification such as personal sacrifices (Overtime without pay, spending for learners, home visitation, assistance to sick learners, distance of residence to workplace, and the like)							
2.	Is honest always							
3.	Is economical in using school, HPTA funds, donations etc., (avoids wastage)							
<b>11.PROFESSIONALISM</b>								
4.	Intelligence/wisdom as a public employee							
5.	Skill in the profession							
6.	Devotion and dedication to duty							
<b>111. JUSTNESS AND SINCERITY</b>								
7.	Does not discriminate against anyone, especially the poor And the underprivileged clients							
8.	Respect the rights of others and refrains from doing acts Contrary to law, good morals, good customs, public policy, public order, Public safety and public interest							
9.	Does not extend undue favors on account of their office to their relatives whether by consanguinity or affinity.							

IV. POLITICAL NEUTRALITY					
10	Provides service to everyone without unfair discrimination and regardless of party affiliation or preference.				
V. RESPONSIVENESS TO THE PUBLIC					
Code for Competency Level: L-Low (1 Pt.); F-Faire (2 Pts.); S-Satisfactory (3 Pts.); H-High (4 Pts.)					
At what level does the teacher . . . .		L	F	S	H
11.	Extends prompt, courteous, and adequate service to the public clients				
12.	Provides when required and appropriate the needed information with regard to policies and procedures in clear and understandable language to the parents/clients				
13.	Avoids red tape				
VI. NATIONALISM AND PATRIOTISM					
14.	Promotes the use of locally produced goods, resources, and technology and encourages appreciation and pride of country and people.				
15.	Shows other behaviors depicting loyalty to the Republic and the Filipino people				
VII. COMMITMENT TO DEMOCRACY					
16.	Commits himself/herself to democratic way of life and values, maintains the principle of public accountability, and practices participative/consultative planning				
VIII. SIMPLE LIVING					
17.	Leads modest life appropriate to his/her position and income				
18.	Does not indulge in extravagant or ostentatious display of wealth in any form				
19.	Adheres to dress code always				

End of Behavior Validation

TRANSMUTATION TABLE	
SCORES	POINTS
74-76	10 POINTS
68-73	9 POINTS
62-67	8 POINTS
56-61	7 POINTS
50-55	6 POINTS
44-49	5 POINTS
38-43	4 POINTS