May 28, 2018

Division Memorandum
No. 110   s.   2018

To: All Elementary & Secondary School Heads
        All others concerned

From: MARIE CAROLYN B. VERANO, CESO VI
         Schools Division Superintendent

Subject: **Documentation and Submission of Best Practices in the Schools Division Office**

1. The Regional Office through the Field Technical Assistance Division (FTAD) requests the submission of School/District/School Division Office Best Practices conducted in 2017.

2. The Best Practices must be packaged in two (2) sets following Regional Memorandum No. 337, s. 2017 re: Criteria for the Assessment of Best Practices.

3. All the Districts should submit Schools and the District Best Practices documents to the Schools Division Office on or before June 15, 2018.

4. The Best Practices will be validated by the Division Field Technical Assistance Team. The documentation of the schools, districts and the division Best Practice will be submitted to the Regional Office.
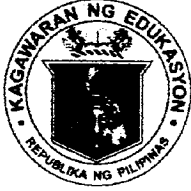
5. Immediate dissemination and compliance to this Memorandum is desired.

LBAwb
5/28/18

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

REGIONAL MEMORANDUM
NO. 337 . 2017

ADOPTION OF THE REGIONAL CRITERIA FOR THE ASSESSMENT OF BEST PRACTICES

TO   :   Schools Division Superintendents
            All Divisions
            All Others Concerned

1. In support to recognizing initiatives on the implementation of the different programs, projects, and activities of the Department of Education, Cordillera Administrative Region and to guide the regional office, schools division offices, and the schools in the identification of best practices, the herein attached Regional Criteria for the Assessment of Best Practices was developed to serve as an instrument for said purpose.

2.   This office enjoins the adoption and utilization of this Regional Criteria for Assessment of Best Practices in all governance levels in the Department of Education, Cordillera Administrative Region.

3.   Wide dissemination of this memorandum is desired.

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

REGIONAL ASSESSMENT TOOL FOR BEST PRACTICE

This assessment tool contains the tabulated components/elements, indicators for success, and criteria for the selection of best practices. The practices are categorized into three: the Promising, Validating, and the Exemplary. These three categories of practices differ from each other in terms of period of implementation.

The promising practice is that which has been implemented for a year and has observable effects on a certain performance while the validating practice has been implemented for two consecutive years and is verifying the observed effects during the first year of implementation. The exemplary practice has been implemented for three years or more and has confirmed its effects on improving performance.

Each component is given a percentage weight and indicators for success (Standards)while under each category are the criteria for the attainment of the identified indicators. The impact is given the most percentage weight since it measures the effectivity of the practice on improving performance or processes leading to achieving improvement in performance:

Component	Promising	Validating	Exemplary	Component	Promising	Validating	Exemplary
1. Rationale/Background	5	5	5	5. Progress Report	5	5	5
2. Objectives	5	5	5	6. Advocacy MOVs	5	5	5
3. Methodology	5	5	5	7. Impact	60	60	60
4. M&E MOVs	5	5	5	8. Accountability& Continuous Improvement	10	10	10

The impact focused on the effectivity of the practice in improving performance on Leadership and Governance, Curriculum and Instruction, and Management of Resources. These three subcomponents were taken from the school based management (SBM) assessment tool. The last component of the tool which is Accountability and Continuous Improvement (CI) was also taken from the SBM tool.

There are operational definitions of terms considered in this tool which are found in the indicators:

Process- the method employed in the implementation of the practice to accomplish the main purpose/or objectives of said practice or a set of interrelated or interacting activities which transforms inputs into outputs which are definable, measurable, repeatable and predictable in a system.
Procedure – the step by step actions employed under each method for the attainment of probable results.
Total Quality Management - a comprehensive & fundamental rule for leading and operating an organization aimed at continually improving performance.
Continuous Improvement – A method to continually assess, analyze, and act on the performance improvement of key processes focusing on both client needs and the desired Performance.

Format of the Terminal Report for Submission to the Search for Best Practices

1. Title

The title should be brief, simple, concise, and should not exceed 20 words including articles. It can also be catchy or ignites the interest of the reader, has relevance to the practice, and it could also be indigenized or localized.

2. Rationale/Background

The background should reflect the mandate of DepEd Order # 83, s. 2012 and present the actual need based from the situational analysis conducted supported by facts or data.

3. Objectives

The objectives should be SMART: Specific and clear, Measurable, Attainable, Result-oriented, and Time bound.

4. Methodology

This contains the necessary information necessary for the implementation of the practice like: Materials needed in the implementation of the practice, the procedure or the step by step activities to be done in the implementation of the practice including M&E of immediate superior, how to measure the effectivity of the practice or how to determine the impact of the practice. It also includes the time table for the practice implementation until the terminal reporting

5. Monitoring and Evaluation

This contains the MOVs of the M&E activities conducted by immediate superior relative to the implementation of the practice like observation report and other means of doing the monitoring.

6. Progress Report

This contains the periodical report on the accomplishment of each activity provided in the methodology properly analyzed with emphasis on probable effect which could be qualitative or quantitative duly signed by immediate superior.

7. Advocacy

Modes of Verification on Advocacies conducted which can be pictorials, tarpaulin, Minutes of advocacy meetings and attendance, and others

8. Impact:

The impact of the implementation of the practice is measured in terms of the three out of four components of the school based management (SBM) which are the following
   a. Leadership and Governance
   b. Curriculum and Instruction
   c. Management of Resources

9. Accountability and Continuous Improvement

This contains a detailed report on the accomplishment of all identified activities/tasks in response to the objectives of the practice implementation and its result on processes for improvement gearing towards total quality management.

<div style="text-align:center">

_____
Proponent

</div>

<div style="text-align:right">

_____
Immediate Superior

</div>

Note: Supporting documents should be packaged properly

CRITERIA FOR THE ASSESSMENT OF BEST PRACTICES

Component and Indicators	Promising (one year)	Validating (two years)	Exemplary (Three years & more)
1. **Rationale/Background (5%)**	**Rationale/Background (10%)**		
a) Reflects – SBM (DO 83, s,2012) b) Reflects the actual needs (identification of gaps/situational analysis) c) Based on facts (Data based for the last 3 years)	Reflects school based management as stipulated in DO # 83, s. 2012 Reflects the actual needs (identification of gaps/situational analysis) Based on facts (Current data) within the first year of implementation of practice	Reflects school based management as stipulated in DO # 83, s. 2012 Reflects the actual needs (identification of gaps/situational analysis) based on facts (Data based for the last 2 years)	Reflects – School Based Management (DO 83, 2012) b) Reflects the actual needs (identification of gaps/situational analysis) c) Based on facts (Data based for the last 3 years)
2. **Objectives (5%)**			
The objectives should be Specific, measurable, attainable, result oriented and time bound	The objectives should be Specific, measurable, attainable, result oriented and time bound	The objectives should be Specific, measurable, attainable, result oriented and time bound	The objectives should be Specific, measurable, attainable, result oriented and time bound
3. **Methodology (5%)**	**Methodology (10%)**		
a. Processes and procedures are properly aligned with the objectives b. Responsive to the problem/	4- Four indicators have been met within the first year of implementation of the practice	4- Four indicators have been met within each year for the last two consecutive years of	4- Four indicators have been met within each year for the last three or more consecutive years of

identified needs or Effective in addressing needs c. Efficient or Cost effective d. Implemented as planned	3- Three indicators have been met within the first year of implementation of the practice 2- Two indicators have been met within the first year of implementation of the practice 1- One indicator have been met within the first year of implementation of the practice	implementation of the practice 3- Three indicators have been met within each year for the last two consecutive years of implementation of the practice 2- Two indicators have been met within each year for the last two consecutive years of implementation of the practice 1- One indicator have been met within each year for the last two consecutive years of implementation of the practice	Implementation of the practice 3- Three indicators have been met within each year for the last three or more consecutive years of implementation of the practice 2- Two indicators have been met within each year for the last three or more consecutive years of implementation of the practice 1- One indicator have been met within each year for the last three or more consecutive years of implementation of the practice

4. Mode of Verification (MOVs) for Monitoring and Evaluation conducted by Immediate Superior (5%)

a) Duly signed schedule of monitoring and evaluation activities conducted by immediate superior relative to implementation of practice b) Reports from immediate superior on monitoring and evaluation relative to the implementation of best practice duly signed c) Pictorials during the conduct of monitoring and evaluation	Presence of the thee modes of verification within the first year of implementation	Presence of the thee modes of verification within the two years of implementation	Presence of the thee modes of verification within the three years or more of implementation

5. Progress Report (5%)

a) Done as planned (according to the Methodology) b) Contains basic information i.e. Actual	4-All the three indicators are reflected in the periodical progress report within the first year of	4- All the three indicators are reflected in the periodical progress report within each year	4- All the three indicators are reflected in the periodical progress report within each year

Accomplishment, gaps, lessons learned and recommendations c) Authenticity (Pictorials or data)	implementation of the practice 3- Two indicators are reflected in the periodical progress report within the first year of implementation of the practice 2- One indicator is reflected in the periodical progress report within the first year of implementation of the practice 1- No progress report was prepared but practice has been implemented	of the last two years of implementation of practice 3- Two indicators are reflected in the periodical progress report within each year of the last two years of implementation of practice 2- One indicator is reflected in the periodical progress report within each year of the last two years of implementation of practice 1- All the three indicators are reflected in the periodical progress report within ONE YEAR only of the last two years of implementation of practice	of the last three years of implementation of the practice 3- Two indicators are reflected in the periodical progress report within each year of the last three years of implementation of the practice 2- One indicator is reflected in the periodical progress report within each year of the last three years of implementation of the practice 1- All the three indicators are reflected in the periodical progress reports within TWO YEARS only of the last three years of implementation of practice
6. Modes of Verification on Advocacies conducted (5%)			
a) Presence of Advocacy Plan b) Report on the implementation of the Advocacy plan c) Attendance of participants during conduct of advocacy (if meetings are conducted) d) Pictorials per advocacy conducted found in the plan (Tarpaulin/Posters/meetings/etc.)	4-Presence of the four MOVs within the first year of implementation of the practice 3- Presence of the three MOVs within the first year of implementation of the practice 2- Presence of the two MOVs within the first year of implementation of the practice 1- Presence of the one MOV within the first year of implementation of	4-Presence of the four MOVs within each year of the two years of implementation of the practice 3- Presence of the three MOVs within each year of the two years of implementation of the practice 2- Presence of the two MOVs within each year of the two years of implementation of the practice 1- Presence of the one MOV within each year of the two years	4-Presence of the four MOVs within each year of the three years of implementation of the practice 3- Presence of the three MOVs within each year of the three years of implementation of the practice 2- Presence of the two MOVs within each year of the three years of implementation of the

	the practice	of implementation of the practice	practice 1- Presence of the one MOV within each year of the three years of implementation of the practice

7. Impact: 60%

7.a. Leadership and Governance (10%)

The practice: • is aligned with the Annual Improvement Plan (AIP) • involved internal and external stakeholders with their significant roles in the implementation of the practice • resulted to improvement and has exceeded the target	**Leadership & Governance (30%)** 4 - all indicators were met within the first year of implementation of the practice 3- 2 indicators were met within the first year of implementation of the practice 2- 1 indicator was met within the first year of implementation of the practice 1 –No indicators were met yet within the first year of implementation of the practice	4 - All indicators were met within the last two consecutive years of implementation of the practice 3- Two indicators were met within the last two consecutive years of implementation of the practice 2- One indicator was met within the last two consecutive years of implementation of the practice 1 – all indicators were met for ONE year Only	4 - All indicators were met within the last three or more consecutive years of implementation of the practice 3- All indicators were met within two years of the last three years or more consecutive years of implementation of the practice 2- All indicators were met in one year of the last three years or more consecutive years of implementation of the practice 1 – Two indicators were met within the last three or more consecutive years of implementation of the practice

7.b. Curriculum and Instruction (40%)

a. SCHOOL MPS (8%) Increased in School MPS based from preceding school year data	Beginning of the practice. No impact yet in terms of the performance indicators (PIs).	a. SCHOOL MPS (8%) 4- increased by 4 from baseline MPS 3- increased by 3 from baseline	a. SCHOOL MPS (8%) 4- increased by 4 from baseline MPS 3- increased by 3 from baseline

		MPS	MPS
	The PIs during the first year of implementation shall be the baseline for the second year of practice implementation	2- increased by 2 from baseline MPS 1-increased by 1 from baseline MPS	2- increased by 2 from baseline MPS 1-increased by 1 from baseline MPS
b. PROMOTION (8%) Increased Promotion Rate based from preceding school year data		b. PROMOTION (8%) 4- increased by 8 or more from baseline 3- increased by 6 from baseline 2- increased by 4 from baseline 1-increased by 2 from baseline	b. PROMOTION (8%) 4- increased by 8 or more from baseline 3- increased by 6 from baseline 2- increased by 4 from baseline 1-increased by 2 from baseline
c. FAILURE RATE (8%) Decreased Failure Rate based from preceding school year data		c. FAILURE RATE (8%) 4 – decreased by 4 and mo׳ from baseline 3 - decreased by 3 from baseline 2- decreased by 2 from baseline 1- decreased by 1 from baseline	c. FAILURE RATE (8%) 4 – decreased by 4 and more from baseline 3 - decreased by 3 from baseline 2- decreased by 2 from baseline 1- decreased by 1 from baseline
d. COHORT SURVIVAL RATE (8%) Increased Cohort Survival Rate based from preceding school year data		d. COHORT SURVIVAL RATE (8%) 4- increased by 8 or more from baseline 3- increased by 6 from baseline 2- increased by 4 from baseline 1-increased by 2 from baseline	d. COHORT SURVIVAL RATE (8%) 4- increased by 8 or more from baseline 3- increased by 6 from baseline 2- increased by 4 from baseline 1-increased by 2 from baseline

e. DROP-OUT RATE (8%) Decreased drop-out rate based from preceding school year data		e. DROP-OUT RATE (8%) 4 – decreased by 2 and more from baseline 3 - decreased by 1.5 from baseline 2- decreased by 1 from baseline 1- decreased by 0.5 from baseline	e. DROP-OUT RATE (8%) 4 – decreased by 4 and more from baseline 3 - decreased by 3 from baseline 2- decreased by 2 from baseline 1- decreased by 1 from baseline

7.c. Management of Resources (10%)

	Partnership/linkages (30%)		
Improved Performance in the Management of Resources in terms of: **Partnership/linkages (10%)** Indicators: - Networking generated resources - Liquidation and accomplishment report was disseminated to sponsors - Fund utilization was captured in the transparency board - Acknowledgement letter sent to donors - Presence of MOU/MOA/Deed of Donation	4- Has accomplished all the five indicators within the first year of best practice 3- Has accomplished at least four indicators within the first year of best practice 2- Has accomplished at least three indicators within the first year of best practice 1- Has accomplished at least two indicators within the first year of best practice	4- Has accomplished all the five indicators within two consecutive years of the best practice 3- Has accomplished at least four indicators within two consecutive years of the best practice 2- Has accomplished at least three indicators within two consecutive years of the best practice 1- Has accomplished at least two indicators within the two consecutive years of the best	4- Has accomplished all the five indicators within three or more consecutive years of the best practice 3- Has accomplished at least four indicators within three or more consecutive years of the best practice 2- Has accomplished at least three indicators within three or more consecutive years of the best practice 1- Has accomplished at least two

		practice	indicators within the three or more consecutive years of the best practice

8. Accountability and Continuous Improvement (10%)

Accountability and Continuous Improvement in terms of:			
1. M&E report (5%) M & E reports indicate that all identified objectives, tasks, or activities in the methodology/ procedure were accomplished resulting to the improvement of a process	4- M&E reports within the first year indicate that all identified objectives, tasks, or activities in the methodology were accomplished which has a potential effect in improving a process	4- M&E reports within the last two years indicate that all identified objectives, tasks, or activities in the methodology were accomplished strengthening the effectiveness of practice in improving a process	4- M&E reports within the last three or more years indicate that all identified objectives, tasks, or activities in the methodology were accomplished resulting to the effectiveness of the practice in improving a process
	3- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for one objective/task/activity but has potential effect on improving a process	3- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for one objective/task/ activity but still strengthen effectiveness of the practice in improving a process	3- M&E reports within the first year indicate that all identified objectives, tasks, or activities in the methodology were accomplished except for one objective/task/ activity but still resulting to the effectiveness of the practice in improving a process
	2- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities	2- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities	2- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities
	1- M&E report within the first year	1- M&E report within the first	

Accountability and Continuous Improvement in terms of:	indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities	year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities	1- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities
2. Process Flow (5%) At least one process improved, with approved process flow during the implementation of the Best Practice *(Please identify the process)*	There is at least one potential process for improvement and for process flow development during the implementation of the practice	There is at least one process improved for validation with approved process flow during the implementation of the practice	There is one process improved with approved process flow and disseminated for reference/or benchmarking during the implementation of the practice
Total Points	100%	100%	100%

Note:

- The practice should have been implemented continuously for three years or more before it will be considered as exemplary practice.
- Rating that includes Title and packaging:
  Result of assessment – 90 %
  Title   - 5% (Brief & concise-maximum of 20 words, Catchy, has relevance to the practice)
  Packaging   - 5% (Neatly organized, properly bounded, Cost efficient, Complete Content)
                  100%

- Entries with 75 score for any of the category are qualified for validation for the search.
- Results after validation will be ranked accordingly per category and will be the basis for the selection of best practices