

Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
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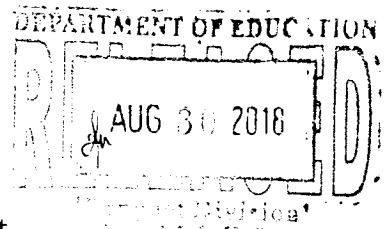
August 29, 2018

DIVISION MEMORANDUM

No. 208 s. 2018

**To: Chiefs – CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Coordinating Principals
Elementary and Secondary Teachers and School Heads (Public
and Private)
All others concerned**

From: NESTOR L. BOLAYO
OIC, Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



**Subject: 2018 Division Search for Best Performing / Harmonious Schools
and Outstanding Teaching, Teaching- Related and Non-
Teaching Personnel**

1. DepEd-Benguet shall conduct the division-wide search for best performing schools and outstanding teaching, teaching-related and non-teaching personnel in conformity with the Program Awards and Incentives for Service Excellence (PRAISE) of the Department of Education (DepEd Order No. 9, s. 2006) and the search for Outstanding Public Officials and Employees by the Civil Service Commission (CSC Memo. Circular No. 03, S. 2016), which shall be done in the school, district and division level respectively.
2. The search aims to recognize the exemplary performance and outstanding accomplishments of the members of the academic and non-academic community who manifest profound commitment and remarkable dedication.
3. The search is open to all Schools, teaching, teaching-related and non-teaching personnel.
4. The enclosed DepEd-CAR criteria (**R.O memorandum no. 276, s. 2018**) shall be used by the District/Division PRAISE committee in the search.
5. All entries for the division search shall be evaluated/selected on the basis of the most significant innovations, initiatives and for the practices that made a significant difference in improving access, efficiency, quality and governance in education for school year 2016-2017 and 2017-2018.
6. The search includes the following:
 - A. Best Performing School-

Elementary Level-1 public, 1 private
Secondary Level- 1 public, 1 private

- B. Best Performing Teacher- Elementary Level-1 public, 1 private
Secondary Level-1 public, 1 private
- C. Best Performing School Head- Elementary Level-1 public, 1 private
Secondary Level- 1 public, 1 private
- D. Best Program Implementer- (SHDP) Elementary Level-1 public
Secondary Level- 1 public
- E. Best Performing Non- Teaching- 1st level- 1 public
2nd level- 1 public
- F. Best Performing Supervisor- SDO
- G. Best Program Implementer- (ILPDDS) SDO

7. Candidates for awards must be nominated by their co-workers using the attached nomination form.
8. The 1st, 2nd, and 3rd placers at the district level shall be given a certificate of recognition as winners in the District level. However, only the First placers will be forwarded to the division office for the division wide search.
9. Nominees will submit five (5) peers and five (5) subordinates (if applicable) who will be rating them.
10. Attached are the guidelines and criteria for the above search. **(Enclosure no. 2 of Regional memo no. 276. 2018)**

A. Time table for the Teaching- Personnel search activities are follows:

	Search Activities	Dates
1.	District search/ Assessment/Evaluation	September 13, 2018
2.	Deadline of Submission of District Result and Documents of District Winners to the SDO by the PSDS/CP	September 14, 2018
3.	Deadline of submission of entries (1 set-original copies) through the records section	September 17, 2018
4.	Division Search: Assessment/Evaluation/Validation/Interview	September 17-21, 2018
5.	Awarding: Division Level – “Teachers Day”	September 28, 2018

B. Time table for the School and Non-Teaching and Teaching -related Personnel search activities are follows:

	Search Activities	Dates
1.	District search/ Assessment/Evaluation	Sept. 21, 2018
2.	Deadline of Submission of District Result and Documents of District Winners to the SDO by the PSDS/CP	October 5, 2018
3.	Deadline of submission of entries (1 set-original copies) through the records section	October 15, 2018
4.	Division Search: Assessment/Evaluation/Validation/Interview	October 22-26, 2018
5.	Awarding: Division Level –	TBA

11. Immediate and wide dissemination of this memorandum is desired.



Enclosure no.2 to SDO no. 208 s. 2018

NOMINATION FORM

OFFICE/SCHOOL: _____

ADDRESS: _____

A. PERSONAL DATA

1. Nominee's Full Name: _____
(Surname) (Given Name) (Middle Name)

2. Home Address: _____

3. Telephone Numbers: _____
(Office/School) (Residence) (Cellphone)

4. Date of Birth: _____

5. Place of Birth: _____

6. Sex: _____

7. Civil Status: _____

8. Citizenship: _____

9. Number of Years in Service: _____

10. Present/ Position Rank: _____

B. Give at least three (3) reasons for nominating the employee/school.

1. _____

2. _____

3. _____

C. INFORMATION about the NOMINATOR:

1. Name: _____

2. Position: _____

3. Office/School/District: _____

I hereby nominate the above-named candidate for the 2018 Search for best performing school, best performing teaching, teaching-related and non-teaching personnel.

Name and Signature of Nominee

RATING SHEET FOR BEST PERFORMING TEACHER

Enclosure No. 3 to SDO no. 208 s. 2018

INDICATORS	MOVs	SCORE
1. Learner Development - - - - - 30 Points		
<p>a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities Home visitation – 5 pts. Remedial classes/tutorial – 5 pts.</p> <p>a.2) 100% passing rate and zero dropout – 10 pts.</p> <p>b) Initiated and organized school and family partnerships that promote student peak performance – 10 pts.</p>	<p>1. Instructional plan for the conduct of remedial classes approved by the School Head 2. Report of conducted home visitation with documentation</p> <p>1. Certification of School Head – 100% passing rate and zero dropout (classroom) 2. Class record 3. SF 2 4. SF 4</p> <p>1. Teacher-Parent-Pupil Organization (TPP) 2. Homeroom PTA 3. List of curricular and extracurricular activities initiated and organized with documentation 4. MOA/Barangay Officials to promote students/pupils study habits and discipline</p>	
<p>a.2) Innovation – 10 pts. Conducted an innovation within SY 2016-2017 which is being used and has improved classroom</p>	<p>1. Project Proposal approved by the SDS 2. Project Completion Report containing the effect/impact of the innovation approved by the SDS</p> <ul style="list-style-type: none"> • If innovation is a learning material, it should be quality assured by the Division QA Team • If utilized in the classroom and school, it should be certified by the School Head 	
<p>b) Research – 5 pts. Has an ongoing research to improve school performance</p>	<p>1. Research Proposal approved by the SDS</p>	
3. Leadership Ability - - - - - 15 Points		
<p>a) Able to lead the members of a team to do willingly the assigned task/project</p>	<p>1. Certificate of chairmanship in a School, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person) 2. Accomplishment report 3. Designation/recognition</p>	

RATING SHEET FOR BEST PERFORMING TEACHER

Enclosure No. 3 to SDO no. 208 s. 2018

4. Responsiveness to the public - - - - - 10 Points		SCORE
a) Undertook volunteer service for the community and school: <ul style="list-style-type: none"> • In times of calamities • Municipal/barangay activities • Outreach programs 	1. Certification by GOs/NGOs 2. Documentation	
5. Professionalism - - - - - 20 Points		
a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance)	Note: A Rating Sheet shall be provided to be used by the identified raters. RATERS: <ul style="list-style-type: none"> • School Head • SPG/SSG President • One (1) Co-Teacher • One (1) Parent • One (1) stakeholders TO BE IDENTIFIED BY THE SCHOOL/DISTRICT/ DIVISION PRAISE COMMITTEE THROUGH RANDOM SELECTION: <i>** Evaluation from Parent shall be submitted in a sealed envelop</i>	
b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all.		
c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders		
d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs		
6. Awards won for the last 5 years - - - - - 10 Points		
a) National - - - - - 10 pts. b) Region- - - - - 8 pts. c) Division- - - - - 6 pts. d) District/Municipal/University wide - 4 pts. e) School/Barangay - - - - - 2 pts.	- Certified photocopy of certificates, plaques, etc. - Awards taken from a search for performing or outstanding teachers - Memorandum	
	TOTAL SCORE:	

Rated by:

Signature over Printed Name

Position

CRITERIA FOR EACH CATEGORY (100 Points)

A. BEST PERFORMING SCHOOL – 100 POINTS

INDICATORS	MOVs
<p>1. Performance Indicator S.Y. 2017-2018 - ----- 20 Points</p> <p>a. Retention – 10 Pts</p> <p> 88% & above - 10</p> <p> 86% - 87% - 8</p> <p> 84% - 85% - 6</p> <p>b. Simple Dropout -10 pts</p> <p> 0% - 10</p> <p> 1% - 8</p> <p> 2% - 6</p>	<p>EBEIS</p> <p>EBEIS</p>
<p>2. Financial Management - ----- 15 Points</p> <p>a. Budget utilization - <u>for Implementing Units (IUs)</u> - 7 pts.</p> <p> 96% - 100% - 7</p> <p> 91% - 95% - 6</p> <p> 86% - 90% - 5</p> <p> Liquidation of cash advance - <u>Elementary and for Non-Implementing Units (non IUs)</u> - 7 pts.</p> <p> 96% -100% - 7</p> <p> 91% - 95% - 6</p> <p> 86% - 90% - 5</p> <p>b. WFP prepared and approved - 5 pts.</p> <p>c. Transparency Board is updated monthly - 3 pts</p>	<p>- Budget utilization report CY 2017 and January – June 2018</p> <p>- Liquidation report 2017 and January – June 2018</p> <p>- WFP approved by the DO CY 2018</p> <p>- pictures of transparency board with September 2018 reports</p>
<p>3. Personnel Development - -----15 Points</p> <p>a. Monthly INSET/LAC sessions - 5 pts.</p> <p>b. All employees with properly accomplished IPDP - 5 pts.</p> <p>c. Attendance to L&D Activities (24 hours)</p> <p> 100% employees - 5</p> <p> 95 - 99% employees - 4</p> <p> 90 – 94% employees - 3</p>	<p>- at least 5 LAC session implementation report SY 2017-2018</p> <p>- summary of IPDP signed by the school Principal</p> <p>- Attendance report within SY 2017 - 2018</p>

INDICATORS	MOVs
<p>4. Learning Environment ----- 15 Points</p> <p>a. School Environment – 5 pts.</p>	<p>1. Signage/directory and evacuation route 2. Evacuation map 3. Perimeter fence 4. Presence of readily available emergency/first aid kits</p> <p>Pictorials/reports Presence of documents to support each indicator is equivalent to 1 point</p>
<p>b. Clean and Green Program - 5 pts.</p> <ol style="list-style-type: none"> 1. Clean and orderly classroom and offices 2. Waste management is evident 3. Implementation of WinS 4. Presence of Gulayan sa Paaralan 5. Beautification Program <p>c. Health and Nutrition - 2 pts.</p> <ol style="list-style-type: none"> 1. Health and Wellness Program for employees and learners 2. Implementation of DO 13, s. 2017 <p>d. Child Protection Policy - 3 pts</p> <ol style="list-style-type: none"> 1. Compliance to LSIS submission 2. Functionality of CPP-Committee (Organization of Committee) 3. Presence of contextualized CPP 	<p>Reports/Validation tool (RO)</p> <p>WinS accomplishment report</p> <p>Plan To be certified by the Head of Health and Nutrition Section</p> <ol style="list-style-type: none"> 1. LSIS report to be generated from the system 2. Report 3. Contextualized CPP
<p>5. Partnership ----- 15 Points</p> <p>a. School community projects/activities within or outside and donations received. ----- 10 pts</p> <p>b. Dissemination of DepEd programs during PTA meeting -5pts</p>	<p>- MOA/MOU - Acknowledgement/official receipt - PTA financial report SY 2016-2017</p> <p>- Documentation - minutes of meeting - pictures</p>
<p>6. Strategic Plan ----- 10 Points</p> <p>a. AIP approved and implemented - 5%</p> <p>b. SY 2017-2018 OPCRf Rating -5%</p>	<p>- Copy of AIP and Accomplishment report CY 2017</p> <p>- Copy of OPCRf 2017-2018 (Rating of the OPCRf is equivalent to the points earned for this indicator)</p>

INDICATORS	MOVs
<p>7. School Awards won (SY 2016 – 2017 ; SY 2017-2018)- 10 Points</p> <p>1. Awards garnered (5 pts)</p> <p>a. National or (5 national) = 5</p> <p>b. Region or (3-4 national or 5 regional) = 4</p> <p>c. Division or (3-4 regional or 5 division)= 3</p> <p>d. Municipal/District or(3-4 Division or 5 district/municipal) = 2</p> <p>2. Number or participations in N/R/D searches and garnered places (1st/2nd/3rd) (5 pts)</p> <p>a. 5 Events -5</p> <p>b. 4 Events- 4</p> <p>c. 3 Events- 3</p> <p>d. 2 Events- 2</p> <p>**Individual/group student awards included</p>	<p>- Certified photocopy of certificates, etc.</p> <p>- Certified photocopy of certificates, etc.</p>



B. BEST PERFORMING TEACHER

INDICATORS	MOVs
1. Learner Development - - - - - 30 Points	
<p>a.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities Home visitation – 5 pts. Remedial classes/tutorial – 5 pts.</p> <p>a.2) 100% passing rate and zero dropout – 10 pts.</p> <p>b) Initiated and organized school and family partnerships that promote student peak performance – 10 pts.</p>	<p>1. Instructional plan for the conduct of remedial classes approved by the School Head 2. Report of conducted home visitation with documentation</p> <p>1. Certification of School Head – 100% passing rate and zero dropout (classroom) 2. Class record 3. SF 2 4. SF 4</p> <p>1. Teacher-Parent-Pupil Organization (TPP) 2. Homeroom PTA 3. List of curricular and extracurricular activities initiated and organized with documentation 4. MOA/Barangay Officials to promote students/pupils study habits and discipline</p>
<p>a) Innovation – 10 pts. Conducted an innovation within SY 2016-2017 which is being used and has improved classroom</p>	<p>1. Project Proposal approved by the SDS 2. Project Completion Report containing the effect/impact of the innovation approved by the SDS</p> <ul style="list-style-type: none"> • If innovation is a learning material, it should be quality assured by the Division QA Team • If utilized in the classroom and school, it should be certified by the School Head
<p>b) Research – 5 pts. Has an ongoing research to improve-school performance</p>	<p>1. Research Proposal approved by the SDS</p>
3. Leadership Ability - - - - - 15 Points	
<p>a) Able to lead the members of a team to do willingly the assigned task/project</p>	<p>1. Certificate of chairmanship in a School, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person) 2. Accomplishment report 3. Designation/recognition</p>

4. Responsiveness to the public ----- 10 Points	
a) Undertook volunteer service for the community and school: <ul style="list-style-type: none"> • In times of calamities • Municipal/barangay activities • Outreach programs 	1. Certification by GOs/NGOs 2. Documentation
5. Professionalism ----- 20 Points	
a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance)	Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominee. <ul style="list-style-type: none"> • School Head • SPG/SSG President TO BE IDENTIFIED BY THE DIVISION PRAISE COMMITTEE THROUGH RANDOM SELECTION: <ul style="list-style-type: none"> • One (1) Co-Teacher • One (1) Parent <i>**Evaluation from Parents shall be submitted in a sealed envelop</i>
b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all.	
c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders	
d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	
6. Awards won for the last 5 years ----- 10 Points	
a) National ----- 10	- Certified photocopy of certificates, plaques, etc. - Awards taken from a search for performing or outstanding teachers - Memorandum
b) Region----- 8	
c) Division----- 6	
d) District/Municipal/University wide - 4	
e) School/Barangay ----- 2	



C. BEST PERFORMING SCHOOL HEAD

The criteria to be used will be the selected domains and indicators provided in the NCBS-SH. Each domain is assigned with corresponding points. All indicators supported with the required MOVs will be credited as indicated.

INDICATORS	MOV _s																
<p>1. INSTRUCTIONAL LEADERSHIP ----- 25 Points</p> <ul style="list-style-type: none"> ▪ Accounts for learning outcome of school vis-à-vis goals and targets - 10 pts. <table border="1" data-bbox="79 683 726 851"> <thead> <tr> <th>Rating</th> <th>DO</th> <th>Grad</th> <th>Promo</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>0%</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>8</td> <td>.01-1%</td> <td>98-99%</td> <td>98-99%</td> </tr> <tr> <td>6</td> <td>1.01-2%</td> <td>96-97%</td> <td>96-97%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ Conducts classroom observation and SLAC - 5 pts. ▪ Develops intervention programs/adapts existing programs - 5 pts. ▪ Creates and manages a school process to ensure student progress is conveyed to parents/guardians regularly - 5 pts. 	Rating	DO	Grad	Promo	10	0%	100%	100%	8	.01-1%	98-99%	98-99%	6	1.01-2%	96-97%	96-97%	<ul style="list-style-type: none"> ▪ dropout rate, graduation/promotion rate SY 2016-2017 ▪ Portfolios for accomplished observation form, M&E tools, LPs with evidence of supervisory activities, supervisory plan, post conferences notebook with signature of the teacher and school head, minutes of SLAC ▪ Accomplishment Report ▪ TA Plan ▪ Record of intervention program/innovative best practices with documentation, research based school program ▪ Record/documentation of card giving day, parents symposia, minutes of the meeting, home visit to parents and other processes the school observes in monitoring student progress
Rating	DO	Grad	Promo														
10	0%	100%	100%														
8	.01-1%	98-99%	98-99%														
6	1.01-2%	96-97%	96-97%														
<p>2. SCHOOL LEADERSHIP ----- 25 Points</p> <ul style="list-style-type: none"> ▪ Involves all internal and external stakeholders in developing SIP/AIP - 4 pts. ▪ Establishes e-BEIS/LIS and baseline data of all performance indicators - 3 pts ▪ SBM level of practice - 5 pts 	<ul style="list-style-type: none"> ▪ Approved AIP (2018-2019) ▪ School M & E team ▪ 100% eBEIS/updated LIS on due time ▪ Present level of practice, certification from 																

Level	points
3	5
2	4
1	3

DO

- Resolves problems at school level and explores several approaches in handling problems - 4 pts.
- Collaborates and mobilizes teachers in planning, implementing and sustaining programs and projects -4 pts.

- Documentation, records, attendance sheet
- Records of programs and projects

Financial Management

Budget Utilization - for Implementing Units (IUs) - 5 pts.

- 96% -100% - 5
- 91% - 95% - 4
- 86% - 90% - 3

Liquidation of cash advance - Elementary and for Non-Implementing Units (non IUs) - 5 pts

- 96% -100% - 5
- 91% - 95% - 4
- 86% - 90% - 3

3. LEARNING ENVIRONMENT -----10 Points

- Creates an engaging learning environment - 5 pts
- Participates in the management of learner behavior within the school and other related activities- -5 pts.
- Ensures that the objectives of the school development plan are supported with resources for training and development programs, assists and monitors the development of IPPD of each personnel - 4 pts.
- Assigns personnel in their areas of competence, Mentors and coaches employees and facilitates the induction of new one - 3 pts.
- Conduct of LAC session/meetings

- Child Friendly School - using CFSS checklist
- Complete school building, classrooms, learning centers, laboratory, canteens, IPED center, etc.
- Have organized guidance program, guidance designates if no guidance counselor, records of students assisted in their behaviors
- Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided
- Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted,
- 10 LAC session/meetings conducted

INDICATORS	MOVs																
<ul style="list-style-type: none"> Creates a functional school-based performance appraisal committee (PRAISE) - 3 pts. 	<ul style="list-style-type: none"> Functional committee created, records of awards given in the school level 																
<ul style="list-style-type: none"> Organizes programs that involve parents and other stakeholders to promote learning - 5 pts. <table border="1" data-bbox="193 488 839 674"> <thead> <tr> <th>Rating</th> <th>No. of Programs</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> </tr> <tr> <td>4</td> <td>4</td> </tr> <tr> <td>3</td> <td>3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Establishes sustainable linkages/partnership with external stakeholders - 5 pts. <table border="1" data-bbox="240 831 783 1039"> <thead> <tr> <th>Rating</th> <th>No. of MOA/MOU forged</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> </tr> <tr> <td>4</td> <td>4</td> </tr> <tr> <td>3</td> <td>3</td> </tr> </tbody> </table>	Rating	No. of Programs	5	5	4	4	3	3	Rating	No. of MOA/MOU forged	5	5	4	4	3	3	<ul style="list-style-type: none"> Accomplishment report of programs implemented by PTA and other stakeholders vis a vis action plan MOA/MOU of Adopt a School Program, certificates of participation in community affairs, (conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs)
Rating	No. of Programs																
5	5																
4	4																
3	3																
Rating	No. of MOA/MOU forged																
5	5																
4	4																
3	3																
6. PROFESSIONALISM ----- 10 Points																	
a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance)	Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominee.																
b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all.	<ul style="list-style-type: none"> Immediate Supervisor TO BE IDENTIFIED BY THE DIVISION PRAISE COMMITTEE THROUGH RANDOM SELECTION:																
c) Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders	<ul style="list-style-type: none"> One (1) Teacher One (1) PTA Officer Faculty President PTA President 																
d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	A checklist will be provided where some stakeholders identified shall rate the nominee.																
7. Awards won for the last 2 years ----- 10 Points																	
a) National ----- 10 b) Region- ----- 8 c) Division----- 6 d) District/Municipal ----- 4 e) School/Barangay ----- 2	- certified photocopy of certificates, plaques, etc.																



C. BEST PROGRAM IMPLEMENTER - SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)

School Head's Application Project Implementation Paper

A. Project Context

NEAP PROGRAM	School Heads Development Program - Foundational Course
Name of School Head	
Region, Division, District	
Name of School	
Key changes in my school as a result of this project <i>What key changes do you want to see in your school as a result of your having attended the SHDP Foundational Course? What are your specific, verifiable indicators of these changes?</i>	
Target Competency Improvement <i>What school head competency/ies will you apply through your project Identify maximum of three that are directly related to your project.</i>	
Describe current situation (problem or opportunity) in your school that you need to address through your project. <i>Give specific, quantifiable, observable details. For example, number of non-readers in Grade 2. Or, number of teachers that need training by a certain period. Or, timely utilization of MOOE.</i>	
Title of Application Project	
PROJECT OBJECTIVE/S: SMART-Specific, measurable, attainable, result-oriented and with timeframe	TO:
Start date	
Length of project <i>The project should be completed within 3 to 6 months.</i>	
Expected Outputs	
Beneficiary/ies	
Identify Success Indicators or measures of success	<i>This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3):</i>

C. BEST PROGRAM IMPLEMENTER - SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)

School Head's Application Project Implementation Paper

A. Project Context

NEAP PROGRAM	School Heads Development Program - Foundational Course
Name of School Head	
Region, Division, District	
Name of School	
<p>Key changes in my school as a result of this project</p> <p><i>What key changes do you want to see in your school as a result of your having attended the SHDP Foundational Course? What are your specific, verifiable indicators of these changes?</i></p>	
<p>Target Competency Improvement</p> <p><i>What school head competency/ies will you apply through your project Identify maximum of three that are directly related to your project.</i></p>	
<p>Describe current situation (problem or opportunity) in your school that you need to address through your project.</p> <p><i>Give specific, quantifiable, observable details. For example, number of non-readers in Grade 2. Or, number of teachers that need training by a certain period. Or, timely utilization of MOOE.</i></p>	
Title of Application Project	
<p>PROJECT OBJECTIVE/S: SMART-Specific, measurable, attainable, result-oriented and with timeframe</p>	TO:
Start date	
<p>Length of project <i>The project should be completed within 3 to 6 months.</i></p>	
Expected Outputs	
Beneficiary/ies	
Identify Success Indicators or measures of success	<i>This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3):</i>

B. Action Steps -

Identify significant Milestone targets that could be achieved by the end of 30 days and every 30 days thereafter. Milestones are (a) significant changes achieved; and/or, (b) major steps taken towards achieving the desired improvement in your school

Target Milestone	Actions	Responsible Person <i>Who will do this step?</i>	Support Needed from:	Target Date <i>When will this step be accomplished?</i>
Milestone 1	Action Step 1			
	Action Step 2			
	Action Step 3			
	Etc.,			
Milestone 2	Action Step 1			
Milestone 3	Action Step 1			
Etc				

Rating shall be based on three (3) specific areas of school operations that needed significant improvement in the school.

The area for consideration include:

- Curriculum, Core, and Support Programs
- Instructional Leadership
- School leadership: SBM, SIP, CI, Partnership
- Strategic Human Resource Development
- Fiscal Management

Criteria for Evaluation:

Efficiency of Implementation	-40%
Impact on the School Improvement	-40%
Replicability	- 20%

100%

E. BEST PERFORMING NON-TEACHING PERSONNEL (1st & 2nd Level)

INDICATORS	MOVs
Rating 2017 Individual Performance Commitment and Review Form (IPCRF) ----- 30 Points	
4.9-5 - 20 4.7-4.8 - 16 4.5-4.6 - 12	IPCRF **at least above average in the IPCRF Rating with significant accomplishment
2. Outstanding Accomplishment ----- 50 Points	
<u>Level 2</u> (Adopted from DO 66, s. 2007) <ul style="list-style-type: none"> a. Innovations - 10 b. Basic and Action Research/CI - 10 (must have been implemented) c. Publication/Authorship - 10 (not a news item but his/her innovation, publication in a research journal of wide circulation) d. Consultant/Resource Speaker/Learning Facilitator in Trainings/Seminars- 5 e. Chair, Co-chair in technical/planning committee - 5 f. Proponent of L& D - 10 <u>Level 1</u> <ul style="list-style-type: none"> a. Basic Innovation (creation of templates, database, etc.) - 15 b. Membership in a team - 5 c. Publication - 5 d. Member of a training team - 10 e. Membership in committees - 10 f. Provision of TA/doing higher/other functions - 5 	Refer to RM 161, s. 2015 - Implementation of the Regional Internal Guidelines/Policies for Appointment and Promotion in Relation to the Provisions of D.O. No. 66, s. 2007, D.O. 42, s. 2007 and DECS Order No. 57, s. 1997
3. Professionalism ----- 20 Points	
<ul style="list-style-type: none"> a) Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance) b) Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head. c) Maintains harmonious relations with superiors, colleagues, subordinates, clients (internal & external) d) Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs 	A checklist will be provided where some stakeholders identified shall rate the nominee. Immediate Supervisor TO BE IDENTIFIED BY THE DIVISION PRAISE COMMITTEE THROUGH RANDOM SELECTION: One (1) co-employee One (1) Frequent Client

F. BEST PERFORMING SUPERVISOR

INDICATORS	MOVs
1. Rating 2017 Individual Performance Commitment and Review Form (IPCRF) ----- 30 Points	
<p>4.9-5 - 30 4.7-4.8 - 25 4.5-4.6 - 20</p>	<p>- IPCRF</p>
2. Outstanding accomplishment ----- 30 Points	
<p>(Adopted from DO 66, S. 2007)</p> <p>a. Innovation - 10 b. Research (Basic or Action) - 5 c. Authorship of a Book/Publication (At least 5 articles (Essay, Feature, Editorial, etc, except straight news) published in a paper of wide circulation, at least provincial wide) - 5 d. Resource Speaker/facilitator - 5 • National - 5 • Regional - 4 • Division - 3 e. Chair, co-chair (technical committees) - 5 • National - 5 • Regional - 4 • Division - 3</p>	<p>- Approval by the SDS and Proof of Effectiveness - Approved Research Proposal & Research Report</p>
3. Professionalism	
<p>a. Manifests genuine enthusiasm and pride in the nobility of the profession</p> <p>b. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times</p> <p>c. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and</p> <p>d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs</p>	<p>A checklist will be provided where some stakeholders identified shall rate the nominee.</p> <p>Immediate Supervisor</p> <p>TO BE IDENTIFIED BY THE DIVISION PRAISE COMMITTEE THROUGH RANDOM SELECTION:</p> <p>One (1) co-Supervisor One (1) Frequent Client</p>

4. LEADERSHIP ----- 15 Points	
a. Able to lead the members of a team to do willingly the assigned task/project	1. Designation as chairman in a Division/Regional / Community affairs or projects with a successful outcome. 2. Action Plan 3. Accomplishment Report with complete documentation
5. Awards (Outstanding Employee Award) won for the last 2 years ----- 10 Points	
a. National ----- 10 b. Region----- 9 c. Division----- 8 d. District/Municipal ----- 7 e. School/Barangay ----- 6 CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).	- Certified photocopy of awards, plaques, etc. - Awards MUST be given in a fitting occasion **CSC awards adopted by the office, Metrobank, ALL outstanding employee awards (given by NGOs, LGUS, or DepEd).

F. BEST PROGRAM IMPLEMENTER – INSTRUCTIONAL LEADERSHIP PROGRAM FOR DISTRICT AND DIVISION SUPERVISORS (ILP – DDS)

ILP-DDS APPLICATION PROJECT TEMPLATE

A. PROJECT CONTEXT

TITLE OF NEAP PROGRAM	INSTRUCTIONAL LEADERSHIP PROGRAM FOR DISTRICT AND DIVISION SUPERVISORS
Name of District/Division Supervisor	
Name of Division / Region	
Competency	
<p>Situationer</p> <ul style="list-style-type: none"> • Describe current situation in the organization where the REAP will be implemented, in terms of problems, challenges and opportunities? • How can your REAP address these issues? 	
<p>REAP title</p> <p><i>(The title should give the reader a good idea of the nature of the REAP)</i></p>	
<p>REAP Objective</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should be S.M.A.R.T., short, concise, free of jargon, and easily understood Precise, time-based, and measurable actions that support the completion of a project period goal. <input type="checkbox"/> The objective should cover one budget year. <input type="checkbox"/> Up to 2 annual objectives may be written for each project period goal <p>Example: By 2019, ILPDDS</p> <hr/> <hr/>	
<p>Output/s</p> <p><i>(What output/s is/are expected to be produced from the REAP)</i></p> <p>Examples:</p>	
<p>Expected outcomes of the REAP</p> <p><i>(What improvements in ILPDDS processes, systems, strategies, policies and structures will result from the enhanced</i></p>	

<i>competencies brought about by the REAP?</i>	
Direct Beneficiary of the REAP <i>(Who is the main user and/or beneficiary of the REAP. It can be an organization, a community, a sector or specific group of people?)</i> <i>Example:</i>	
How will school heads and teachers benefit from your REAP?	
REAP Start Date <i>(Indicate the start date for the implementation of the REAP)</i>	

B. ACTION STEPS

- Identify significant Milestones targets that could be achieved by the end of six (6) Month and thereafter. Milestones are (a) significant changes achieved; and /or, (b) major steps taken towards achieving the desired improvement in your district/division.

Target Milestone	Action Steps (Predictive and Influenceable)	Expected Output	Type of Support /Source of Support	Target Date
Milestone 1	Action Step 1			
Milestone 2	Action Step 1			
Milestone 3	Action Step 1			

C. REQUIRED RESOURCES

Milestone / Area of Concern	Person/s Involve	Time Frame	Resources Needed	Budget	Approval Needed

Percent of Completion	Qualitative Description
For 25% <i>(This means you are still in the early stages of your REAP implementation and has not gained any significant achievements.)</i>	
For 50% <i>(This means you have achieved almost 50% of your REAP objective/s.)</i>	
For 75% <i>(This means you are nearing completion of your REAP objective/s)</i>	
For 100% <i>(This means the REAP output is approved by supervisor and/or top management.)</i>	

Budget resources <i>(Provide specific details of the budget resources required to successfully implement the REAP. (Specify needed funds and for what expense items(s)/activity. How much?)</i>	
Risk	Measures (insert columns)

APPROVALS

	Printed Name	Signature	Date
Prepared by:	_____	_____	_____
Checked and Reviewed by:	_____ Chief – CID	_____	_____
Recommending Approval:	_____ ASDS	_____	_____
Approved:	_____ SDS	_____	_____

Criteria for Evaluation:

Efficiency of Implementation	-40%
Impact on the School Improvement	-40%
Replicability	- 20%
	100%

G. BEST PERFORMING SCHOOLS DIVISION OFFICE

INDICATORS	MOVs																				
<p>1. Performance Indicators ----- 25 Points</p> <p>a. Completion rate – 5 pts</p> <p>b. Graduation rate – 5 pts</p> <p>c. Retention Rate – 5 points</p> <p>d. A & E – 5 pts.</p> <p>Based on 2018 OPCRF of the Region</p> <table border="0"> <tr><td>75% and above</td><td>5 pts</td></tr> <tr><td>73% - 74%</td><td>4 pts</td></tr> <tr><td>71% - 72%</td><td>3 pts</td></tr> <tr><td>69% - 70%</td><td>2 pts</td></tr> <tr><td>67% - 68%</td><td>1 pt</td></tr> </table> <p>e. 2017 Simple Dropout Rate – 5 pts.</p> <table border="0"> <tr><td>0 to .99</td><td>- 5 pts.</td></tr> <tr><td>1 – 1.99</td><td>- 4 pts.</td></tr> <tr><td>2 – 2.99</td><td>- 3 pts.</td></tr> <tr><td>3 – 3.99</td><td>- 2 pts.</td></tr> <tr><td>4 – 4.99</td><td>- 1 pt</td></tr> </table>	75% and above	5 pts	73% - 74%	4 pts	71% - 72%	3 pts	69% - 70%	2 pts	67% - 68%	1 pt	0 to .99	- 5 pts.	1 – 1.99	- 4 pts.	2 – 2.99	- 3 pts.	3 – 3.99	- 2 pts.	4 – 4.99	- 1 pt	<p>2017 Data based on EBEIS completion rate</p> <p>2017 Data based on EBEIS Graduation Rate</p> <p>2017 Data based on EBEIS Retention rate</p> <ul style="list-style-type: none"> - Based on latest result of A & E - List of Takers - List of Passers <p>- Scale for School will be carried</p>
75% and above	5 pts																				
73% - 74%	4 pts																				
71% - 72%	3 pts																				
69% - 70%	2 pts																				
67% - 68%	1 pt																				
0 to .99	- 5 pts.																				
1 – 1.99	- 4 pts.																				
2 – 2.99	- 3 pts.																				
3 – 3.99	- 2 pts.																				
4 – 4.99	- 1 pt																				
<p>2. Percentage of 2016 newly created teaching and non-teaching items filled as of September 2017 per PSIPOP - 10 Points</p>																					
<p>Based on RO 2018 OPCRF</p> <p>Filled as of Sept 2018</p> <table border="0"> <tr><td>91%-100%-</td><td>10 pts</td></tr> <tr><td>89%-90%-</td><td>8 pts</td></tr> <tr><td>71%-72%-</td><td>6 pts</td></tr> <tr><td>69%-70%-</td><td>4pts</td></tr> <tr><td>68%-67%-</td><td>2 pts</td></tr> </table> <p>Refer to parameters (equivalent increase)</p>	91%-100%-	10 pts	89%-90%-	8 pts	71%-72%-	6 pts	69%-70%-	4pts	68%-67%-	2 pts	<ul style="list-style-type: none"> - Percentage of newly created teaching and non teaching items filled as of CY 2017 up to July 2018 - Deployment report validated on PSIPOP 										
91%-100%-	10 pts																				
89%-90%-	8 pts																				
71%-72%-	6 pts																				
69%-70%-	4pts																				
68%-67%-	2 pts																				
<p>3. Percentage of Private School applicants submitted their new/renewal application with approved government permit to operate for SY 2017-2018 ----- 5 Points</p>	<ul style="list-style-type: none"> - Report of schools with permit and recognition 																				

INDICATORS	MOVs
96%-100% - 5 pts. 91%-95% - 4 pts. 86%-90% - 3 pts. 81%-85% - 2 pts. 76%-80% - 1 pt.	- Report of schools with permit and recognition -
4. 100% monthly downloading of MOOE to the schools - - - 10 Points	
96%-100% - 10 pts. 91%-95% - 8 pts. 86%-90% - 6 pts. 81%-85% - 4 pts. 76%-80% - 2 pts.	- Voucher of downloaded MOOE Jan. to June 2018 **Certified report by Accountant and SDS
5. Utilization of 2017 Funds - - - - - 10 Points	
96%-100% - 10 pts. 91%-95% - 8 pts. 86%-90% - 6 pts. 81%-85% - 4 pts. 76%-80% - 2 pts.	- Utilization of 2017 Funds Report - Jan - Sept 2018 funds Standard Sept. 75% - Perfect
6. Properly Accomplished 2016 OPCRF - - - - - 20 Points	
4.9-5 - 20 pts. 4.7-4.8 - 16 pts. 4.5-4.6 - 12 pts. 4.3-4.4 - 8 pts. 3.6-4.2 - 4 pts.	- Copy of OPCRF 2017 rating
7. Percentage of School Site with Title - - - - - 5 Points	
30% and above 5pts 25% - 29% 4pts 20% - 24% 3pts 15% - 19% 2pts 14% & below 1pt	Report on number of school sites with title or proclamation, patent, etc. as of CY 2017 up to June 2018
8. Complaint related to child protection policy - - - 5 Points	
Number of complaints resolved/total number of complaints 95% - 100% 5pts 90% - 94% 4pts 85% - 89% 3pts 80% - 84% 2pts 79 and below 1pt	Report on complaints related to CPP as of January to Sept 2018
9. Cases resolved in the Division - - - - - 5 Points	
Number of cases resolved/total number of cases 90%-100% - 5 pts. 80% - 89% - 3 pts 70%- 79% - 1 pt	Report on Cases resolved in the SDO, Jan to Sept 2018

INDICATORS	MOVs
<p>10. Partnership and Linkages ----- 5 points <i>(Suggested additional indicator which all governance level should have reflected in the RO/SDO OPCR)</i></p> <p>Jan to Sept 2018</p> <p>5pts - 6 or more new partnerships 4pts - 5 new partnerships 3pts - 4 new partnerships 2pts - 3 new partnerships 1pt - 2 new partnerships</p>	<p>Copies of MOU/MOA CY 2017 up to June 2018</p>

**2018 SEARCH FOR TOP PERFORMING OFFICES AND EMPLOYEES IN THE REGION
(PRIVATE SCHOOLS)**

A. BEST PERFORMING PRIVATE SCHOOL – 100 POINTS

INDICATORS	MOVs
<p>1. Performance Indicator S.Y. 2016-2017 - - - - - 20 Points</p> <p>a. Cohort –10 pts.</p> <p> 88% & above - 10</p> <p> 86% - 87% - 8</p> <p> 84% - 85% - 2</p> <p>b. Drop-out – 10 pts.</p> <p> 0% - 10</p> <p> 1% - 8</p> <p> 2% - 3</p>	<p>EBEIS</p>
<p>2. Financial Management - - - - - 30 Points</p> <p>a. 100% liquidation of funds</p> <p>b. Monthly school operating budget is prepared and implemented</p> <p>c. Transparency Board is updated monthly</p>	<p>- Pictures of transparency board with reports</p> <p>- Annual FINANCIAL report certified by external auditor</p>
<p>3. Personnel Development - - - - - 15 Points</p>	<p>1. Report of regular in-service training, other training conducted by external providers</p> <p>2. Summary of IPDP signed by the school Principal</p> <p>3. Summary of Individual Performance Commitment Review Form/Performance Rating /Employee Rating for the school year</p> <p>4. Evaluation of performance</p>
<p>4. School Development - - - - - 25 Points</p> <p>4.1 School site ownership - 5 pts.</p>	<p>1. Title/patent or any proof of ownership:</p> <ul style="list-style-type: none"> • CADT/CALT • TCT • Patent • Presidential Proclamation • Deed of Sale <p>2. Deed of Donation & Acceptance OR</p> <p>3. Usufruct Agreement (lease contract)</p>

INDICATORS	MOVs
<p>4.2 Clean and Green Program - 5 pts.</p> <p>4.2.1 Clean and orderly classroom and offices</p> <p>4.2.2 Waste management is evident</p> <p>4.2.3 Comfort rooms are clean and water sealed</p> <p>4.2.4 Presence of Gulayan sa Paaralan</p> <p>4.2.5 Beautification Program</p> <p>4.3 Health and Nutrition - 3 pts</p> <p>1. No mal-nourished learner and teacher</p> <p>2. No junk food in canteens</p>	<p>- Documentation (reports & pictures)</p> <p>Presence of Materials Recovery Facility (MRF) or evidence of segregation practice</p> <p>1. Presence of health and nutrition program</p> <p>2. Accomplishment reports of health and nutrition program conducted/initiated</p> <p>3. Documentation (reports and pictures)</p>
<p>4.4 Child Protection Policy - 2 pts</p> <p>1-Implementation of the Child Protection Policy</p>	<p>1. Presence of a program on bullying management with an effective monitoring tools</p> <p>2. Localized school policies for child protection</p> <p>2. Evaluation reports of the bullying cases</p>
<p>5. Partnership ----- 10 Points</p> <p>5.1 School community projects/activities within or outside and donations received. ----- 10 pts</p> <p>b. Dissemination of DepEd programs during PTA meeting -5 pts</p>	<p>1. MOA/MOU</p> <p>2. Acknowledgement/official receipt</p> <p>3. Dissemination of DepEd policies with PTA minutes of meeting for SY 2017-2018</p>
<p>6. Strategic Plan ----- 10 Points</p> <p>a. AIP approved and implemented</p>	<p>- Annual/Triennial/5 years development plan</p>
<p>7. School Awards won (CY 2016 to CY 2017) ----- 10 Points</p> <p>a. National - 10</p> <p>b. Region - 8</p> <p>c. Division - 6</p> <p>d. Municipal/District - 4</p>	<p>- certified photocopy of certificates, plaques, and other relevant documents</p>

B. BEST PERFORMING TEACHER - PRIVATE

INDICATORS	MOVs
<p>1. Learner Development - - - - - 30 Points</p> <p>1.1) Conducted activities like remedial classes, home visitation, tutoring and other related activities Home visitation – 5 pts. Remedial classes/tutorial – 5 pts.</p> <p>1.2 100% passing rate and zero dropout – 10 pts.</p> <p>1.3 Initiated and organized school and family partnerships that promote student peak performance – 10 pts.</p>	<p>1. Instructional plan for the conduct of remedial classes or other interventions</p> <p>2. Report of conducted home visitation with documentation</p> <p>1. Certification of School Head – 100% passing rate and zero dropout (classroom)</p> <p>2. Class record</p> <p>3. SF 2</p> <p>4. SF 4</p> <p>1. Teacher-Parent-Pupil Organization (TPP)</p> <p>2. Homeroom PTA</p> <p>3. List of curricular and extracurricular activities initiated and organized with documentation</p> <p>4. MOA/Brgy. Ordinance that establishes partnership between the TPT and Brgy. Officials to promote student/pupil study habits and discipline. (All documents must be duly certified by the school head)</p>
<p>2. Innovation/Research - - - - - 15 Points</p> <p>2.1 Innovation – 10 pts. Conducted an innovation within SY 2016-2017 which is being used and has improved classroom</p> <p>2.2 Research – 10 pts. Has an ongoing research to improve school performance</p>	<p>1. Project Proposal approved by the School Administrator</p> <p>2. Project Completion Report containing the effect/impact of the innovation approved by the School Administrator</p> <ul style="list-style-type: none"> • If utilized in the classroom and school, it should be certified by the School; <p>Research proposal approved by the School</p>
<p>3. Leadership Ability - - - - - 15 Points</p>	<p>1. Certificate of chairmanship in a School, Division or Regional and/or Community affairs or projects with a successful outcome (Chairman, President, Coordinator, Focal Person)</p> <p>2. Certificate as winning</p> <p>3. Accomplishment report</p>
	<p>Program paper, narrative report, evaluation, pictures</p> <p>4. Action plan/project proposal</p> <p>5. Designation</p>

INDICATORS	MOVs
4. Responsiveness to the public ----- 10 Points	Use a feedback form to be filled out by the client
4.1 Undertook volunteer service for the community and school: <ul style="list-style-type: none"> • In times of calamities • Municipal/barangay activities • Outreach programs 	1. Certification by GOs/NGOs 2. Documentation
4.2. Professionalism ----- 20 Points	
5.1 Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance)	Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominee.
5.2 Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all.	<ul style="list-style-type: none"> • School Head • SPG/SSG President TO BE IDENTIFIED BY School Administrator
5.3 Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders	<ul style="list-style-type: none"> • One (1) Co-Teacher • One (1) Parent
5.4 Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs	
6. Awards won for the last 5 years -----10 Points	
a) National ----- 10 b) Region----- 8 c) Division----- 6 d) District/Municipal ----- 4 e) School/Barangay ----- 2	1. Awards taken from a search for performing or outstanding teacher 2. Certified photocopy of certificates, plaques, etc. 3. Memorandum

Important: All documents must be duly certified by authorities

C. BEST PERFORMING SCHOOL HEAD - PRIVATE

INDICATORS	MOVs
<p>1. INSTRUCTIONAL LEADERSHIP ----- 25 Points</p> <p>1.1 Accounts for learning outcome of school vis-à-vis goals and targets - 10 pts.</p> <p>1.2 Conducts classroom observation and SLAC/faculty meeting- 5 pts.</p> <p>1.3 Develops intervention programs/adapts existing programs - 5 pts.</p> <p>1.4 Creates and manages a school process to ensure student progress is conveyed to parents/guardians regularly - 5 pts.</p>	<p>1. dropout rate, graduation/promotion rate SY 2017-2018</p> <p>2. Portfolios for accomplished observation form, M&E tools, LPs with evidence of supervisory activities, supervisory plan, post conferences notebook with signature of the teacher and school head, minutes of SLAC/faculty meeting reflecting instructional supervision</p> <p>3. Record of intervention program/innovative best practices with documentation, research based school program</p> <p>4. Record/documentation of card giving day, parents symposia, minutes of the meeting, home visit to parents and other processes the school observes in monitoring student progress</p>
<p>2. SCHOOL LEADERSHIP -----15 Points</p> <p>2.1 Involves all internal and external stakeholders in developing SIP/AIP - 4 pts.</p> <p>2.2 Establishes e-BEIS/LIS and baseline data of all performance indicators in handling problems - 3 pts.</p> <p>2.3 Resolves problems at school level and explores several approaches in handling problems - 4 pts.</p> <p>2.4 Collaborates and mobilizes teachers in planning, implementing and sustaining programs and projects -4 pts.</p>	<p>1. Approved-AIP</p> <p>2. 100% eBEIS/updated LIS</p> <p>3. Documentation, records, attendance sheet</p> <p>4. Records of programs and projects</p>
<p>3. LEARNING ENVIRONMENT ----- 15 Points</p> <p>3.1 Benchmarks school performance - 5 pts.</p> <p>3.2 Creates an engaging learning environment - - - 5 pts</p> <p>3.3 Participates in the management of learner behavior within the school and other related activities- -5 pts.</p>	<p>1. Terminal report of any benchmarking activity or school visit</p> <p>2. Documentation of Complete school building, classrooms, proper</p> <p>3. Documentation on organized guidance program,</p>

INDICATORS	MOVs
	designates if no guidance counselor, records of students assisted in their behaviors
4. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT ----- 10 Points	
<p>4.1 Ensures that the objectives of the school development plan are supported with resources for training and development programs, assists and monitors the development of IPPD of each personnel - 4 pts.</p> <p>4.2 Assigns personnel in their areas of competence, Mentors and coaches employees and facilitates the induction of new one - 3 pts.</p> <p>4.3 Creates a functional school-based performance appraisal committee (PRAISE) - 3 pts.</p>	<p>1. Activity Requests, Training Designs conducted, Training Accomplish Reports, TNA conducted, needs of personnel prioritized and provided</p> <p>2. Classroom Program, other functions and assignments of personnel, organizational structure, attendance sheet, personnel coached, mentored, inducted, conduct of LAC session/meetings</p> <p>3. Functional committee created, records of awards given in the school level, records of school personnel sent for scholarship/short term courses/special programs</p>
5. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP -----10 Points	
<p>5.1 Organizes programs that involve parents and other stakeholders to promote learning - 5 pts.</p> <p>5.2 Establishes sustainable linkages/partnership with external stakeholders - 5 pts.</p>	<p>1. Accomplishments, programs, projects of PTCA (e.g. PTCA volunteers in feeding program, committees in Brigada Eskwela, etc.)</p> <p>2. MOA/MOU of Adopt a School Program, certificates of participation in community affairs, conduct of school summit, SOSA, school activities in cultural shows, learners' project exhibits, fairs</p>
6. PROFESSIONALISM ----- 10 Points	
<p>6.1 Manifested genuine enthusiasm and pride in the nobility of the teaching profession (Punctuality, Participate with student/teacher activities, school attendance duly certified by the school head.</p>	<p>Note: A Rating Sheet shall be provided where co-workers and some stakeholders identified shall rate the nominee.</p> <ul style="list-style-type: none"> • Immediate Supervisor/School President <p>TO BE IDENTIFIED BY THE School Awards Committee</p> <ul style="list-style-type: none"> • One (1) Teacher • One (1) PTA Officer <p>A checklist will be provided where some stakeholders identified shall rate the nominee.</p>
<p>6.2 Observes and demonstrates desirable personal and professional (RA 6713 and Code of Ethics RA 786) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times certified by school head.</p>	
<p>6.3 Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders (certification from school head, colleagues, subordinates, learners, parents/stakeholders)</p>	
<p>6.4 Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and</p>	

other financial affairs (certification from school head and school administrative officer)	
7. Awards won for the last 5 years -----10 Points	
a) National ----- 10	- certified photocopy of certificates, plaques, etc. - memorandum
b) Region----- 8	
c) Division----- 6	
d) District/Municipal ----- 4	
e) School/Barangay ----- 2	