

	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501		Document Code: SDO-BENG-QF-SGOD-HRD-001 Revision: 00 Effectivity date: 09-03-2018
	Division Memorandum No. <u>269</u> s. 2019		Name of Office: SGOD-HRD

Date : September 6, 2019



To : Public Schools District Supervisors
 All Private School Administrators and Principals
 All Concerned

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

SEP 10 2019


Subject : Addendum to the Division Memorandum No. 249 or Guidelines on Service Excellence for DepEd Officials and Employees 2019 (SEDOE)

1. Relative to DM no. 249, entitled Guidelines on Service Excellence for DepEd Officials and Employees (SEDOE), the attached evaluation forms (*Annex A*) shall be used by school heads and District Supervisors in rating the candidate's documents.
2. Raters must refer to the criteria (*annexes in the previous memo*) for the specific score distributions and required MOVs.
3. Each district supervisor must accomplish the Endorsement Form (*Annex B*) and submit this together with the candidate's portfolio to the Division Office on or before September 16, 2019, through the Record's Section.
4. For the Best District Supervisor Category, the candidate may directly submit his or her portfolio to the Division Office, through the Records' Section. Endorsement form may not be accomplished anymore.
5. For immediate dissemination and strict compliance.

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	PRAISE EVALUATION TOOL		Name of Office: SGOD-HRD

Annex A

**BEST PERFORMING SCHOOL
(PUBLIC ELEMENTARY and SECONDARY)**

School: _____



District: _____

INDICATORS	Score
1. Strategic Plan 2019 (SIP and AIP accepted and implemented) (10)	
1.a. Completeness -----5	
1.b. Submitted on time ----- 3	
1.c. Doability-----2	
2. SBM Level of Practice (20)	
3. Performance Indicator (Latest SY) (10)	
3.a. Retention----- 5	
3.b. School Leavers Rate ----- 5	
4. Financial Management (10)	
4.a. WFP prepared, approved, and followed----- 5 pts.	
4.b. Transparency Board is updated monthly -----5 pts.	
5. Personnel Development (15)	
5.a. School LAC Sessions conducted from January to August of the current year -----5 pts.	
5.b. All employees with properly accomplished and implemented IPDP - ----- 5 pts.	
5.c. Attendance to L&D Activities conducted by the school except LAC Sessions ----- 5 Pts	
6. Learning Environment (20)	
6.a. School Environment ----- 5 Pts.	
6.b. Clean and Green Program ----- 5 Pts.	
6.c. Health and Nutrition ----- 5 Pts.	
6.d. Child Protection Policy ----- 5 Pts.	
7. Partnership (15)	
7.a. School community projects/activities within or outside and donations received. ----- 10 pts	
7.b. Dissemination of DepEd programs during PTA meeting --- 5 pts	
TOTAL:	_____/100

Evaluated By:

Signature over Printed Name

Date

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**BEST PERFORMING SCHOOL
(PRIVATE ELEMENTARY AND SECONDARY)**

School: _____



District: _____

INDICATORS	Score
1. Strategic Plan <i>(Annual/Triennial/5 years development plan)</i>	(10)
2. Performance Indicator (Latest SY)	(10)
3.a. Retention----- 5	
3.b. School Leavers ----- 5	
3. Learners Development	(10)
4. Programs/Activities provided for learners with special needs	(10)
5. Personnel Development	(10)
5.a. Attendance of employees to L&D Activities Conducted from October (Previous Year) to August (Current Year) -----5 pts.	
5.b. In-service trainings conducted by the school from October (Previous Year) to September (Current Year)-----5 pts	
6. School Development	(15)
6.a. School Site Ownership ----- 5 pts.	
6.b. Clean and Green Program ----- 5 pts.	
6.c. Health and Nutrition ----- 3 pts	
6.d. Child Protection Policy ----- 2 pts	
7. School Recognition	(5)
8. Partnership	(10)
6.a. School community projects/activities and donations received/ provided -- 5 pts	
6.b. Dissemination of DepEd programs during meeting -----5 pts	
9. School Awards won from October (2018) to September (Current Year)	(10)
10. Learners Awards won from October (2018) to August (Current Year)	(10)
TOTAL:	_____/100

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**BEST PERFORMING SCHOOL
(MULTIGRADE)**

School: _____

District: _____

INDICATORS	Score
1. Strategic Plan 2019 (SIP and AIP accepted and implemented) (10)	
1.a. Completeness -----5	
1.b. Submitted on time ----- 3	
1.c. Doability-----2	
2. SBM Level of Practice (20)	
3. Performance Indicator (Latest SY) (10)	
3.a. Retention----- 5	
3.b. Simple Drop Out ----- 5	
4. Financial Management (10)	
5. Personnel Development (15)	
5.a. School LAC Sessions conducted from January to August of the current year -----5 pts.	
5.b. All employees with properly accomplished and implemented IPDP - ----- 5 pts.	
5.c. Attendance to L&D Activities conducted by the school except LAC Sessions ----- 5 Pts	
6. Curriculum Management from October (previous year) to September (current year) (20)	
6.a. Curriculum Planning (Multi-grade Scheme) -----10 Pts.	
6.b. Curriculum Delivery -----10 Pts	
7. Partnership (15)	
7.a. School community projects/activities within or outside and donations received. ----- 10 pts	
7.b. Dissemination of DepEd programs during PTA meeting ----- 5 pts	
TOTAL:	_____/100

Evaluated By:

Signature over Printed Name

Date



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet
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PRAISE EVALUATION TOOL



Name of Office:
SGOD-HRD

7. Significant Accomplishment or exemplary norms of conduct {within the last 3 years} (20) <i>*score if 0 or 10</i>	
7.a. Outstanding accomplishment ----- 10	
7.b. Exemplary norms of conduct ----- 10	
8. Awards won from October (2018) to present current year	
TOTAL:	_____/100

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**BEST PERFORMING TEACHER
(PUBLIC ELEMENTARY AND SECONDARY)**

School: _____



District: _____

INDICATORS	Score
1. Performance Rating for the latest school year (15)	
2. Learner Development from October (2018) to August 2019 (15)	
2.a. Conducted activities like remedial classes, home visitation, tutoring and other related activities ----- 5 Points	
2.b. 100% passing rate and zero dropout – ----- 5 pts.	
2.c. Initiated and organized school and family partnerships that promote student peak performance ----- 5 pts.	
3. Outstanding Accomplishment from October 2018 to August 2019 (30)	
3.a. Contextualized/Developed Learning Materials----- 10 Pts	
3.b. Research (Basic or Action)----- 5 Pts	
3.c. Innovation ----- 5 Pts	
3.d. Consultant/Resource Speaker/Learning Facilitator in trainings/seminar representing Deped -----5 Pts	
3.e. Chair/Co-Chair in Technical/planning committee -----5 Pts	
4. Leadership Ability from October 2018 to September 2019 (10)	
5. Significant Accomplishment and exemplary norms of conduct (within last 3 years) (20)	
5.a. Significant Accomplishments ----- 10 Pts <i>(Score is 0 or 10)</i>	
5.b. Exemplary norms of conduct ----- 10 Pts <i>(Score is 0 or 10)</i>	
6. Awards won from October 2018 to August 2019 (10)	
TOTAL:	_____/100

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**BEST PERFORMING TEACHER
(PRIVATE ELEMENTARY AND SECONDARY)**

School: _____



District: _____

INDICATORS	Score
1. Learner Development from October (Previous Year) to August (Current Year) (30)	
1.a. Conducted activities like remedial classes, home visitation, tutoring and other related activities ----- 10 *Home Visitation (5) *Remedial Classes/Tutorials (5)	
2.b. 100% passing rate and zero dropout -- -----10	
2.c. Initiated and organized school and family partnerships that promote student peak performance ----- 10	
2. Outstanding Accomplishment from October 2018 to August 2019 (15)	
2.a. Research (Basic or Action)----- 5	
2.b. Innovation ----- 5	
3.d. Resource Speaker/Learning Facilitator in trainings/Chair or Co-Chair in Technical Committee-----5	
3. Leadership Ability (15)	
4. Responsiveness to the public (10)	
5. Significant Accomplishment and exemplary norms of conduct (last 3 years) (20)	
5.1. Significant Accomplishments ----- 10	
5.2. Exemplary norms of conduct -----10	
6. Awards won from Oct. (previous year) to August (current year) Points (10)	
TOTAL:	_____/100

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**BEST PERFORMING TEACHER
(Public Multigrade)**

Teacher: _____



School: _____

INDICATORS	Score
1. Performance Rating for the latest school year (10)	
2. Learner Development from October (2018) to August 2019 (15)	
2.a. Conducted activities like remedial classes, home visitation, tutoring and other related activities ----- 5	
2.b. 100% passing rate and zero dropout – ----- 5	
2.c. Initiated and organized school and family partnerships that promote student peak performance ----- 5	
3. Curriculum Management (15)	
3.a. Curriculum Planning (Multigrade Scheme) –5	
3.b. Curriculum Delivery ----- 5	
3.c. Learning Assessment ----- 5	
4. Outstanding Accomplishment (20)	
3.c. Contextualized/Developed Learning Materials --- 10	
3.d. Research/Innovation-----5	
3.e. Resource Speaker/facilitator/Chair or Co-chair in a technical working committee----- 5	
6. Leadership Ability from October (2018) to August 2019 (10)	
7. Significant Accomplishment and exemplary norms of conduct (within last 3 years) (20)	
<i>*Score is either 0 or 10)</i>	
7.a. Significant Accomplishments ----- 10	
7.b. Exemplary norms of conduct----- 10	
8. Awards won from October 2018 to August 2019 (10)	
TOTAL:	_____/100

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**BEST PERFORMING TEACHER
(ALTERNATIVE LEARNING SYSTEM)**

School: _____

District: _____

INDICATORS	Score
1. Performance Rating for the latest school year (10)	
2. Learner Development from October (2018) to August 2019 (20)	
2.a. ALS Registrants ----- 5	
2.b. ALS Completers ----- 5	
2.c. ALS Test-takers ----- 5	
2.d. ALS Passers----- 5	
3. Outstanding Accomplishment from October 2018 to August 2019 (30)	
3.a. Planned and implemented activities that are responsive to the needs and problems of the community -----5	
3.b. Sourced-out funds from NGOs, LGUs and other organizations for the implementation of ALS programs/projects ---- 5	
3.c. Contextualized/Developed Learning Materials for ALS from October (Previous Year) to August (Current Year) --- 10	
3.d. Research/Innovation-----5	
3.e. Resource Speaker/facilitator/Chair or Co-chair in a technical working committee----- 5	
4. Leadership Ability from October (2018) to August 2019 (10)	
5. Significant Accomplishment and exemplary norms of conduct (within last 3 years) (20)	
<i>*Score is either 0 or 10)</i>	
5.a. Significant Accomplishments ----- 10	
5.b. Exemplary norms of conduct----- 10	
6. Awards won from October 2018 to August 2019 (10)	
TOTAL:	_____/100

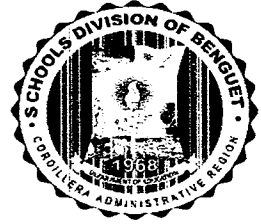
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Date



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



Annex B

ENDORSEMENT

This is to endorse the documents of _____ to the
(Candidate)
Division PRAISE Committee as the representative of _____ in the
(District)
Search for _____, for the Calendar Year 2019.
(Category)

I certify that I have reviewed the candidate's portfolio and found it accurate and complete.

District Supervisor

Date : _____