

#### 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

Name of Office:

SGOD-HRD

1 0 2019

Date :

September 6, 2019

To

**Public Schools District Supervisors** 

All Private School Administrators and Principals

All Concerned

From

MARIE CAROLYN B. VERANO, GESO VI

Schools Division Superintendent

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

School: \_\_\_\_\_

#### Annex A

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

	INDICATORS		Score
1.	Strategic Plan 2019 (SIP and AIP accepted and implemented) (	(10)	
	1.a. Completeness5		
	1.b. Submitted on time 3		
	1.c. Doability2		
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.	1	
	4.b. Transparency Board is updated monthly5 pts.		
5.	Personnel Development	(15)	
	5.a. School LAC Sessions conducted from January to August of the		
	current year5 pts.		
	5.b. All employees with properly accomplished and implemented II	PDP -	
	5.c. Attendance to L&D Activities conducted by the school except I Sessions 5 Pts	LAC	
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		
	7.b. Dissemination of DepEd programs during PTA meeting 5 pts		
	TC	OTAL:	/100



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School:

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

	INDICATORS		Score
1.	Strategic Plan		
	(Annual/Triennial/5 years development plan)		
		(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 fr		11-12-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1
	(Previous Year) to August (Current Year)5  5.b. In-service trainings conducted by the school	pts.	
	from October (Previous Year) to September (Current Year)5	nts	
	nom occoser (i revious real) to september (earrent real)	, pt3	
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	l 5 pts	
	6.b. Dissemination of DepEd programs during meeting	5 pts	
9.	School Awardswon from October (2018) to September (Current Year)	(10)	
10	Learners Awards won from October (2018) to August (Current Year)	(10)	
IV.			
10.		TOTAL:	/100
		101AL:	/100



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#### PRAISE EVALUATION TOOL

### BEST PERFORMING SCHOOL (MULTIGRADE)

	INDICATORS		Score
l.	Strategic Plan 2019 (SIP and AIP accepted and implemented)	(10)	
	1.a. Completeness5		
	1.b. Submitted on time 3		
	1.c. Doability2		
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 year5 pts.		
	5.b. All employees with properly accomplished and implemen 5 pts.	ted IPDP -	
	5.c. Attendance to L&D Activities conducted by the school exc Sessions 5 Pts	ept LAC	
6.	Curriculum Management from October (previous year) to September (current year)	(20)	
	6.a. Curriculum Planning (Multi-grade Scheme)10 Pts.		
	6.b. Curriculum Delivery10 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



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**BEST PERFORMING SCHOOL HEAD** 

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#### PRAISE EVALUATION TOOL

School Head:	School:	
INDICATORS		core
1. Performance for the latest school year	(10)	···
2. Instructional Leadership	(10)	
2.a. Accounts for learning outcome of school vis-a-vis goals	sand targets – 6	
2.b. Organized Co-curricular activities	2	
2.c. Develops intervention programs/adapt existir	ng programs- 2	
3. School Leadership	(20)	
2.1. SBM Level of Practice 15		
2.2. Financial Budget Utilization 5		
4. Learning Environment	(10)	
4.a. Creates an engaging learning environment	5	
4.b. Participates in the management of learner behavior wit	thin the school and	
other related activities	5	
5. Human Resource Management and Development	(10)	<del></del>
5.a. Ensures that the objectives of the school development 1		
with resources for training and development programs, ass development of IPPD of each personnel Conducts SLAG/S - 3	!	
5.b. Assigns personnel in their areas of competence; Ment employees and facilitates the induction of new one $-2$	tors and coaches	
5.c. Promotion of Teachers (Reclass or Natural) - 3		
5.d. Creates a functional school-based appraisal committee (PRAISE) 2	performance	
6. Parents Involvement and Community Partnership	(10)	
6.a. Organizes programs that involve parents and other promote learning	l l	
6.b. Establishes sustainable linkages/partnership stakeholders	with external	



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7. Significant Accomplishment or exemplary norms of conduct {within the last 3 years}	)	
(20)		
*score if 0 or 10		
7.a. Outstanding accomplishment 10		
7.b. Exemplary norms of conduct 10		
8. Awards won from October (2018) to present current year		
	TOTAL:	/100
Evaluated By:		
C: D.: INI		
Signature over Printed Name		Date



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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 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/ResourceSpeaker/LearningFacilitator 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 5.a. Significant Accomplishments ----- 10 Pts (Score is 0 or 10) 5.b. Exemplary norms of conduct ----- 10 Pts (Score is 0 or 10) 6. Awards won from October 2018 to August 2019 (10)TOTAL: /100 **Evaluated By:** 



School: \_

## Republic of the Philippines Department of Education Cordillera Administrative Region

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### PRAISE EVALUATION TOOL

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

l. Learner Development from October (Previous Year) to August (Current Yea	
	r)
(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 dropout10	
2.c. Initiated and organized school and family partnerships that	
promote student peak performance 10	
2. Outstanding Accomplishment from October 2018 to August 2019 (1	5)
2.a. Research (Basicor Action)5	<i>y</i>
2.b. Innovation 5	
3.d. ResourceSpeaker/LearningFacilitator in trainings/Chair or Co-Chair i	n
Technical Committee5	
3. Leadership Ability (19	5)
4. Responsiveness to the public (10	0)
5. Significant Accomplishment and exemplary norms of conduct (last 3 years)	20)
5.1. Significant Accomplishments 10	
5.2. Exemplary norms of conduct10	
6. Awards won from Oct. (previous year) to August (current year)	
Points (1	(0)
TOTA	AL:/100
valuated By:	



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BEST PERFORMING TEACHER (Public Multigrade)

Teacher: Sci	nool:	<u> </u>
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, to		<del></del>
and other related activities 5		
2.b. 100% passing rate and zero dropout 5		
2.c. Initiated and organized school and family partnerships that p	romote	
student peak performance5		
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/Innovation5		<del></del>
3.e. Resource Speaker/facilitator/Chair or Co-chair in a tech working committee5	nical	
6. Leadership Ability from October (2018) to August 2019	(10)	
7. Significant Accomplishment and exemplary norms of conduct (w	ithin	
last 3 years)	(20)	
*Score is either 0 or 10)		
7.a. Significant Accomplishments 10		
7.b. Exemplary norms of conduct 10		
8. Awards won from October 2018 to August 2019	(10)	<del></del>
<u>-</u>	TOTAL:	/100
Evaluated By:		
	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
Signature over Printed Name	Date	



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### **PRAISE EVALUATION TOOL**

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

School: Dis	trict:
INDICATORS	Score
1. Performance Rating for the latest school year (1	.0)
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 community5 3.b. Sourced-out funds from NGOs, LGUs and other organization for the implementation of ALS programs/projects 5	ne
3.c. Contextualized/Developed Learning Materials for ALS from October (Previous Year) to August (Current Year) 10 3.d. Research/Innovation5 3.e. Resource Speaker/facilitator/Chair or Co-chair in a technica working committee5	1
4. Leadership Ability from October (2018) to August 2019 (10	))
5. Significant Accomplishment and exemplary norms of conduct (within last 3 years) (20 *Score is either 0 or 10)	
5.a. Significant Accomplishments 10	
5.b. Exemplary norms of conduct 10	
6. Awards won from October 2018 to August 2019  TOTA	10) AL:/100
Evaluated By:	
Signature over Printed Name	Date



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



Annex B

#### ENDORSEMENT

This is to e	endorse the documents o		to the	
		(Candidate)		
Division PRAISE	Committee as the repres	entative of	in the	
		(District	)	
Search for	arch for, for the Calend			
	(Category)			
I certify that	at I have reviewed the ca	ndidate's portfolio and foun	d it accurate and	
complete.				
	District	Supervisor		
	Date :			