



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

2023-78219

DM-2023-08-264
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 1 2023 Time: 11:38
By: *[Signature]*

DIVISION MEMORANDUM

No. 268, s. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

From: *[Signature]*
CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Date: July 27, 2023

Subject: **ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 263, S. 2023 RE: SCHOOL HEADS' PERFORMANCE REVIEW, EVALUATION, REWARDING AND DEVELOPMENT PLANNING FOR THE SCHOOL YEAR 2022-2023**

1. In line with the conduct of School Heads' Performance Review, Evaluation, Rewarding and Development Planning for the School Year 2022-2023, the schedule on the conduct of the activity is changed to August 7, 2023 at Malaybalay City Division GAD Hall.
2. Enclosed is the list of the Means of Verifications (MOVs) per KRA.
3. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Senior Education Program Specialist – Planning and Research at **09271501978**.

Copy furnished:
Records Unit
Planning and Research



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 95 0060



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

Means of Verification for 2022-2023 OPCR

I KRA 1. Leading Strategically

Objective 1.1 – 1.4

1. SIP, AIP, Learning Recovery plan and Self certification with attachment on inclusion of MATATAG in SIP
2. Narrative reports or accomplishment reports involving stakeholders in the implementation of learning recovery plan and annual implementation plan, Attendance and minutes of meeting
3. Monitoring and evaluation result in the implementation of programs
4. Training design or LAC plan on research activities, research congress or research review and evaluation activities
5. Approved Research and certificate on utilization of research innovations or accomplishment reports on utilization of research innovations.
6. Learners Government organizations structure, minutes on learners assembly and attendance, summary of feedback mechanisms, and pictures.

Objective 1.5-1.7

1. Evidence on best practices on Need based programs
2. Monitoring and Evaluation Result

II. KRA 2. Managing School Operations and Resources

Objective 2.1 Certificate of Turn-over

Work Plan/Pictures - System Established in Storing and retrieval of school data using data

Objective 2.2 CY 2022 SOB, APP Consolidated PPMP, AIP

CY 2023 SOB, APP Consolidated PPMP, AIP

January 2022 -June 2023 Liquidation Report and Cash Disbursement Register

SY 2022-23 Financial Statements of GPTA Treasurer

SY 2022-23 IGP Ledger/Logbook

SY 2022-23 DepEd Partnerships Database System (DPDS)

Objective 2.3 Lis of Repairs Implemented

Approved POW

Pictures - Before, After and During

Ledger Cards - Semi-Expendable/PPE

Inventory Custodian Slips

RPCPPE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

- Objective 2.4 PTA Consitution and By-Laws
Grade Level Teaching Loads
Designation Order - Coordinators
Memorandum - Working Committees
Evidence of Trainings and LAC sessions
- Objective 2.5 Updated Contingency Plans (at least 3)
Screenshot - Earthquake Drills Reports or Email Received after
submitting Reports through DRRM Portal
SIP Showing that DRRM is integrated
- Objective 2.6 consolidated eSAT result
Approved training design of the conducted training LAC/INSET
Stakeholders' orientation on programs implemented (parents,
learners) or documents that support the conduct of SOSA
School Calendar of Activities • Pictures • Attendance sheet •
Narrative Report
Contextualized outputs of learning resources
Drafted output of the contextualized learning resources
Pictures of actual technical assistance provision
Certification of approval of the contextualized learning resources
(e.g RBI Modules and scripts)
List of contextualized learning resources signed by the school
LRMDS coordinator
Locally developed video lessons for learners as certified by the
school LRMDS coordinator
LAC session training design
Narrative report

III. KRA 3. Focusing on Teaching learning

Objective 3.1

1. Contextualized outputs of learning resources
2. Drafted output of the contextualized learning resources
3. Pictures of actual technical assistance provision
4. Certification of approval of the contextualized learning resources
5. List of contextualized learning resources signed by the school LRMDS coordinator
6. Locally developed video lessons for learners as certified by the school LRMDS coordinator

Objective 3.2

1. LAC session training design
2. Narrative report



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

3. Attendance sheet
4. Micro teaching lesson plan
5. Pictures of the micro-teaching demo
6. monthly supervisory report
7. Pre, during and post pictures
8. Filled up COT, coaching forms, HRG reports and narratives

Objective 3.3

1. Summary of costumers feedback with remarks
2. List of feedback mechanisms employed in the implementation of learning modality delivery and corresponding solutions
3. Innovations employed
4. Dialogue with customers (pictures, e-attendance, screen-shot of calls made)
Voice of customer
5. Teachers evaluation of learners

Objective 3.4

1. Benchmarking
2. Mentoring topics/discussion
3. Mentoring session pictures
4. Certificate of appearance
5. Mentoring journal signed by the mentee and the mentor
6. Screen-shot of online conversation
7. List of learner per program

Objective 3.5

1. ILP of learners
2. List of learning tools employed
3. List of innovative strategy in distribution and retrieval
4. Results of the quarterly assignments MPS indicating high performance of learners
5. Utilization of CMSS results for learning outcomes improvement with adjustment plan
6. Authentic assessment tools developed by teachers

Objective 3.6

1. WASH/WinS
2. Gawad Siklab,OBE
3. Brigada Eskwela
4. STAR Classroom, School and Office
5. Gulayan sa Paaralan



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

6. Other PAPS
7. Minutes of stakeholders meeting
8. Pictures of the stakeholders meeting, attendance sheet

Objectives 3.7

1. Certificate of completion of the teacher's professional development course attended (e.g., SEAMEO certificates, trainings, webinars)
2. Approved training design for School-based upskilling and reskilling activities
3. List of training attended with sample certificates

Objectives 3.8

1. Institutionalization of School Governing Council
2. Minutes of meeting of the SGC meeting
3. Sample of School policies on discipline
4. Pictures of the activity
5. Narrative report of the SGC
6. Calendar of activities highlighting the regular meeting of the SGC
7. Student handbook (school rules and regulations)

IV KRA 4. Developing Self and others

Objective 4.1-4.4

1. E-SAT
2. Competency Development Needs Assessment
3. Certificates, Office Orders,
4. Accomplishment reports on orientation and meetings
5. MOA/MOU of agency partnerships on professional networks
6. Reward System
7. Approved Training design
8. Approved permit to study

Objectives 4.5-4.6

1. Accomplishment Reports per phase of RPMS cycle
2. Monitoring and evaluation result of the professional development initiatives
3. coaching and mentoring forms
4. Monitoring tool

Objectives 4.7-4.8

1. Approved activity design/LAC/GAD on relevant issuances of RA 4670,7836, DO 49 s. 2006, Philippine Teachers Professionalism Act of 1994 (article 9293) and Child Protection Policy



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

2. Reward System
3. Research Studies

V KRA 5. Building Connections

Objective 5.1

1. MOA, MOU, DoD, COA
2. approved POW
3. List of projects by stakeholders (internal (teachers, students)/external(PTA))
4. Pictures of completed projects
5. List of stakeholders, Attendance to barangay sessions, conference or meetings, pictures, invitation letters marked "received" with dates & signature
6. Training design, LAC Session on mentoring of the School Personnel in forging partnerships, pictorials

Objective 5.2

7. Records/attendance/ pictures that other school benchmarked the school practices, SOSA/ School MEA
8. SCHOOL SRC (pertaining to partnership)
9. Office order/designation order for school coordinators (School paper, BSP/GSP, YES O, BKD, Elem Learners Government, Sec Learners Government, Gulayan, etc. , Memorandum, Organizational Structure, Action Plan, Accomplishment, M&E result (Xerox) from RO or DO monitor.

Objective 5.3

10. School planning team, List of parents and ethnicity, home visits, Pictorials of orientation of stakeholders e.g. psychosocial activities, Comprehensive ,sexual education, etc.
11. Documents on Partnership for SPED, Madrasah, IPED Programs of school, ELG/ SLG etc.

Objective 5.4

12. Proposed Project presented to stakeholders, LAC Session, TA provided, mentoring sessions with school personnel, Group chats, school memo, minutes of meetings of school conferences , Speaks appropriate language, observes mechanics of writing

Objective 5.5

13. SIP team, SOSA/School MEA/PAPs sponsored/authored by Stakeholders, Accomplishment report, pictorials
14. MOA, MOU, DOD, COA, List of Projects, POW, pictures of Completed Projects



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

PLUS Factor : Contributed to the development of working environment beyond the regular duties and responsibilities

1. Acted as evaluator, sub-committee member, working committee , resource speaker, trainer, facilitator, technical working member in seminars, trainings, conferences and other related activities at least within the district level.

MOVs

- Certificate of Recognition
- Copy of Memorandum/Proof of Invitation
- Training Matrix / Program
- Pictures during the Training
- Hard Copy of the Presentation

2. Organized /Co-Organized and managed training / seminar at the district /cluster level to improve teachers competence

MOVs

- Approved Proposal from DO (SGOD, HRD)
- Training Completion Report (Attendance Sheet, Narrative Report)
- Certificate of Recognition as organizer / co-organizer of a cluster training

3. Received award / recognition or citation at least within the division level

MOVs

- Certificate of Recognition
- Any proof of award (plaque, medal, trophy)

4. Generated resources for school improvement operations amounting to:

- mega school 100k and up
- large school 50k to 99k
- medium school 30k to 55k
- small school 10k to 29k

MOVs

- ASP (Adopt-A-School) reports / BRIGADA ESKWELA Documents
- Financial Reports
- DOD and COA
- Summary of generated resources



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060