



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

DM - 2024 - 04 - 168
 DEPED MALAYBALAY CITY DIVISION
RELEASED

DATE: _____ Time: 4:14
 By: APR 11 2024

DIVISION MEMORANDUM

No. 168, s. 2024

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

From: 
CHERRY MAE L. LIMBACO-REYES
 Schools Division Superintendent

Date: April 11, 2024

Subject: **SCHOOL HEADS' PERFORMANCE REVIEW, EVALUATION,
 REWARDING AND DEVELOPMENT PLANNING FOR THE SCHOOL
 YEAR 2023-2024**

1. Pursuant to DepEd Order no. 2 s. 2015 re: Guidelines on the establishment and implementation of results-based performance management system (RPMS) in the Department of Education, this Division will conduct the **Phase III (Performance Review and Evaluation) and Phase IV (Performance Rewarding and Development Planning)** of the RPMS cycle for school heads on June 13 - 14, 2024.
2. School heads, evaluators, rater and performance management team are required to attend the activity as scheduled. School heads who will fail to attend during their schedule may wait for another schedule set by the Division.
3. School heads are required to bring documents as means of verification of the performance based on the commitments and measures.
4. Meals, snacks and any allowable expenses maybe charged to local funds subject to availability of funds and must be disbursed in accordance to existing laws and regulations.



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5. Enclosed is the committee who will assist the rater in document evaluation and consolidation, schedule, layout during the activity and means of verification.
6. 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



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COMMITTEE

Assignment	Committee
I. Leading Strategically	Chair: Lorenzo O. Capacio Member: Vicente G. San Miguel Maria Concepcion S. Reyes Imelda S. Bentillo Ria K. Alcuizar
II. Managing School Operations and Resources	Chair: Rosalio P. Arango Members: Rhysa Cyle C. Rosalejos Darvy C. Daguimol Perfita B. Wales Rosie A. Salupado Novem A. Sescon Jimdandy S. Lucine
III. Focusing on Teaching and Learning	Chair: Ralph T. Quirog Members: Analy L. Ocier Dimo M. Gabales Purisima J. Yap PSDS Routing members
IV. Developing Self and others	Chair: Jasmine J. Adriatico Members: Sharon A. Bongocan Jovy G. Molina Manny B. Pimentel Woodrow Wilson B. Merida
V. Building Connections	Chair: Evernold C. Berial Members: Ferdinand B. Mortera Virgilin R. Pizzaro Noel A. Tan Nery Marsfifth M. Mamawag Rio G. Arbutante
VI. Plus Factor	Chair: Rachel R. Valde Member: Aba Q. Allaba Ferdinand B. Mortera Rex C. Dacanay



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Collection and Computation

Edelina M. Eborá
Mary Gladys J. Dublas

SCHEDULE

Day 1						
KRA	8:10-8:20	8:21-8:30	8:31-8:40	8:41-8:50	8:51-9:00	9:01-9:10
I	Capitan Angel IS	Kalasungay CS	Kalasungay NHS	Damitan ES	Dalwangan NHS	Dalwangan ES
II	Dalwangan ES	Capitan Angel IS	Kalasungay CS	Kalasungay NHS	Damitan ES	Dalwangan NHS
III	Dalwangan NHS	Dalwangan ES	Capitan Angel IS	Kalasungay CS	Kalasungay NHS	Damitan ES
IV	Damitan ES	Dalwangan NHS	Dalwangan ES	Capitan Angel IS	Kalasungay CS	Kalasungay NHS
V	Kalasungay NHS	Damitan ES	Dalwangan NHS	Dalwangan ES	Capitan Angel IS	Kalasungay CS
VI	Kalasungay CS	Kalasungay NHS	Damitan ES	Dalwangan NHS	Dalwangan ES	Capitan Angel IS
	9:11-9:20	9:21-9:30	9:31-9:40	9:41-9:50	9:51-10:00	10:01-10:10
I	New Ilocos ES	Incalbog ES	Candiisan IS	Can-ayan IS	Baganao ES	Patpat ES
II	Patpat ES	New Ilocos ES	Incalbog ES	Candiisan IS	Can-ayan IS	Baganao ES
III	Baganao ES	Patpat ES	New Ilocos ES	Incalbog ES	Candiisan IS	Can-ayan IS
IV	Can-ayan IS	Baganao ES	Patpat ES	New Ilocos ES	Incalbog ES	Candiisan IS
V	Candiisan IS	Can-ayan IS	Baganao ES	Patpat ES	New Ilocos ES	Incalbog ES
VI	Incalbog ES	Candiisan IS	Can-ayan IS	Baganao ES	Patpat ES	New Ilocos ES
	10:11-10:20	10:21-10:30	10:31-10:40	10:41-10:50	10:51-11:00	11:01-11:10
I	Kibalabag IS	Tintinaan ES	Tagilanao ES	Sumpong CS	Manalog IS	Kilap-agan IS
II	Kilap-agan IS	Kibalabag IS	Tintinaan ES	Tagilanao ES	Sumpong CS	Manalog IS
III	Manalog IS	Kilap-agan IS	Kibalabag IS	Tintinaan ES	Tagilanao ES	Sumpong CS



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IV	Sumpong CS	Manalog IS	Kilap-agan IS	Kibalabag IS	Tintinaan ES	Tagilanao ES
V	Tagilanao ES	Sumpong CS	Manalog IS	Kilap-agan IS	Kibalabag IS	Tintinaan ES
VI	Tintinaan ES	Tagilanao ES	Sumpong CS	Manalog IS	Kilap-agan IS	Kibalabag IS

KRA	11:11-11:20	11:21-11:30	11:31-11:40	11:41-11:50	11:51-12:00	12:01 - 12:10
I	Bukidnon NHS	Brgy. 9 ES	BCT ES	Sta. Ana ES	Imbayao NHS	Imbayao ES
II	Imbayao ES	Bukidnon NHS	Brgy. 9 ES	BCT ES	Sta. Ana ES	Imbayao NHS
III	Imbayao NHS	Imbayao ES	Bukidnon NHS	Brgy. 9 ES	BCT ES	Sta. Ana ES
IV	Sta. Ana ES	Imbayao NHS	Imbayao ES	Bukidnon NHS	Brgy. 9 ES	BCT ES
V	BCT ES	Sta. Ana ES	Imbayao NHS	Imbayao ES	Bukidnon NHS	Brgy. 9 ES
VI	Brgy. 9 ES	BCT ES	Sta. Ana ES	Imbayao NHS	Imbayao ES	Bukidnon NHS
	1:00-1:10	1:11-1:20	1:21-1:30	1:31-1:40	1:41-1:50	1:51-2:00
I	Casisang NHS	Mabuhay IS	Malaybalay City SHS	Casisang Central IS	Airport Village ES	Malaybalay City CS
II	Malaybalay City CS	Casisang NHS	Mabuhay IS	Malaybalay City SHS	Casisang Central IS	Airport Village ES
III	Airport Village ES	Malaybalay City CS	Casisang NHS	Mabuhay IS	Malaybalay City SHS	Casisang Central IS
IV	Casisang Central IS	Airport Village ES	Malaybalay City CS	Casisang NHS	Mabuhay IS	Malaybalay City SHS
V	Malaybalay City SHS	Casisang Central IS	Airport Village ES	Malaybalay City CS	Casisang NHS	Mabuhay IS
VI	Mabuhay IS	Malaybalay City SHS	Casisang Central IS	Airport Village ES	Malaybalay City CS	Casisang NHS
	2:01-2:10	2:11-2:20	2:21-2:30	2:31-2:40	2:41-2:50	2:51-3:00



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I	Malaybalay City NHS	Balangbang ES	Aglayan CS	San Jose ES	Panamucan ES	Natid-asan ES
II	Natid-asan ES	Malaybalay City NHS	Balangbang ES	Aglayan CS	San Jose ES	Panamucan ES
III	Panamucan ES	Natid-asan ES	Malaybalay City NHS	Balangbang ES	Aglayan CS	San Jose ES
IV	San Jose ES	Panamucan ES	Natid-asan ES	Malaybalay City NHS	Balangbang ES	Aglayan CS
V	Aglayan CS	San Jose ES	Panamucan ES	Natid-asan ES	Malaybalay City NHS	Balangbang ES
VI	Balangbang ES	Aglayan CS	San Jose ES	Panamucan ES	Natid-asan ES	Malaybalay City NHS
KRA	3:01-3:10	3:11-3:20	3:21-3:30	3:31-3:40	3:41-3:50	3:51-4:00
I	Bendolan ES	Mapayag IS	Malaybalay City NSHS	Magsaysay IS	Laguitas ES	Cabangahan ES
II	Cabangahan ES	Bendolan ES	Mapayag IS	Malaybalay City NSHS	Magsaysay IS	Laguitas ES
III	Laguitas ES	Cabangahan ES	Bendolan ES	Mapayag IS	Malaybalay City NSHS	Magsaysay IS
IV	Magsaysay IS	Laguitas ES	Cabangahan ES	Bendolan ES	Mapayag IS	Malaybalay City NSHS
V	Malaybalay City NSHS	Magsaysay IS	Laguitas ES	Cabangahan ES	Bendolan ES	Mapayag IS
VI	Mapayag IS	Malaybalay City NSHS	Magsaysay IS	Laguitas ES	Cabangahan ES	Bendolan ES
	4:01-4:10	4:11-4:20	4:21-4:30	4:31-4:40	4:41-4:50	4:51-5:00
I	Apo Macote NHS	Dapulan ES	Calawag ES	Binalbagan ES	Bangcud NHS	Bangcud CS
II	Bangcud CS	Apo Macote NHS	Dapulan ES	Calawag ES	Binalbagan ES	Bangcud NHS
III	Bangcud NHS	Bangcud CS	Apo Macote NHS	Dapulan ES	Calawag ES	Binalbagan ES
IV	Binalbagan ES	Bangcud NHS	Bangcud CS	Apo Macote NHS	Dapulan ES	Calawag ES
V	Calawag ES	Binalbagan ES	Bangcud NHS	Bangcud CS	Apo Macote NHS	Dapulan ES



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Division of Malaybalay City

VI	Dapulan ES	Calawag ES	Binalbagan ES	Bangcud NHS	Bangcud CS	Apo Macote NHS
Day 2						
KRA	8:10-8:20	8:21-8:30	8:31-8:40	8:41-8:50	8:51-9:00	9:01-9:10
I	Luyungan HS	Lalawan ES	Isabela Ayala Gonzales ES	Simaya IS	Padernal ES	Macote ES
II	Macote ES	Luyungan HS	Lalawan ES	Isabela Ayala Gonzales ES	Simaya IS	Padernal ES
III	Padernal ES	Macote ES	Luyungan HS	Lalawan ES	Isabela Ayala Gonzales ES	Simaya IS
IV	Simaya IS	Padernal ES	Macote ES	Luyungan HS	Lalawan ES	Isabela Ayala Gonzales ES
V	Isabela Ayala Gonzales ES	Simaya IS	Padernal ES	Macote ES	Luyungan HS	Lalawan ES
VI	Lalawan ES	Isabela Ayala Gonzales ES	Simaya IS	Padernal ES	Macote ES	Luyungan HS

KRA	9:11-9:20	9:21-9:30	9:31-9:40	9:41-9:50	9:51-10:00	10:01-10:10
I	Lalawan NHS	San Roque ES	San Martin-Sinanglanan ES	San Martin Agro-Industrial NHS	Paiwaig ES	Linabo CS
II	Linabo CS	Lalawan NHS	San Roque ES	San Martin-Sinanglanan ES	San Martin Agro-Industrial NHS	Paiwaig ES
III	Paiwaig ES	Linabo CS	Lalawan NHS	San Roque ES	San Martin-Sinanglanan ES	San Martin Agro-Industrial NHS
IV	San Martin Agro-	Paiwaig ES	Linabo CS	Lalawan NHS	San Roque ES	San Martin-Sinanglanan ES



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	Industrial NHS					
V	San Martin-Sinanglanan ES	San Martin Agro-Industrial NHS	Paiwaig ES	Linabo CS	Lalawan NHS	San Roque ES
VI	San Roque ES	San Martin-Sinanglanan ES	San Martin Agro-Industrial NHS	Paiwaig ES	Linabo CS	Lalawan NHS
	10:11-10:20	10:21-10:30	10:31-10:40	10:41-10:50	10:51-11:00	11:01-11:10
I	Sawaga ES	Maligaya ES	Lunokan ES	Langasihan ES	Dumayas ES	Bagong Silang ES
II	Bagong Silang ES	Sawaga ES	Maligaya ES	Lunokan ES	Langasihan ES	Dumayas ES
III	Dumayas ES	Bagong Silang ES	Sawaga ES	Maligaya ES	Lunokan ES	Langasihan ES
IV	Langasihan ES	Dumayas ES	Bagong Silang ES	Sawaga ES	Maligaya ES	Lunokan ES
V	Lunokan ES	Langasihan ES	Dumayas ES	Bagong Silang ES	Sawaga ES	Maligaya ES
VI	Maligaya ES	Lunokan ES	Langasihan ES	Dumayas ES	Bagong Silang ES	Sawaga ES
	KRA	11:11-11:20	11:21-11:30	11:31-11:40	11:41-11:50	11:51-12:00
I	Managok CS	Busdi IS	Miglamin NHS	Miglamin ES	Matangpatan g ES	Managok NHS
II	Managok NHS	Managok CS	Busdi IS	Miglamin NHS	Miglamin ES	Matangpatan g ES
III	Matangpatan g ES	Managok NHS	Managok CS	Busdi IS	Miglamin NHS	Miglamin ES
IV	Miglamin ES	Matangpatan g ES	Managok NHS	Managok CS	Busdi IS	Miglamin NHS
V	Miglamin NHS	Miglamin ES	Matangpatan g ES	Managok NHS	Managok CS	Busdi IS
VI	Busdi IS	Miglamin NHS	Miglamin ES	Matangpatan g ES	Managok NHS	Managok CS



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KRA	1:00-1:10	1:11-1:20	1:21-1:30	1:31-1:40	1:41-1:50	1:51-2:00
I	Caburacanan ES	Pighalugan ES	Mapulo ES	Kulaman ES	Kibalabag ES	Indalasa ES
II	Indalasa ES	Caburacanan ES	Pighalugan ES	Mapulo ES	Kulaman ES	Kibalabag ES
III	Kibalabag ES	Indalasa ES	Caburacanan ES	Pighalugan ES	Mapulo ES	Kulaman ES
IV	Kulaman ES	Kibalabag ES	Indalasa ES	Caburacanan ES	Pighalugan ES	Mapulo ES
V	Mapulo ES	Kulaman ES	Kibalabag ES	Indalasa ES	Caburacanan ES	Pighalugan ES
VI	Pighalugan ES	Mapulo ES	Kulaman ES	Kibalabag ES	Indalasa ES	Caburacanan ES
	2:01-2:10	2:11-2:20	2:21-2:30	2:31-2:40	2:41-2:50	2:51-3:00
I	Pigpamulahan ES	Tuburan IS	St. Peter NHS	St. Peter Elementary School	Silae NHS	Silae ES
II	Silae ES	Zamboanguita Central School	Tuburan IS	St. Peter NHS	St. Peter Elementary School	Silae NHS
III	Silae NHS	Silae ES	Zamboanguita Central School	Tuburan IS	St. Peter NHS	St. Peter Elementary School
IV	St. Peter ES	Silae NHS	Silae ES	Zamboanguita Central School	Tuburan IS	St. Peter NHS
V	St. Peter NHS	St. Peter Elementary School	Silae NHS	Silae ES	Zamboanguita Central School	Tuburan IS
VI	Tuburan IS	St. Peter NHS	St. Peter Elementary School	Silae NHS	Silae ES	Zamboanguita Central School
KRA	3:01-3:10	3:11-3:20	3:21-3:30	3:31-3:40	3:41-3:50	3:51-4:00
I	Zamboanguita CS	Tuburan IS	St. Peter NHS	St. Peter Elementary School	Silae NHS	Silae ES



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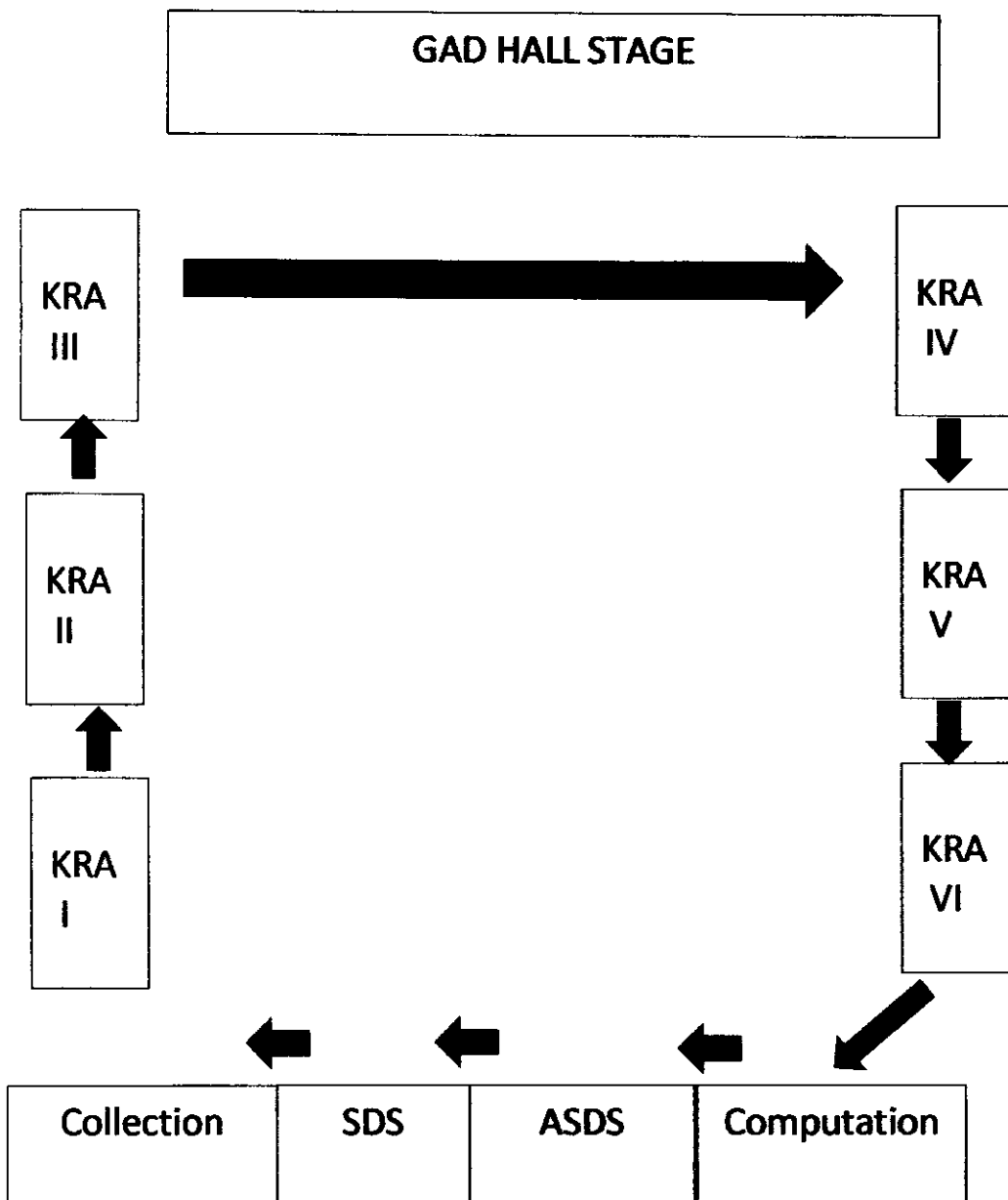


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LAY OUT OF THE PROCEEDINGS



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Means of Verification for 2023-2024 OPCRf

I KRA 1. Leading Strategically

Objective 1.1 – 1.4

1. SIP, AIP and Self certification with attachment on inclusion of MATATAG in SIP
2. Narrative reports or accomplishment reports involving stakeholders in the implementation of 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
Status of submission of BEIS, LIS Early Registration, LIS, NSBI
(c/o Planning officer)

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



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- Pictures - Before, After and During
Ledger Cards - Semi-Expendable/PPE
Inventory Custodian Slips
RPCPPE
- Objective 2.4 PTA Constitution 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



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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
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



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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
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



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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
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)



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REGION X- NORTHERN MINDANAO
Division of Malaybalay City

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

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



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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

5. Co-host and served as Chairman of school as billeting quarter or as Host School in any Division/Region/National Activities/Drum and Lyre / Scouting/ RSPC and NSPC / RFOT and NFOT

MOVs

- Certificate of Recognition
- Copy of Memorandum
- Pictures during the Activity

6. Acted as COORDINATOR / FOCAL PERSON at least within the district level.

MOVs

- Certificate of Recognition
- Copy of Memorandum
- Designation
- Approved Action Plan
- Pictures during the related activities conducted



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