



August 9, 2018

To: All EDDIS III and IV Elementary and Secondary School Heads

1. Relative to the meeting on the Re-Orientation of IPCRF/OPCRF Preparation held at Pulilan Central School on July 31, 2018, this letter elucidates areas of concerns through the attached samples for your information and reference as requested.
2. Plus factor shall comprise 5% of the total rating of 100%. Sample creditable indicators and means of verifications are attached to this letter.
3. Inclusions are sample monitoring tool, class observation schedule and other means of verifications as follow:
 - a. Plus Factor - Inclosure No.1
 - b. Sample computation of Classroom Observation for Teachers (COT) - Inclosure No.2
 - c. Sample template for Analysis and Mitigation Plan (MOV) - Inclosure No.3
 - d. Sample Summarized Report on COT per Learning Area Based on Division Monitoring Tool - Inclosure No.4
 - e. Sample IPCRF - Inclosure No.5
4. The attached samples may be modified and revised based on the required performance aligned with the monitoring tool to be used by the Curriculum Implementation Division.
5. School heads concerned shall craft their Performance Indicators.
6. Submission of IPCRF of all concerned shall be on or before August 22, 2018 at the office of the ASDS for EDDIS III and IV.
7. Widest dissemination and compliance is enjoined.


ZENIA G. MOSTOLES, Ed.D., CESO V_a
Schools Division Superintendent

RPMS – PLUS FACTOR FOR SCHOOL HEADS

1. Resource Speakership (District/or Minimum of 3 clustered schools, EDDIS, Division, Regional , National, International Level)
2. Hosting of Events / Meetings / Contest / Trainings, and other DepEd similar and supported activities
3. Authorship
4. Innovation (School level and up... Example is CIP)
5. Evaluation of Programs and learning materials (LRMDS) - (EDDIS, Division, Regional Level)
6. Advisorship (Learning areas (District AP Adviser, Science, Math , Filipino etc.), program and projects) – for elementary
7. Focal Person (Special Programs, like GAD, ADM etc)
8. School Awards and Recognition (Programs Implementation, Ex. Brigada Eskwela, Sports, Festival of Talents, Press Conference, etc.)
9. Other similar DepED initiated or supported activities and awards.

MEANS OF VERIFICATION:

- Certificate of Recognition
- Division Letter/Memo
- Designation Letter for Advisorship / Focal Person
- Other related MOVs

Inclosure No. 2

SAMPLE SCHEDULE OF COT				
DAYS	NUMBER OF TEACHERS	NUMBER OF HOURS		NOTE You may also do COT even on Friday.
		OBSERVATION (1 hr/teacher)	CONFERENCE (30 minutes/teacher)	
Monday	3	3 hours	1 HR. and 30 minutes	
Tuesday	3	3 hours	1 HR. and 30 minutes	
Wednesday	3	3 hours	1 HR. and 30 minutes	
Thursday	3	3 hours	1 HR. and 30 minutes	

NUMBER OF TEACHERS OBSERVED (SY 2018 - 2019)				
TARGET NUMBER OF TEACHER/DAY	WEEK (4 days per week)	MONTH (4 weeks per month)	MONTH (8 mnths per year)	MONTH (9 mnths per year)
3	12	48	384	432
2	8	32	256	288
1	4	16	128	144
NOTE: 4 COT PER TEACHER A YEAR				

Inclosure No. 3

**SUGGESTED TEMPLATE FOR ANALYSIS AND MITIGATION PLAN FOR DROP-OUT REDUCTION
(ELEMENTARY)**

DROP-OUT PER GRADE LEVEL	CAUSE/S OF DROP-OUT	INTERVENTION	RESULTS	REMARKS
KINDERGARTEN				
GRADE 1				
GRADE 2				
GRADE 3				
GRADE 4				
GRADE 5				
GRADE 6				

**ANALYSIS AND MITIGATION PLAN FOR DROP-OUT REDUCTION
(SECONDARY)**

DROP-OUT PER GRADE LEVEL	CAUSE/S OF DROP-OUT	INTERVENTION	RESULTS	REMARKS
GRADE 7				
GRADE 8				
GRADE 9				
GRADE 10				
GRADE 11				
GRADE 12				

Inclosure No. 4

**K TO 12 CURRICULUM IMPLEMENTATION IN (LEARNING AREA)
(ELEMENTARY LEVEL) QUARTER 1**

NAME OF TEACHER	A. Pedagogy					B. Assessment							C. Lesson Plan		PERCENTAGE
	1. Collaborative	2. Constructivism	3. Integrative Teaching	4. Inquiry-Based	5. Reflective Thinking	1. Formative Test	2. Summative Test	Written Works	Performance Tasks	(21 st Century Task (Project Rise)	3. Table of Specifications	4. Utilization of Assessment	1. Daily Lesson Log	2. Daily Lesson Plan	
GRADE 1															
GRADE 2															
GRADE 3															
GRADE 4															
GRADE 5															
GRADE 6															
TOTAL															

ITEMS / NAME OF TEACHER	D. Utilization of Instructional Materials			E. Instructional References					F. Bridging Learning Gaps						G. Learning Action Cell	PERCENTAGE
	1. Non ICT Based	2. ICT Based	3. Localized / Indigenized materials	1. Major References	Curriculum Guide (CG)	Learners Materials (LM)	Teacher's Guide (TG)	2. Supplemental Materials (other reference books, etc)	1. Intervention/ Remediation	(CIP)	Innovation (SLK), (SIM)	CBAR	ADM	Others		
GRADE 1																
GRADE 2																
GRADE 3																
GRADE 4																
GRADE 5																
GRADE 6																
TOTAL																

Note: * Mark (/) for all indicators that are evident in the lesson observed
 * Get the frequency and percentage for each indicator/component

Inclosure No. 4

**K TO 12 CURRICULUM IMPLEMENTATION IN (LEARNING AREA)
(SECONDARY LEVEL) QUARTER 1**

NAME OF TEACHER	A. Pedagogy					B. Assessment						C. Lesson Plan		PERCENTAGE	
	1.Collaborative	2.Constructivism	3.Integrative Teaching	4. Inquiry-Based	5. Reflective Thinking	1. Formative Test	2. Summative Test	Written Works	Performance Tasks	(21 st Century Task (Project Rise)	3. Table of Specifications	4. Utilization of Assessment	1. Daily Lesson Log		2. Daily Lesson Plan
GRADE 7															
GRADE 8															
GRADE 9															
GRADE 10															
SHS															
TOTAL															

ITEMS / NAME OF TEACHER	D. Utilization of Instructional Materials			E. Instructional References					F. Bridging Learning Gaps						G. Learning Action Cell	PERCENTAGE
	1. Non ICT Based	2. ICT Based	3. Localized / Indigenized materials	1. Major References	Curriculum Guide (CG)	Learners Materials (LM)	Teacher's Guide (TG)	2. Supplemental Materials (other reference books, etc)	1. Intervention/ Remediation	(CIP)	Innovation (SLK), (SIM)	CBAR	ADM	Others		
GRADE 7																
GRADE 8																
GRADE 9																
GRADE 10																
SHS																
TOTAL																

**Note: * Mark (/) for all indicators that are evident in the lesson observed
* Get the frequency and percentage for each indicator/component**

TO BE FILLED IN DURING PLANNING							TO BE FILLED DURING EVALUATION					
MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING				SCORE
								Q	E	T	Ave	
	5. SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS	20%	5.3	Managed fiscal activities with 100% liquidation of funds by March 2019. a. Completed monthly MOOE downloading and liquidation; b. Implemented clear fiscal management system for the school thru reports, logs, transparency board	7.5%							
			5.4	Facilitated and monitored the establishment and activities of the school organizations / teams /committees such as but not limited to the following by EO SY 2018-2019 1. Subject Area Club/s 2. SSG 3. YES-O Club 4. STEP/TLE Club 5. Child Protection Committee 6. PTA 7. Faculty / Staff Club 8. Research Committee / CI Team 9. LRMS Team 10. SDRRM Team 11. BAC 12. Inspectorate Team 13. Grievance Committee 14. SBM Team 15. SBRM Team and other school committee	2.5%							

TO BE FILLED IN DURING PLANNING							TO BE FILLED DURING EVALUATION					
MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING				SCORE
								Q	E	T	Ave	
	Plus Factors (atleast 3)			5%								
							Overall Rating for Accomplishments					#REF!

School Principal
Ratee

Assistant Schools Division Superintendent
Rater

ZENIA G. MOSTOLES, Ed. D., CESO V
Schools Division Superintendent
Approving Authority

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating
Accomplishment of KRAs and Objectives	

Employee-Superior Agreement

The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form.

Name of Employee:	Name of Superior:
Signature:	Signature:
Date:	Date:

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed

School Principal
Ratee

Assitant Schools Division Superintendent
Rater

ZENIA G. MOSTOLES, Ed. D., CESO V
Schools Division Superintendent
Approving Authority