

Department of Education Region III SCHOOLS DIVISION OF BULACAN Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan Website: www.bulacandeped.com



August 9, 2018

- To: All EDDIS III and IV Elementary and Secondary School Heads
 - 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
 b. Sample computation of Classroom
 C. Sample template for Analysis
 and Mitigation Plan (MOV)

 d. Sample Summarized Report on COT per Learning Area Based on Division Monitoring Tool
 a. Plus Factor
 b. Inclosure No.2
 c. Sample Summarized Report on COT per Learning Area Based on Division Monitoring Tool
 - 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 Schools Division Superintendent

DIVISION LETTER NO. 169, s. 2018

RPMS – PLUS FACTOR FOR SCHOOL HEADS

- 1. Resource Speakership (District/or Minimum of 3 clustered schools, EDDIS, Division, Regional, National, International Level)
- Hosting of Events / Meetings / Contest / Trainings, and other DepEd similar and supported activities
- 3. Authorship
- 4. Innovation (School level and up... Example is CIP)
- Evaluation of Programs and learning materials (LRMDS) (EDDIS, Division, Regional Level)
- 6. Advisorship (Learning arears (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

	SAMI	PLE SCHEDULE OF COT		
		NUMBE	R OF HOURS	
	NUMBER OF	OBSERVATION	CONFERENCE	
DAYS	TEACHERS	(1 hr/teacher)	(30 minutes/teacher)	
Monday	3	3 hours	1 HR. and 30 minutes	NOTE You may also do COT
Tuesday	3	3 hours	1 HR. and 30 minutes	even on Friday.
Wednesday	3	3 hours	1 HR. and 30 minutes	even on Fliday.
Thursday	3	3 hours	1 HR. and 30 minutes	
	dar St. In.			

	NU	MBER OF TEACHERS OB	SERVED (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												

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

DROP-OUT PER	CAUSE/S OF DROP-OUT	INTERVENTION	RESULTS	REMARKS
GRADE LEVEL			14	
KINDERGARTEN				
GRADE 1				
GRADE 2				
GRADE 3				
GRADE 4				
GRADE 5				
GRADE 6				

8.3.3

ANALYSIS AND MITIGATION PLAN FOR DROP-OUT REDUCTION

(SECONDARY)

		1		
DROP-OUT PER	CAUSE/S OF DROP-OUT	INTERVENTION	RESULTS	REMARKS
GRADE LEVEL				
GRADE 7				
GRADE 8				
GRADE 9				
GRADE 10				
GRADE 11				
GRADE 12				

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

K TO 12 CURRICULUM IMPLEMENTATION IN (LEARNING AREA)

(ELEMENTARY LEVEL) QUARTER 1

	D. Utilizatio	on of Instructiona	al Materials		E. Instr	uctional Refer	rences			F	Bridging Learnin	ng Gaps				
ITEMS / NAME OF TEACHER	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	G. Learning Action Cell	PERCENTAGE
GRADE 1																
GRADE 2																
GRADE 3																
GRADE 4																
GRADE 5																
GRADE 6																
TOTAL																
1																

Note: * Mark (/) for all indicators that are evident in the lesson observed

* Get the frequency and percentage for each indicator/component

GRADE 7 GRADE 8 GRADE 9 GRADE 10 SHS TOTAL

K TO 12 CURRICULUM IMPLEMENTATION IN (LEARNING AREA)

							(SECONDARY	LEVEL) QUA	RTER 1					
2		A	. Pedagogy						B. Assessment				C. Less	son Plan	
NAME OF TEACHER	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	PERCENTAGE
RADE 7															

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(SECONDARY LEVEL) OLIARTER 1

	D. Utilizat	tion of Instructional	I Materials		E. In	structional Refe	erences			F	F. Bridging Learnir	ng Gaps				
ITEMS / NAME OF TEACHER	1. Non ICT Based	2. ICT Based	3. Localized / Indigenized materials	1. Major References	Curriculum Guide (CG)		Teacher's Guide (TG)	2. Supplemental Materials (other reference books, etc)	1. Intervention/ Remediation	(CIP)	Innovation (SLK), (SIM)	CBAR	ADM	Others	G. Learning Action Cell	PERCENTAGE
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

INCLOSURE NO. 5

PART I: OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM

Name Positio Divisio District	n :	Princip	al			Po Da	osit ate	e of Rater : ion : of Review : g Period :						
				TO BE FILLED IN DUI	RING PL	ANNING			TO BE F	FILLEI	D DUF	RING	EVAL	UATION
MFOs	KRAs	Weight per KRA		OBJECTIVES	Weight per Objective	TIMELINE		PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	Q	RAT	ING T	Ave	SCORE
	1. INSTRUCTIONAL LEADERSHIP	30%	1.1	Conducted classroom observation and post conferences where points for improvement were elicited			5	Conducted observations with post conference where points for improvement were illicited from the teachers themselves by end of each quarter.						
				from the teachers themselves by the end of the year.		i.	4	Conducted observations with post conference where points for improvement were illicited from the teachers themselves a week after the end of each quarter.						
					10%		3	Conducted observations with post conference where points for improvement were illicited from the teachers themselves 2 weeks after the end of each quarter.						
							2	Conductedobservations with post conference where points for improvement were illicited from the teachers themselves 3 weeks after the end of each quarter.						
							1	Conducted observations with post conference where points for improvement were illicited from the teachers themselves 1 month by the end of each quarter.						
			1.2	Checked/Inspected 100% of DLL/DLP, 75% of which are with complete parts every week	10%				-					
			1.3	Improved the Academic performance of the students in the					_					
				National Achievement Test./School General Average by%.	5%		-		-					
				(From what general average grade to what grade					-					
,			1.4	1.4 Conducted one research by EO SY 2018 -2019. With the following required processes: (5%) A. Conceptualization										
				 B. Preparation of proposal C. Approval of proposal D. Implementation E. Validation F. Acceptance 	5%									

				TO BE FILLED IN DUI	RING PL	ANNING		TO BE F	FILLE	D DUF	RING	EVAL	UATION
MFOs	KRAs	Weight per KRA		OBJECTIVES	Weight per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	Q	RAT E	ING T	Ave	SCORE
	2. LEARNING ENVIRONMENT	15%	2.1	Ensured provision of safe and child-friendly learning Environment by EO SY 2018- 2019 by implementing the following programs and projects. (Note: Reference AIP)	15%								
	3. HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT	15%	3.1	ConductedLAC sessions, with 100% attendance by EO SY 2018- 2019	5%			-					
			3.2	Conducted coaching /mentoring of 100% of teachers (Number of teachers in your school) with agreements by EO SY 2018- 2019	5%			-					
			3.3	Resolved 100% of conflicts, issues or complaints within 7 days from receipt thereof	5%			-					

			TO BE FILLED IN D	JRING PL	ANNING		TO BE F	ILLED	DUR	RING	EVAL	UATION
MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	Q	RAT E	ING T	Ave	SCORE
	4. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP	15%	4.1 Convened 4 PTA assemblies/meetings with 50% attendance of parents by EO SY 2018-2019	5%			-					
	¥3)		 4.2 Spearheaded the generation and utilization of Presources from stakeholders; records of utilization disseminated by EO SY 2018-2019 through: a. School Report Card, b. Transparency Board, c. PTA Meetings, d. Reports Submitted, and e. Annual Implementation Plan 	7.5%			-					
			4.3 Participated in at least community activities by EO SY 2018-2019	2.5%			-					

			TO BE FILLED IN DU	JRING PL	ANNING		TO BE F	ILLED	DUR	ING	EVAL	UATION
MEG		Weight		Weight		PERFORMANCE INDICATORS	ACTUAL		RAT	ING		
MFOs	KRAs	per KRA	OBJECTIVES	per Objective	TIMELINE	(Quality, Efficiency, Timeliness)	RESULTS	Q	E	Т	Ave	SCORE
	5. SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS	20%	 5.1 Spearheaded the conduct of strategic planning with personnel by EO SY 2018-2019 with the following outputs: a. SIP/AIP b. EBEIS c. Class Program d. Teachers Program e. Review of Teachers' Portfolio f. Accomplished SF 1-6 g. School Report Cards h. Departmental Action Plan i. Grade Level Action Plan j. Review of SBM 	5%			-					
,		1. S	Implementation 5.2 Monitor implementation of the following drop-out reduction activities resulting to% DO rate this school year to% DO rate this school year. a. one-on-one parent-teacher conference b. counselling learners at rist of dropping out c. home visitation d. remediation / intervention classes e. referral to appropriate agencies/organizations for support	۶r			-					

	TO BE FILLED IN DURING PLANNING						TO BE F	ILLED	DUR	RING	EVALUATION				
MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per TIMELINE		PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING Q E T Ave			SCORE				
	5. SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS	20%	 5.3 Managed fiscal activities with 100% liquidation of funds by March 2019. a. Completed monthly MOOI downloading and liquidation; b. Implemented clear fiscal management system for the school thru reports, logs, transparency board 	-				8	E						
			 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. LRMDS Team 10. SDRRM Team 11. BAC 12. Inspectorate Team 13. Grievance Committee 14. SBM Team 15. SBRM Team and other school committee 												

LUATION	DURIN RATING			TO BE FILLED IN DURING PLANNING Weight Weight Weight								
SCORE	 E I	Q	ACTUAL RESULTS		PERFORMANCE INI (Quality, Efficiency,	TIMELINE	per Objective	OBJECTIVES		per KRA	KRAs	Os
							5%				us Factors atleast 3)	
#REI			Overall Rating for Accomplishments									

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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