



Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**  
Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
Website: [www.bulacandeped.com](http://www.bulacandeped.com) Email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



November 12, 2018

To: Elementary and Secondary School Principals/Heads

Please be informed of the attached Suggested Template and the List of Means of Verification per Objective to be used in the IPCRF of school heads in the RPMS implementation.

For reference.

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

**DIVISION LETTER**  
No. 45, s. 2018

### Individual Performance Commitment and Review Form (IPCRF)

Name of Employee: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Division: Bulacan  
 District: \_\_\_\_\_

Name of Rater: \_\_\_\_\_  
 Position: Assistant Schools Division Superintendent  
 Date of Review: November 9, 2018  
 Rating Period: May 2018 to April 2018

TO BE FILLED IN DURING PLANNING				PERFORMANCE INDICATORS				TO BE FILLED IN DURING EVALUATION					
MFOs	KRAs	Weight per per KRA	OBJECTIVES	Weight per Objective	TIMELINE	Quality	Efficiency	Timeliness	ACTUAL RESULTS	RATING			
										Q	E	T	Avg
	1. INSTRUCTIONAL LEADERSHIP	30%	1.1 Conducted <u>  </u> total number of lessons; <u>  </u> class observations with post-conference on <u>  </u> total number of <u>  </u> teachers by EO SY 2018-2019	10%	June 2018 - April 2019	1 Conducted <u>  </u> to <u>  </u> (97% to 100% of the no. of teachers indicated by observation of classes with post-conference evidenced by accomplished COTs 2 Conducted <u>  </u> to <u>  </u> (87% to 96%) observation of classes with post-conference evidenced by accomplished COTs 3 Conducted <u>  </u> to <u>  </u> (75% to 85%) observation of classes with post-conference evidenced by accomplished COTs 4 Conducted <u>  </u> to <u>  </u> (51% to 74%) observation of classes with post-conference evidenced by accomplished COTs 5 Conducted <u>  </u> to <u>  </u> (50% and below) observation of classes with post-conference evidenced by accomplished COTs	1 Class observation calendar/plan indicating <u>  </u> (97% to 100% of the no. of teachers) schedules of class observation 2 Class observation calendar/plan indicating <u>  </u> (87% to 96%) schedules of class observation 3 Class observation calendar/plan indicating <u>  </u> (75% to 85%) schedules of class observation 4 Class observation calendar/plan indicating <u>  </u> (51% to 74%) schedules of class observation 5 Class observation calendar/plan indicating <u>  </u> (50% and below) schedules of class observation	1 D.P/DLL are checked/inspected weekly 2 D.P/DLL are checked/inspected every other week 3 D.P/DLL are checked/inspected every three weeks 4 D.P/DLL are checked/inspected monthly 5 D.P/DLL are checked/inspected lower than monthly					
			1.2 Checked/inspected 100% of DLP/DLL every week	10%	Every Week	1 Checked/inspected <u>  </u> (97% to 100% of the no. of teachers) DLP/DLL 2 Checked/inspected <u>  </u> (89% to 96% of the no. of teachers) DLP/DLL 3 Checked/inspected <u>  </u> (75% to 85% of the no. of teachers) DLP/DLL 4 Checked/inspected <u>  </u> (51% to 74% of the no. of teachers) DLP/DLL 5 Checked/inspected <u>  </u> (50% and below of the no. of teachers) DLP/DLL	1 Schedule of checking reflecting <u>  </u> (97% to 100% of the no. of teachers) DLP/DLL to be checked 2 Schedule of checking reflecting <u>  </u> (89% to 96% of the no. of teachers) DLP/DLL to be checked 3 Schedule of checking reflecting <u>  </u> (75% to 85% of the no. of teachers) DLP/DLL to be checked 4 Schedule of checking reflecting <u>  </u> (51% to 74% of the no. of teachers) DLP/DLL to be checked 5 Schedule of checking reflecting <u>  </u> (50% and below of the no. of teachers) DLP/DLL to be checked	1 D.P/DLL are checked/inspected weekly 2 D.P/DLL are checked/inspected every other week 3 D.P/DLL are checked/inspected every three weeks 4 D.P/DLL are checked/inspected monthly 5 D.P/DLL are checked/inspected lower than monthly					
			1.3 Improved the Academic Performance of the students by <u>  </u> % in the General School Average, from <u>  </u> (SY 2017-2018) to <u>  </u> (SY 2018-2019) through the following intervention strategies: a. Remedial Instruction (Individual/Group) b. Strategic Intervention Materials c. Self-Learning Kit d. Imprecision of Materials e. Localization/Contextualization/Indigenization f. Continuous Improvement Program g. Conference with Parents h. Others	5%	June 2018 - April 2019	1 Improved <u>  </u> to <u>  </u> (97% and above increase in GSA 2 Improved <u>  </u> to <u>  </u> (89% to 96% increase in GSA 3 Improved <u>  </u> to <u>  </u> (75% to 85% increase in GSA 4 Improved <u>  </u> to <u>  </u> (51% to 74% increase in GSA 5 Improved <u>  </u> to <u>  </u> (50% and below increase in GSA	1 Conducted at least four (4) intervention strategies 2 Conducted at least three (3) intervention strategies 3 Conducted at least two (2) intervention strategies 4 Conducted at least one (1) intervention strategy	1 D.P/DLL are checked/inspected weekly 2 D.P/DLL are checked/inspected every other week 3 D.P/DLL are checked/inspected every three weeks 4 D.P/DLL are checked/inspected monthly 5 D.P/DLL are checked/inspected lower than monthly					
			1.4 Conducted one action/research by EO SY 2018-2019 with the following required processes: -Approval of Proposal -Implementation -Validation -Accompaniment	5%	May 2018 - March 2019	1 Four (4) research processes completed 2 Three (3) research processes completed 3 Two (2) research processes completed 4 One (1) research process completed 5 No research process completed	1 Four (4) research processes were implemented as planned in the Research Plan and Timeline 2 Three (3) research processes were implemented as planned in the RPT 3 Two (2) research processes were implemented as planned in the RPT 4 One (1) research process was implemented as planned in the RPT 5 No research process was implemented	1 D.P/DLL are checked/inspected weekly 2 D.P/DLL are checked/inspected every other week 3 D.P/DLL are checked/inspected every three weeks 4 D.P/DLL are checked/inspected monthly 5 D.P/DLL are checked/inspected lower than monthly					

TO BE FILLED IN DURING PLANNING

MFOs	KRA	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	PERFORMANCE INDICATORS		TO BE FILLED IN DURING EVALUATION			
						Quality	Efficiency	Timeliness	ACTUAL RESULTS		
						Q	E	T	Ave	S	
2. LEARNING ENVIRONMENT	15%	2.1	Ensure provision of safe and child-friendly learning environment by EO SY 2018-2019 by implementing the following programs and projects: 1. Institutionalized child protection mechanism 2. Provided functional laboratories 3. Ensured supply of chairs and blackboards in classrooms 4. Maintained clean and sufficient comfort rooms 5. Maintain clean, well-lit and well-ventilated classrooms equipped with safety signage 6. Implemented effective solid-waste management program 7. Constructed and maintained perimeter fence to ensure safety of students within campus 8. Installed clear DRRM Mobilization Plan 9. Enhanced school feeding program 10. Alternative Delivery Mode 11. Maintained a functional School Clinic 12. Specialized Programs 13. Maintained a functional Guidance Office 14. Maintained and updated a functional library 15. Maintained a well-managed, clean and dry school canteen 16. Provided utility workers for the maintenance of school facilities and cleanliness of the school surroundings	15%	May 2018 - March 2019	10 and above programs and projects were implemented 4 8 to 9 programs and projects were implemented 3 6 to 7 programs and projects were implemented 2 4 to 5 programs and projects were implemented 1 3 and below programs and projects were implemented	10 and above programs and projects were functional and properly utilized (when at least 50% of the MOVs were presented) 4 8 to 9 programs and projects were functional and properly utilized (when at least 50% of the MOVs were presented) 3 6 to 7 programs and projects were functional and properly utilized (when at least 50% of the MOVs were presented) 2 4 to 5 programs and projects were functional and properly utilized (when at least 50% of the MOVs were presented) 1 3 and below programs and projects were functional and properly utilized (when at least 50% of the MOVs were presented)				
						5 Conducted 8 and above SLAC sessions 4 Conducted 6 to 7 SLAC sessions 3 Conducted 4 to 5 SLAC sessions 2 Conducted 2 to 3 SLAC sessions 1 Conducted 1 SLAC session	5 SLAC sessions were conducted with 97% to 100% attendance 4 SLAC sessions were conducted with 85% to 89% attendance 3 SLAC sessions were conducted with 75% to 83% attendance 2 SLAC sessions were conducted with 51% to 74% attendance 1 SLAC sessions were conducted with 50% or below attendance				
3. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	5%	3.1	Conducted 8 SLAC sessions, sessions with 100% attendance, by EO SY 2018-2019	5%	June 2018 - April 2019	5 Conducted 8 and above SLAC sessions 4 Conducted 6 to 7 SLAC sessions 3 Conducted 4 to 5 SLAC sessions 2 Conducted 2 to 3 SLAC sessions 1 Conducted 1 SLAC session	5 SLAC sessions were conducted with 97% to 100% attendance 4 SLAC sessions were conducted with 85% to 89% attendance 3 SLAC sessions were conducted with 75% to 83% attendance 2 SLAC sessions were conducted with 51% to 74% attendance 1 SLAC sessions were conducted with 50% or below attendance				
						5 Conducted 8 and above SLAC sessions 4 Conducted 6 to 7 SLAC sessions 3 Conducted 4 to 5 SLAC sessions 2 Conducted 2 to 3 SLAC sessions 1 Conducted 1 SLAC session	5 SLAC sessions were conducted with 97% to 100% attendance 4 SLAC sessions were conducted with 85% to 89% attendance 3 SLAC sessions were conducted with 75% to 83% attendance 2 SLAC sessions were conducted with 51% to 74% attendance 1 SLAC sessions were conducted with 50% or below attendance				
		3.2	Conducted (total number of teachers) coaching and/or mentoring of teachers by EO SY 2018-2019	5%	May 2018 - April 2019	5 97 to 100% of Teachers coached/mentored for the entire school year as evidenced mentoring attendance checklist. 4 88 to 95% of Teachers coached/mentored for the entire school year as evidenced mentoring attendance checklist. 3 75 to 85% of Teachers coached/mentored for the entire school year as evidenced mentoring attendance checklist. 2 51 to 74% of Teachers coached/mentored for the entire school year as evidenced mentoring attendance checklist. 1 50% and below of Teachers coached/mentored for the entire school year as evidenced mentoring attendance checklist.	5 Formulated/Utilized/Implemented at least five (5) strategies/techniques in coaching and mentoring as evidenced by coaching/mentoring agreement form. 4 Formulated/Utilized/Implemented at least four (4) strategies/techniques in coaching and mentoring as evidenced by coaching/mentoring agreement form. 3 Formulated/Utilized/Implemented at least three (3) strategies/techniques in coaching and mentoring as evidenced by coaching/mentoring agreement form. 2 Formulated/Utilized/Implemented at least two (2) strategies/techniques in coaching and mentoring as evidenced by coaching/mentoring agreement form. 1 Formulated/Utilized/Implemented at least one (1) strategies/techniques in coaching and mentoring as evidenced by coaching/mentoring agreement form.				

MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	TO BE FILLED IN DURING PLANNING			TO BE FILLED IN DURING EVALUATION			
						Quality	Efficiency	Timeliness	ACTUAL RESULTS			
						Quality	Efficiency	Timeliness	Q	E	T	Avg
			3.3 Resolved conflicts, issues and complaints by EO SY 2018-2019	5%	May 2018 - April 2019	<p>3 97 to 100% of conflicts, issues and complaints resolved evidenced by case resolution reports OR other evidence that no conflicts/issues/complaints received or filed.</p> <p>4 88 to 96% of conflicts, issues and complaints resolved evidenced by case resolution reports.</p> <p>3 75 to 85% of conflicts, issues and complaints resolved evidenced by case resolution reports.</p> <p>2 51 to 74% of conflicts, issues and complaints resolved evidenced by case resolution reports.</p> <p>1 50% and below of conflicts, issues and complaints resolved evidenced by case resolution reports.</p>	<p>3 Formulated or implemented 3 approaches/strategies/interventions to address conflicts, issues and/or complaints supported by narrative reports.</p> <p>2 Formulated or implemented 2 approaches/strategies/interventions to address conflicts, issues and/or complaints supported by narrative reports.</p> <p>1 Formulated or implemented 1 approach/strategy/intervention to address conflicts, issues and/or complaints supported by narrative reports.</p>	<p>3 Conflicts, issues and complaints resolved two days beyond regulatory period.</p> <p>4 Conflicts, issues and complaints resolved one day beyond regulatory period.</p> <p>2 Conflicts, issues and complaints resolved three days beyond regulatory period.</p> <p>1 Conflicts, issues and complaints resolved more than three days beyond regulatory period.</p>				
	4 PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP	15%	4.1 Conducted 5 PTA assembly/meetings with more than 50% attendance of parents by EO SY 2018-2019	5%	May 2018 - April 2019	<p>5 5 or more PTA assembly/meetings were conducted</p> <p>4 4 PTA assembly/meetings were conducted</p> <p>3 3 PTA assembly/meetings were conducted</p> <p>2 2 PTA assembly/meetings were conducted</p> <p>1 1 PTA assembly/meeting was conducted</p>	<p>5 PTA assembly/meetings were conducted with more than 50% attendance of parents</p> <p>4 PTA assembly/meetings were conducted with 41% to 50% attendance of parents</p> <p>3 PTA assembly/meetings were conducted with 31% to 40% attendance of parents</p> <p>2 PTA assembly/meetings were conducted with 21% to 30% attendance of parents</p> <p>1 PTA assembly/meetings were conducted with 20% or below attendance of parents</p>	<p>5 PTA assembly/meetings were conducted on a bi-monthly basis</p> <p>4 PTA assembly/meetings were conducted on a quarterly basis</p> <p>3 PTA assembly/meetings were conducted every three months</p> <p>2 PTA assembly/meetings were conducted on a semi-annual basis</p> <p>1 PTA assembly/meetings were conducted on an annual basis</p>				
			4.2 Spearheaded the generation and utilization of PTA resources from stakeholders, records of utilization disseminated by EO SY 2018-2019 through the following modes: a. School Report Card b. Transparency Board c. PTA Meetings d. Reports Submitted e. Annual Implementation Plan	7.5%	May 2018 - April 2019	<p>5 97% and above of the target amount generated</p> <p>4 88% to 96% of the target amount generated</p> <p>3 75% to 85% of the target amount generated</p> <p>2 51% to 74% of the target amount generated</p> <p>1 50% and below of the target amount generated</p>	<p>5 modes of dissemination of funds generation and utilization</p> <p>4 modes of dissemination of funds generation and utilization</p> <p>3 modes of dissemination of funds generation and utilization</p> <p>2 modes of dissemination of funds generation and utilization</p> <p>1 modes of dissemination of funds generation and utilization</p>					

TO BE FILLED IN DURING PLANNING

MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	PERFORMANCE INDICATORS			
						Quality	Efficiency	Timeliness	
			<p>4.3 Participated in at least 5 community activities by EO SY 2018-2019, with at least 2 basic evidences such as</p> <ul style="list-style-type: none"> <li>-Communication Letter for the Activity</li> <li>-Attendance</li> <li>-Program</li> <li>-Photodocumentation</li> <li>-Others</li> </ul>	2.5%	May 2018 - April 2019		<p>3 Participated in 5 community activities</p> <p>4 Participated in 4 community activities</p> <p>3 Participated in 3 community activities</p> <p>2 Participated in 2 community activities</p> <p>1 Participated in 1 community activity</p>		
	5 SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS	25%	<p>5.1 Spearheaded the conduct of strategic planning with (Total number of school personnel/personal</p> <ul style="list-style-type: none"> <li>a. SPP/APP</li> <li>b. EBES</li> <li>c. Class Program</li> <li>d. Teachers Program</li> <li>e. Review of Teachers Portfolio</li> <li>f. Accomplished SP-1-3</li> <li>g. School Report Cards</li> <li>h. Department Action Plan</li> <li>i. Grade Level Action Plan</li> <li>j. Review of SBM Implementation</li> </ul>	5%	May 2018 - April 2019	<p>5 Spearheaded the conduct of strategic planning accomplishing 9 to 10 indicators with documents</p> <p>4 Spearheaded the conduct of strategic planning accomplishing 7 to 8 indicators with documents</p> <p>3 Spearheaded the conduct of strategic planning accomplishing 5 to 6 indicators with documents</p> <p>2 Spearheaded the conduct of strategic planning accomplishing 3 to 4 indicators with documents</p> <p>1 Spearheaded the conduct of strategic planning accomplishing 1 to 2 indicators with documents</p>	<p>5 Spearheaded the conduct of strategic planning with 97% and above personnel involved</p> <p>4 Spearheaded the conduct of strategic planning with 88% to 96% personnel involved</p> <p>3 Spearheaded the conduct of strategic planning with 75% to 85% personnel involved</p> <p>2 Spearheaded the conduct of strategic planning with 51% to 74% personnel involved</p> <p>1 Spearheaded the conduct of strategic planning with 50% and below personnel involved</p>		
			<p>5.2 Monitored the implementation of the following drop-out reduction activities to (Grand Decrease in Drop-out Rate) % reduction from (Previous Drop-out Rate) % Drop-out Rate last School Year to (Current Drop-out Rate) % DO rate this SY 2018-2019.</p> <ul style="list-style-type: none"> <li>a. one-on-one parent-teacher conference</li> <li>b. counseling learners at risk of dropping out</li> <li>c. home visitation</li> <li>d. remediation / intervention classes</li> <li>e. referral to appropriate agencies/organizations for support</li> </ul>	5%	May 2018 - April 2019	<p>5 Monitored the implementation of the drop-out reduction activities resulting to 2% decrease compared to Drop-out Rate last school year</p> <p>4 Monitored the implementation of the drop-out reduction activities resulting to 1.5% decrease compared to Drop-out Rate last school year</p> <p>3 Monitored the implementation of the drop-out reduction activities resulting to 1% decrease compared to Drop-out Rate last school year</p> <p>2 Monitored the implementation of the drop-out reduction activities resulting to 0.75% decrease compared to Drop-out Rate last school year</p> <p>1 Monitored the implementation of the drop-out reduction activities resulting to no decrease compared to Drop-out Rate last school year</p>	<p>5 Evidence of the 5 activities implemented</p> <p>4 Evidence of the 4 activities implemented</p> <p>3 Evidence of the 3 activities implemented</p> <p>2 Evidence of the 2 activities implemented</p> <p>1 Evidence of the 1 activities implemented</p>		

TO BE FILLED IN DURING EVALUATION

ACTUAL RESULTS	RATING			
	Q	E	T	Ave

TO BE FILLED IN DURING PLANNING

TO BE FILLED IN DURING EVALUATION

MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	PERFORMANCE INDICATORS			ACTUAL RESULTS							
						Quality	Efficacy	Timeliness	RATING							
						Q	E	T	Ave	S						
			<p>5.3 Managed fiscal activities with 100% liquidation of funds by March, 2019</p> <p>a. Completed monthly MOOE downloading and liquidation                      b. Implemented clear fiscal management system for the school thru reports, logs, transparency/ board and bank books                      c. Allocated funds for school program, projects or activities based on the priority needs/ requests on the AFRSP with proper reporting and liquidation                      d. Reported monthly/quarterly use of funds other than MOOE on semi-annual basis                      e. Initiated and facilitated resource mobilization from stakeholders with proper reporting.</p>	7.5%	<p>April 2018 - March 2019</p>	<p>1 Liquidated 100% of downloaded MOOE and SBFP funds</p> <p>2 Liquidated 88% to 89% of downloaded MOOE and SBFP funds</p> <p>3 Liquidated 75% to 85% of downloaded MOOE and SBFP funds</p> <p>4 Liquidated 51 % to 74% of downloaded MOOE and SBFP funds</p> <p>5 Liquidated 50% of downloaded MOOE and SBFP funds</p>	<p>1 Managed fiscal activities with 100% liquidation of funds with all indicators were evident</p> <p>2 Managed fiscal activities with 100% liquidation of funds with 4 indicators were evident</p> <p>3 Managed fiscal activities with 100% liquidation of funds with 3 indicators were evident</p> <p>4 Managed fiscal activities with 100% liquidation of funds with 2 indicators were evident</p> <p>5 Managed fiscal activities with 100% liquidation of funds with 1 indicator was evident</p>	<p>1 Managed fiscal activities with 100% liquidation of funds by end of March, 2019</p> <p>2 Managed fiscal activities with 100% liquidation of funds on or before April 5, 2019</p> <p>3 Managed fiscal activities with 100% liquidation of funds on or before April 12,2019</p> <p>4 Managed fiscal activities with 100% liquidation of funds on or before April 26, 2019</p> <p>5 Managed fiscal activities with 100% liquidation of funds by end of April, 2019</p>								
			<p>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:</p> <p>1. Subject area clubs                      2. SSG                      3. YES-Club                      4. STEP /ITE Club                      5. Child Protection Committee                      6. PTA                      7. Faculty and Employee Association                      8. Research Committee/ CI Team                      9. LBWOS Team                      10. SBRM Team                      11. PAC                      12. Inspection Team                      13. Governance Committee                      14. SBM Team                      15. SBRM Team and Other School Committee</p>	2.5%	<p>May 2018 - April 2019</p>	<p>1 Facilitated and monitored the establishment and activities of 9 and above School organizations/teams/committees were established and monitored</p> <p>2 Facilitated and monitored the establishment and activities of 6 School organizations/teams/committees were established and monitored</p> <p>3 Facilitated and monitored the establishment and activities of 4 to 5 School organizations/teams/committees were established and monitored</p> <p>4 Facilitated and monitored the establishment and activities of 2 to 3 School organizations/teams/committees were established and monitored</p>	<p>1 6 and up School organizations/teams/committees were established and monitored (based on 50% presented MoVs)</p> <p>2 7 to 8 School organizations/teams/committees were established and monitored (based on 50% presented MoVs)</p> <p>3 6 School organizations/teams/committees were established and monitored (based on 50% presented MoVs)</p> <p>4 4 to 5 School organizations/teams/committees were established and monitored (based on 50% presented MoVs)</p> <p>5 2 to 3 School organizations/teams/committees were established and monitored (based on 50% presented MoVs)</p>	<p>1 Facilitated and monitored the establishment and activities of the school organizations / teams / committees by end of March, 2019</p> <p>2 Facilitated and monitored the establishment and activities of the school organizations / teams / committees on or before April 5, 2019</p> <p>3 Facilitated and monitored the establishment and activities of the school organizations / teams / committees on or before April 12, 2019</p> <p>4 Facilitated and monitored the establishment and activities of the school organizations / teams / committees on or before April 26, 2019</p> <p>5 Facilitated and monitored the establishment and activities of the school organizations / teams / committees by end of April, 2019</p>								

MFO	KRAs	Weight per per KRA	OBJECTIVES	Weight per Objective	TIMELINE	TO BE FILLED IN DURING PLANNING			TO BE FILLED IN DURING EVALUATION					
						Quality	Efficiency	Timeliness	ACTUAL RESULTS	RATING				
	PLUS FACTOR	5%	1. Resource Speaker/ship (Director/Minimum of three classroom schools, EDOIS, Division, Regional, National, International) 2. Hosting of Events/Meetings/Conferences/Trainings and other Diapedic states and supported activities 3. Authorship (School Level and up such as CIP) 4. Innovation of Program and Learning Materials (LUMS) (EDOS, Division, Regional Levels) 5. Mentorship (Learning /Asses for Elementary) 6. Leadership (EDOS Chairman, Academics, Sports) 7. Coordination (EDOS Chairman, Academics, Sports) 8. Executive or supportive positions in Diapedic Accredited Organizations 9. Special Assignments/Designations 10. Local /Person (Special Programs like GAL, MDK, etc.) 11. Special Citations, Awards and Recognition (such as but not limited to Diapedic Eskwel, Sports, Festival of Talent, Press Conference, Boy Scout, etc.) 12. Other similar Diapedic related or supported activities	5%	May 2019 - April 2019									
							1. Accomplished 5 and above tasks with complete MOVs, either same or combination thereof							
							2. Accomplished 4 tasks with complete MOVs, either same or combination thereof							
							3. Accomplished 3 tasks with complete MOVs, either same or combination thereof							
							4. Accomplished 2 tasks with complete MOVs, either same or combination thereof							
							5. Accomplished 1 task with complete MOVs							
						Overall Rating for Accomplishments								

(NAME OF PRINCIPAL)  
School Principal /  
Rater

(NAME OF ASDS)  
Assistant Schools Division Superintendent  
Rater

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

## PART II: COMPETENCIES

	CORE BEHAVIORAL COMPETENCIES	LEADERSHIP COMPETENCIES
	<p><b>Self-Management</b></p> <p>5 Sets personal goals and direction, needs and development.</p> <p>5 Undertakes personal actions and behaviors that are clear and purposeful and takes into account personal goals and values congruent to that of the organization.</p> <p>5 Displays emotional maturity and enthusiasm for and is challenged by higher goals</p> <p>5 Prioritizes work tasks and schedules (through Gantt charts, checklists, etc.) to achieve goals.</p> <p>5 Sets high quality, challenging, realistic goals for self and others</p> <p><b>Professionalism and Ethics</b></p> <p>4 Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (SA 6713).</p> <p>4 Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.</p> <p>5 Maintains professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.</p> <p>5 Makes personal sacrifices to meet the organization's needs.</p> <p>5 Acts with a sense of urgency and responsibility to meet the organization's needs, improves systems and help others improve their effectiveness.</p> <p><b>Result Focus</b></p> <p>5 Achieves results with optimal use of time and resources most of the time.</p> <p>4 Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.</p> <p>4 Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.</p> <p>4 Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.</p> <p>5 Makes specific changes in the system or in own work methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently, or improving quality, customer satisfaction, morale, without setting any specific goal.</p>	<p><b>Teamwork</b></p> <p>4 Willingly does his/her share of responsibility.</p> <p>4 Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization</p> <p>5 Applies negotiation principles in arriving at win-win agreements.</p> <p>4 Drives consensus and team ownership of decisions.</p> <p>4 Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.</p> <p><b>Service Orientation</b></p> <p>4 Can explain and articulate organizational directions, issues and problems.</p> <p>4 Takes personal responsibility for dealing with and/or correcting customer service issues and concerns</p> <p>4 Initiates activities that promotes advocacy for men and women empowerment.</p> <p>4 Participates in updating of office vision, mission, mandates &amp; strategies based on DepEd strategies and directions.</p> <p>4 Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.</p> <p><b>Innovation</b></p> <p>4 Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).</p> <p>4 Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.</p> <p>4 Promotes a creative climate and inspires co-workers to develop original ideas or solutions.</p> <p>4 Translates creative thinking into tangible changes and solutions that improve the work unit and organization.</p> <p>4 Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.</p>
	<p><b>People Development</b></p> <p>4 Improves the skills and effectiveness of individuals through employing a range of development strategies.</p> <p>4 Facilitates workforce effectiveness through coaching and motivating/developing people within a work environment that promotes mutual trust and respect.</p> <p>4 Conceptualizes and implements learning interventions to meet identified training needs.</p> <p>4 Does long-term coaching or training by arranging appropriate and helpful assignments, formal training, or other experiences for the purpose of supporting a person's learning and development.</p> <p>4 Cultivates a learning environment by structuring interactive experiences such as looking for the future opportunities that are in support of achieving individual career goals.</p>	<p><b>Leading People</b></p> <p>4 Uses basic persuasion techniques in a discussion or presentation e.g., staff mobilization, appeals to reason and/or emotions, uses data and examples, visual aids.</p> <p>4 Persuades, convinces or influences others, in order to have a specific impact or effect.</p> <p>4 "Sets a good example" is a credible and respected leader, and demonstrates desired behavior.</p> <p>4 Forwards personal, professional and work unit needs and interests in an issue.</p> <p>4 Assumes a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of DepEd goals, in order to create an effective work environment.</p> <p><b>People Performance Management</b></p> <p>4 Makes specific changes in the performance management system or in own work methods to improve performance (e.g., does something better, faster, at lower cost, more efficiently; Improves quality, customer satisfaction, morale, revenue).</p> <p>4 Sets performance standards and measures progress of employees based on office and department targets.</p> <p>4 Provides feedback and technical assistance such as coaching for performance improvement and action planning.</p> <p>4 States performance expectations clearly and checks understanding and commitment.</p> <p>4 Performs all the stages of Results-based Performance Management System supported by evidence and required documents/forms.</p>
	<p style="text-align: center;"><b>OVERALL COMPETENCY RATINGS</b></p> <p style="text-align: center;"><b>CORE BEHAVIORAL COMPETENCIES</b></p> <p style="text-align: center;"><b>LEADERSHIP COMPETENCIES</b></p> <p style="text-align: center;"><b>OVERALL RATING</b></p>	<p style="text-align: center;">4.4</p> <p style="text-align: center;">4.0</p> <p style="text-align: center;">4.2</p>



**PART III: SUMMARY OF RATINGS FOR DISCUSSION**

Final Performance Results	Rating
Accomplishments of KRAs and Objectives	0.000

**Rater-Ratee Agreement**

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

Name of Ratee: [NAME OF SCHOOL PRINCIPAL]	Name of Rater: [NAME OF ASDS]
Signature:	Signature:
Date: [Date]	Date: [Date]

**PART IV: DEVELOPMENT PLANS**

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

[NAME OF SCHOOL PRINCIPAL]  
School Principal /  
Ratee

[NAME OF ASDS]  
Assistant Schools Division Superintendent  
Rater

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

MFOs	KRAs	Weight for KRA	OBJECTIVES	Weight per Objective	TIMELINE	MEANS OF VERIFICATION			ACTUAL RESULTS	RATING			SCORE
						Quality	Efficiency	Timeliness		Q	E	T	
	INSTRUCTIONAL LEADERSHIP	30%	<p>1.1 Conducted total number of teachers x 14 class observations with post conference on total number of observed teachers by EO SY 2018-2019</p> <p>1.2 Checked/inspected 100% of DLPOLL every week</p>	10%	Every Week	<p>Completion of COTs accomplished by the SH</p> <p>1. Summary of checked DLPOLL indicating the #:  a. Name of Teachers  b. Learning Area/Target  c. Date when DLPOLL for every learning area was checked/inspected  2. Random samples of DLPOLL of teachers</p>	<p>Calendar Plan/Schedule of Class observation</p> <p>Schedule of Checking of DLPOLL indicating total number of DLLs to be checked every schedule</p>	<p>Date of Checking indicated in Summary of checked DLPOLL</p>	<p>Previous SSA 89</p> <p>Current SSA 90.01</p> <p>Percent of Increase 1.13</p>				
			<p>1.3 Improved the Academic Performance of the students by 1% in the General School Average from ___ (SY 2017-2018) to ___ (SY 2018-2019) through the following intervention strategies:  a. Remedial Instruction (Individual/Group)  b. Strategic Instruction Materials  c. Self-Learning Kit  d. Operating of Learning  e. Learning/Communication/Indigenization  f. Continuous Improvement Program  g. Conference with Parents  h. Others</p>	5%	June 2018 - April 2019	<p>SFS and SSA Computation</p> <p>a. Activity Completion Report  b. Sample of LK Materials  c. OPI Documentation/Certificate</p>							
			<p>1.4 Conducted one action/replied research by EO SY 2018-2019 with the following required processes:  -Approval of Proposal  -Implementation  -Validation  -Acceptance</p>	5%	May 2018 - March 2019	<p>Action Research plus the Approval Sheet(s) for every stage of the process</p> <p>Research Plan and Treatise</p>							

MFOs	KRA	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	MEANS OF VERIFICATION			ACTUAL RESULTS	RATING			SCORE	
						Quality	Efficiency	Timeliness		Q	E	T		Avg
	2 LEARNING ENVIRONMENT	15%	<p>2.1. Ensure provision of safe and child-friendly learning environment by EO SY 2018-2019 by implementing the following programs and projects:</p> <ol style="list-style-type: none"> <li>1. Institutionalized child protection mechanism</li> <li>2. Provided functional laboratories</li> <li>3. Ensure supply of chairs and blackboards in classrooms</li> <li>4. Maintained clean and sufficient comfort rooms</li> <li>5. Maintain clean, well-lit and well-ventilated classrooms equipped with safety signages</li> <li>6. Implemented effective solid waste management program</li> <li>7. Constructed and maintained perimeter fence to ensure safety of students while in campus.</li> <li>8. Installed clear DRBM Mobilization Plan</li> <li>9. Enhanced school feeding program</li> <li>10. Alternative Delivery Mode</li> <li>11. Maintained a functional School Clinic</li> <li>12. Specialized Programs</li> <li>13. Maintained a functional Guidance Office</li> <li>14. Maintained and updated a functional library</li> <li>15. Maintained a well-managed, clean and dry school campus</li> <li>16. Provided utility workers for the maintenance of school facilities and cleanliness of the school surroundings.</li> </ol>	15%	May 2018 - Mar 2019									
							<ol style="list-style-type: none"> <li>1. GPS Manual, GPS Committee Structure, Narrative/CR (Activity Completion Report)</li> <li>2. Log book on utilization, Action plan, Maintenance schedule and report</li> <li>3. Inventory/Inspection reports</li> <li>4. Monitoring/Inspection Reports and ACR</li> <li>5. Monitoring/Inspection Reports and ACR</li> <li>6. MRF records, ACR on programs, Financial reports</li> <li>7. ACR</li> <li>8. DRBM Mobilization reports</li> <li>9. ACR, Nutritional status (Basa line and End line reports of beneficiaries)</li> <li>10. School Mapping reports, ACR</li> <li>11. ACR, Logbooks, Inventories</li> <li>12. ACR, Psychological Test records, Environment reports, Mentoring tool</li> <li>13. Logbook, ACR, Anecdotal records</li> <li>14. Logbook, program of sponsorship, inventory of books, ACR</li> <li>15. Salary permit, ACR, Barangay business permit</li> <li>16. Contract of Service/Pyroll</li> </ol>							

MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	MEANS OF VERIFICATION		TENDENCIES	ACTUAL RESULTS	RATINGS			SCORE
						Quality	Efficacy			Q	E	T	
3 HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT			3.1 Conducted 8 SLAC sessions, sessions with 100% attendance by EO SY 2018-2019	5%	June 2018 - April 2019	LAC Plans Attendance Documenter's Narrative Report							
			3.2 Conducted (total number of teachers) coaching and/or mentoring of teachers by EO SY 2018-2019	5%	May 2018 - April 2019								
			3.3 Resolved conflicts, issues and complaints by EO SY 2018-2019	5%	May 2018 - April 2019	Resolution reports or other evidences that no conflicts/issues/complaints received or filed.							
							Narrative Report on approaches/strategies/interventions used to address conflicts, issues and/or complaints.						

MCOs	KRA4	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	MEANS OF VERIFICATION		ACTUAL RESULTS	RATING			SCORE
						Quality	Timeliness		Q	E	T	
	4. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP	15%	<p>4.1 Covered 5 PTA assemblies/meetings with more than 50% attendance of parents by EO SY 2018-2019</p> <p>4.2 Spearheaded the generation and utilization of PTA resources from stakeholders, records of utilization disseminated by EO SY 2018-2019 through the following modes:  a. School Report Card  b. Transparency Board  c. PTA Meetings  d. Reports Submitted  e. Annual Implementation Plan</p> <p>4.3 Participated in at least 5 community activities by EO SY 2018-2019, with at least 2 basic evidences such as:  -Communication Letter for the Activity  -Attendance  -Program  -Photodocumentation  -Others</p>	5%	<p>May 2018 - April 2019</p>	<p>Narrative reports of PTA assemblies/meeting</p>	<p>Attendance of PTA assemblies/meeting</p>					
						<p>Summary of Donations Received  Localised Deed of Donation and Deed of Acceptance</p>	<p>a. School Report Card  b. Minutes of the Transparency Board  c. Minutes of PTA Meetings</p>					
							<p>At least 2 basic evidences such as:  -Communication Letter for the Activity  -Attendance  -Program  -Photodocumentation  -Others</p>					

MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	MEANS OF VERIFICATION		Thresholds	ACTUAL RESULTS	RATING			SCORE
						Quality	Evidence			Q	E	T	
5. SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS		25%	<p>5.1 Spearheaded the conduct of strategic planning with [Total number of school personnel] personnel</p> <p>a. SP/APP b. EBESIS c. Class Program d. Teachers Program e. Review of Teachers' Portfolio f. Accomplished SF 1-8 g. School Report Cards h. Department Action Plan i. Grade Level Action Plan j. Review of SBM Implementation</p>	5%	May 2018 - April 2019	<p>Given indicators</p>	<p>Committee Members (if applicable) Attendance Sheet</p>						
			<p>5.2 Monitored the implementation of the following drop-out reduction activities to Lower Division in Drop-out Rate: % reduction from 100% to 80% Drop-out Rate last School year to 100% Drop-out Rate this SY 2018-2019</p> <p>1. Invitation slip, drop-out prevention form, picture; 2. Logbook; 3. Home visitation form, picture; 4. Schedule of remediation/intervention classes, pictures; 5. Interview form.</p>	5%	May 2018 - April 2019	<p>Certificate of MOOE Utilization from Division Accountant</p>	<p>a. Certificate of MOOE Utilization from Division Accountant b. Subsidiary Ledger c. SBM d. Summary of Donations Received e. SBM</p>						
			<p>5.3 Managed fiscal activities with 100% liquidation of funds by March, 2019</p> <p>a. Completed monthly MOOE downloading and liquidation;</p>	7.5%	April 2018 - March 2019	<p>Certificate of MOOE Utilization from Division Accountant</p>	<p>a. Certificate of MOOE Utilization from Division Accountant b. Subsidiary Ledger c. SBM d. Summary of Donations Received e. SBM</p>						



MFOs	KRAs	Weight per KRA	OBJECTIVES	Weight per Objective	TIMELINE	MEANS OF VERIFICATION		ACTUAL RESULTS	RATING			SCORE	
						Quality	Efficiency		Timeliness	Q	E		T
	PLUS FACTOR	5%	<p>1. Resource Stewardship (Director Minimum of three classroom schools, EDOIS Division, Regional, National, International)</p> <p>2. Hosting of Events/Meetings/Conferences/Trainings and other Diocesan and supported activities</p> <p>3. Authorship</p> <p>4. Innovation (School Level and up such as CIP)</p> <p>5. Evaluation of Program and Learning Materials (LIMOS) (EDOS Division, Regional Levels)</p> <p>6. Adhocracy (Learning Areas for Elementary)</p> <p>7. Coordinateness (EDOS Chairman, Academics, Sports)</p> <p>8. Elective or appointive positions in Diocesan Accredited Organizations</p> <p>9. Special Assignments/Designations</p> <p>10. Focal Person (Special Programs like GAO, ADM, etc.)</p> <p>11. Special Clusters, Awards and Recognition (such as but not limited to Brigada Ekwela, Sports, Festival of Talents, Press Conferences, Boy Scout, etc.)</p> <p>12. Other similar Diocesan related or supported activities</p>	5%	May 2018 - April 2019		Corresponding Documents						