February 2, 2022

DIVISION MEMORANDUM
No. 040 , s. 2022

ONLINE EVALUATION AND VALIDATION OF APPLICATION PROJECTS OF THE TRAINING PROGRAM ON SCHOOL LEADERSHIP AND MANAGEMENT (TPSLM) FOR UNTRAINED SCHOOL HEADS

To: Assistant Schools Division Superintendents
        CID/ SGOD Chiefs
        Public Schools District Supervisors
        Education Program Supervisors
        Learning Facilitators
        Select School Heads
        All Others Concerned

1.   Pursuant to Regional Memorandum No. 408 s. 2021 entitled Online Monitoring and Evaluation/Validation of Application Projects of the Training Program on School Leadership and Management (TPSLM) for Untrained School Heads, this Office shall conduct activities to complete the process in the evaluation and validation of application projects of untrained school heads on the following schedules.

Date	Activities	In-Charge
January 28, 2022	Meeting of the members of the validating teams	Chief EPS of the SGOD and CID
January 31, 2022	Orientation on the process of the evaluation and validation process	Learning Facilitators
February 1 – 11, 2022	Finalization of application projects	Learning Facilitators Untrained school heads
February 14 – 17, 2022	Evaluation and validation of application projects of untrained school heads (Note: members of the validating team shall agree on the specific schedules for evaluation and validation and group the untrained school heads into 2 by team except Team 8, in a way that SUB team Members A shall validate the first group and Sub Team Members B shall validate the second group)	Validating Team
February 18, 2022	Submission of the results of evaluation/validation to HRD units	Validating Team HRD Unit

	Identification of the best application projects per team	
February 21 – 24, 2022	RE-evaluation and validation of the best application projects per team to identify the best application project to represent SDO entry at the RO	Validating Team
February 28, 2022	Submission of Report to the Regional Office	SGOD HRD Unit

2.   The evaluation and validation process aims to assess the implementation of the application project supported by accomplishment report and documentation of the milestones. Untrained school heads are expected to apply the learned competencies from the training program in improving the school specifically in the areas of:
   a.   Instructional Leadership
   b.   Learning Environment
   c.   Human Resource Management and Development
   d.   Parents Involvement and Community Partnership
   e.   School Leadership, Management and Operations

3.   Attached is Enclosure 1, members of the SDO Validation Team; Enclosure 2 is the Evaluation Tool to be used in the evaluation of application projects. An application project must get a grade of 85% to pass; and Enclosure 3 is the List of Application Projects of untrained school heads, for ease reference.

4.   The SDO shall strictly observe and adhere with Inter Agency Task Force (IATF) minimum health protocols in the implementation of Alert Level System.

5.   Immediate dissemination of this Memorandum and active participation is enjoined.

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

Enclosure No. 1 to Division Memorandum No.04ps. 2022

SDO Validating Team Chairman: Gregorio C. Quinto, Jr., EdD. Chief EPS- CID Co-Chair: Cecilia S. Custodio, PhD., Chief EPS - SGOD Members: Marilene G. Ramos, SEPS – HRD Ma. Lourdes J. Patag, SEPS – SMME		
Team No.	Sub-Team Members A	Sub-Team Members B
1	Charito N. Laggui, PhD. Anastacia N. Victorino Gilbert M. Agapito Rene L. Cruz	Ma. Aurea Rhodora Geronimo Olive Torres Priscilla SM. Navarro Ed. D. Dulce Regina C. Flores, PhD.
2	Revelyn L. Maniego, PhD. Virgilio L. Laggui, PhD. Ana-liza M. Villanueva Ed. D Marquez T. Cartel	Perlita G. Pagdanganan Jay-Arr C. Tayao Paul J. Candelaria Edelmira S. Dorega Ed. D.
3	Ma. Charito Robles-Cruz Irene L. Elizalde, EdD. Jennifer E. Quinto Ph. D. Racquel D. Salazar	Jaysie M. Enriquez Ma. Neriza F. Fanuncio, Ed. D Esperanza F. Perez, Ed.D. Teresita B. Alquiza, PhD.
4	Edwin G. Dela Cruz Marienella Garcia Sy, PhD. Lorelina G. Sierra EdD. Angelita Baltazar	Anabell R. Palomo, PhD. Daniel V. Ortega, Ph. D. Edelmira G. Reyes
5	Irene S. Velasco Francisco B. Macale Agnes R. Bernardo, EdD. Rainelda M. Blanco, PhD.	Frederick del Rosario Jay-Arr Songoyo, Ph.D. Ma. Nina P. Avendano, Ed. D. William Ortega
6	Romhel C. Odtohan Ariston Manuel Alexander Adonis, PhD. Anne Castillo, PhD.	Rosalina DC. Amper, PhD. Marisa V. Ortega Nora G. Manalo, Ph. D. Guillermo J. Flores, Ed. D.
7	Erwin John F. Santos Joel Vasallo, PhD. Carlito G. dela Cruz EdD.	Rizaldy C. Pidlaoan Marilou V. Cruz, PhD. Cecilia P. Buenaventura, Ed. D. Leonora V. Bergado, Ed. D.
8	Ma. Lourdes C. Valondo Virginia S. San Gabriel Jonar C. David, Ed. D. Maximo C. Herrera, Ed. D.	

Enclosure No. 2 to Division Memorandum No.○○ s. 2022

TPSLM Application Project Rubrics and Evaluation Tool

Please rate each criterion by checking the column which describes the extent to with each item is practiced or applied based on the application project prepared. Use the following scale:

(4)   3.30 – 4.00 = Consistently evident
(3)   2.49 – 3.29 = Most of the time evident
(2)   1.80 – 2.50 = Sometimes evident
(1)   1.00 – 1.79 = Rarely evident

Consider the following for the individual rating:
4 – if all the given indicators were consistently evident showing all or 100% Means of Verifications (MOVs)
3 – if only the given indicators were most of the time evident but not all the time showing at least 99%-84% of the MOVs required
2 – if only the given indicators were most of the time evident but not all the time showing at least 83%-70% of the MOVs required
1 – if only the given indicators were most of the time evident but not all the time showing at least 69%-55% of the MOVs required

Name: _____ Position: _____
School: _____ District: _____
Application Project Title: _____
_____

Effectiveness (45%)	INDICATORS	4	3	2	1
	(The application paper describes and shows that the School Head)				
1	was able to achieve the objectives set within the prescribed time frame/period.				
2	the targeted objectives were met and exceeded based from the accomplishments made.				
3	has enhanced the needed competencies of the beneficiaries as seen from the results				
4	has improved the delivery of instruction through the execution of the project				
5	has improved the performance of teachers and ultimately end with the increase of pupils/students' performance level.				
6	increased the achievement level of pupils/students based from the baseline set or targeted.				
7	has improved Participation Rate (PR) Achievement Rate (AR) and reduce Drop-out Rate (DR) based on the percentages included in the AP.				

		4	3	2	1
8	enhanced the effective delivery of educational services through the successful implementation of the AP.				
9	raised awareness among the beneficiaries enabling them to be more committed in advocating the implemented AP.				
Rating					
Score					
Efficiency of implementation (40%)	**INDICATORS**	4	3	2	1
	(The application paper describes and shows that the School Head)				
1	has minimally used all the material resources available yet was still able to produce quality outputs.				
2	has applied cost-saving measures for it only used minimal amount, time, and human resources				
3	has all the deliverables (outputs) based on the means of verifications presented				
4	resources are available for and appropriately applied to the activities for which they were targeted				
5	utilized the labor (human resource) required for the project using minimal cost				
6	used the available goods and services delivered or offered at the right time according to the main target or objective sets.				
7	utilize the commodities (inputs) as planned				
8	has considered the potential benefits of the project for maximum optimization or use by other school heads.				
9	used cheaper human and material resources that saved a lot of time, money, and effort				
Rating					
Score					
Impact on School Improvement (10%)	**INDICATORS**	4	3	2	1
	(The application paper describes and shows that the School Head)				
1	has compared baseline data with project outcomes to provide a more quality output				
2	has exceeded actual results relative to target sets.				
3	has used needs analysis to gauge the lasting effect of the AP to the stakeholders				
4	has applied the AP made in a wider learning environment				
5	has anticipated the effect of the intervention applied in proportion to the overall situation of the target group or those affected by it.				

		4	3	2	1
6	has considered long-term changes and improvements through the execution of the AP implemented				
7	has developed the needed competencies among the beneficiaries for school improvement				
8	has assessed the applicability of the AP to the beneficiaries concerned/involved				
9	has considered the importance of project sustainability				
Rating					
Score					
Replicability (5%)	**INDICATORS**	4	3	2	1
	(The application paper describes and shows that the School Head)				
1	has applied the AP from the wider scope, from the school to the community level				
2	was able to encourage other Heads to adopt the AP as a model or replica to further improve the school system				
3	has benchmarked with other schools showing the positive outcome of the AP made				
4	has applied the learnings derived from the SHDP through the duplication of the designed project of other school heads				
5	has seen tangible/intangible improvements in school areas based on the chosen area of concern				
6	has developed mechanisms based from the results and was adopted by other school heads				
7	has reached several milestones in the implementation of the AP				
8	has recommended localized policies based from the results of the AP designed or crafted				
Rating					
Score					
Overall Score					

Validators:

_____   _____

_____   _____

Conforme:

_____

Enclosure No. 3 to Division Memorandum No. 447 s. 2022

LIST OF APPROVED APPLICATION PROJECTS

No	Surname	School	Title of Application Project
Team 1			
1	Delos Reyes, Rommel V.	Obando School of Fisheries	Project AVRIA BELL (Audio-Visual Room and Instructional Aids for Better English Language Learning)
2	De Guzman, Noel P.	Masalipit ES	Project ICT-DT (Improving Competencies of Teachers in Digital Technology)
3	Trinidad, Loveth Jane E.	Sta. Catalina ES	PROJECT DAPATT: A Webinar Series Different Apps and Platforms as Assessment and Teaching Tools)
4	Diaz, Eleonor A.	Sta. Rosa II ES	SPED (Special needs of children Pertaining to technology to Educate Diverse learner
5	Serpa Juan, Clarissa D.	Cacarong ES	Project REAP (Reading Enhancement Amidst Pandemic)
6	Chan, Teresita A.	Calawitan ES	Project DR. TERI (Develop Reading Through Employing Rounded Interventions)
7	Sacdal, Jennifer E.	Dike ES	Project IPED (langat ang Pagbasa sa Edukasyong Dike)
8	Gatuz, Dolores O.	Tibagan ES	I-SER (Intervention for Struggling English Readers)
9	Galang, Ma. Rosario V.	Paombong ES	PROJECT COVID (Cascading Operational Plan via Instructional Diversity)
10	De Guzman, Joerlin J.	Bagbaguin ES	Project incluED (Gurong Inclusive Education)
11	Marcelo, Olivia D.	AFGBMTS	
12	Ligon, Mildred E.	Biclat ES	Project TOP ONE Teacher's Outstanding Performance through Observable Indicators in the New Normal Education
13	Lipana, Maria Luisa N.	Miguel M. Cruz	Project ACID (Advocacy, Celebration/ Commemoration, and Information Dissemination)
14	De Leon, Josephine C.	Pitpitan ES	Project WISE (Worth Use in Social Media Engagement)
15	Ignacio, Dyann P.	Esteban Paulino ES	C.L.I.P.-A.R.T. (Contextualization and Localization to Improve Achievement through Assessment and Remediation of Teachers
16	Espiritu, Ester P.	Matimbubong ES	
Team 2			

1	De Leon, Angelo S.	Baybay ES	Project MATH (Mathematical Ability Training at Home)
2	Sarmiento, Mark Lee C.	Talbak HS	Project RECITE (Reading Comprehension Improvement through Tutorial Education)
3	Francisco, Nilda G.	Tabon ES	Project 2K (Kayo'y Kaagapay)
4	Fernandez, Eduardo A.	Sapang ES	Project MINDS (Mathematics Intensification Numeracy and Development System
5	Borlongan, Janet A.	Hangga ES	Learners Struggling in Reading Filipino Grade 1 under New Normal
6	Bernardo, Allie Risa SJ.	Doña Narcisa B. Vda. De Leon ES	Project DRIFT Develop Reading Improvement through Flexible Techniques
7	Ramos, Josefina V.	Garlang ES	Project CARE (Comprehension Assessment in Reading English)
8	Villadarez, Imelda M.	Bayabas ES	Project MHEL (Measures in Honing English Literacy)
9	Silverio, Sheryl DC.	Norzagaray NHS	Project SMAP (Stress Management Amidst Pandemic)
12	Requejo, Elenita SD.	Dampol B ES	Project PABACARD (Para-teachers Assisting Beginners Amidst Covid-19 Pandemic in Attaining Reading Development)
13	Tovera, Rio Bernadette R.	Rufino A. Cruz ES	PROJECT SCIGAMES MIND ME (Science Games activities to Augment Mental Effervescent of Students): Efficacy on Pupils' Academic Performance
14	Tan, Lizbeth C.	Mag asawang Sapa ES	Project RESEARCH (REnder SErvice thru Action ResearCH)
15	Santos, Michael P.	Mercado ES	Project LIMAS (Learning Independence and Management using Alternate Schedule)
16	Estrella, Maria Luisa DG.	Mamerto C. Bernardo MCS	Project Maris ((Mobilize Advancement by Reinforcing Innovative Strategies)
17	Bagtas, Richard C.	Maronquillo NHS	Pandemic Heroes: Teachers Behind the Scenes in Motivating Students in Accomplishing Modules
18	Roxas, Romulo Jr. J.	San Jose ES	Project SAPIN (Strengthening Active Parental Involvement in the New Normal)
Team 3			
1	De Silva, Sheila Marie DR.	Perez ES	4 Ps' Parents as Para Teachers: Its Impact on the Academic Performance of Selected Pupils in Perez Elementary School in the New Normal Education

2	Victoria, Eric DS.	Tambubong ES	Project ERIC thru STAR (Enhancing and Recalibrating the ICT Competencies of teachers thru Seminar-Workshops, Teachers' collaboration, Activities on the use of different computer applications, Round the clock monitoring of progress)
3	Sincioco, Arnaldo V.	Col. Vicente L. Salvador ES	Project SUPPORTS (Strengthening the Understanding of Pupils & Parents & Other stakeholders' Relationship for Transformation of School)
4	Saclao, Josefino G.	Garden Village ES	Establishing the Culture of Research: Gearing Towards Evidence-Based Decision-Making and Actions
5	Suarez, Liza G.	Balaong ES	TEACHERS IN A CHANGING LANDSCAPE: Lockdown and Beyond
6	Tua, Jennifer E.	Bubulong Malaki ES	School Head's Strategic Plan in Improving the Reading Skills of Grade 4 Pupils Under New Normal
7	Perez, Joclyn M.	Buga ES	Wonders of Writing
8	Alvarez, Wendell R.	Banahaw ES	Project SIMBAD: Simplified Instructional Materials to Bridge Active Development of all learners
9	Delos Santos, Liezel C.	Baraka ES	Project LIEZEL: Localized Intervention to Enhance the Zeal of teachers in video production of English short stories for Grade 3 Learners in Baraka Elementary School
10	Castro, Rona C.	Sapang Bulac ES	Basic Learning in Addition and Subtraction Skills Enhance through Strategic Intervention Materials: The Effects of its Implementation to Grade 1 Learners
11	Reyes, Geraldyn F.	Kalayakan ES	Project PVL (Pamphlet, Video Lesson, Learning Activity Sheet): Its Effectiveness to Learner's Skills in Problem Solving Involving Multiplying of Fraction
12	Viudez, Ma. Lea D.	Kalawakan ES	Engagement of Parents to Tourism: Its Effect to Learners Reading Literacy
Team 4			
1	Antonio, Arnel R.	Lawa ES	Project Tulong Gabay sa Pandemya
2	Balondo, Myrisa I.	Teodoro Evangelista MHS	PROJECT INTEGRATIVE PERFORMANCE TASK (IPERF)
3	Bunagan, Elsilda P.	Vedasto R. Santiago HS	Project LASIR (Learning Activity Sheets for Intervention and Remediation)

4	Castro, Hilda S.	Mataas na Parang ES	Project E-RAIL (Enhancing Reading Ability of Individual Learner)
5	Catahan, Maverick V.	Lumangbayan ES	PROJECT IMH Well (Improvement on Mental Health of Teachers through Wellness Program)
6	Cruz, Vilma S.	Sapang Dayap ES	Project DREAM (Developing Reading with Eagerness and Adequate Motivation)
7	Dela Cruz, Perla E.	Matias B. Salvador MES	Project "Harnessing Online Platforms for E-learning" (Project HOPE)
8	Fajardo, Cecilia B.	Batasan ES	Empowering 21st Century Educators: Challenges in the Contextualization and Localization of Learning Materials in the New Normal
9	Flores, Noel F.	Masagana ES	PROJECT TIK-TOK -Timely Improvement of reading Skills -Through Online Kumustahan
10	Gamboa, Arnold P.	Sapang Bulac HS	Project K.A.B.A.L.A.T. (Knowledge in Accessing Basic Learning Application of Technology)
11	Hernal, Cherry Ann B.	Caingin ES	Project DEAR-C (Developing and Enhancing Area in Reading Comprehension)
12	Ignacio, Elizabeth F.	San Ildefonso ES	Project IMPROVED (Introducing Myself Properly by Responding On Varied Exercises Daily)
13	Juliano, Thelma D.	Tabing-Ilog ES	Project BASIC Math (Best Adaptable Strategic Intervention Materials for Children in Mathematics 6)
14	Sangoyo, Melanie T.	Calawitan National High School Annex (Akle HS)	Project E-PASS (Electronic Preparation, Accomplishment, and Submission of School Documents)
15	Valderama, Maria Divina D.	Pulong Tamo ES	Project "Harnessing Online Platforms for E-learning" (Project HOPE)
Team 5			
1	Torrecampo, Jonkelly T.	Apugan ES	Project MEDIA
2	Labonete, Angelita S.	Culianin ES	Project SIPATIANS
3	Pascual, Leonilo M. Jr.	San Marcos ES	Project RACE
4	Canoza, Isabelita S.	DR. Pablito V. Mendoza Sr. HS	Project SIKAT
5	Manarang, Eugenio A. III	Sto. Niño ES	Project ASPIRE
6	Gaddi, Annabelle L.	Bantog ES	Project ARM
7	Lim, Vilma C.	Buguion ES	Project REGAL
8	Culala, Mildred R.	Durumugan ES	Project MILDRED

9	Miranda, Daisy DJ.	Guiguinto National Vocational HS-Annex	Project LITE
10	de Leon, Boots C.	Pinagbarilan ES	Project AYUDA
11	San Gabriel, Airene C.	Talbak ES	Oplan Nanay ko, Guro ko
12	Santos, Martin S.	Caimino ES	Project SVA
13	Valdizno, Yolanda L.	San Rafael West	Project RIV-LOM
Team 6			
1	Rosales, Mary Ann P.	Pasong Bangkal E/S	PROJECT MHEAN (Mentor and Hone Educators to Adapt New learning modality)
2	Sunga, Jocelyn V.	Bagumbayan E/S	PROJECT BREAD - Bagumbayan Reading Enhancement and Development
3	Vergara, Roxane M.	Narra E/S	Enhanced Modular Distance Learning (E-MDL)
4	Leano, Cristina G.	Diliman E/S	PROJECT ACSTIVEL (Acquiring Computer Skills of Teachers in Video Lesson)
5	Eugenio, Danilo D.	Sta. Cruz NHS	Project WE – CARE (Weekly Enrichment for Children Aiming Reading Enhancement)
6	Reyes, Rolando B. Jr.	J.J. Mariano Memorial HS	PROJECT QR CODE (Quick Response recording through Contactless Data Encoding)
7	De Castro, Alvin M.	Emilia Perez Ligon HS	Project TUTO (Teaching Using Technology Offline Title of the Application Project)
8	San Roque, Yolanda D.	Pasong Bangkal E/S	Project BEAM – Building Enthusiasm and Advancement in Multiplication
9	Victorino, Jonathan B.	Romeo Acuna Santos MHS	Project READ: Reading Enhancement for Acunian Development
10	De Sotto, Michael V.	Alagao ES	Project VOLTAIRE: Videos and Online Teaching to Aid and Improve Reading
11	Cruz, Elnora P.	Bagong Silang ES	Project PAGSAGIP (Pagbasa Sa Gitna ng Pandemiya)
12	Jacinto, Marcelo A. Jr.	Eusebio Roque ES	Project ALAMIN - Audio-Learning Approach as Modular Instruction in New Normal
13	Marcial, Agnes D.	Ipo ES	Project DILIGENT (Developing Academic Motivation of Indigenous Pupils: Implication to Educational Management)
14	Policarpio, Esperanza F.	San Gabriel NHS	Project ESSPIE ((Enhancing Skills in Solving Problem in Integers Easily)

15	Santos, Cora Nympha A.	B. Munti ES	Project NORMAL (Nurturing Oral Reading Mastery and Abilities of Learners)
16	Bautista, Roderick G.	Guyong ES	Project HANDS (Health and Nutrition Drive in School)
Team 7			
1	Armenion, Jaypee DS.	Aguinaldo J. Santos NHS	Project ITS-AAT (Intensifying Teachers' Skills for Alternative Assessment Techniques)
2	Cruz, Bernadette E.	Sitio Pag-asa ES	PROJECT MATTER (Making Arithmetic Teaching-Learning Truly Engaging and Relaxing)
3	Tolentino, Merlito M.	Sta. Elena ES	Project MASK: Mathematics Activities for Self-Learning Kids
4	Panganiban, Ronald E.	Kapitangan NHS	Project Team ONE (One Network Embrace) KAPITANGAN NHS
5	Dela Cruz, Rufina DC.	San Pedro ES	PROJECT RPSAP (Revitalizing Partnership with Stakeholders Amidst Pandemic)
6	Manzano, Jocylyn DC.	Longos ES	PROJECT JOIIE (Joint effort in Obtaining ICT based Interventions in Education)
7	Facun, Bernardino S.	Makapilapil ES	READER Reading Eagerly at Home Directs Every Grade2 learner to be a Reader
8	Octia, Ma. Eufrocina D.	Gat Francisco Balagtas HS	Project LEAP (Learning Assessment Competency Intervention to Improve the Learning Assessment Proficiency of New Teachers in Modular Distance Learning)
9	Tanate, Aldin C.	Biak Na Bato ES	The PROJECT ALDIN (Alternative Learning Delivery for Innovative and Nurtured Learners)
10	Fajardo, Marilou S.	Doña Escolastica Aldaba Punongbayan ES	Project-MODAF (Mastering One Digit Addition Facts)
11	Acapulco, Lope Adrian C.	San Jose ES	Project I-LEAD (Increasing the Level of Educators in computer Aided teaching and Digital literacy
12	Valdez, Maricel N.	Engr. Virgilio V. Dionisio MHS	Project CLICK (Community Linkages In promoting Classroom Knowledge)
13	Custodio, Susan B.	Bulusan ES	Project BES-RRPH
14	Litao, Estrelita R.	Jose L.Perez MS	Project Throwback LOVE @ JLPMS
15	Dario, Sandra A.	Sta. Ines ES	Project Module Ko Sagip ko
16	Mejia, Rocky	Catacte ES	Project EPCP (Enhancing Parent's Capability as Para-Teachers

17	Lacanlale, Esmeralda C.	San Pedro ES	Project PAPERLESS (Parents and Pupils' Engaging Routine for Learners' Satisfying Success)
Team 8			
1	Castillo, Ellen C.	Frances NHS	Project IMPROVE (Improving Parental Involvement via Evidence-based Technical Assistance)
2	Dela Cruz, Maricirs V.	Pasong Callos ES	Project BRIDGE (Bridging the Gap)
3	Eusebio, Edwin S.	Carillo ES	Project ICT Integration in Teaching and Learning Process (Project ICT INTEL Process)
4	Eusebio, Edwin S.	Salambao ES	Project TALENT (Teachers Adaptability to Learn and Engage to the New Trends)
5	Legaspi, Flordeliza S.	Kanyakan ES	Project IRAL (Intensifying the Reading Ability of Learners in the New Normal)
6	Liongson, Jobelle R.	Sacdalan ES	Project DON'T STOP (Digital Online Network of Trainings for Sacdalan Teachers on using Official Platform)