

REGIONAL MEMORANDUM:

**213.2015**



To : **Schools Division Superintendents  
Chiefs of RO Divisions  
All Others Concerned**

From : **ELLEN B. DONATO, Ed. D., CESO III**  
Director IV

Date : November 6, 2015

Subject : **SUBMISSION OF ENTRIES FOR THE RECOGNITION AND AWARDING OF  
THE 2015 TOP PERFORMING OFFICES AND EMPLOYEES IN THE REGION**

1. In line with the Awards and Recognition Program of the Regional Office, the Regional PRAISE committee is once again accepting entries to the 2015 Recognition and Awarding of the Top performing Schools Division, Schools, Teachers, and Non-Teaching Employees in the region.
2. The activity aims to :
  - a. Recognize and reward outstanding achievements in the delivery of basic education.
  - b. Encourage innovative and sustainable practices in education.
  - c. Promote quality performance and commitment to public service.
3. All Schools Division Offices and Regional Office Divisions are encouraged to participate and submit the best entry in each of the categories with complete supporting documents on or before December 01, 2015 addressed to the Regional PRAISE Committee.
4. The different categories are as follows:
  - a. Best performing school - Elementary level - one public, one private  
Secondary level – one public, one private
  - b. Best performing teacher – Elementary level – one public , one private  
Secondary level – one public, one private
  - c. Best performing school head – Elementary level - one public , one private  
Secondary level - one public, one private
  - d. Best performing non- teaching personnel – One per division only ( public) and two from Regional Office
  - e. Best performing Supervisor – One per SDO division only ( public)
  - f. Best performing schools division office category.
5. The criteria in selecting the awardees are enclosed.
6. Immediate dissemination of the contents of this memorandum is desired.

ORD/ELC/csb

Telephone Numbers:

|                            |           |                               |           |                              |           |                           |           |
|----------------------------|-----------|-------------------------------|-----------|------------------------------|-----------|---------------------------|-----------|
| Office of the Director IV  | -422-1318 | Budget and Finance Division   | -422-5155 | Cash Section                 | -309-3017 | Record Section            | -309-3015 |
| Fax Machine                | -422-4074 | Elementary Education Division | -422-7096 | Physical Facilities Unit/ICT | -309-3011 | Payroll Services Unit     | -424-3993 |
| Office of the Director III | -309-3013 | Alternative Learning System   | -422-5187 | Regional Planning Unit       | -309-1234 | Special Services Division | -424-5167 |
| Administrative Division    | -422-1804 | Secondary Education Division  | -309-3014 | Supply Unit                  | -422-2198 | Commission on Audit       | -422-7434 |

**Criteria for each category (100 Points)**

**A. Best Performing School**

**1. Performance Indicator for the last three years - 20 Points**

**a. Cohort – 5 pts.**

|             |   |   |
|-------------|---|---|
| 88% & above | - | 5 |
| 86% - 87%   | - | 4 |
| 84% - 85%   | - | 3 |
| 82% - 83%   | - | 2 |
| 80% - 81%   | - | 1 |

**b. Drop-out – 5 pts.**

|    |   |   |
|----|---|---|
| 0% | - | 5 |
| 1% | - | 4 |
| 2% | - | 3 |
| 3% | - | 2 |
| 4% | - | 1 |

**c. NAT – 10 pts.**

| <u>Elem</u> |   |   | <u>Sec</u>  |   |   |
|-------------|---|---|-------------|---|---|
| 85% & above | - | 5 | 78% & above | - | 5 |
| 83% - 84%   | - | 4 | 76% - 77%   | - | 4 |
| 81% - 82%   | - | 3 | 74% - 75%   | - | 3 |
| 79% - 80%   | - | 2 | 72% - 73%   | - | 2 |
| 77% - 78%   | - | 1 | 70% - 71%   | - | 1 |

**2. Financial Management – 15 Points**

- 100% liquidation of cash advance within one month upon release of cash advance – 5 pts.
- Monthly school operating budget is prepared and implemented – 5 pts.
- Transparency Board is updated monthly – 5 pts.

**3. Personnel Development – 15 Points**

- Monthly INSET/LAC sessions – 5 pts.
- All employees with properly accomplished IPDP – 5 pts.
- All employees with properly RPMS – 5 pts.

**4. School Environment- 20 Points**

- School site ownership - 5 pts.
  - School site titled with special patent – 5 pts.
  - School site titling in the national office – 4 pts.
  - School site titling is on process – 3 pts.
  - School site is in the name of school thru donation – 2 pts.
  - School site donation/purchase is on process – 1 %
- Clean and Green Program - 5 pts.
  - Clean and orderly classrooms and offices
  - Waste management is evident
  - Comfort rooms are clean and water sealed
  - Presence of Gulayan sa Paaralan
  - Beautification Program

**Criteria for each category (100 Points)**

**A. Best Performing School**

**1. Performance Indicator for the last three years - 20 Points**

**a. Cohort – 5 pts.**

|             |   |   |
|-------------|---|---|
| 88% & above | - | 5 |
| 86% - 87%   | - | 4 |
| 84% - 85%   | - | 3 |
| 82% - 83%   | - | 2 |
| 80% - 81%   | - | 1 |

**b. Drop-out – 5 pts.**

|    |   |   |
|----|---|---|
| 0% | - | 5 |
| 1% | - | 4 |
| 2% | - | 3 |
| 3% | - | 2 |
| 4% | - | 1 |

**c. NAT – 10 pts.**

| <u>Elem</u> |   |   | <u>Sec</u>  |   |   |
|-------------|---|---|-------------|---|---|
| 85% & above | - | 5 | 78% & above | - | 5 |
| 83% - 84%   | - | 4 | 76% - 77%   | - | 4 |
| 81% - 82%   | - | 3 | 74% - 75%   | - | 3 |
| 79% - 80%   | - | 2 | 72% - 73%   | - | 2 |
| 77% - 78%   | - | 1 | 70% - 71%   | - | 1 |

**2. Financial Management – 15 Points**

- 100% liquidation of cash advance within one month upon release of cash advance – 5 pts.
- Monthly school operating budget is prepared and implemented – 5 pts.
- Transparency Board is updated monthly – 5 pts.

**3. Personnel Development – 15 Points**

- Monthly INSET/LAC sessions – 5 pts.
- All employees with properly accomplished IPDP – 5 pts.
- All employees with properly RPMS – 5 pts.

**4. School Environment- 20 Points**

- School site ownership - 5 pts.
  - School site titled with special patent – 5 pts.
  - School site titling in the national office – 4 pts.
  - School site titling is on process – 3 pts.
  - School site is in the name of school thru donation – 2 pts.
  - School site donation/purchase is on process – 1 %
- Clean and Green Program - 5 pts.
  - Clean and orderly classrooms and offices
  - Waste management is evident
  - Comfort rooms are clean and water sealed
  - Presence of Gulayan sa Paaralan
  - Beautification Program



- c. Health and Nutrition – 5 pts
  - 1. No mal-nourished learner and teacher
  - 2. No junk food in canteens
- d. Child Protection Policy – 5 pts.
  - 1. No incident of bullying
- 5. Partnership – 15 Points**
  - a. School community projects/activities within or outside
  - b. Dissemination of DepEd programs during PTA meeting
  - c. Donations received
- 6. Strategic Plan (SIP) – 10 Points**
  - a. SIP is updated, utilized and communicated
- 7. Awards won within the Calendar Year – 5 Points**
  - a. National - 5 pts.
  - b. Region - 4 pts.
  - c. Division - 3 pts.
  - d. Municipal/District- 2 pts.
  - e. Barangay level - 1pt.

**B. Best Performing Teacher**

- 1. Learner Development – 30 points**
  - a. Conducts activities like remedial classes, home visitation, tutoring and other related activity to ensure 100% passing rate and zero drop-out rate.
  - b. Establishes school and family partnerships that promote student peak performance.
- 2. Innovation – 15 points**
  - a. Conducted an innovation within CY 2015 which is being used and has improved school performance.
- 3. Research – 15 points**
  - a. Has an ongoing action research to improve school performance.
- 4. Leadership Ability – 10 points**
  - a. Is able to lead the members of a team to do willingly the assigned task/project.
- 5. Responsiveness to the public – 10 points**
  - a. Undertakes volunteer service for the community and school especially in times of calamity.
- 6. Professionalism – 20 points**
  - a. Manifests genuine enthusiasm and pride in the nobility of the teaching profession.
  - b. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times .
  - c. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders.
  - d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs

*\* Plus factor of 5 points if the school where the teacher teaches now as the Best Performing School*

### C. Best Performing School Head

The criteria to be used will be the selected domains and indicators provided in the NCBS-SH. Each domain is credited five (5) points if all indicators are present. The absence of one (1) indicator is equivalent to one (1) point deduction from the perfect score of 5. If the school head is the head of the school which won as the best performing school, he/she will be given additional points of twenty (20) points.

| DOMAINS AND COMPETENCY STRANDS             | INDICATORS   |
|--|--|
| <b>1. SCHOOL LEADERSHIP</b>                |  |
| <b>1A. Data-based Strategic Planning</b>   | <ul style="list-style-type: none"> <li>• Establishes BEIS/SIS and baseline data of all performance indicators</li> <li>• Involves all internal and external stakeholders in developing SIP/AIP</li> <li>• Communicates effectively SIP/AIP to internal and external stakeholders</li> </ul>  |
| <b>1B. Problem Solving</b>                 | <ul style="list-style-type: none"> <li>• Resolves problems at the school level</li> <li>• Assists teachers and students to understand problems and identify possible solutions</li> <li>• Addresses the causes of the problem rather than the symptoms</li> <li>• Explores several approaches in handling problems</li> <li>• Demonstrate a proactive approach to problem solving</li> </ul>   |
| <b>1C. Building High Performance Teams</b> | <ul style="list-style-type: none"> <li>• Involves stakeholders in meetings and deliberations for decision making,</li> <li>• Provides opportunities for growth and development of members as team players</li> <li>• Defines roles and functions of each committee</li> <li>• Monitors and evaluates accomplishment of different committees/teams</li> <li>• Gives feedback on the team's performance using performance – based assessment tool</li> <li>• Establishes a system for rewards and benefits for teachers and staff</li> </ul> |
| <b>1D. Coordinating with Others</b>        | <ul style="list-style-type: none"> <li>• Collaborates with concerned staff on the planning and implementation of programs and projects</li> <li>• Provides feedback and updates to stakeholders on the status of progress and completion of programs and projects</li> </ul>   |

| DOMAINS AND COMPETENCY STRANDS                                      | INDICATORS  |
|---|---|
|   | <ul style="list-style-type: none"> <li>▪ Mobilizes teachers/staff in sustaining a project</li> </ul>  |
| <b>1E. Leading &amp; Managing Change</b>                            | <ul style="list-style-type: none"> <li>▪ Maintains an open, positive and encouraging attitude toward change</li> <li>▪ Assists teachers in identifying strengths and growth areas through monitoring and observation</li> <li>▪ Introduces innovations in the school program to achieve higher learning outcomes</li> <li>▪ Monitors and evaluates the implementation of change programs included in SIP/AIP</li> <li>▪ Observes and applies multi-tasking in giving assignments</li> <li>▪ Advocates and executes plans for changes including culture change in the workplace</li> <li>▪ Empowers teachers and personnel to identify, initiate and manage changes</li> </ul> |
| <b>DOMAIN 2. INSTRUCTIONAL LEADERSHIP</b>                           |   |
| <b>2.A. Assessment for Learning</b>                                 | <ul style="list-style-type: none"> <li>▪ Manages the processes and procedures in monitoring student achievement</li> <li>▪ Ensures utilization of a range of assessment processes to assess student performance</li> <li>▪ Assesses the effectiveness of curricular/co-curricular programs and / or instructional strategies</li> <li>▪ Utilizes assessment results to improve learning</li> <li>▪ Creates &amp; manages a school process to ensure student progress is conveyed to students and parents/guardians regularly</li> </ul>   |
| <b>2.B. Developing Programs &amp;/or Adapting Existing Programs</b> | <ul style="list-style-type: none"> <li>▪ Develops/adapts a research based school program</li> <li>▪ Addresses deficiencies and sustains successes of current programs in collaboration with teachers. and learners</li> </ul>   |



| DOMAINS AND COMPETENCY STRANDS                             | INDICATORS   |
|--|--|
| 2.C. Implementing Programs for Instructional Improvement   | <ul style="list-style-type: none"> <li>• Works with teachers in curriculum review</li> <li>• Enriches curricular offerings based on local needs</li> <li>• Manages curriculum innovation and enrichment with the use of technology</li> <li>• Organizes teams to champion instructional innovation programs toward curricular responsiveness</li> </ul>  |
| 2.D. Instructional Supervision                             | <ul style="list-style-type: none"> <li>• Prepares and implements an instructional supervisory plan</li> <li>• Conducts Instructional Supervision using appropriate strategy</li> <li>• Evaluates lesson plans as well as classroom and learning management</li> <li>• Provides in a collegial manner timely, accurate and specific feedback to teachers regarding their performance</li> <li>• Provides expert technical assistance and instructional support to teachers</li> </ul> |
| • DOMAIN 3. CREATING A STUDENT - CENTERED LEARNING CLIMATE |  |
| 3. A. Setting high social & academic expectations          | <ul style="list-style-type: none"> <li>• Benchmarks school performance</li> <li>• Establishes and models high social and academic expectations for all</li> <li>• Creates an engaging learning environment</li> <li>• Participates in the management of learner behavior within the school and other school related activities</li> </ul>  |
| • DOMAIN 4. HR MANAGEMENT AND PROFESSIONAL DEVELOPMENT     |  |
| 4.A. Creating a Professional Learning Community            | <ul style="list-style-type: none"> <li>• Assesses and analyzes the needs and interests of teachers and other school personnel</li> <li>• Mentors and coaches employees and facilitates the induction of new ones</li> <li>• Recognizes potential of staff and provides opportunities for professional development</li> <li>• Ensures that the objectives of the school</li> </ul>  |

| DOMAINS AND COMPETENCY STRANDS                                  | INDICATORS   |
|---|--|
|   | <p>development plan are supported with resources for training and development programs</p> <ul style="list-style-type: none"> <li>• Prepares, implements, and monitors school-based INSET for all teaching staff based on IPPDs</li> <li>• Monitors and evaluates school-based INSETs</li> </ul>   |
| <b>4.B Managing Performance of Teachers and Staff</b>           | <ul style="list-style-type: none"> <li>• Assigns teachers and other personnel to their area of competence</li> <li>• Assists teachers and staff in setting and resetting performance goals</li> <li>• Monitors and evaluates performance of teaching and non-teaching personnel vis-a-vis targets</li> <li>• Delegates specific tasks to help manage the performance of teaching and non-teaching personnel</li> <li>• Coaches deputized staff as needed on managing performance</li> <li>• Creates a functional school-based performance appraisal committee</li> <li>• Assists and monitors the development of IPPD of each teacher</li> </ul> |
| <b>DOMAIN 5. PARENT INVOLVEMENT &amp; COMMUNITY PARTNERSHIP</b> |  |
| <b>5.A. Parental Involvement</b>                                | <ul style="list-style-type: none"> <li>• Establishes school and family partnerships that promote student peak performance</li> <li>• Organizes programs that involve parents and other school stakeholders to promote learning</li> <li>• Conducts dialogues, fora, training of teachers, learners and parents on the welfare and improves performance of learners</li> </ul>  |
| <b>5.B. External Community Partnership</b>                      | <ul style="list-style-type: none"> <li>• Promotes the image of the school through school summit, State of the School Address (SOSA) cultural shows, learners' project exhibits, fairs, etc.</li> <li>• Conducts dialogues and meetings with multi-stakeholders in crafting programs and projects</li> <li>• Participates actively in community affairs</li> <li>• Establishes sustainable linkages / partnership with other sectors, agencies and NGOs through MOA/ MOU or using Adopt-a-School Program policies</li> </ul>  |



| DOMAINS AND COMPETENCY STRANDS                                | INDICATORS  |
|---|---|
| <b>DOMAIN 6. SCHOOL MANAGEMENT AND OPERATIONS</b>             |   |
| <b>6.A. Managing School Operations</b>                        | <ul style="list-style-type: none"> <li>• Manages the implementation, monitoring and review of the SIP/AIP and other action plans</li> <li>• Takes the lead in the design of a school physical plant and facilities improvement plan in consultation with an expert/s</li> <li>• Allocates/prioritizes funds for improvement and maintenance of school physical facilities and equipment</li> <li>• Oversees school operations and care and use of school facilities according to set guidelines</li> <li>• Assigns / hires appropriate support personnel to manage school operations</li> </ul>   |
| <b>6.B. Fiscal Management</b>                                 | <ul style="list-style-type: none"> <li>• Prepares a financial management</li> <li>• Generates and mobilizes financial resources</li> <li>• Manages school resources in accordance with DepEd policies and accounting and auditing rules and regulations and other pertinent guidelines</li> <li>• Accepts donations, gifts, bequests and grants in accordance with RA 9155</li> <li>• Manages a process for the registration, maintenance and replacement of school assets and dispositions of non-reusable properties</li> <li>• Organizes a procurement committee and ensures that the official procurement process is followed</li> <li>• Utilizes funds for approved school programs and projects as reflected in SIP/AIP</li> <li>• Monitors utilization, recording and reporting of funds</li> <li>• Accounts for school fund</li> <li>• Prepares financial reports and submits / communicates the same to higher education authorities and other education partners</li> </ul> |
| <b>6.C. Use of Technology in the Management of Operations</b> | <ul style="list-style-type: none"> <li>• Applies Information Technology (IT) plans for online communication</li> <li>• Uses IT to facilitate the operation of the school management system (e.g. school information</li> </ul>  |

| DOMAINS AND COMPETENCY STRANDS  | INDICATORS   |
|---|--|
|   | <p>system, student tracking system, personnel information system)</p> <ul style="list-style-type: none"> <li>• Shares with other school heads the school's experience in the use of new technology</li> </ul>  |
| <b>DOMAIN 7. PERSONAL AND PROFESSIONAL ATTRIBUTES AND INTERPERSONAL EFFECTIVENESS</b> |  |
| <b>7.A. Professionalism</b>   | <ul style="list-style-type: none"> <li>• Manifests genuine enthusiasm and pride in the nobility of the teaching profession</li> <li>• Observes and demonstrates desirable personal and professional (RA 6713 &amp; Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times</li> <li>• Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders</li> <li>• Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs</li> </ul> |
| <b>7.B. Communication</b>   | <ul style="list-style-type: none"> <li>• Communicates effectively to staff and other stakeholders in both oral and written forms</li> <li>• Listens to stakeholders' needs and concerns and responds appropriately in consideration of the political, social, legal and cultural context</li> </ul>  |
| <b>7.C. Fairness, Honesty &amp; Integrity</b>   | <ul style="list-style-type: none"> <li>• Observes Award System and a system of assistance for teachers staff to sustain integrity, honesty and fairness in all school practices</li> <li>• Makes individuals accountable for their actions</li> </ul>  |

**D. Best Performing Non-Teaching**

1. Rating of OPCRF/IPCRF 2014 – 40%
2. Rating of OPCRF/IPCRF, 1<sup>st</sup> semester 2015 – 40%
3. Professionalism – 20%
  - a. Manifests genuine enthusiasm and pride in the nobility of the teaching profession
  - b. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times
  - c. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders

- d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs

**E. Best Performing Supervisor**

1. Rating of OPCR/IPC RF 2014 – 40%
2. Rating of OPCR/IPC RF, 1<sup>st</sup> semester 2015 – 40%
3. Professionalism – 20%
  - a. Manifests genuine enthusiasm and pride in the nobility of the teaching profession
  - b. Observes and demonstrates desirable personal and professional (RA 6713 & Code of Ethics RA 7836) behaviors like respect, honesty, dedication, patriotism and genuine concern for others at all times
  - c. Maintains harmonious relations with superiors, colleagues, subordinates, learners, parents and other stakeholders
  - d. Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans and other financial affairs

**F. Best Performing Schools Division Office**

1. Division NAT MPS for Elementary and Secondary – **20 points**

| <u>Elem</u> |   |    | <u>Sec</u>  |   |    |
|-------------|---|----|-------------|---|----|
| 85% & above | - | 10 | 78% & above | - | 10 |
| 83% - 84%   | - | 8  | 76% - 77%   | - | 8  |
| 81% - 82%   | - | 6  | 74% - 75%   | - | 6  |
| 79% - 80%   | - | 4  | 72% - 73%   | - | 4  |
| 77% - 78%   | - | 2  | 70% - 71%   | - | 2  |

2. Percentage of 2015 newly created teaching and non-teaching items with NOSCA filled within 3 months. - **10 points**
3. Percentage of private school submitting EBEIS. – **5 points**
4. Percentage of private school applicants with complete documentary requirements for C.Y. 2015. – **5 points**
5. 100% Monthly downloading of MOOE to the schools. – **10 points**
6. No fund returned to National Treasury and liquidation report submitted on time.  
- **10 points**
7. Absence of locally paid teachers and teachers doing non-teaching functions. – **10 points**
8. Properly accomplished OPCR, REDP, training completion report and IPDP submitted. – **20 points**
9. Percentage of school sites with special patent. – **5 points**
10. Zero official complaint related to child protection policy. – **5 points**

\* SDO with winning entries is given 5 points per winning entry