



October 3, 2017

DIVISION MEMORANDUM
NO. ~~167~~ S. 2017

ASSESSMENT TOOL FOR CONDUCTIVE AND SAFE LEARNING ENVIRONMENT

To: Acting Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Public Schools District Supervisors
Public Elementary, Secondary & Integrated Schools
All others concerned

1. Section 6.2. of Republic Act 9155 commonly known as the Governance of Basic Education Act of 2001 stipulates the authority, accountability and responsibility of the school heads. Furthermore, Section 6.2.1 mandates the school heads to create an environment within the school that is conducive to teaching and learning. Hence, the Schools Division of Capiz through the School Governance and Operations Division (SGOD) in its desire to strengthen the capacity of schools to create a conducive environment has identified key indicators that will guide the school heads, teachers and other stakeholders towards this direction.
2. These key indicators are made up of six(6) major components with corresponding sub- indicators, to wit:

Major Components	No. of Items
A. Management of the School Plant	12
B. Office and Records Management	7
C. School Building Maintenance & Classroom Structuring	4
D. Implementation of DepEd Thrusts / Programs	14
E. Implementation of School Improvement Plan & Annual Implementation Plan	1
F. Human Resource Management	3
Total	41

3. The six (6) major components were translated into an assessment tool to serve as instrument in assessing the status of conduciveness and compliance to safety requirements of the school environment. **The Assessment Tool is found in Enclosure No. 1.**

4. A Guide or Means of Verification(MOV) was designed to aid the school heads in assessing and rating their schools objectively. **The list of MOVs are found in Enclosure No. 2.**
5. All public elementary, secondary and integrated schools shall pre – assess their respective schools using the tool on or before **October 20, 2017**. The school SBM Task Force is tasked to conduct the pre – assessment.
6. The pre-assessment report will serve as guide/baseline to identify the gaps and priority areas for improvement. It is advised to begin working on these priority areas by maximizing the utilization of available resources.
7. The results of the pre – assessment shall be submitted to the **District Planning Officers**, in the case of elementary schools, for consolidation and submission to **Dr. Marlon P. Destreza, SGOD Chief** on or before **October 27, 2017**. The secondary and integrated schools shall submit individually to the Division Office on or before the said date.
8. **In November 2017**, the SGOD will begin its monitoring and evaluation to validate, provide technical assistance and track progress of the priority improvement areas of each school.
9. Division monitoring and evaluation teams were created to oversee the implementation of this project. **Refer to Enclosure No. 3.**
10. An Orientation – Conference of the monitoring and evaluation team shall be conducted on **October 20, 2017** to guide the teams on how to validate, assess and provide technical assistance to the schools. The venue shall be announced later.
11. Expenses relative to the conduct of the Orientation – Conference of the monitoring and evaluation teams shall be charged against HRTD funds while the transportation expenses of the said teams shall be charged against the Division MOOE funds subject to accounting and auditing rules and regulations.
12. Wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent 



Republic of the Philippines
 Department of Education
 Region VI – Western Visayas
DIVISION OF CAPIZ
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SCHOOL GOVERNANCE & OPERATIONS DIVISON

**ASSESSMENT TOOL FOR CONDUCTIVE AND SAFE SCHOOL (LEARNING)
 ENVIRONMENT**

School : _____ **Date of Pre - Assessment:** _____

Name of School Head: _____

Direction: Rate your school based on the following indicators of learning environment. Use the attached guide or means of verification as your bases in rating objectively your school.

INDICATORS					Rating
	4 (O)	3 (VS)	2 (S)	1 (NI)	
A. Management of the School plant (20%)					
1. School Site Ownership					
2. Signboard					
3. Presence of Site Development Plan					
4. Functionality of School Gate & Service Gate					
5. Availability of fence to secure the school site					
6. Evidence of a functional beautification program(Flower gardens, Flowerbeds, landscaping)					
7. Adequacy of playground, equipment, facilities and play apparatuses					
8. Adequacy and cleanliness of comfort rooms					
9. Adequacy of sanitation facilities					
10. Cleanliness of grounds and pathways					
11. Adequacy of safe drinking water					
12. Flagpole prominently displayed in front of the main building					

Sub – Rating					
B. OFFICE AND RECORDS MANAGEMENT(10%)					
1. Strategic location of office					
2. Cleanliness and orderliness within and its immediate surroundings(C.R., LAVATORIES)					
3. Adequacy of office equipment and facilities					
4. Filing and security of records and property					
5. Display of DepEd publications, Performance Indicators(P.Is), School Organizational Set – Up					
6. Presence of Transparency Board					
7. Office Atmosphere					
C. School Building Maintenance & Classroom Structuring (20%)					
1. Evidence of maintenance of school building & school furniture 1.A. Evidence of Minor repair conducted					
2. Provision of ramps in the office and school buildings for Persons With Disability(PWD)					
3. Classroom structuring					
4. Painting of walls and roofs of school building					
Sub - Rating					
D. IMPLEMENTATION OF DEPED THRUSTS / PROGRAMS(20%)					
1. School Canteen Operation					
2. Evidence of Food Production / Gulayan sa Paaralan					
3. Presence of Medicinal Garden					
4. Evidence of Waste Management					
5. Presence of Vermi Composting Facility					
6. Evidence of the Utilization of E – Tool for SARDOs for Secondary & PARDOs for Elementary					
7. Evidence of SBM Wash in Schools (SBM WinS)					

Implementation					
8. Status of SBM Level of Practice					
9. Evidence of Brigada Eskwela Implementation					
10. Evidence of immersion(for SHS only), linkages & networking (both Elem. & Sec.)					
11. Implementation of Feeding Program(C.Y. 2017 for recipients only)					
12. Evidence of DRRM implementation					
13. Functionality of PTA & SGC					
14. Implementation of Child - Protection Policy					
Sub – Rating					
E. IMPLEMENTATION OF SCHOOL IMPROVEMENT PLAN & ANNUAL IMPLEMENTATION PLAN(20%)					
Sub – Rating					
F. HUMAN RESOURCE MANAGEMENT(10%)					
1. Has an approved School Plan for Professional Development(SPPD)					
2. Availability of Training Passbook for teaching & non-teaching personnel					
3. School – Based Training/SLAC Sessions					
Sub – Rating					
Over - All Rating					

Remarks: _____

Summary of Ratings:

- | | |
|---|---------------------------------|
| 1. Management of the School Plant (20%) | _____ /12= _____ x .20= _____ |
| 2. Office and Records Management(10%) | _____ /7 = _____ x .10= _____ |
| 3. School Building Maintenance & Classroom Structuring (20%) | _____ / 4= _____ x .20= _____ |
| 4. implementation of DepEd thrusts / programs(20%) | _____ /14= _____ x .20= _____ |
| 5. Implementation of School Improvement Plan & Annual Implementation Plan(20%) | _____ / 1 = _____ x .20 = _____ |
| 6. Human Resource Management(10%) | _____ /3 = _____ x .10= _____ |
| Final Rating(Numerical): | _____ |
| Adjectival Rating: | _____ |

Scale of Rating:

Scale	Adjectival Rating
3.51 – 4.00	Outstanding
2.51 – 3.50	Very Satisfactory
1.51 - 2.50	Satisfactory
1.00– 1.50	Needs Improvement

Validated/Assessed by:

Date Assessed:

Conforme:



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SCHOOL GOVERNANCE & OPERATIONS DIVISION

GUIDE/ MEANS OF VERIFICATION(MOVs) IN ASSESSING THE CONDUCTIVENESS AND SAFETY OF SCHOOL ENVIRONMENT

INDICATORS	GUIDE/ MEANS OF VERIFICATION(MOVs)/Rating
<p>A. Management of the School Plant (20%)</p>	
<p>1. School Site Ownership</p>	<p>INDICATORS: Proof of Ownership: (Just Check) ___ a. Purchase ___ b. Donation ___ c. Contract of Usufruct ___ d. Expropriation ___ e. Barter or Exchange ___ f. Presidential Proclamation ___ g. Gratuitous Conveyance ___ h. NONE</p> <p>Rating: 4 - If the school site is titled in the name of the school 3 - If the school site has a proof of ownership but not titled in the name of the school 2 - If the school site has a proof of ownership but the supporting documents are lacking 1 - If the school site has no proof of ownership</p>
<p>2. Signboard</p>	<p>INDICATORS:</p> <p>A Signboard in Filipino/English to identify the name and location of the school shall be displayed prominently on the façade or in front of the main building.</p> <p>EX. Paaralang Elementarya ng Maayon Poblacion Tabuc, Maayon, Capiz</p> <p>Maayon Elementary School Poblacion Tabuc, Maayon, Capiz</p> <p>RATING:</p> <p>4 - when the length and width to accommodate the name and location of the school is appropriate ; lettering in simple, block or Roman style big enough to be easily readable from the street. It may be done in black or dark-blue against off-white background visible at a distance from ten to twenty meters (10m – 20m). Signboards for each of the building in the school site as home</p>

	<p>economics, shops, etc., shall be relatively smaller in scale</p> <p>3. – when used other font style, color background and could hardly read at a distance of ten to twenty meters</p> <p>2 – when the requirements or standards were not followed</p> <p>1 – absence of signboard</p>
<p>3. Presence of Site Development Plan</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> a. Posted inside the Office(Enlarge) b. The property/boundary lines and the direction of the North c. The relative positions and description of existing school buildings and structures inside the school site. Identify structures used as evacuation d. Relative position of existing features in the site such as creeks, large tress, etc. which shall be allowed to remain e. The proposed and future need of the school in terms of school buildings/classrooms f. Reflect boundaries of the school site <p>RATING:</p> <p>4– If six (6) indicators were met</p> <p>3- If four(4) indicators were met</p> <p>2 – If two (2) indicators were met</p> <p>1 – If only one(1) indicator was met</p>
<p>4. Functionality of School Gate & Service Gate</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> A. Presence of Main Entrance gate and a Service Gate B. Both shall swing inside the direction of the school property C. Sturdy, in good condition, and can be locked effectively D. Absence of pointed sharp, or spiked tops <p>RATING:</p> <p>4– If four(4) indicators were met</p> <p>3 - If three (3) indicators were met</p> <p>2 – If two (2) indicators were met</p> <p>1 – If one(1) indicator was met</p>
<p>5. Availability of fence to secure the school site</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> A. It has a permanent concrete fence built around a school site B. It has a combination of permanent concrete and temporary fences built around the school site C. It is has a temporary fence made up madre de cacao (Kakawati), ipil-ipil trees and the like, may be planted on all sides, except the front <p>RATING:</p> <p>4– If indicator A was met</p> <p>3 – If indicator B was met</p> <p>2 – If indicator C was met</p> <p>1 – Absence of all indicators</p>
<p>6. Evidence of a functional beautification program(Flower gardens, Flowerbeds, landscaping)</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> a. Planting Plan Beautifying the school site with ornamental plants requires the prior preparation of a planting plan. The plan shall provide a master guide or pattern for the planting to be done. It shall make it

	<p>possible to carry out the planting work progressively over a period of time, as all the planting cannot possibly be done at one time.</p> <p>b. Flower gardens – The intervening spaces between the main building and the home economics building on one side and the shop building on the other side may be developed into flower gardens. A decorative mini fence of wood or bamboo, or a low hedge, may be put up around the flower gardens for protection as well as for better visual effect. Flower gardens shall not be merely decorative; they shall be utilized in connection with lessons in science, home economics, and other school subjects.</p> <p>c. Flowerbeds – The space around buildings may be made into flowerbeds for further visual effect. It may be bordered by a very low, decorative mini-pocket of wood or bamboo. Only low-growing ornamental plants shall be planted in the flowerbeds.</p> <p>RATING: 4- If three(3) major indicators were met 3 – If two(2) major indicators were met 2 – If only (1) major indicator was met 1 – Absence of indicators</p>
<p>7. Adequacy of playground, equipment, facilities and play apparatuses</p>	<p>INDICATORS:</p> <p>A. Inventory Report of playground equipment and play apparatuses</p> <p>B. Availability of basic sports/playground facilities</p> <ol style="list-style-type: none"> 1. Volleyball Court 2. Softball Diamond 3. Baseball Diamond 4. Jumping Pit 5. A standard track oval with a distance of 400 meters or less 6. Basketball Court 7. Gymnastics Floor Area 8. Football Field 9. Swimming Pool 10. Taekwondo 11. Archery 12. Boxing 13. Dart <p>RATING: 4– If Indicator A was met and at least five(5) out of thirteen(13) basic sports / playground facilities are available 3 – If Indicator A was met and at least four (4) out of thirteen(13) basic sports equipment are available 2 – If Indicator A was met and at least three(3) basic sports equipment/facilities are available 1 – Absence of all indicators</p>
<p>8. Adequacy and cleanliness of comfort rooms</p>	<p>INDICATORS:</p> <p>The following standards as to number of toilet seats, urinals, and lavatories are suggested:</p> <p>A. Boys’ urinal 1 detached urinal per 50 pupils/students, or 1.00m urinal trough per 100 pupils/students</p> <p>B. Boys’ toilet seat (water closet) 1 seat per 100 pupils/students 1 seat designed for disabled pupils/students (BP)</p>

	<p>344) C. Girl's toilet seat (water closet) 1 seat per 50 pupils/students 1 seat designed for disabled pupils/students (BP 344) Lavatory – 1 lavatory to 1 toilet seat</p> <p>RATING: 4- If the standard ratio for toilet seats, urinals for boys and girls and availability of lavatories were met 3- If the ratio for girls urinal is 1:75 and the ratio for toilet seat for boys is 1: 150 2- If the ratio for girls urinal is 1:100 and the ratio for toilet seat for boys is 1:200 1 – if the ratio for boys and girls toilet is 1: 201 or more</p>
<p>9. Adequacy of sanitation facilities</p>	<p>INDICATORS:</p> <p>A. Presence of Hand Washing Facilities be provided proximate to the playground, gardens, school canteens and toilets. B. Minimum standard capacity of two faucets for every 100 pupils/students is recommended. Proper drainage shall be provided.</p> <p>RATING: 4 – If two(2) major indicators were fully met 3- If handwashing facilities are proximately provided in school canteens, toilets, playground and school garden observing the minimum standard capacity 2 – If handwashing facilities are located in school canteens, toilets, playground and school garden but not following the minimum standards. 1 – Handwashing facilities are available only in one of the areas in school.</p>
<p>10. Cleanliness of grounds and pathways</p>	<p>INDICATORS:</p> <p>A. The grounds and pathways are spic and span all the time B. Presence of signage related to cleanliness C. Presence of drainage system in the school D. Absence of stagnant water in the school</p> <p>RATING: 4- If all indicators were met 3 – If three(3) indicators were met 2 – If two(2) indicator was met 1 – If only one(1) indicator was met</p>
<p>11. Adequacy of safe drinking water</p>	<p>INDICATORS:</p> <p>A. A potable water supply is available in the school premises. B. Drinking facilities is provided on the basis of one faucet or fountain for every 75 pupils/students. Height of faucet or nozzle shall be adjusted to the mean heights of the pupils/students. C. Drinking corners are installed near or inside the classrooms</p> <p>RATING: 4- If all indicators were met 3- If three (3) indicators were met 2- If two(2) indicators 1- If only one(1) indicator was met</p>
<p>12. Flagpole</p>	<p>INDICATORS:</p> <p>A. It shall occupy a prominent place in front of the main building in the assembly area. B. The top of the pole shall be higher than the building to give the national flag due prominence.</p>

	<p>C. Designed and constructed in such away that it is straight and slightly tapering at the top</p> <p>D. Easy to use, maintain, and repair as well as contribute to the effectiveness of the school's visual zone.</p> <p>RATING:</p> <p>3 – If four(4) indicators were met</p> <p>3 – If three(3) indicators were met</p> <p>2 - If two(2) indicators were met</p> <p>1 - If one(1) indicator was met</p>
Sub – Rating	
B. OFFICE AND RECORDS MANAGEMENT(10%)	
1. Strategic location of office	<p>INDICATORS:</p> <p>A. The office is strategically located near the entrance of the school</p> <p>B. Accessible for all</p> <p>C. Properly labelled</p> <p>D. Well - painted</p> <p>RATING:</p> <p>4 – If all indicators were met</p> <p>3 – If three(3) indicators were met</p> <p>2 - If two(2) indicators were met</p> <p>1 - If one(1) indicator was met</p>
2. Cleanliness and orderliness within and its immediate surroundings(C.R., LAVATORIES)	<p>INDICATORS:</p> <p>a. It has clean comfort room & lavatory</p> <p>b. It has sufficient soap for handwashing & toiletries</p> <p>c. It has sufficient water supply</p> <p>d. Well lighted</p> <p>RATING:</p> <p>4– If all indicators were met</p> <p>3 – If all indicators were met</p> <p>2 – If all indicators were met</p> <p>1 – If one(1) indicator was met</p>
3. Adequacy of office equipment and facilities	<p>INDICATORS:</p> <p>Presence of the following:</p> <ol style="list-style-type: none"> 1. Desktop Computer 2. Printer/Scanner 3. Tables & Chairs 4. Filling Cabinet 5. Shelves <p>RATING:</p> <p>4– If four(4) to five(5) indicators were met</p> <p>3 – If three(3) indicators were met</p> <p>3 – If two(2) indicators were met</p> <p>1 – If one(1) indicator was met</p>
4. Filling and security of records and property	<p>INDICATORS:</p> <p>a. Report on the Physical Count of Property Inventory End of June & End of Dec.)</p> <p>b. Presence of Vaults/Steel Cabinets</p> <p>c. Proper filling of documents</p> <p>d. Presence of assigned personnel</p> <p>RATING:</p> <p>4 – If all indicators were met</p> <p>3 – If three (3) indicators were met</p> <p>2 - If two(2) indicators were met</p> <p>1 - If one(1) indicator was met</p>

<p>5. Display of DepEd publications, Performance Indicators(P.Is), School Organizational Set – Up</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> a. Performance Indicators are displayed in graphical form b. Updated P.Is c. Organizational Set – Up is displayed in the office d. Latest DepEd Issuances and Division Memoranda are posted <p>RATING:</p> <ul style="list-style-type: none"> 4 – If all indicators were met 3– If three(3) indicators were met 2 – If two(2) indicators were met 1 – If one (1) indicator was met
<p>6. Presence of Transparency Board</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> a. Display of Transparency Board quiet far from the office is evident b. Accessible to all stakeholders c. It is updated d. All sources of funds are reported & posted <p>RATING:</p> <ul style="list-style-type: none"> 4– If all indicators were met 3 – If three(3) indicators were met 2 – If two(2) indicators were met 1 - If one(1) indicator was met
<p>7. Office Atmosphere</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> a. It is cosy. b. Everything is in order c. Well – lighted d. Well – ventilated e. It has a receiving nook for visitors /guests <p>RATING:</p> <ul style="list-style-type: none"> 4– If all indicators were met 3 – If three(3) indicators were met 2 – If two(2) indicators were met 1 – If one(1) indicator was met
<p>C. School Building Maintenance & Classroom Structuring (20%)</p>	
<p>1. Evidence of maintenance of school building & school furniture a.1. Evidence of Minor repair conducted</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> a. Repair is reflected in the SIP/AIP b. Approved Program of Work(POW) c. Evidence of liquidation report d. Pictures taken before the repair started, during and after the repair <p>RATING:</p> <ul style="list-style-type: none"> 4– If all indicators were met 3 – If four(4) indicators were met 2 – If three(3) indicators were met 1 – If one(1)indicator was met
<p>2. Provision of ramps in the office and school buildings for Persons With Disability(PWD)</p>	<p>INDICATORS:</p> <ul style="list-style-type: none"> a. Ramps were established in all school buildings <p>RATING:</p> <ul style="list-style-type: none"> 4– 100% of school buildings were provided with ramps 3– 90% of school buildings were provided with ramps 2 – 80% of school buildings were provided with ramps 1 – 70 and below of school buildings were provided

	with ramps
3. Classroom structuring	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. A framed copy of the class program displayed on the door to the classroom at adult eye level 2. The classroom chalkboards properly framed and provided with chalk ledge and curtains, are installed at a height which is in accordance with the maximum comfortable reach of the children to the top of the board 3. Attendance chart and the DepED forms rack are placed near the door 4. The seating arrangement of the pupils/students shall be flexible, depending upon the needs or activities of the class. 5. The teacher's table, chair and cabinet are located at the rear of the room. 6. One corner of the room is set up as a reading corner. Another corner of the room is set up as a health corner and provided with a first aid or medicine cabinet with mirror, soap dish, towel rack, and hand washing and drinking facilities. <p>RATING:</p> <p>4- If five (5) to six(6) indicators were met 3 - If four(4) to five (5) indicators were met 2 - If two (2) to three(3) indicators were met 1 - If one(1) indicator was met</p>
4. PAINTING OF WALLS AND ROOFS OF SCHOOL BUILDING	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Followed the prescribed color for walls: <ol style="list-style-type: none"> a. Interior Wall(Concrete) – Latex Beige b. Interior Wall(Wood) – QDE Interior Beige c. Exterior Wall(Concrete) – Latex Exterior Beige d. Exterior Wall(Wood) – QDE Exterior Beige 2. For Roofs & Accessories: <ol style="list-style-type: none"> a. MCS – 3103 Aqua Paradise DepEd SCRF 14-00308 3. Doors: SR-318 TEMPTATION/MATCHA DepEd SCRF 14 – 00308 4. Columns(Concrete): Latex Columns Beige 5. Columns(Wood): QDE Columns Beige 6. Ceiling(Concrete): Latex Interior Beige 7. Ceiling (Wood) : QDE Interior Beige 8. Reminders: <ol style="list-style-type: none"> a. Use of varied, strong colors, especially within eye-level of the children, shall be avoided because of their distracting effect. b. Garish colors or a riot of colors shall be avoided. <p>RATING:</p> <p>4 - If six(6) to eight(8) indicators were complied 3 - If four(4) to five ((5) indicators were complied 2 - If two(2) to three (3) indicators were complied 1 - If one(1) indicator was met</p>
Sub - Rating	
D. IMPLEMENTATION OF DEPED THRUSTS / PROGRAMS(20%)	
1. School Canteen Operation	INDICATORS:

	<ol style="list-style-type: none"> 1. Adheres to DepEd Order No. 13 s. 2017 as to the foods and beverages to be sold in the Canteen 2. Presence of the components of school canteen such as: <ol style="list-style-type: none"> a. Dining Space b. Service Counter c. Kitchen <p>RATING:</p> <ol style="list-style-type: none"> 4 – If two(2) major indicators were met 3 - If compliant to D.O No. 13 but absence of one(1) component of school canteen 2- If compliant to D.O 13 but absence of two(2) components of school canteen 1 - If compliant to D.O No. 13 but absence of three(3) components
<p>2. Evidence of Food Production</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Presence of Nursery with variety of seedlings 2. A school should have a minimum of 200 square meters area for gardening 3. Starter seeds shall include preferred vegetable seeds that can help address malnutrition problems in school such as: <ol style="list-style-type: none"> a. Leguminous vegetables (i.e. beans, mungo, peas, etc.) b. Root crops(i.e. gabi, camote, cassava,etc.) c. Leafy green vegetables(i.e. tops of gabi, malunggay, saluyot,alugbati, kangkong, sili, kulitis, pechay, etc.) 4. Evidence showing that the harvest was used primarily for feeding <p>RATING:</p> <ol style="list-style-type: none"> 4 – If all indicators were met 3 – If three(3) indicators were met 2 – If two(2) indicators were met 1 – If one(1) indicator was met
<p>3. Presence of Medicinal Garden</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Presence of at least twenty(20) medicinal plants 2. All medicinal plants were properly labelled with scientific name 3. Evidence of plant caring 4. Evidence of utilization <p>RATING:</p> <ol style="list-style-type: none"> 4 – If all indicators were met 3- If three(3) indicators were met 2 - If two (2) indicators were met 1 - If one(1) indicator was met
<p>4. Evidence of Waste Management</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Wastes are properly segregated using trash cans properly labelled. 2. Evidence of Material Recovery Facility (MRF) 3. Evidence of recycling 4. Creation of Committee to Oversee the activity <p>RATING:</p> <ol style="list-style-type: none"> 4- If all indicators were met 3 – If three(3) indicators were met 2 – If two(2) indicators were met 1 – If one(1) indicator was met

<p>5. Presence of Vermi Composting Facility</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Located in levelled area with good drainage 2. Evidence of composting of biodegradable matters (i.e. worms, dried leaves, twigs, kitchen left-overs) 3. Observed proper procedure in layering 4. Evidence of utilization of the end product(fertilizer) <p>RATING:</p> <p>4- If all indicators were met 2 - If three (3) indicators were met 2- If two(2) indicators were met 1 - If one (1) indicator was met</p>
<p>6. Implementation of SARDOs for Secondary/PARDOs for Elementary</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Utilization of E – Tools for SARDOs(Secondary) & PARDOs(Elementary) 2. Results of Assessment on SARDOs/PARDOs every quarter 3. List of PARDOs/SARDOs provided with intervention 4. Intervention Programs Implemented <p>RATING:</p> <p>2 – If all indicators were met 3 - If three(3) indicators were met 2- If two(2) indicators were met 1 - one (1) indicator was met</p>
<p>7. Evidence of SBM Wash in Schools (SBM WinS) Implementation</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Access to water (cleaning, handwashing) 2. Access to safe drinking water 3. Functional and child-friendly toilets(PWD) 4. Hygiene kits: soap, toothbrush, fluoride toothpaste, sanitary pads 5. Proper toothbrush holders 6. IEC Materials 7. Inclusion of toothbrushing and handwashing activities in class program. <p>RATING:</p> <p>2 – If six (6) to seven (7) indicators were accessible 3 - If four(4) to five(5) indicators were accessible 3 - If two(2) to three(3) indicators were accessible 1 - If one(1) indicator was met.</p>
<p>8. Status of SBM Level of Practice</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Results of 60% based on improvement of learning outcomes 2. Results of 40% based on Documentation, Observation and Discussion(DOD) process-determine their SBM Level of Practice during the self – assessment 3. Organized School SBM TASK FORCE <p>RATING:</p> <p>4 – Increase of 5 % both in the learning outcomes and results of DOD 3- Increase of 4 % both in the learning outcomes and results of DOD 2 - Increase of 3 % both in the learning outcomes and results of DOD 1 - Increase of 2 % both in the learning outcomes and results of DOD</p>

<p>9. Evidence of Brigada Eskwela Implementation</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Has an approved B.E Plan 2. Had Organized B.E Committee 3. Record of the number of B.E 4. Record on generated resources 5. Evidence minor/major repair conducted during B.E <p>RATING:</p> <ol style="list-style-type: none"> 4- If four(4) to five(5) indicators were met 3 – If three(3) indicators were met 3 – If two(2) indicators were met 1 – If one(1) indicator was met
<p>10. Evidence of Immersion(for SHS only), linkages & networking (both Elem. & Sec.)</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Approved MOU/MOA 2. Pictures taken during the immersion 3. Proofs of linkages and networking such as Certificate of Appearance, Proof of Donations, copies of received items, etc.. <p>RATING:</p> <ol style="list-style-type: none"> 4 – If approved MOA/MOU was executed and 100% of the agreements were properly implemented 3– If the approved MOA/MOU was executed and 90% of the agreements were properly implemented 2 – If the approved MOA/MOU was executed and 80% of the agreements were properly implemented 1 – If the approved MOA/MOU was executed and 70 % of the agreements were properly implemented.
<p>11. Implementation of Feeding Program(C.Y 2017) FOR ELEM. ONLY</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Nutritional Profile(Beginning) 2. List of Feeding Beneficiaries 3. Menu Plan 4. Record of fund utilization and liquidation 5. Evidence of counterpart received <p>RATING:</p> <ol style="list-style-type: none"> 4– If all indicators were met 3- If four(4) indicators were met 2 – If three(3) indicators were met 1 – If two(2) indicators were met
<p>12. Evidence of DRRM implementation</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Established early warning mechanism(such as multi-hazard drills) 2. Established functional SDRRM Committee and School Watching Team 3. Presence of First Aid kit, Fire extinguisher and other DRRM related equipment and materials 4. Identified evacuation area. 5. Emergency hotlines in conspicuous areas <p>RATING:</p> <ol style="list-style-type: none"> 4– If all indicators were met 3 – If four (4) indicators were met. 2 – If three(3) indicators were met 1 – If one(1) to two (2) indicators were met
<p>13. Functionality of PTA & SGC</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. List of PTA & SGC Officials 2. Presence of Oath of Office of the elected PTA&SGC Board of Directors 3. Certificate of Recognition duly signed by the School Head

	<p>4. Constitution & By Laws of PTA& SGC 5. Evidence of PTA &Projects implemented</p> <p>RATING: 4- If all indicators were met 3 – If three(3) to four(4) indicators were met 2 – If two (2) indicators were met 1 – If one (1) indicators was met</p>
14. Implementation of Child - Protection Policy	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Organized Child - Protection Committee 2. Evidence showing that the committee was properly oriented on their roles and functions 3. School activities or events conducted to raise awareness on children's rights, corporal punishment and positive discipline and providing venues for bring together parents and families and children <p>RATING: 4- If all indicators were met and conducted five(5) activities to raise awareness on child's rights 3- If all indicators were met and conducted at least four(4) activities to raise awareness on child's rights 2 – If all indicators were met and conducted at least three (3) activities to raise awareness on child's rights 1 – If all indicators were met and conducted at least two(2) activities to raise the awareness on child's rights.</p>
Sub – Rating	
E. IMPLEMENTATION OF SCHOOL IMPROVEMENT PLAN & ANNUAL IMPLEMENTATION PLAN(10%)	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Evidence of participatory planning 2. PPAs are needs – based 3. Evidence of School Report Card 4. Has an approved SIP/AIP, PPMP & APP 5. Utilization of MOOE and other sources of funds is aligned in SIP/AIP 6. Evidence of MOOE Liquidation& other sources of funds 7. Has an approved SHS Implementation Plan/ Work & Financial Plan for SHS MOOE(For Secondary Only) <p>RATING: 4- If all indicators were met 3 – If five(5) to six(6) indicators were complied 2 – If three(3) to four(4) indicators were complied 1 – If one(1) to two(2) indicators were complied</p>
Sub – Rating	
F. HUMAN RESOURCE MANAGEMENT(10%)	
1. Has an approved School Plan for Professional Development(SPPD)	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Training Needs Assessment(TNA) using the (NCBTS-TSNA) / Phil. Professional Standards for Teachers(PPST) Tools was conducted. 2. Developmental Needs based on the OPCR and IPCR of personnel were identified 3. Training needs were reflected in the School Plan for Professional Development(SPPD) 4. In the preparation of SPPD the following

	<p>components were considered:</p> <ol style="list-style-type: none"> a. Objectives b. Methods/Strategies c. Resources d. Time Frame e. Success Indicators <p>5. SPPD was approved by SDS</p> <p>RATING:</p> <ol style="list-style-type: none"> 4- If all indicators were met 3 - If four(4) to five(5) indicators were met 2 - If two(2) to three(3) indicators were met 1 - If one indicator was met
<p>2. Availability of Training Passbook for teaching & non-teaching personnel</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> 1. Training Passbook is available 2. Trainings attended are listed 3. Trainings attended are duly signed by the training head/manager <p>RATING:</p> <ol style="list-style-type: none"> 4- If 100 % of the teaching & non-teaching personnel has training passbook and trainings attended were listed 3 - If 90 % of the teaching & non-teaching personnel has training passbook and trainings attended were listed 2- If 90 % of the teaching & non-teaching personnel has training passbook and trainings attended were listed 1 - If 80 % of the teaching & non-teaching personnel has training passbook and trainings attended were listed
<p>3. School – Based Training/SLAC Sessions</p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> a. Approved Program Designs/SLAC b. Attendance Sheet c. Certificate of Participation d. School Memo of INSET <p>RATING:</p> <ol style="list-style-type: none"> 4- If all indicators were met 2 - If three(3) indicators were met 2- If two(2) indicators were met 1 - If one (1) indicator was met

COMPOSITION OF DIVISION MONITORING & EVALUATION TEAMS

TEAM	ASSIGNED MUNICIPALITIES/ DISTRICTS
TEAM A 1. Dr. Marlon P. Destreza 2. Engr. Marlon Clarito/Mrs. Nora Hondrado 3. Mr. Jerry Mosquite 4. Mrs. Sheralyn Baticados	Mambusao East, Mambusao West, Pilar, Pontevedra, Dumarao
TEAM B 1. Dr. Edna Azcarraga 2. Mr. Zander Profunga 3. Dr. Lourdelyn Fuentes 4. Ms. Glenda Botin	Tapaz East, Tapaz West, Panay, Ivisan, Cuartero
TEAM C 1. Dr. Immaculada Amores 2. Mrs. Celine Penetrante 3. Kenneth Anoché 4. Dr. Marggie Obligacion	Jamindan , Sapián , Sigma, Dumalag
TEAM D 1. Ms. Nannette Calixterio 2. Mrs. Sharon Barientos 3. Ms. Victoria Atinon 4. Ms. Grace Atinon	Pres. Roxas, Panitan, Maayon, Dao & Capiz National High School