Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ

July 8, 2021

DIVISION MEMORANDUM
No. 131, s. 2021

DISSEMINATING THE ADJUSTED/REALIGNED OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL HEADS FOR SY 2020-2021

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Please find attached Adjusted/Realigned OPCRF for school heads, for use this school year 2020-2021 by all school heads.

2. It is understood that per DepEd Order No. 2, s. 2015, the complete set of RPMS documents to be submitted shall include:
   a. Duly accomplished OPCRF with self-rating
   b. Part II- Self-Rating on Competencies for Head of Office
   c. Part III – Summary of Rating for Discussion
   d. Part IV – Development Plan

3. All OPCRFs of school heads, complete with MOVs and attachments, should be ready by July 26, 2021 for the calibration by the Division Performance Management Team.

4. All school heads are also reminded to conduct the calibration of IPCRFs of all teaching and non-teaching personnel in the school.

5. Immediate dissemination of this memorandum is highly enjoined.

SALVADOR O. OCHAVO, JR. EdD, CESO V
Schools Division Superintendent
JUL 08 2021

Enclosure: As stated
Reference: DO 2, s. 2015
To be indicated in the Perpetual Index
Under the following subjects:

EVALUATION PERFORMANCE

/jrn

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OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Name of Employee:		**Name of Rater:**	JOSE NIRO R. NILLASCA
Position:		**Position:**	OIC - Asst. Schools Division Superintendent
Review Period:	October 2020-July 2021	**Date of Review:**	(date should be from July 19, 2021 up to July 30, 2021)
Bureau/Center/Service/Division:			

MFOs	KRAs	Objectives	MOVs	TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
	I - INSTRUCTIONAL LEADERSHIP (25%)	1. Performed/ Implemented instructional supervision and provided mentoring, coaching and feedback giving to achieve the desired learning outcomes vis-a-vis goals and targets/mean.	☐ Monthly Instructional Supervisory Plan (October 2020-June 2021 ☐ Monthly Accomplishment Report on Instructional Supervisory Plan (October 2020-June 2021 ☐ 2 samples of Accomplished COT	October, 2020 to July, 2021	10%	**5 - Outstanding**								
						5 -Conducted instructional supervision using COT with an average of at least 15 teachers per month (for schools with 10 or more teachers) or 100% of teachers/month (for schools with less than 10 teachers)		5 -Conducted instructional supervision based on monthly supervisory plan with no lapses.						
						4 - Very Satisfactory								
						4 -Conducted instructional supervision using COT with an average of at least 11-14 teachers per month (for schools with 10 or more teachers) or 8 /month (for schools with less than 10 teachers)		4 -Conducted instructional supervision based on monthly supervisoty plan with one (1) lapse.						
						3 - Satisfactory								
						3 -Conducted instructional supervision using COT with an average of at least 7-10 teachers per month (for schools with 10 or more teachers) or 6 teachers/month (for schools with less than 10 teachers)		3 -Conducted instructional supervision based on monthly upervisory plan with two (2) lapses.						
						2 - Unsatisfactory								
						2 -Conducted instructional supervision using COT with an average of at least 3-6 teachers per month (for schools with 10 or more teachers) or 4 teachers/month (for schools with less than 10 teachers)		2 -Conducted instructional supervision based on monthly upervisory plan with three (3) lapses.						

						1 - Poor								
						1 -Conducted instructional supervision using COT with less than an average of 2 teachers per month (for schools with 10 or more teachers) or less than 4 teachers/month (for schools with less than 10 teachers)		1 -Conducted instructional supervision based on monthly upervisory plan with four (4) lapses.						
MFOs	**KRAs**	**Objectives**		**TIMELINE**	**WEIGHT PER KRA**	**PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)**			**ACTUAL RESULTS**	**RATING**				**SCORE**
										Q	**E**	**T**	**Ave.**	
						Quality	Efficiency	Timeliness						
						5 - Outstanding								
		2. Achieved Zero Rate in the following performance indicators: *Drop-out Rate *Retention Rate	Performance Indicators for School Year 2020-2021 on the following: ☐ Drop-out Rate using SF4 ☐ Retention Rate using SF6	October, 2020 to July, 2021	7.5%	5 -0 Drop-out and 0 Retention Rate.								
						4 - Very Satisfactory								
						4 -0.1-0.5 Drop-out or Retention Rate whichever is higher								
						3 - Satisfactory								
						3 -0.6-1.0 Drop-out or Retention Rate whichever is higher								
						2 - Unsatisfactory								
						2 -1.1-1.4 Drop-out or Retention Rate whichever is higher								
						1 - Poor								
						1 -1.5 or higher Drop-out rate or Retention Rate whichever is higher								

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
		3. Increased/ maintained the following performance indicators over the division target/mean *Pupils Academic Performance *Promotion Rate *Graduation Rate (if applicable)	☐ Promotion Rate-SF6 ☐ Graduation Rate (if applicable)	October, 2020 to July, 2021	7.5%	5 - Outstanding								
						5 - 99-100% Promotion Rate or Graduation Rate whichever is higher or applicable								
						4 - Satisfactory								
						4 - 97-98% Promotion Rate or Graduation Rate whichever is higher or applicable								
						3 - Satisfactory								
						3 - 95-96% Promotion Rate or Graduation Rate whichever is higher or applicable								
						2 - Unsatisfactory								
						2 - 93-94% Promotion Rate or Graduation Rate whichever is higher or applicable								
						1 - Poor								
						1 - 92% and lower Promotion Rate or Graduation Rate whichever is higher or applicable								

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
	II- LEARNING ENVIRONMENT (15%)	Institutiionalized a happy and child friendly policies in a. Child Protection Policies/ Bullying b. Anti-Drug Porgram c. Guidance Services d. Functional Offices e. Provision of SLMs and/or LASs	☐ Approved School Child Protection Policy ☐ Report of Bullying ☐ Accomplishment Report ☐ Inventory of SLMs/LASs ☐ SIP/AIP	October, 2020 to July, 2021	5%	Presence of the following indicators were observed: *List of committees *Approved Child Protection Policy * Inventory of SLMs/LASs *Monitored and evaluated the activities *SIP/AIP showing allocatio for learning resources 5- All indicators were met.	5- Accomplished/ implemented 6 programs	5- Submitted the necessary Reports on or before the deadline						
						4 - Very Satisfactory								
						4- Presence of any of the 4 indicators	4- Accomplished/ implemented 5 programs	4- Submitted the necessary Reports 1 week after the deadline						
						3 - Satisfactory								
						3- Presence of 3 indicators	3- Accomplished/ implemented 4 programs	3- Submitted the necessary Reports 2 weeks after the deadline						
						2 - Unsatisfactory								
						2- Presence of 2 indicators	2- Accomplished/ implemented 3 programs	2- Submitted the necessary Reports 3 weeks after the deadline						
						1 - Poor								
						1- Presence of 1 indicator	1- Accomplished/ implemented 1-2 programs	1- Submitted the necessary Reports 1 month after the deadline						

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
		2. Provided and maintained safe learning environment in support to the DRRM Program of the Department. a. Organized DRRM Team/ Committee b. Presence of safety signages (e.g. hazard prone areas, evacuation plan/area/hotline numbers, security fence, etc. c. Conducted simulation activities drills for the students & teachers (e.g. earthquake, fire, etc.) d. Organized a functional watching team. e. Availability of First-Aid kits & equipment (e.g. mega phones, alarms, flashlights, fire exting-uishers, etc.)	List of DRRM Committee Members/ School Watching Team ☐ Safety signages in designated areas. ☐ School DRRM Plan ☐ Hazard Mapping Result ☐ Accomplishment Report and/or photos ☐ SIP/AIP showing budget allocation for COVID-19 response	October, 2020 to July, 2021	2.50%	5 - Outstanding								
						5- met 5 indicators with complete documents.		5 - complied on the scheduled date.						
						4 - Very Satisfactory								
						4- met 4 indicators with complete documents.		4 - complied after on the scheduled date.						
						3 - Satisfactory								
						3- met 3 indicators with complete documents.		3 - complied one week after the scheduled date.						
						2 - Unsatisfactory								
						2- met 2 indicators with complete documents.		2 - complied 2 weeks after the scheduled date.						
						1 - Poor								
						1- met 1 indicator with complete documents.		1 - complied 3 weeks after the scheduled date.						

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
		3. Institutionalized the SBM-Wins Program in support to DepEd Order No. 10 s. 2016. & COVID-19 response a. Presence of functional handwashing facilities b. Presence of IEC naterials on SBM-Wins in school. c. Inclusion of handwashing, tooth brushing & toilet sanitation and hygiene activities in the school program. d. Provision of potable drinking Water in classroom. e. Presence of Personality Corner in the Classroom. f. Deworming and immunization g. Waste segregation and MRF is observed.	1. Action Plan 2. Accomplishment Report 3. SBM-WinS Three-Star Approach Monitoring Tool 4. Photo Documentation	October, 2020 to July, 2021	5.0%	Endline Numerical Rating in the Wins 3 Star Approach. 5 - 2.75-3.0 With complete documents at the end of the school year.	5 - 100% of the materials were provided.	5 - Submitted the accomplishment report on time.						
						4 - Very Satisfactory								
						4 - 1.75-2.74 With complete documentation	4 - 90% of the materials and resources were provided.	4 - Submitted the accomplishment report 3 days after the target date.						
						3 - Satisfactory								
						3 - 0.75-1.74 with complete documentation	3 - 80% of the materials and resources were provided.	3 - Submitted the accomplishment report 1 week after the target date.						
						2 - Unsatisfactory								
						2 - 0-0.74 with supporting documents	2 - 70% of the materials and resources were provided.	2 - Submitted the accomplishment report 2 weeks after the target date.						
						1 - Poor								
						1 - Lacking/No supporting documents	1 - 60% of the materials and resources were provided.	1 - Submitted the accomplishment report 3 weeks after the target						

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
		4. Organized programs and clubs for the delivery of special ancillary services for the learners in support to DepEd thrusts and programs. a. Gulayan sa Paaralan/Tahanan b. School Based Feeding Program (SBFP) c. Campus Clubs/ Organizations (e.g. SPG, Yes-O, etc.)	☐ Action Plan ☐ Accomplishment Report ☐ School Based Feeding Program ☐ List of Officers & Members ☐ SIP/AIP showing budget for Gulayan, SBFP, Clubs/Organizations	October, 2020 to July, 2021	2.50%	5 - All 3 programs were organized and implemented and with complete MOVs		5 - implemented on or before the scheduled date.						
						4 - Very Satisfactory								
						4 - 3 programs were organized and implemented but with incomplete MOVs		4 - implemented after the scheduled date.						
						3 - Satisfactory								
						3 - 2 programs were organized and implemented with complete MOVs		3 - implemented 1 week after the scheduled date.						
						2 - Unsatisfactory								
						2 - 2 programs were organized and implemented but with incomplete MOVs		2 - implemented 2 weeks after the scheduled date.						
						1 - Poor								
						1 - 1 or no program was organized and implemented or no MOVs for any		1 - implemented 3 weeks after the scheduled date.						

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
	III- HUMAN RESOURCE MANAGEMENT and DEVELOPMENT (20%)	1. Conducted LAC Sessions and School INSET	1. LAC Documents 2. INSET documents 3. Terminal Report on LAC/INSET conducted 4. SIP/AIP	October, 2020 to July, 2021	10%	5 Presence of the following MOVs *Approved LAC Plan and Training Program Design *Approved Session guides *Accomplishment/Terminal Report *LAC Journal and INSET Output *SIP/AIP showing busget fo professional development	5 - Conducted LAC sessions 10 times or more and 1 or more INSET.	5 - Conducted LAC sessions & Inset based on time, based on plan.						
						4 - Very Satisfactory								
						4 - Presence of four (4) MOVs	4 - Conducted 8-9 LAC sessions and 1 INSET per SY.	4 - Conducted LAC sessions 1 week after the scheduled date.						
						3 - Satisfactory								
						3 - Presence of three (3) MOVs	3 - Conducted 6-7 LAC sessions and 1 INSET per SY.	3 - Conducted LAC Sessions 2 weeks after the scheduled date.						
						2 - Unsatisfactory								
						2 - Presence of two (2) MOVs	2 - Conducted 4-5 LAC sessions and 1 INSET per SY	2 - Conducted LAC sessions 3 weeks after the scheduled date.						
						1 - Poor								
						1 - Presence of only one (1) MOVs	1 - Conducted 2-3 LAC sessions and 1 INSET per SY	1 - Conducted LAC sessions 4 month after the scheduled date.						

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
		2. Sent identified teachers to trainings, seminars and workshop for professional growth and development.	☐ Memorandum/ Advise ☐ Certificate of Participation/ Recognition ☐ Consolidated list of trainings attended by teachers	October, 2020 to July, 2021	5%	5-100% of teachers attended at least 5 webinars each								
						4 - Very Satisfactory								
						4-98-99% of teachers attended at least 5 webinars each								
						3 - Satisfactory								
						3-96-97% of teachers attended at least 5 webinars each								
						2 - Unsatisfactory								
						2-94-95% of teachers attended at least 5 webinars each								
						1 - Poor								
						1-93% or below of teachers attended at least 5 webinars each								

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
		3. Encouraged/recommended/ facilitated teachers on the following: a. Promotion b. Reclasssification c. Awards/Recognition	☐ Approved ERF of Teachers ☐ Appointment of Teachers Promoted ☐ Awards of Teachers ☐ Summary List of IPCRF Ratings of all teachers and staff, SY 2020-2021	October, 2020 to July, 2021	2.50%	5 - Presented the following MOVs: 1. Approved Appointment: *Promotion *Reclassification *Approved ERF 2. Certificate of Awards of teachers (at least 2 3. Certificate of Recognitio 2) 4. IPCRF Summary List	5 - Four (4) Teachers were promoted/received awards.							
						4 - Very Satisfactory								
						4 - Presence of 4-5 evidences.	4 - Three (3) teachers were promoted/received awards.							
						3 - Satisfactory								
						3 - Presence of 2-3 evidences.	3 - Two (2) teachers were promoted/received awards.							
						2 - Unsatisfactory								
						2 - Presence of one (1) evidence.	2 - One (1) teacher was promoted/received awards.							
						1 - Poor								
						1 - No evidence	1 - No teacher was promoted/received awards.							

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
		Encouraged teachers to utilize the LRMDS portal	☐ Generated data on the rate of LRMDS utilization by the school	October, 2020 to July, 2021	2.50%	5 - 100% of teachers utilized the LRMDS Portal	5- For the effective teaching and learning teachers must: * Active member of LRMDS Portal * Downloaded DLL and Learners Materials from LRMDS Portal * Filed/utlized localized learning competencies & learning materials. * Acquired / utilized localized local SIM's							
						4 - Very Satisfactory								
						4 - 90-99% of teachers utilized the LRMDS Portal	4 - Presence of three (3) indicators							
						3 - Satisfactory								
						3 - 80-89% of teachers utilized the LRMDS Portal	3 - Presence of two (2) indicators							
						2 - Unsatisfactory								
						2 - 70-79% of teachers utilized the LRMDS Portal	2 - Presence of one (1) indicator							
						1 - Poor								
						1 - less than 70% of teachers utilized the LRMDS Portal	1- No indicator							

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
	IV- PARENTS INVOLVEMENT COMMUNITY PARTNERSHIP (15%)	1. Conducted general PTA Assembly meetings twice a year and quarterly parents' teachers conferences with maximum participation of parents and other stakeholders.	☐ School memo/order ☐ Attendance Record of Parents who attended the PTA meetings ☐ Photo documentation ☐ Minutes of the meetings	October, 2020 to July, 2021	2.5%	5 -Conducted general PTA meetings twice a year with complete MOVs and at least 95% attendance		5 - PTA general assembly meetings and PTA's conference were conducted on scheduled time.						
						4 - Very Satisfactory								
						4 -Conducted general PTA meetings twice a year with complete MOVs and 85-94% attendance		4 - PTA general assembly meetings and PTA's conference were conducted one week after the scheduled time.						
						3 - Satisfactory								
						3 -Conducted general PTA meetings twice a year with complete MOVs and 75-84% attendance		3 - PTA general assembly meetings and PTA's conference were conducted two weeks after the scheduled time.						
						2 - Unsatisfactory								
						2 -Conducted general PTA meetings twice a year with complete MOVs and 65-74% attendance		2 - PTA general assembly meetings and PTA's conference were conducted three weeks after the scheduled time.						
						1 - Poor								
						1 -Conducted general PTA meetings twice a year with complete MOVs and less than 65% attendance		1 - PTA general assembly meetings and PTA's conference were conducted more than 3 weeks after the scheduled time.						

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
		2. Established sustainable linkages from Local Government Unit, Private Sectors, NGO's in line with the implementation of Adopt-A-School Program for Continuous Improvement	☐ Record of Donation ☐ Donation Letter of don ☐ Acknowledgement Receipt ☐ Photo documentation ☐ Liquidation Report on Donated funds	October, 2020 to July, 2021	2.5%	5 - Generated P40,000.00 to P50,000.00 donations in cash or in kind from various stakeholders/donors for	5 - 91% -100% of materials and resources were utlized and implemented.							
						4 - Very Satisfactory								
						4 - Generated P30,000.00 to P39,999.00 donations in cash or in kind from various stakeholders/donors.	4 - 81% -90% of materials and resources were utlized and implemented.							
						3 - Satisfactory								
						3 - Generated P20,000.00 to P29,999.00 donations in cash or in kind from various stakeholders/donors.	3 - 71% -80% of materials and resources were utlized and implemented.							
						2 - Unsatisfactory								
						2 - Generated P10,000.00 to P19,999.00 donations in cash or in kind from various stakeholders/donors.	2 - 61% -70% of materials and resources were utlized and implemented.							
						1 - Poor								
						1 - Generated P1,000.00 to P9,999.00 donations in cash or in kind from various stakeholders/donors.	1 - 51% -60% of materials and resources were utlized and implemented.							

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
		3. Maximized persons and other stakeholderss attendance and involvement in all school programs and activities such as * Brigada Eskwela * School Feeding Program * Gulayan sa Paaralan *Other School Programs and Projects/ Celebrations & Related Activities.	☐ Attendance Sheets duly signed by Parents in all school Activities ☐ Photo documentation ☐ BE-At Home Learning Space	October, 2020 to July, 2021	5%	5 - 90-100% parents and stakeholders' involvement in delivery and retrieval of modules/LASs and Awardee in At-Home Learning Space	5 - conducted 5 school activities conducted in school in a year.	5 -conducted the school activities with proper documentation on the scheduled date.						
						4 - Very Satisfactory								
						4 - 80-89% parents and stakeholders' involvement in delivery and retrieval of modules/LASs and Participant in At-Home Learning Space	4 - conducted 4 school activities conducted in school in a year.	4 -conducted the school activities with proper documentation 1 to 2 days after the scheduled date.						
						3 - Satisfactory								
						3 - 70-79% parents and stakeholders' involvement in delivery and retrieval of modules/LASs and Participant in At-Home Learning Space	3 - conducted 3 school activities conducted in school in a year.	3 -conducted the school activities with proper documentation 3 to 4 days after the scheduled date.						
						2 - Unsatisfactory								
						2 - 60-69% parents and stakeholders' involvement in delivery and retrieval of modules/LASs and Participant in At-Home Learning Space	2 - conducted 2 school activities conducted in school in a year.	2 -conducted the school activities with proper documentation 5 to 6 days after the scheduled date.						
						1 - Poor								
						1 - 59% & below parents & stakeholders' involvement in delivery and retrieval of modules/LASs Or not a participant in At-	1 - conducted 1 school activities conducted in school in a year.	1 -conducted the school activity with proper documentation 5 to 6 days after the scheduled date.						

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
	V- SCHOOL LEADERSHIP, MANAGEMENT and OPERATIONS (20%)	1. Implemented various school programs and projects collaboration with the internal and external stakeholders such as: a. SIP and AIP	* Approved/Adjusted SIP & AIP marking/highlighting th activities conducted in SY 2020-2021	October, 2020 to July, 2021	10%	5 - 90% -100% implementation of all programs and projects stipulated in the approved SIP & AIP.								
						4 - Very Satisfactory								
						4 - 80% -89% implementation of all programs and projects stipulated in the approved SIP & AIP.								
						3 - Satisfactory								
						3 - 70% -79% implementation of all programs and projects stipulated in the approved SIP & AIP.								
						2 - Unsatisfactory								
						3 - 60% -69% implementation of all programs and projects stipulated in the approved SIP & AIP.								
						1 - Poor								
						1 - 59% -below implementation of all programs and projects stipulated in the approved SIP & AIP.								

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
		2. Prepared, consolidated and submitted required reports on hard and soft copy to the district, division office such as: * School Early/Corrected Enrolment * LIS/BEIS Reports * School Facilities/Inventory Report * School Nutritional Status Report * Monhtly Supervisory Accomplishment Report * Civil Service Form 48, * Statement of Assets, Liabilities & Networth 2020	☐ LIS/BEIS Report ☐ School Facility/ Inventory Report ☐ Nutritional Status Report ☐ Supervisory Accomplishment Report ☐ Civil Service Form 48 ☐ SALN	October, 2020 to July, 2021	5%	5 - Outstanding								
						5 -Prepared/consolidate and submitted required reports hard/electronic copy to the district/division office with no revision or ratification.		5 - submitted required reports on or before the due date.						
						4 - Very Satisfactory								
						4 -Prepared/consolidate and submitted required reports hard/electronic copy to the district/division office with 1 revision or ratification.		4 - submitted required reports 1 day after the due date.						
						3 - Satisfactory								
						3 -Prepared/consolidate and submitted required reports hard/electronic copy to the district/division office with 2 revision or ratification.		3 - submitted required reports 2 days after the due date.						
						2 - Unsatisfactory								
						2 -Prepared/consolidate and submitted required reports hard/electronic copy to the district/division office with 3 revision or ratification.		2 - submitted required reports 3 days after the due date.						
						1 - Poor								
						1 -Prepared/consolidate and submitted required reports hard/electronic copy to the district/division office with 4 revision or ratification.		1 - submitted required reports 1 week after the due date.						

MFOs	KRAs	Objectives		TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE
						Quality	Efficiency	Timeliness		Q	E	T	Ave.	
						5 - Outstanding								
		3. Utilized judiciously 100% school MOOE to comply mandated obligations and met priorities and submitted published updated financial reports.	1. MOOE 2020 to Q1-2021 Liquidation Reports and MOOE Certificates of Liquidation issued by Accounting Office 2. Request for Cash Advance (RCA) 3. Cash Disbrusement Register (CDR) 4. Picture of Transparency Board 5. BAC Documents	January, 2020 to December, 2020	5%	5 - With complete (five (5) indicators: 1. MOOE Certificates of Liquidation issued by Accounting Office 2. Completely Liquidated 3. BAC Minutes 4. SIP/AIP, RCA adjust-reviewed and approved by SDO 5. Established transparency board and published updated MOOE & Other school funds.		5 - Liquidated, submitted and publsihed 100% school 2020 MOOE in accordance with the approved SIP/AIP and RCA on or before the scheduled MOOE day.						
						4 - Very Satisfactory								
						4 - With only four (4) indicators met		4 - Liquidated, submitted and publsihed 100% school 2020 MOOE in accordance with the approved SIP/AIP and RCA one (1) day after the scheduled MOOE day.						
						3 - Satisfactory								
						3 - With only three (3) indicators met		3 - Liquidated, submitted and publsihed 100% school 2020 MOOE in accordance with the approved SIP/AIP and RCA two (2) days after the scheduled MOOE day.						

						2 - Unsatisfactory								
						2 - With only two (2) indicators met		2 - Liquidated, submitted and publsihed 100% school 2020 MOOE in accordance with the approved SIP/AIP and RCA three (3) days after the scheduled MOOE day.						
						1 - Poor								
						1 - With only one (1) indicator met		1 - Liquidated, submitted and publsihed 100% school 2020 MOOE in accordance with the approved SIP/AIP and RCA one (1) week or beyond after the scheduled MOOE day.						
MFOs	**KRAs**	**Objectives**		**TIMELINE**	**WEIGHT PER KRA**	**PERFORMANCE INDICATORS (Quality/Effectiveness, Efficiency, Timeliness)**			**ACTUAL RESULTS**	**RATING**				**SCORE**
										Q	**E**	**T**	**Ave.**	
						Quality	Efficiency	Timeliness						
	Plus Factor (10%)	Performed various related works/activities that contributed positively to the teaching-learning process (SY 2020-2021)	1. Certificate of Recognition or Participation at least division level 2. Certificate of Training at least 3 days; at least division level	Year-round	**10%**	5 - Outstanding								
						Performed 5 out of 7								

			3. Certificate of Speakership, at least district level 4. Technical Committee involvement; at least district level 5. Approved research signed by SDS/ASDS 6. Coordinatorship at least district level 7. Coaching and mentoring in competitions; at least district level Others (please specify only 1)		Performed 4 out of 7 Performed 3 out of 7 Performed 2 out of 7								
				100%									
Over-All Rating for Accomplishments:													
Adjectival Rating													

* *To get the score, the rating is multiplied by the weight assigned:*

Range	Adjectival Rating
4.500 - 5.000	Outstanding
3.500 - 4.499	Very Satisfactory
2.500 - 3.499	Satisfactory
1.500 - 2.499	Unsatisfactory
Below - 1.499	Poor

Ratee

JOSE NIRO R. NILLASCA
OIC-Asst. Schools Division Superintendent
Rater

APPROVED:

SALVADOR O. OCHAVO, JR., EdD., CESO V
Schools Division Superintendent