



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 4, 2020

REGIONAL MEMORANDUM

No. **466**, s. 2020

UTILIZATION OF THE REGIONAL CONTEXTUALIZED MONITORING AND SUPERVISION (M&S) TOOLS FOR CURRICULUM IMPLEMENTATION DIVISION (CID) AND SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) CHIEFS, EDUCATION PROGRAM SUPERVISORS (EPSs), PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDSs), AND SCHOOL HEADS (SHs)

To: Schools Division Superintendents
All Others Concerned

1. In response to the challenge of establishing an adaptable and workable system for monitoring and supervision in this time of pandemic, this Office, through the Curriculum and Learning Management Division (CLMD) hereby requires the field to utilize the Monitoring and Supervision (M&S) Tools for Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) Chiefs, Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDSs), and School Heads (SHs).
2. The M&S Tools are designed based on the Key Result Areas (KRAs) of each position and aligned with the implementation of the Learning Continuity Plan (LCP) across governance levels to ensure that the LCP is regularly and objectively monitored in achieving the desired outcomes.
3. The attached M&S Tools will be used for progress monitoring of the year-round implementation of activities reflected in the above-mentioned plan.
4. Immediate dissemination of and compliance with this Memorandum are desired.

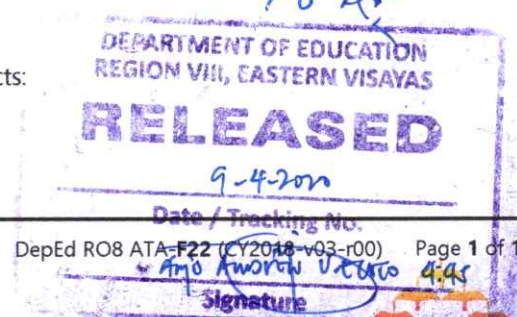

RAMIR B. UYTICO EdD, CESO IV

Director IV *16 Apr*

Enclosures: As stated
Reference: R.M. No. 320, s. 2020
To be indicated in the Perpetual Index under the following subjects:

MONITORING SUPERVISION

CLMD-RTV



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ISO 9001:2015 Certified

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 1

PROJECT
LEAD



Republic of the Philippines
Department of Education
 REGIONAL OFFICE VIII - EASTERN VISAYAS

MONITORING AND SUPERVISION (M&S) TOOL
FOR CURRICULUM IMPLEMENTATION DIVISION (CID) CHIEFS

Name of CID Chief _____ Date of Monitoring: _____

Division: _____

Directions: Determine the availability of each of the Means of Verifications (MOVs) by checking the box before it. Then, put a check mark (/) on the appropriate column corresponding to: Evident or Not Evident.

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
KRA I. MANAGEMENT OF CURRICULUM IMPLEMENTATION				
1. Provided technical inputs in the Strategic Plan of the Schools Division DEDP/AIP based on M & E Reports, programs and summative evaluation benchmark studies and researches to guide directions regarding the implementation and delivery of Basic Education Curriculum.	<input type="checkbox"/> Annual Implementation Plan (AIP) supported by DEDP <input type="checkbox"/> Copy of the OPCR / IPCR <input type="checkbox"/> Division Instructional Supervisory Plan (DISP) <input type="checkbox"/> Copy of the Intervention Plan for Continuous Improvement ((CI) <input type="checkbox"/> Copy of Approved Annual Technical Assistance Provision Plan (ATAPP) <input type="checkbox"/> Copy of Approved Quarterly Division Technical Assistance Provision Plan (DTAPP) <input type="checkbox"/> Copy of the Memo of the Division Field Technical Assistance Composite Team (DFTACT) Deployment <input type="checkbox"/> Copy of the Minutes of Meeting/s of Focus Group Discussion (FGD) on the Technical Inputs provided by the CID Chief			
2. Developed the framework and system for monitoring curriculum implementation to guide data gathering on the management and implementation of Basic Education Curriculum.	<input type="checkbox"/> Copy of the Approved Framework & System for Monitoring Curriculum Implementation <input type="checkbox"/> Memorandum/Issuances on Development of Framework and System for Monitoring of Curriculum implementation <input type="checkbox"/> Copy of the ACR on the Conduct of Developing Framework and System for Monitoring of Curriculum Implementation <input type="checkbox"/> Copy of the DEDP and AIP as Reference for Developing the Framework and System			

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
3. Provided directions and guided research teams in the conduct of studies to benchmark curriculum practices and other research initiatives.	<input type="checkbox"/> Copy of Approved Action Research Report/s <input type="checkbox"/> Copy of the Memorandum on Organizing Division Research Team <input type="checkbox"/> Copy of the Organized Research Team with Terms of Reference <input type="checkbox"/> Minutes of Meeting/ACR <input type="checkbox"/> Copy of Approved Curriculum Research Initiatives/Proposals			
4. Recommended to the Regional Management Team policies on curriculum management and delivery of instruction for regional implementation.	<input type="checkbox"/> Copy of Policy Recommendation/s on Curriculum Management and Delivery of Instruction <input type="checkbox"/> Copy of Indorsement of the Policy Recommendation marked "Released" by the SDO <input type="checkbox"/> Acknowledgement Receipt of the indorsement on the Policy Recommendation by the Regional Office <input type="checkbox"/> Copy of the Analyzed Data on the Policy Dry Run conducted as Basis for Policy Recommendation			
Total MOVs (21)				
KRA II. CURRICULUM DEVELOPMENT, ENRICHMENT AND LOCALIZATION				
1. Guided the development up to finalization of programs and strategies in the contextualization of the competencies per learning area.	<input type="checkbox"/> Minutes of Meeting/FGD on Technical Inputs on Contextualization of Competencies per Learning Area provided by the CID Chief <input type="checkbox"/> Copy of Activity Matrix on the Development up to Finalization of Contextualized Competencies per Learning Area <input type="checkbox"/> Copy of Action Plan on Curriculum Contextualization <input type="checkbox"/> Office Issuance on the Conduct of Activity			
2. Guided the development of systems and mechanism in managing and monitoring the localized and indigenized curriculum.	<input type="checkbox"/> Copy of the Memorandum of Workshop/FGD on Organizing a Team who shall Develop the System and Mechanism for Managing and Monitoring the Indigenized Curriculum <input type="checkbox"/> Copy of the ACR of the Workshop/FGD on Organizing a Team who shall Develop the System and Mechanism for Managing and Monitoring the Indigenized Curriculum Conducted <input type="checkbox"/> Copy of M&E Report on the Management of the Conduct of Indigenizing the Curriculum <input type="checkbox"/> List of the Inventory of Contextualized LRs per Learning Area Across Grade Level			

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
3. Submitted policy recommendations to guide contextualization of the Basic Education Curriculum.	<input type="checkbox"/> Copy of Policy Recommendation/s on contextualization of Basic Education Curriculum <input type="checkbox"/> Copy of Indorsement of the Policy Recommendation marked "Released" by the SDO <input type="checkbox"/> Acknowledgement Receipt of the indorsement on the policy recommendation by the Regional Office <input type="checkbox"/> Copy of the Consolidated Feedback/Issues/Comments/ Suggestions for Curriculum Enhancement and Appropriateness			
4. Guided the focal person/s on the process of Learning Resources development and its utilization.	<input type="checkbox"/> Memorandum/Issuances for Capability Building on the Process of Developing Learning Resources up to its Utilization <input type="checkbox"/> Copy of ACR of the Workshop/Activities on the Development of Learning Resource and its Utilization <input type="checkbox"/> Copies of Developed LRs <input type="checkbox"/> Proof of its Utilization (e.g. Lesson Plans)			
Total MOVs (16)				
KRA III. LEARNING DELIVERY				
1. Developed and implemented advocacy programs on effective localized delivery modes to encourage learning and innovation.	<input type="checkbox"/> ACR on Advocacy Program Implementation. <input type="checkbox"/> Copy of Concept Paper on Advocacy Program <input type="checkbox"/> Memorandum/Issuances on the Implementation of Advocacy Program <input type="checkbox"/> List of Activities Conducted <input type="checkbox"/> List of Advocacy Materials			
2. Recommended policies on learning delivery arising from evaluation studies and researches for adoption in the Division and Region.	<input type="checkbox"/> Copy of Policy Recommendation for Adoption and Innovation to Improve Learning Delivery for the Division and for the Region <input type="checkbox"/> Copy of Indorsement of the Policy Recommendation marked "Released" by the SDO <input type="checkbox"/> Acknowledgement Receipt of the Indorsement on the Policy Recommendation by the Regional Office <input type="checkbox"/> Copy of the Consolidated Researches and Evaluation Studies Showing Best Practices as Basis for Recommendation for Adoption and Innovation to Improve Learning Delivery for the Division and for the Region			
Total MOVs (9)				
KRA IV. LEARNING RESOURCE				
1. Sustained operations of the SDO Learning Resource Center and	<input type="checkbox"/> Approved Division Learning Resource Development Plan			

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
Functional Learning Resource Management and Development System.	<input type="checkbox"/> Copy of Approved Organizational Structure of the SDO/District Learning Resource Centers <input type="checkbox"/> Inventory of DepEd Central Office and SDO Learning Resources <input type="checkbox"/> Approved List of Uploaded LRs to the LR Portal <input type="checkbox"/> Inventory/List of LR Portal Users <input type="checkbox"/> Inventory of Organized LR Teams <input type="checkbox"/> Distribution List of DepEd & Locally Developed LRs <input type="checkbox"/> Proof of its Utilization			
2. Provided oversight on the development of localized/indigenized learning materials for schools division's use by the LR Development Teams.	<input type="checkbox"/> Travel Orders and Post Travel Reports <input type="checkbox"/> Certificate of Appearance <input type="checkbox"/> Memorandum of the Conducted Activity/Activities <input type="checkbox"/> Report from the LR Development Team/s on the Assistance Provided by the Chief.			
Total MOVs (8)				
KRA V. LEARNING OUTCOMES ASSESSMENT				
1. Submitted analyzed results of the School-Based Formative and Summative Assessment to higher office.	<input type="checkbox"/> Submitted Quarterly Analyzed Consolidated School-based Formative and Summative Assessment Result of MPS per Learning Area Across Grade Levels <input type="checkbox"/> List of Least Learned Skills/Competencies per Learning Area Across Grade Levels. <input type="checkbox"/> Inventory of Developed Test Questions parallel to the Regional Formative Test Item Bank (RTIB) <input type="checkbox"/> Inventory of Mastered Skills/Competencies per Learning Area Across Grade Levels <input type="checkbox"/> Copy of Intervention Plan Based on the Analyzed Test Results			
2. Submitted policy recommendations related to improving learning outcomes in the division.	<input type="checkbox"/> Copy of submitted Policy Recommendation to Improve Learning Outcomes in the Division <input type="checkbox"/> Copy of Indorsement of the Policy Recommendation marked "Released" by the SDO <input type="checkbox"/> Acknowledgement Receipt of the Indorsement on the policy recommendation by the Regional Office <input type="checkbox"/> Copy of the Analyzed Test Results from the Consolidated Formative and Summative Assessment as Basis for Policy Recommendation			
Total MOVs (12)				
KRA VI. SPECIAL CURRICULAR PROGRAM AND SUPPORT ACTIVITIES				
1. Submitted to the Regional Management	<input type="checkbox"/> Copy of Submitted Policy Recommendation for Adoption of Innovative Curricular			

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
recommendations on curricular support activities for regional adoption.	Activities Showcasing Best Practices of the Division <input type="checkbox"/> Copy of Indorsement of the Policy Recommendation marked "Released" by the SDO <input type="checkbox"/> Acknowledgement Receipt of the Indorsement on the Policy Recommendation by the Regional Office <input type="checkbox"/> Copy of the Writeups with Pictorials the Recommended Curricular Activities			
Total MOVs (4)				
KRA VII. RESEARCH				
1. Reviewed research findings and policy recommendation and provide directions in research utilization as well as research areas to pursue.	<input type="checkbox"/> List of Reviewed Researches <input type="checkbox"/> List of Policy Recommendation Based from Research Findings <input type="checkbox"/> List of Utilized Research Outputs. <input type="checkbox"/> List of Approved Research Proposals <input type="checkbox"/> Copies of Approved Action Researches <input type="checkbox"/> ACR on Meetings/FGDs on Research Presentations <input type="checkbox"/> Copy of Quarterly Report on the Status of Continuing Research Studies			
Total MOVs (7)				
KRA VIII. TECHNICAL ASSISTANCE				
1. Led the CID team in consolidating needs for technical assistance on curriculum implementation for the schools division.	<input type="checkbox"/> Consolidated Report from the following: DISAR, DMEA, Assessment: Least Learned Skills/Competencies (LLS/LLC) per Learning Area <input type="checkbox"/> Identified Priority Learning Areas of the Quarterly Division Technical Assistance Provision Plan (DTAPP) Designed by the DFTACT during the Quarterly RFTACT <input type="checkbox"/> Identified Priority Schools of the Quarterly Division Technical Assistance Provision Plan (DTAPP) designed by the DFTACT during the quarterly RFTACT <input type="checkbox"/> Copy of the Analyzed Phil-IRI/Numeracy Results <input type="checkbox"/> SBM Coaching Implementation Plan <input type="checkbox"/> ACR on SBM Coaching <input type="checkbox"/> List of Schools provided with TA Indicating SBM Levels of Practice			
2. Presented to management periodic reports on the progress of technical assistance on the following: <ul style="list-style-type: none"> o low performing schools and districts for elementary and secondary and 	<input type="checkbox"/> Copy of the DFTACT Plan and Accomplishment Report <input type="checkbox"/> Copy of the Division Instructional Supervision Plan (DISP) <input type="checkbox"/> Copy of the Division Instructional Supervision Accomplishment Report (DISAR)			

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
<ul style="list-style-type: none"> ○ curriculum implementation and instructional delivery 	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of the Division Technical Assistance Provision Plan and Evaluation (DTAPPE) <input type="checkbox"/> List of Schools Indicating SBM Levels of Practice <input type="checkbox"/> Certificate of Participation during RMEA & DMEA 			
3. Submitted policy recommendation arising from reports of results evaluation for technical assistance provision.	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of Submitted Policy Recommendation arising from Reports of Results Evaluation for Technical Assistance provision <input type="checkbox"/> Copy of Indorsement of the Policy Recommendation marked "Released" by the SDO <input type="checkbox"/> Acknowledgement Receipt from the Receiving Office of the Copy of Submitted Policy Recommendation arising from reports for TA provision <input type="checkbox"/> Summary of Issues/Challenges and Gaps Recurring Quarterly despite TA Provision as Basis for Policy Recommendation 			
<i>Total MOVs (17)</i>				
Over-all Rating: Total no. of MOVs KRA I, II, III, VI, VII, & VIII (94)				

KEY TO DESCRIPTIVE RATING (OVERALL)

No. of MOVs

- 75 - 94 = Outstanding
- 55 - 74 = Very Satisfactory
- 35 - 54 = Satisfactory
- 15 - 34 = Fairly Satisfactory
- 14 & below = Unsatisfactory

Other Observations:

Recommendations/Agreement:

Monitored by:

Assistant Schools Division Superintendent

Conforme:

CID Chief



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**MONITORING AND SUPERVISION (M&S) TOOL
 FOR CURRICULLUM IMPLEMENTATION (CID)
 EDUCATION PROGRAM SUPERVISOR (EPS)**

Name: _____
 Division: _____

Learning Area: _____
 Date of Monitoring: _____

Directions: Determine the availability of each of the Means of Verifications (MOVs) by checking the box before it. Then, put a check mark (/) on the appropriate column: Evident or Not Evident

Key Performance Indicator	Means of Verifications (MOVs)	Evident	Not Evident	Remarks
KRA I. MANAGEMENT OF CURRICULUM IMPLEMENTATION				
1. Conducted periodic monitoring, instructional supervision and evaluation at least five (5) times per month and submit recommendations towards enhancing the management and delivery of the basic education curriculum.	<input type="checkbox"/> Copy of Division Instructional Supervisory Plan (DISP) <input type="checkbox"/> Copy of Division Instructional Supervisory Accomplishment Report (DISAR) <input type="checkbox"/> Copy of Individual Commitment and Review Form (IPCRF) <input type="checkbox"/> Copy of DMEA Result showing gains in the academic performance			
2. Developed and implemented advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.	<input type="checkbox"/> Copy of Developed Advocacy Materials (e.g. flyers) <input type="checkbox"/> Copy of ACR on Advocacy Program Implementation. <input type="checkbox"/> Copy of Concept Paper on Advocacy Program. <input type="checkbox"/> Copy of Memorandum/Issuances on the Implementation of Advocacy Program.			
3. Developed and submitted any of the following: Concept Papers and Project designs and proposals for curriculum enhancement and innovation.	<input type="checkbox"/> Copy of the Approved Identified Documents (Concept Papers, Projects Designs and Proposals) <input type="checkbox"/> Copy of the Approved Implementation Plan of the Identified Document <input type="checkbox"/> Copy of the Approved AIP			
<i>Total MOVs (11)</i>				
KRA II. CURRICULUM DEVELOPMENT, ENRICHMENT, AND LOCALIZATION				
1. Developed training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per learning area for use of the schools	<input type="checkbox"/> Copies of Approved Training Designs Relative to the Contextualization of LRs <input type="checkbox"/> Copies of the Developed Modules/Materials Relative to Contextualization			

	<p>Training Relative to Contextualization</p> <input type="checkbox"/> Copy of ACR on the Orientation of Module/Material Utilization			
2. Developed processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on its effectiveness	<input type="checkbox"/> Copy of the Contextualized LRs Monitoring Tool <input type="checkbox"/> Copy of ACR on the Conduct of Developing the Monitoring Tools <input type="checkbox"/> Copy of the Analysis of Evaluation Result as feedback of its effectiveness			
3. Reported contextualized CG/MELCs- based LRs and supplementary activity sheets	<input type="checkbox"/> Copy of the Budget of Lessons (Boll) <input type="checkbox"/> Compilation of DCLRs <input type="checkbox"/> Supplementary/Learners Activity Sheets (LAS) <input type="checkbox"/> Self-Learning Kits/ Modules (SLK/SLM)			
Total MOVs (11)				
KRA III. LEARNING DELIVERY				
1. Conducted survey on the appropriate learning modality to be implemented	<input type="checkbox"/> Copy of Special Order/Memo Stipulating Location/Area of Assignment <input type="checkbox"/> Sketch Mapping Plan <input type="checkbox"/> Copy of the Survey Result <input type="checkbox"/> Copy of Recommendation of Appropriate Learning Modality			
2. Reported learning modality preferences among districts corresponding to health status declaration from the Local IATF and LGU following COVID-19 Pandemic Health Standard Protocols	<input type="checkbox"/> Copy of Special Order/Memo Stipulating Location/Area of Assignment <input type="checkbox"/> Copy of the Survey Result <input type="checkbox"/> Copy of the Recommendation of Appropriate Learning Modality <input type="checkbox"/> Copy of the Local IATF and LGU Health Status Report			
Total MOVs (8)				
KRA IV. LEARNING RESOURCES				
1. Developed at least two (2) per quarter contextualized materials in varied delivery platforms to support CG/MELCs-based Learning Activities	<p>Inventory report on:</p> <input type="checkbox"/> DCLRs/LRs <input type="checkbox"/> Supplementary Learners Activity Sheets (LAS) <input type="checkbox"/> Copy of the MELCs-based Budget of Lesson (Boll) <input type="checkbox"/> Copies of Developed Modules, Learning Activity Materials/Sheets in Varied Online Platforms of Delivery			
2. Facilitated/ monitored the quality assurance of the developed/ enhanced/ and contextualized learning resources including self-learning materials in the SDO and districts	<input type="checkbox"/> Copy of any of the following issuances: Division Memo/Division Action Plan/Division Emergency Road Map/Special Order <input type="checkbox"/> Evaluation Report on the Quality Assurance Feedback			

	<input type="checkbox"/> Copy of Monitoring Report			
3. Consolidated reports from districts and schools on the process used on the LCP delivery and retrieval of modules and other learning resources	<input type="checkbox"/> Copy of Monitoring Report <input type="checkbox"/> Copy of the Feedback Report (internal and external stakeholders) <input type="checkbox"/> Copy of the Consolidated Report			
Total MOVs (10)				
KRA V. LEARNING OUTCOMES ASSESSMENT				
1. Ensured utilization of the Regional initiated Test Item Bank provided in the teachers' daily lesson assessment aligned with the CG/MELCs	<input type="checkbox"/> Copy of the Survey Results on the Appropriateness and Applicability of the RTIB <input type="checkbox"/> Copy of the Analyzed Test Results using the M&E Tool of the RTIB <input type="checkbox"/> Copy of the Consolidated Report for Policy Recommendation			
2. Analyzed the District/Division Instructional Supervisory Accomplishment Report (DISAR) in relation to the quarterly assessment performance/learning outcomes	<input type="checkbox"/> Copy of the Analyzed Monthly/Quarterly DISAR <input type="checkbox"/> Copy of the Intervention/Action Plan <input type="checkbox"/> Copy of the Implementation Report			
Total MOVs (6)				
KRA VI. SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES				
1. Conducted monitoring on the implementation of the Special Curricular Programs, Activities, and Projects	<input type="checkbox"/> Copy of the Monitoring Report <input type="checkbox"/> Copy of the Feedback Report <input type="checkbox"/> Copy of the Activity Completion Report (ACR)			
Total MOVs (3)				
KRA VII. RESEARCH				
1. Developed action research and research proposals	<input type="checkbox"/> Copy of Action Research <input type="checkbox"/> Copy of Approved Research Proposal <input type="checkbox"/> Copy of the Research Implementation Plan			
Total MOVs (3)				
KRA VIII. TECHNICAL ASSISTANCE				
1. Provided Technical Assistance (TA) to the PSDSs, School Heads and teachers in terms of continuous improvement	<input type="checkbox"/> Copy of the Approved Technical Assistance (TA) Plan <input type="checkbox"/> Copy of the TA/Division Technical Assistance Provision Plan and Evaluation (DTAPPE) Report <input type="checkbox"/> Copy of the Analyzed TA Report as Basis for Capability Building Programs <input type="checkbox"/> Copy of SBM Coaching Implementation Plan <input type="checkbox"/> ACR on SBM Coaching <input type="checkbox"/> List of Schools provided with TA indicating SBM levels of practice			
Total MOVs (6)				

Over-all Rating: Total no. of MOVs KRA I, II, III, IV, V, VI, VII, & VIII (58)			
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KEY TO DESCRIPTIVE RATING (OVERALL)

- No. of MOVs**
- 46 - 58 = Outstanding**
 - 33 - 45 = Very Satisfactory**
 - 20 - 32 = Satisfactory**
 - 7 - 19 = Fairly Satisfactory**
 - 6 & below = Unsatisfactory**

Other observations:

Recommendations/Agreement:

Monitored by:

CID Chief

Conforme:

Education Program Supervisor



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**MONITORING AND SUPERVISION (M&S) TOOL
 FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) CHIEFS**

Name: _____
 Division: _____

Learning Area: _____
 Date of Monitoring: _____

Directions: Determine the availability of each of the Means of Verification (MOVs) by checking the box before it. Then, put a check mark (/) on the appropriate column.

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
KRA I. SUPPORT SERVICES MANAGEMENT				
1. Capacitated schools and learning centers in the delivery of education program services	<input type="checkbox"/> Copy of the Training/ Capacity Building Reports <input type="checkbox"/> Copy of the Annual Division Technical Assistance Plan <input type="checkbox"/> Copy of the Quarterly DTAPP <input type="checkbox"/> Copy of the Quarterly DTAPPE			
2. Strengthened the management of schools and learning centers in terms of process delivery of education support services	<input type="checkbox"/> Copy of the Accomplishment Reports on Program Implementation <input type="checkbox"/> Copy of the Coaching Implementation Plan for SBM <input type="checkbox"/> Copy of the ACR on SBM Coaching <input type="checkbox"/> Copy of the List of Schools Provided with TA Including SBM Levels of Practice			
3. Supported the maintenance of a conducive learning environment	<input type="checkbox"/> Copy of the Child Friendly School System Conducted <input type="checkbox"/> Copy of the Comprehensive School System			
4. Implemented and managed learner support services such as youth development programs, school health and nutrition, and Senior High School (SHS) voucher	<input type="checkbox"/> Copy of the Program Implementation Reports on Various Learner Support Services such as Health and Nutrition SHS Voucher, etc.			
<i>Total MOVs (11)</i>				
KRA II. PLANNING AND RESEARCH				
1. Led in the crafting of the Division Education Development Plan (DEDP) and assist the schools in the preparation of the School Improvement Plan (SIP), the Annual Improvement Plan (AIP) and the annual	<input type="checkbox"/> Copy of the Approved and Enhanced DEDP <input type="checkbox"/> Memo and ACR in the Development of DEDP, AIP, SIP, APP, and WFP <input type="checkbox"/> M&E Report <input type="checkbox"/> Copy of Approved AIP <input type="checkbox"/> Copies of Approved SIPs			

Procurement Plan (APP)				
2. Generated and disseminated timely, accurate, and relevant basic education statistics	<input type="checkbox"/> Copy of the Validated Data Submitted and Accepted by CO Planning <input type="checkbox"/> Screenshots of Updated Data Submitted to the Central Office such as LIS, EBEIS, and PMIS <input type="checkbox"/> Copy of Memo Disseminating Basic Education Statistics			
3. Prepared the Division research agenda based on Basic Education Research Fund (BERF) standards and oversee its implementation	<input type="checkbox"/> Copy of Approved Division Research Agenda Based on BERF <input type="checkbox"/> Copy/List of Approved Research Proposals for BERF funding <input type="checkbox"/> Copy of the Memo on the Submission of Research Proposals <input type="checkbox"/> Copy of the ACR on Division-Based Research Congress/ Conference <input type="checkbox"/> Copy of the ACR on Screening and Selection of Researches by the Division Research Screening Committee (DRSC)			
Total MOVs (13)				
KRA III. COMMUNITY LEVEL LINKAGES AND PARTNERSHIP				
1. Conducted orientation to School Heads and focal persons on Schools' Local and International Partnerships	<input type="checkbox"/> Advocacy Materials Prepared/Utilized			
2. Identified potential partners/donors for specific programs and projects	<input type="checkbox"/> Copy of the List of Resources Generated from Identified Donors for Specific Program <input type="checkbox"/> Copy of the Signed MOA/MOU			
3. Expanded/sustained and institutionalized partners and linkages with stakeholders	<input type="checkbox"/> Copy of the MOA on Sustainability of the Programs <input type="checkbox"/> Copy of the List of Donors/Sponsors/ Partners Supporting SBM Levels of Practice			
4. Accepted donations (e.g. equipment, tools) from program/project partners for proper utilization	<input type="checkbox"/> Copy of the Certificates of Acceptance of Project/Program Equipment/Tools Turned-over to the SDO <input type="checkbox"/> Copy of the List of Project/Program Equipment/Tools Turned-over to the SDO			
Total MOVs (7)				
KRA IV. HUMAN RESOURCE DEVELOPMENT				
1. Managed the capacity building programs for teaching and non-teaching personnel including DRRM	<input type="checkbox"/> Copy of the Consolidated Development Plan/Strategic Development Plan/ Professional Learning and Development Plan <input type="checkbox"/> Copy of the Memo on the Capability Building <input type="checkbox"/> Copy of Approved Training Design/Program Design <input type="checkbox"/> Copy of the ACR on the Trainings/ Capability Building conducted <input type="checkbox"/> Copy of the Coaching Plan for SBM to EPSs, PSDSs, and SHs			

<p>2. Trained teaching and non-teaching personnel on skills and competencies enhancement</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of the Consolidated Development Plan/Strategic Development Plan/Professional Learning and Development Plan <input type="checkbox"/> Copy of the Memo on the Training/Capacity Building <input type="checkbox"/> Copy of Approved Training Design <input type="checkbox"/> Copy of the ACR on the Trainings/Capacity Building conducted <input type="checkbox"/> Copy of the Impact Evaluation of the Trainings Conducted 			
<p>3. Established and managed rewards and recognition system</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Approved Awards and Recognition Committee <input type="checkbox"/> Copy of the Division Memo on the Awards and Recognition Guidelines <input type="checkbox"/> Copy of the Awards and Recognition Screening Process <input type="checkbox"/> Copy of the ACR on the Awards and Recognition conducted 			
Total MOVs (14)				
KRA V. QUALITY ASSURANCE				
<p>1. Served as Secretariat to ensure completeness and initial validation of documents pertinent to application in the operation/establishment/conversion of both public and private schools (Refer to DO 40, s. 2014; DO 88, s. 2010)</p>	<p>Refer to the Checklist/Screenshots of the Validated Documents Pertinent to Application in the Operations/Establishment /Conversion of Both Public and Private Schools:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Checklist of Requirements for Establishment of Public Elem./Junior High Schools <input type="checkbox"/> Checklist of Requirements for Establishment of Public SHS <input type="checkbox"/> Checklist of Requirements for Establishment of Public Stand Alone SHS <input type="checkbox"/> Checklist of Requirements for Separation of Schools <input type="checkbox"/> Checklist of Requirements for Merging of Schools <input type="checkbox"/> Checklist of Requirements for Conversion of Schools <input type="checkbox"/> Checklist of Requirements for Establishment of Private Kinder/Elem/JHS <input type="checkbox"/> Checklist of Requirements for Establishment of Private SHS <input type="checkbox"/> Local School Board Resolution for the Renaming Public Schools <input type="checkbox"/> Sangguniang Bayan Resolution for the Renaming Public Schools <input type="checkbox"/> Amended Articles of Incorporation <input type="checkbox"/> Mines Geoscience Bureau (MGB) Clearance 			
<p>2. Ensured access to adequate, disaster resilient and safe buildings and ground facilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of the Number of Buildings Not Damaged Natural Calamities <input type="checkbox"/> Copy of the Number of Schools with 			

according to the prescribed standards	<input type="checkbox"/> Zero Accident Recorded/ Reported <input type="checkbox"/> Copy of the List of Serviceable Furniture <input type="checkbox"/> Copy of the List of Installed Serviceable Ramp and Handrail <input type="checkbox"/> Copy of the List of Exclusive Toilet for Boys and Girls			
3. Quality assured learning and development programs	<input type="checkbox"/> Copy of the Training Needs Analysis <input type="checkbox"/> Copy of the School Data Gathering Tool (SGDT) <input type="checkbox"/> Copy of the Quality Assurance Monitoring and Evaluation (QAME) Rating <input type="checkbox"/> Impact Evaluation			
4. Ensured the continuous improvement of schools and learning centers thru School-Based Management (SBM) and Assessment (SMEA) results	<input type="checkbox"/> Copy of the Approved SIP <input type="checkbox"/> Number of Schools Improved SBM Levels of Practice <input type="checkbox"/> Copy of the Quarterly SMEA Results Analysis as Basis in the Provision of Technical Assistance			
5. Developed Monitoring and Evaluation (M&E) tools for the utilization and implementation of projects	<input type="checkbox"/> Skills Development for Capacity Building Plan/Design <input type="checkbox"/> ACR on Capacity Building Activity <input type="checkbox"/> Availability of Validated M&E Tool/Instrument <input type="checkbox"/> Copy of the Accomplished M&E Tool Report			
6. Conducted M&E of the programs and projects	<input type="checkbox"/> Copy of Approved M&E Completion Report of AIP/Adjusted AIP <input type="checkbox"/> Copy of the Updated WFP in the PMIS Quarterly			
7. Analyzed M&E result for appropriate intervention	<input type="checkbox"/> Copy of Analyzed M&E Results <input type="checkbox"/> Copy of Consolidated findings <input type="checkbox"/> Copy Plan of Action <input type="checkbox"/> Copy of Policy Recommendations			
Total MOVs (34)				
Over-all Rating: Total no. of MOVs KRA I, II, III, IV, & V (79)				

KEY TO DESCRIPTIVE RATING (OVERALL)

- No. of MOVs**
63 - 79 = Outstanding
46 - 62 = Very Satisfactory
29 - 45 = Satisfactory
12 - 28 = Fairly Satisfactory
11 & below = Unsatisfactory

Other observations:

Recommendations/Agreement:

Monitored by:

Conformed:

Assistant Schools Division Superintendent

SGOD Chief



Republic of the Philippines
 Department of Education
REGIONAL OFFICE VIII – EASTERN VISAYAS

MONITORING AND SUPERVISION (M&S) TOOL FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) EDUCATION PROGRAM SUPERVISOR (EPS)

Name: _____ Learning Area: _____
 Division: _____ Date of Monitoring: _____

Directions: Determine the availability of each of the Means of Verification (MOV) by checking the box before it. Then, put a check mark (✓) on the appropriate column.

Key Performance Indicators	Means of Verifications (MOVs)	Evident	Not Evident	Remarks
KRA I. PROGRAMS AND PROJECTS (Support to school governance, operation and learner)				
1. Provided technical inputs towards developing the Schools Division plans and strategies to improve the holistic development of learners in order to focus resources of the division and guide selection of donors and partners.	<input type="checkbox"/> Copy of the Approved AIP, DEDP <input type="checkbox"/> Copy of the DMEA Report with Recommendation <input type="checkbox"/> Copy of the Division TA Plan on SIP Development/Review <input type="checkbox"/> Copy of the DFACT Deployment/TA Report to Assigned Schools/Districts			
2. Developed and submitted concept papers and program/project designs and proposals for funding, partnership undertakings.	<input type="checkbox"/> Copy of the Approved Concept Papers/Designs/Proposals <input type="checkbox"/> Copy of the Concept Papers in Support to School Governance <input type="checkbox"/> Copy of the ACR on the Development of Concept Papers, Program Designs, etc.			
3. Reviewed and evaluated technical documents (e.g. project proposals, draft MOAs) for submission and approval of the Schools Division management.	<input type="checkbox"/> Copy of the Draft Proposals, MOA, MOU with Corrections or Comments from the SGOD Chief <input type="checkbox"/> Copy of the List of Technical Documents Reviewed and Evaluated such as Innovations, Strategic Plans, Project Designs, etc.			
4. Facilitated and coordinated with stakeholders as needed, the development of work plans to implement programs and projects.	<input type="checkbox"/> Copy of the Letters and Proposals to Stakeholders <input type="checkbox"/> Copy of the Assessment Tool for Identifying Partners <input type="checkbox"/> Copy of the Internal and External Assessment Tool on Partnership <input type="checkbox"/> Copy of the ACR of Coordination Conference/Meeting			
5. Developed and implemented	<input type="checkbox"/> Copy of the IEC Materials			

information, education advocacy programs to raise understanding and gather support for current programs and projects.	<p>Developed</p> <input type="checkbox"/> Copy of the Advocacy Plan <input type="checkbox"/> Copy of the Advocacy Plan Implementation Report Conducted <input type="checkbox"/> Copy of the ACR of Advocacy-Related Activities			
6. Conducted monitoring and evaluation (together with School M&E) on the status and progress of special programs and projects and provide feedback to management and stakeholders to obtain continuing support.	<input type="checkbox"/> Copy of the M&E Report on Partnership <input type="checkbox"/> Copy of the MEA Report on Partnership and Linkages (SocMob) <input type="checkbox"/> Copy of the Analysis of SMEA Report <input type="checkbox"/> Copy of the Special Programs and Projects Status Report <input type="checkbox"/> Copy of the ACR on the Provision of Feedback <input type="checkbox"/> Copy of the M&E Tool developed and Accomplished for the Purpose			
7. Conducted assessment and evaluation of programs and projects (with School M&E) and submit evaluation reports to recommend sustaining, expanding or terminating special programs or projects.	<input type="checkbox"/> Copy of MEA Report on Partnership and Linkages (SocMob) <input type="checkbox"/> Copy of the Assessment and Evaluation Developed and Accomplished for the Purpose Tool <input type="checkbox"/> Copy of the Analysis of Assessment Result <input type="checkbox"/> Copy of the A&E Report with Recommendations			
Total MOVs (27)				
KRA II. PARTNERS AND DONORS				
1. Searched and explored potential donors and partners for education support programs and participated in relevant meetings and functions to establish possible areas for collaboration.	<input type="checkbox"/> Copy of the Accomplished External Assessment Tool <input type="checkbox"/> Copy of the Accomplished Assessment Tool for Identifying Partners <input type="checkbox"/> Copy of the List of Potential Donors & Partners <input type="checkbox"/> Copy of the ACR/Minutes of the Collaboration Activities			
2. Reviewed project/partnership proposals to check for alignment to DepEd policies, guidelines, standards and values.	<input type="checkbox"/> Copy of the List and Status of Reviewed Proposals <input type="checkbox"/> Copy of the Approved Project Proposals in Conformance with the Adopt-A-School Program <input type="checkbox"/> Copy of the M&E Tool Developed and Utilized for Alignment to DepEd Protocols			
3. Drafted MOUs, MOAs, and contracts with partners for recommendation to the Regional Director.	<input type="checkbox"/> Copy of the Drafted MOAs, MOUs, and Contracts <input type="checkbox"/> Copy of the ACR on the drafting of MOU/MOA/Contracts			
4. Prepared draft of localized policies and standards for engaging partners	<input type="checkbox"/> Copy of the Draft or Approved Localized Policies on Partnership			

and donors in order to protect DepEd interest and values.	<input type="checkbox"/> Copy of the Policies/Standards Subjected to Localization/Contextualization			
5. Developed and implemented initiatives to sustain relationships of educational partners and donors to maintain continuous support to basic education.	<input type="checkbox"/> Copy of the Developed Initiatives <input type="checkbox"/> Copy of the Implementation Status of Division-based Initiatives <input type="checkbox"/> Copy of the ACR of Partnership Activities such as but not Limited to Partnership from Meetings with Stakeholders, "Pasidunog" and the like			
Total MOVs (14)				
KRA III. ADVOCACY				
1. Developed and implemented information, education advocacy programs or campaigns to raise understanding among stakeholders, and increase resource and support for programs to improve the delivery of basic education.	<input type="checkbox"/> Copy of the Advocacy Plan <input type="checkbox"/> Copy of the IEC Materials <input type="checkbox"/> Copy of the ACR on Advocacy Activities <input type="checkbox"/> Copy of the Implementation Report on Advocacy Activities			
2. Developed and produced advocacy materials to promote visibility and recall.	<input type="checkbox"/> Copy of the IEC Materials Developed and the Conveying of Advocacy			
Total MOVs (5)				
KRA IV. RESEARCH AND DEVELOPMENT				
1. Led in the conduct of action research on improving implementation of Special Programs and Projects that support school governance.	<input type="checkbox"/> Copy of the List of Researches Submitted and Screened by the Division Research and Screening Committee (DRSC) <input type="checkbox"/> Copy of the Action Research with Results and Findings <input type="checkbox"/> Copy of the ACR related to Research Initiatives such as Orientation, Trainings/Seminars for Teachers, etc.			
2. Analyzed findings and prepared recommendation for policy issuances to support school governance.	<input type="checkbox"/> Copy of the Findings of the Action Research <input type="checkbox"/> Copy of the Draft Policy or Approved Policy Based on the Results/Findings of the Action Research			
Total MOVs (5)				
KRA V. TECHNICAL ASSISTANCE				
1. Provided Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to governance and operations	<input type="checkbox"/> Copy of DTAPPE SBM Coaching Implementation <input type="checkbox"/> Copy of the Approved TA Plan Aligned with the Accomplished Needs Assessment Tool <input type="checkbox"/> Plan ACR on SBM Coaching <input type="checkbox"/> List of Schools provided with TA Indicating SBM Levels of Practice			
Total MOVs (4)				
KRA VI. UNIT PERFORMANCE				
1. Assisted chief in the day to day	<input type="checkbox"/> Copy of the Special Order as			

operations of the division to ensure efficient and effective delivery of its services.	Officer In-Charge in the Absence of the Chief <input type="checkbox"/> Copy of the Memo Indicating the Role or TOR of the SGOD EPS <input type="checkbox"/> Copy of the Approved AIP <input type="checkbox"/> Copy of the Activities Led by the SGOD			
<i>Total MOVs (4)</i>				
Over-all Rating: Total no. of MOVs (KRA I, II, III, IV & V (54)				

KEY TO DESCRIPTIVE RATING (OVERALL

- No. of MOVs**
 44 - 54 = **Outstanding**
 33 - 43 = **Very Satisfactory**
 22 - 32 = **Satisfactory**
 11 - 21 = **Fairly Satisfactory**
 10 & below = **Unsatisfactory**

Other observations:

Recommendations/Agreement:

Monitored by:

SGOD Chief

Conformed:

SGOD EPS



Republic of the Philippines
 Department of Education
 REGIONAL OFFICE VIII - EASTERN VISAYAS

**MONITORING AND SUPERVISION (M&S) TOOL
 FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)**

Name of PSDS: _____

District: _____

Division: _____

Date of Monitoring: _____

Directions: Determine the availability of each of the Means of Verification (MOV) by checking the box before it. Then, put a check mark (/) on the appropriate column.

Key Performance Indicator	Means of Verification	Evident	Not Evident	Remarks
KRA I. PLANNING, ORGANIZING AND NETWORKING				
1. Provided assistance in preparing School Improvement Plan and Learning Centers Improvement Plan within target date	<input type="checkbox"/> Copy of the School Improvement Plan and Learning Centers Improvement Plan <input type="checkbox"/> Copy of the List of Schools/CLCs with Approved SIP/AIP <input type="checkbox"/> Copy of the Approved TA Plan/DTAPP Implementation Report			
2. Analyzed and interpreted education indicators within target date	<input type="checkbox"/> Copy of the Analyzed and Interpreted SGDT Report per Quarter <input type="checkbox"/> Copy of the AIP Analysis of SRCs <input type="checkbox"/> Copy of Analyzed DISAR			
3. Conducted action research on academic and non-academic factors affecting learning progress and achievement within target date	<input type="checkbox"/> Copy of Approved Action Research Conducted by PSDS <input type="checkbox"/> Copy of the Approved Research Proposals Relative to Academic and Non-Academic <input type="checkbox"/> Copy of Research Abstracts/Bulletin			
<i>Total MOVs (9)</i>				
KRA II. CURRICULUM IMPLEMENTATION AND EVALUATION				
1. Visited and monitored schools for curricular supervision based on target time frame	<input type="checkbox"/> Copy of the School Monitoring Report <input type="checkbox"/> Copy of the District Instructional Supervisory Plan (DisISP) <input type="checkbox"/> Copy of the District Instructional Supervisory Accomplishment Report (DisISAR) <input type="checkbox"/> Copy of the Approved Annual Implementation Plan (AIP) <input type="checkbox"/> Copy of the DisMEA/SMEA Result showing gains in the academic performance			
2. Provided technical assistance to school heads on instructional supervision such	<input type="checkbox"/> Copy of the Report on Technical Assistance Provided to School Heads			

<p>as classroom observation techniques, management of facilities and resource mobilization when solicited within target date</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of the Approved TA Plan/DTAPP <input type="checkbox"/> Copy of the District/School TA Provision Plan and Evaluation (DTAPPE) Report <input type="checkbox"/> Copy of the Analyzed TA Report as basis for capability building programs <input type="checkbox"/> Copy of the SBM Coaching Implementation Plan <input type="checkbox"/> Copy of the ACR on SBM Coaching <input type="checkbox"/> Copy of the List of Schools Provided with TA indicating SBM levels of practice 				
<p>3. Assisted and served as resource person and facilitator during INSETs within the rating period</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of the Invitation Letter/Certificate of Appreciation <input type="checkbox"/> Copy of the District Memorandum on the Training/Capacity Building/Presentations Used <input type="checkbox"/> Copy of Approved Training Design <input type="checkbox"/> Copy of the ACR on the Trainings/ Capacity Building conducted <input type="checkbox"/> Copy of the Impact Evaluation of the Trainings conducted 				
<p>4. Monitored implementation of ALS Programs within target time frame</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of the Report on the implementation of ALS program <input type="checkbox"/> Copy of the Professional Development Plan for ALS Teachers on the ALS Curriculum 2.0/TSNA of ALS Facilitators <input type="checkbox"/> Copy of the Profile of ALS Mobile Teachers and DALCs <input type="checkbox"/> Copy of the List of the Inventory of Community Learning Centers (CLCs) <input type="checkbox"/> Copy of the List of the Inventory of ALS Learning Resources per program <input type="checkbox"/> Copy of the Profile of PEPT/A&E passers <input type="checkbox"/> Copy of the Observation on Learning Delivery (COT) 				
Total MOVs (24)					
KRA III. HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT					
<p>1. Evaluated performance of ALS district coordinators on decision-making within target date (as delegated by SDS)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of Analyzed Performance Evaluation Report of ALS Mobile Teachers in the district <input type="checkbox"/> Copy of the Report on the district ALS implementation program <input type="checkbox"/> Copy of the Professional Development Plan for ALS Teachers on the ALS Curriculum 2.0 <input type="checkbox"/> Copy of the Profile of ALS Mobile Teachers and DALC <input type="checkbox"/> Copy of the List of the Inventory of Community Learning Centers (CLCs) <input type="checkbox"/> Copy of the List of the Inventory of ALS Learning Resources per Program <input type="checkbox"/> Copy of the List of ALS Teachers' IPCR Ratings <input type="checkbox"/> Copy of the Profile of PEPT/A&E Passers 				
Total MOVs (8)					

KRA IV. SPECIAL TASKS/OTHER ASSIGNMENTS

<p>1. Assisted school heads in self-management, decision -making and utilization and development of school resources, when solicited</p>	<p><input type="checkbox"/> Copy of the Certification of School Heads with no Adverse Cost Findings or Updated Monthly MOOE Liquidation Report</p> <p><input type="checkbox"/> Copy of ACR on the District Regular Meetings Conducted</p> <p><input type="checkbox"/> Copy of the District Professional Development Plan for School Heads/TICs and Teachers</p> <p><input type="checkbox"/> Copy of the ACR on the Conduct of Professional Development on Self-Management and Resource Management</p> <p><input type="checkbox"/> Copy of the Analyzed results of DisMEA/SMEA/DisSAR</p> <p><input type="checkbox"/> Copy of the School Education Fund (SEF) Budget for Schools</p>			
<p>2. Served as learning area supervisor at DO, if assigned/designated</p>	<p><input type="checkbox"/> Copy of the Special Order serving as an Education Program Supervisor of a Learning Area in the Division Office</p> <p><input type="checkbox"/> Please refer to the MOVs Required from an EPS KRAs</p>			
<p><i>Total MOVs (8)</i></p>				
<p>Over-all Rating: Total no. of MOVs KRA I, II, III & IV (48)</p>				

KEY TO DESCRIPTIVE RATING (OVERALL)

- No. of MOVs**
- 39 - 48 = Outstanding**
 - 29 - 38 = Very Satisfactory**
 - 19 - 28 = Satisfactory**
 - 9 - 18 = Fairly Satisfactory**
 - 8 & below = Unsatisfactory**

Other Observations:

Recommendations/Agreement:

Monitored by:

Name of Monitor

Conforme:

Public Schools District Supervisor



Republic of the Philippines
 Department of Education
 REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)

MONITORING AND SUPERVISION (M&S) TOOL FOR SCHOOL HEADS

Name of School Head: _____

District: _____

Name of School: _____

Date of Monitoring: _____

Directions: Determine the availability of each of the Means of Verification (MOV) by checking the box before it. Then, put a check mark (/) on the appropriate column.

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
KRA I. INSTRUCTIONAL LEADERSHIP				
1. Accounted learning outcomes of schools and centers viz-a-viz goals and targets	<input type="checkbox"/> Copy of the Quarterly Learners Academic Performance (Quarterly MPS) <input type="checkbox"/> Copy of the Learners/Students Mastery Level <input type="checkbox"/> Copy of the Consolidated Reading/Phil-IRI Results <input type="checkbox"/> Copy of the Consolidated Numerates Test Results <input type="checkbox"/> Copy of the Approved AIP/SIP <input type="checkbox"/> Copy of the SBM level of practice			
2. Performed instructional supervision to achieve learning outcomes	<input type="checkbox"/> Copy of the School Instructional Supervisory Plan (SISP) <input type="checkbox"/> Copy of the School Instructional Supervisory Accomplishment Report (SISAR) <input type="checkbox"/> Copy of COT Consolidated Report <input type="checkbox"/> Copy of the Technical Assistance Intervention Plan <input type="checkbox"/> Copy of the Learning Action Cell (LAC) report <input type="checkbox"/> Copy of the Analyzed SDGT result <input type="checkbox"/> Copy of Analyzed SMEA result <input type="checkbox"/> Copy of school developed Formative Test Questions parallel to the RTIB <input type="checkbox"/> Copy of the ACR on the conduct of the Quarterly Portfolio Day			
<i>Total MOVs (15)</i>				

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
KRA II. LEARNING ENVIRONMENT				
1. Provided safe and child friendly learning and school environment for students/learners	<input type="checkbox"/> Copy of the Survey Form on “Safe and Child Friendly Learning and School Environment”/CFSS Assessment Result <input type="checkbox"/> Copy of Guidelines on the Observance of Health and Safety Protocols <input type="checkbox"/> Presence of Safety Signages, Advocacy Materials and Activities Conducted <input type="checkbox"/> Maintenance of Clean and Comfortable Classroom and Other Facilities <input type="checkbox"/> Copy of a School Handbook <input type="checkbox"/> Copy of the Report on Repair and Maintenance on Classroom and other Facilities			
<i>Total MOVs (6)</i>				
KRA III. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT				
1. Provided Technical Assistance to teachers on matters pertaining to the enhancement of classroom management, skills and instructional competence and to non-teaching personnel for services within the RPMS cycle	<input type="checkbox"/> Copy of the Technical Assistance/ Instructional Supervision Report <input type="checkbox"/> Copy of the Teaching and Non-Teaching Profile <input type="checkbox"/> Copy of the Annual Technical Assistance Provision Plan Implementation Report <input type="checkbox"/> Copy of the Consolidated Individual Development Plan/Strategic Development Plan <input type="checkbox"/> Copy of the School-based Intervention Implementation Report <input type="checkbox"/> Copy of the TSNA/Personnel Needs Assessment for Non-Teaching			
2. Conducted school-based INSET based on Training and Support Needs Analysis	<input type="checkbox"/> Copy of the ACR on the INSET conducted <input type="checkbox"/> Copy of the Learning Action Cell (LAC) conducted			
3. Increased teacher performance at the end of every semester	<input type="checkbox"/> Copy of the IPCR (Mid-Year& Year-End Review) <input type="checkbox"/> Copy of the Impact Performance Evaluation from Capability Building conducted <input type="checkbox"/> Copy of the Consolidated Performance Rating from Classroom Observation Tool (COT) conducted			
<i>Total MOVs (11)</i>				
KRA IV. PARENTS INVOLVEMENT AND COMMUNITY PARTNERSHIP				
1. Established school and community partnership for school performance	<input type="checkbox"/> Copy of the Stakeholders Partnership and Mobilization Plan <input type="checkbox"/> Copy of the ACR/PCR on Stakeholders sponsored projects/events <input type="checkbox"/> Copy of MOA/MOU <input type="checkbox"/> Copy of the List of Donors/Sponsors <input type="checkbox"/> Copy of the Perpetual Records of			

Key Performance Indicators	Means of Verification	Evident	Not Evident	Remarks
	Donations (Cash/In-kind)			
<i>Total MOVs (5)</i>				
KRA V. SCHOOL LEADERSHIP, MANAGEMENT, AND OPERATIONS				
1. Performed school leadership management and operations functions	<input type="checkbox"/> Copy of the Adjusted AIP/SIP <input type="checkbox"/> Submission Monthly MOOE Liquidation Report <input type="checkbox"/> Copy of the Minutes of Meetings Conducted <input type="checkbox"/> Copy of the SBM Level of Practice Assessment Result <input type="checkbox"/> Copy of Customer Service Satisfaction Report			
<i>Total MOVs (5)</i>				
Total No. of MOVs KRA I, II, III, IV & V (42)				

KEY TO DESCRIPTIVE RATING (OVERALL)

- No. of MOVs
- 35 - 42 = Outstanding
 - 26 - 34 = Very Satisfactory
 - 18 - 25 = Satisfactory
 - 10 - 17 = Fairly Satisfactory
 - 9 & below = Unsatisfactory

Other Observations:

Recommendations/Agreement:

Monitored by:

Name of Monitor

Conforme:

School Head