



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

02 SEP 2021

DIVISION MEMORANDUM

No. 662, s. 2021

VALIDATION OF RPMS RATING FOR SCHOOL HEADS (OPCRF) AND TEACHERS (IPCRF)
FOR SY 2020-2021

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Others Concerned

1. This office hereby informs the field on the validation of School-Based RPMS Rating for SY 2020-2021. All schools shall be guided on the following:
 - a. Respective School Heads shall validate the MOVs of all the Teacher I-Teacher III who have very satisfactory rating and below;
 - b. Respective Public Schools District Supervisors/ Districts-in-Charge/District Caretakers shall validate MOVs of the Teachers I-III who have Outstanding Rating and the Master Teachers I- II who have Very Satisfactory Rating; and
 - c. Division Validation Team shall validate the MOVs of the School Heads and Outstanding Master Teachers I-II
2. The validation of School Heads and Master Teachers I-II with outstanding rating shall be done virtually through MS Teams on September 21-23, 2021. Link shall be provided on September 20, 2021, by the respective host teams.
3. Validation of the Teachers I-III with outstanding rating and Master Teachers I-II with very satisfactory rating shall be done prior to the above schedule not to overlap with the activity.
4. Attached are Annex 1a- Schedule of Division Validation, Annex 1b- List of Division Validators, Annex 2- Template for Summary on Submission of RPMS, Annex 3- Steps in Uploading MOVs in Google Drive, and Annex 4- OPCRf Excel Templates for reference and guidance.
5. For information, guidance, and compliance.

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SPP/MKP-JMA-NLR/OASDS-A/JMA



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Negros Oriental

Office of the Schools Division
 Superintendent

Office of the Schools Division
 Superintendent

Annex 1.a Schedule of Division Validation of School Heads/Principals/Head Teachers/TICs

First Congressional District				DISTRICT	DATE
DATE	DISTRICT	NUMBER OF SCHOOL HEADS	NUMBER OF OUTSTANDING MASTER TEACHERS		
September 21, 2021					
AM	Ayungon 1	20		Valencia	AM
	Bindoy 1	19		Bacong	
	Bindoy 2	15		Dauin	PM
PM	Manjuyod 1	18		Tamparacita	
	Manjuyod 2	17			September 2, 2021
September 22, 2021					
AM	Ayungon 2	19		Station 1	AM
	Jimalalud 1	10		Station 2	
	Jimalalud 2	18		Station 3	PM
PM	Tayasan 1	17	4	Station 4	
	Tayasan 2	18			September 3, 2021
September 23, 2021					
AM	Canlaon 1	19		Sta. Catalina 1	AM
	Canlaon 2	19	12	Sta. Catalina 2	
PM	La Libertad 1	14		Sta. Catalina 3	PM
	La Libertad 2	16		Sta. Catalina 4	



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
 Email Address: negros.oriental@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Negros Oriental

Office of the Schools Division
 Superintendent

Office of the Schools Division
 Superintendent

Second Congressional District

DATE	DISTRICT	NUMBER OF SCHOOL HEADS AND OUTSTANDING MTS	NUMBER OF OUTSTANDING MASTER TEACHERS
September 21, 2021			
AM	NOHS	3	3
	Sibulan 2	16	16
PM	Sibulan 1	15	15
September 22, 2021			
AM	Mabinay 1	18	18
	Mabinay 2	17	17
PM	Mabinay 3	17	9
	Mabinay 4	17	17
September 23, 2021			
AM	Amlan	16	16
PM	San Jose	18	1



Schedule of Division Validation of School Heads/Principals/Head Teachers/TICs
 Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
 Email Address: negros.oriental@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Negros Oriental

Office of the Schools Division
 Superintendent

Third Congressional District

DATE	DISTRICT	NUMBER OF SCHOOL HEADS AND OUTSTANDING MTS	NUMBER OF OUTSTANDING MASTER TEACHERS
September 21, 2021			
AM	Valencia	25	
	Bacong	14	
PM	Dauin	21	
	Zamboanguita	21	
September 22, 2021			
AM	Siaton 1	16	1
	Siaton 2	14	
PM	Siaton 3	21	1
	Siaton 4	15	
September 23, 2021			
AM	Sta. Catalina 1	16	
	Sta. Catalina 2	14	
PM	Sta. Catalina 3	15	2
	Sta. Catalina 4	15	



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph





Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

Annex 1.b Division Validators

First Congressional District

Team Leader: Nilita L. Ragay

Members:

Access: Karl Credo

Quality Teaching and Learning: Katherine Sedillo

Donre Mira

Jennith Cabajon

Norlita Nemenzo

Arlene Pepito

Quality and Good Governance: Emma Mate

Joseph Gemina

Dr. Karina Dela Cruz

Kevin Samson

Master Teachers: Antonio Baguio

Karla Antonio

Host : Ms. Marielle T. Timonan



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644

Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

Division Validators

Second Congressional District

Team Leader: Joelyza M. Arcilla

Members:

Access: Dae Habalo

Quality Teaching and Learning: Arnold Jungco
Anna Lee Amores
Ben Jofil Diego
Elmar Cabrera

Quality and Good Governance: Regina Clarina Empeso
Erwin Pinuto
Gueia Samson
Suzette Catubay

Master Teachers: Carmelita Alcalá
Joy Emily Tanio
Iryll Macahig

Host: Sheena Lee B. Torres



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

Third Congressional District

Team Leader: Rachel Picardal

Members:

Access: Severo Caro

Quality Teaching and Learning: Renante Juanillo
Francis Austero
Rose Abiera
Maricel Rasid

Quality and Good Governance: Allan Tabio
Deanne Beth Manaban
Karen Cuajao

Master Teachers: Elisa Baguio
Dan Alar
Jeylene Cerial

Host: Ms. Ma. Irene Cecilia Elemia



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

Annex 2 : Summary of RPMS SY 2020-2021 Alphabetical Order – Surname, First, M.I

Start with SH, then followed by teachers

Name	Position/Designation	Quantitative Rating	Qualitative Rating
1. Dela Cruz, Juan S.	Principal I	4.4	Very Satisfactory
2. Dela Cruz, Fernando B.	Teacher II	4.6	Outstanding
3.			
4.			

Prepared by:

School Head

NOTED:

Public Schools District Supervisor

Uploading MOVs in Google Drive (for School Heads)

Step 1. Open any web browser. In the address bar, type tinyurl.com/2acn98v4

Step 2. Select your Congressional District's folder
e.g. Second Congressional District

Step 3. Select your District's folder
e.g. Sibulan 1

Step 4. Select your Category's folder
e.g. Elementary School Heads MOVs

Step 5. Create your school's folder
Note: Folder name should follow this format
School Name_ School Head's Surname_Firstname
e.g. TubtubonES_Barote_Ligaya

Create three (3) new subfolders under your school's folder

Step 6. Create **Access** folder
Upload MOVs combined in one (1) PDF file

Step 7. Create **Quality** folder
Upload MOVs combined in one (1) PDF file

Step 8. Create **Governance** folder
Upload MOVs combined in one (1) PDF file

Uploading MOVs in Google Drive (for Master Teachers)

Step 1. Open any web browser. In the address bar, type **tinyurl.com/2acn98v4**

Step 2. Select your Congressional District's folder
e.g First Congressional District

Step 3. Select your District's folder
e.g Manjuyod 1

Step 4. Select the **Master Teachers MOVs** folder

Step 5. Select the folder of your school. If it does not exist, create your school's folder.
e.g. Kauswagan HS

Step 6. Upload MOVs combined in one (1) PDF file
Note: File name should follow this format
Surname_Firstname
e.g. Cruz_Anna.pdf



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Favoring the Paths to Educational Excellence

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Name of employee:
Position:
School:
Rating Period: October 5, 2020- July 10, 2021
TO BE FILLED DURING PLANNING

Name of Rater :
Position :
Date of Review :

OUTCOMES/MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)	OUTPUT/ MOV	ACTUAL RESULTS	RATING				SCORE	
								Q	E	T	Ave		
QUALITY ACCESS (25%)													
Learners' Welfare Development 25%	Set up goals and objectives	Variance of KPI over SY 2019-2020	Oct 5, 2020- July 10, 2021	3.00%	5- increased 1.01% and above	SF -1 / enrolment report							
					4- increased .01- 1.00%								
					3- same enrolment as of last SY 2019-2020								
					2- decrease of .01%- 1.00%								
	* enrolment					1- decrease 1.01% and up							
						5- 0.00%							
						4 - 0.99- 3.99 % increased							
						3 - 4.00- 6.99 % increased							
	Dropout Rate	Oct 5, 2020- July 10, 2021	7.00%			2- 7.00- 3.99 % increased	SF- 4 / Dropout Report						
						1- 10.00 % and above increased							
						5 - 100% and above							
						4 - 90.00- 99.99%							
Cohort Survival Rate	Oct 5, 2020- July 10, 2021	5.00%			3 - 80.00- 89.99 %	Data for Computation of Cohort Survival							
					2- 70-79.99%								
					1- 69.99% and below								
					5 - 100% and above								
Completion Rate	Oct 5, 2020- July 10, 2021	5.00%			4 - 90.00- 99.99%	Data for Computation of Completion Rate							
					3 - 80.00- 89.99 %								
					2- 70-79.99%								
					1- 69.99% and below								
Retention Rate	Oct 5, 2020- July 10, 2021	5.00%			5 - 100% and above	Data for Computation of Retention Rate							
					4 - 90.00- 99.99%								
					3 - 80.00- 89.99 %								
					2- 70-79.99%								
					1- 69.99% and below								

OUTCOMES/MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)	OUTPUT/ MOV	ACTUAL RESULTS	RATING		
								Q	E	T
QUALITY TEACHING AND LEARNING (40%)										
	Curriculum and Instruction (20%)	Improved learners performance in the new normal	Oct. 5, 2020- July 10, 2021	5.00%	5 - 95.00- 100% Average GWA 4 - 90.00- 94.99% Average GWA 3 - 80.00- 89.99 % Average GWA 2- 75.00 - 79.99 % Average GWA 1- 74.99 and below Average GWA	SF 6/ Data to compute the GWA of all learners				
		Observed classes using the COT to achieve high academic performance	Oct. 5, 2020- July 10, 2021	7.50%	5 - 100% of the teachers have been observed in any modality (online, LAC, prerecorded) 4- 76-99% of the teachers have been observed in any modality (online, LAC, prerecorded) 3 - 51-75% of the teachers have been observed in any modality (online, LAC, prerecorded) 2- 25-50% of the teachers have been observed in any modality (online, LAC, prerecorded) 1- 1-25% of the teachers have been observed in any modality (online, LAC, prerecorded)	Summary of Classroom observations with sample accomplished COT and pictorial				
	Curriculum and Instruction	Conducted monitoring and/or remedial instruction to struggling learners	Oct. 5, 2020- July 10, 2021	7.50%	5 - 100% of the teachers have monitored/provided remedial instruction to learners in different modalities 4 - 76 - 99% f the teachers have monitored/provided remedial instruction to learners in different modalities 3- 51- 75% f the teachers have monitored/provided remedial instruction to learners in different modalities 2 - 25-50% f the teachers have monitored/provided remedial instruction to learners in different modalities 1 - 1- 25% f the teachers have monitored/provided remedial instruction to learners in different modalities	report on learner monitoring and provision of remedial instruction in any modalities or updated learners' profile				

					5 -100% of the teachers have been provided TA on strategies, content, and/or classroom management either virtual or F2F					
					4- 76-99% of the teachers have been provided TA on strategies, content, and/or classroom management either virtual or F2F					
	Instructional Supervision (10%)	Performed instructional leadership to improve instruction/ teaching-learning	Oct. 5, 2020- July 10, 2021	10.00%	3- 51- 75% of the teachers have been provided TA on strategies, content, and/or classroom management either virtual or F2F	Accomplishment report on Provision of TA with pictorial or Supervisory Report				
					2- 25-50% of the teachers have been provided TA on strategies, content, and/or classroom management either virtual or F2F					
					1- 1-25% of the teachers have been provided TA on strategies, content, and/or classroom management either virtual or F2F					
	Human Resource Development for Curriculum (10%)	Reskilled and upskilled school personnel in the new normal for K to 12 content and pedagogies	Oct. 5, 2020- July 10, 2021	10.00%	5- 100% of the teachers were provided INSET/coaching/mentoring either virtual or F2F	L&D/ INSET Matrix/Accomplishment Reports/ Coaching or Mentoring Accomplishment Report				
					4 - 76- 99% of the teachers were provided INSET/coaching/mentoring either virtual or F2F					
					3 - 51-75% of the teachers were provided INSET/coaching/mentoring either virtual or F2F					
					2 - 25- 50% of the teachers were provided INSET/coaching/mentoring either virtual or F2F					
					1 - 1-25% of the teachers were provided INSET/coaching/mentoring either virtual or F2F					

OUTCOMES/MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)	OUTPUT/ MOV	ACTUAL RESULTS	RATING		
								Q	E	T
QUALITY & GOOD GOVERNANCE (35%)										
	School Leadership, Management and Operation	Crafted SIP,AIP,BE-LCP, APP, and other plans for effective and efficient school operations	Oct. 5, 2020- July 10, 2021	5.00%	5- 5 plans duly approved 4 - 4 plans duly approved 3 - 3 plans duly approved 2 - 2 plans duly approved 1 - 1 plan duly approved	Duly approved 5 plans either district or division				
		Conducted SMEA with following considerations:	Oct. 5, 2020- July 10, 2021	5.00%	5- have 5 or more of the identified considerations	SMEA accomplishment reports with attendance, minutes/feedback, CIGPS,CAPA, adjusted plans/action				
		1. at least 2 SMEA			4- have 4 of the identified considerations					
2. with external stakeholders	3- have 3 of the identified considerations									
3. with feedback from internal/stakeholders	2- have 2 of the identified considerations									
4. have identified CIGPs and CAPA	1- have 1 of the identified considerations									
5. with adjustment of plans and actions										
	School Leadership, Management and Operation	Established effective inventory of school properties, equipment, and other school resources with following considerations:	Oct. 5, 2020- July 10, 2021	5.00%	5- have 5 or more of the identified considerations	documents that will show evidence on the different consideration (pictorial, inventory report, etc.)				
		1. organized inventory report			4- have 4 of the identified considerations					
		2. conducted at least once a year			3- have 3 of the identified considerations					
		3. has record of unserviceable / disposable properties			2- have 2 of the identified considerations					
		4. has stickers to different school properties			1- have 1 of the identified considerations					
		5. has serviceable stockroom/depository of school properties								

	<p>Conducted activities/ practices for effective school governance and operations in light of pandemic and other challenges</p> <p>1. Gulayan sa Paaralan</p> <p>2. OK sa DepEd</p> <p>3. SBM</p> <p>4. Distribution and Retrieval of Modules</p> <p>5. DRRM and others</p>	Oct. 5, 2020- July 10, 2021	5.00%	<p>5- 5 or more activities</p> <p>4- 4 activities</p> <p>3- 3 activities</p> <p>2 - 2 activities</p> <p>1 - 1 activity</p>	accomplishment reports of the different activities (pictorial, narrative, action plan or any evidence that will show implementation				
Financial Management	Utilized school funds judiciously and with transparency	Oct. 5, 2020- July 10, 2021	5.00%	<p>5 - 100% utilization and liquidation and posted in transparency board/transparency seal</p> <p>4- 76-99% utilization and liquidation and posted in transparency board/transparency seal</p> <p>3 - 51- 75% utilization and liquidation and posted in transparency board/transparency seal</p> <p>2- 25-50% utilization and liquidation and posted in transparency board/ transparency seal</p> <p>1- 1-25% utilization and liquidation and posted in transparency board/ transparency seal</p>	liquidation report (summary with CDR) pictorial of liquidation report posted on transparency board/seal with				
	Liquidate the MOOE/Cash Advances on time	Oct. 5, 2020- July 10, 2021	5.00%	<p>5- submitted liquidation report on or before every 6th (district) 15th (division) of the following month</p> <p>4- submitted liquidation report on every 7th-10th (district) 16th-20th (division) of the following month</p> <p>3- submitted liquidation report on every 11th- 4th (district) 21st-25th (division) of the following month</p> <p>2- submitted liquidation report on every 15th -20th (district) 26th- 30th (division) of the following month</p> <p>1- submitted liquidation report beyond the 21th- 25th (district) 30th (division) of the following month</p>	MOOE liquidation tracking submission report				

Partnership/Resource Mobilization	Linked with stakeholders to support the implementation of BE-LCP	Oct. 5, 2020- July 10, 2021	5.00%	5- generated resources for BE-LCP implementation (50,000 and above for small and medium schools; 100,000 and above for large and very large schools)	MOA/MOU, Deed of Donation, Inventory Report on donated resources or any evidence that will support resource generation				
				4- generated resources for BE-LCP implementation 40,000-49,999 for small and medium schools; 75,000- 99,999 large and very large schools)					
				3- generated resources for BE-LCP implementation (30,000 - 39,999 for small and medium schools ; 50,000- 74,999 large and very large schools)					
				2- generated resources for BE-LCP implementation (20,000-29,999 for small and medium schools ; 25,000- 49,999 for large and very large schools)					
				1- generated resources for BE-LCP implementation (19,999 and below for small and medium schools; 24,999 and below for large and very large schools)					
PLUS FACTOR									

OVER ALL RATING FOR ACCOMPLISHMENTS	Numerical	Descriptive

School Head
 Ratee

Public Schools District Supervisor
 Reviewing Authority

JOELYZA MIGUEL-ARCILLA EdD,CESE
 OIC- Assistant Schools Division Superintendent
 Rater

SENEN PRISCILLO P. PAULIN CESO V
 Approving Authority

Note: Plus Factor shall be part of the 100% and to adjust the Learners' Performance to the New Normal to 2.5% and Instructional Leadership to 7.50%

RESULTS - BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)

(Based on the OPCR of the School Head)

Name of School Head:

Rating Period:

School:

SY: 2020-2021

Please rate using this rubric:

- 5 - 130 % & above
- 4 - 115% & 129%
- 3 - 100% & 114%
- 2 - 51% & 99%
- 1 - 50% & below

MFOs	KRAs	OBJECTIVES/INDICATORS	TARGET	ACTUAL	RATING	SCORE	
1. Quality Access (25%)	1.1 Learners' Welfare Development	1.1.1 Set up goals and objectives					
		1.1.1.1 Variance of KPI over SY 2019-2020 (Enrolment) (3%)					
		1.1.1.2 Dropout Rate (7%)					
		1.1.1.3 Cohort Survival Rate (5%)					
		1.1.1.4 Completion Rate (5%)					
		1.1.1.5 Retention Rate (5%)					
	Total Score/No. of Indicators x 25%						
Total Percentage Score of MFO no. 1			0.00				
2. Quality Teaching and Learning (40%)	2.1 Curriculum and Instruction	2.1.1 Improved learners performance in the new normal (5%)					
		2.1.2 Observed classes using the COT to achieve high academic performance (7.5%)					
		2.1.3 Conducted monitoring and/or remedial instruction to struggling learners. (7.5%)					
		Total Score/No. of Indicators x 20%					
	2.2 Instructional Supervision	2.2.1 Performed instructional leadership to improve instruction/teaching-learning (10%)					
		Total Score/No. of Indicators x 10%					
	2.3 Human Resource Development for Curriculum	2.3.1 Reskilled and upskilled school personnel in the new normal for K to 12 content and pedagogies. (10%)					
		Total Score/No. of Indicators x 10%					
	Total Percentage Score of MFO no. 2			0.00			
	3. Quality & Good Governance (35%)	3.1 School Leadership, Management and Operation	3.1.1 Crafted SIP,AIP,BE-LCP, APP, and other plans for effective and efficient school operations (5%)				
3.1.2 Conducted SMEA (5%)							
3.1.3 Established effective inventory of school properties, equipment, and other school resources (5%)							
3.1.4 Conducted activities/ practices for effective school governance and operations in light of pandemic and other challenges.(5%)							
Total Score/No. of Indicators x 20%							
3.2 Financial Management		3.2.1 Utilized school funds judiciously and with transparency. (5%)					
		3.2.2 Liquidate the MOOE/Cash Advances on time (5%)					
		Total Score/No. of Indicators x 10%					
3.3 Partnership/ Resource Mobilization		3.3.1 Linked with stakeholders to support the implementation of BE-LCP.(5%)					
		Total Score/No. of Indicators x 5%					
Total Percentage Score of MFO no. 2			0.00				
GRAND TOTAL				0.00			

SUMMARY OF RATINGS

Major Final Outputs (MFO)	Total Percentage Score
1. Quality Access (25%)	
2. Quality Teaching (40%)	
3. Quality & Good Governance (35%)	
4. Pus Factor (5%)	
FINAL NUMERICAL RATING	0.000
Equivalent Adjectival Rating	

Ratee:

Checked & Reviewed by:

Principal I	ACTUAL RATING	ACTUAL	TARGET	Public Schools District Supervisor
Rater:				Approved:
JOELYZA S. MIGUEL-ARCILLA EdD, CESE Assistant Schools Division Superintendent, OIC				SENEN PRISCILLO P. PAULIN, CESO V Schools Division Superintendent

Performance Indicator

- Outstanding 4.500 - 5.0000
- Very Satisfactory 3.500 - 4.4900
- Satisfactory 2.500 - 3.499
- Unsatisfactory 1.500 - 2.499
- Poor below - 1.499
- Unsatisfactory 1.500 - 2.499
- Poor below - 1.499

COMPETENCIES

CORE BEHAVIORAL COMPETENCIES

Self-Management	
1. Sets personal goals and direction, needs and development	
2. Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.	
3. Displays emotional maturity and enthusiasm for and is challenged by higher goals.	
4. Priorities work tasks and schedules (through Gantt charts, checklists, etc.) to achieve goals.	
5. Sets high quality, challenging, realistic goals for self and others.	
AVERAGE RATING	#DIV/0!

Professionalism and Ethics	
1. Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).	
2. Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.	
3. Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.	
4. Makes personal sacrifices to meet the organization's needs.	
5. Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.	
AVERAGE RATING	#DIV/0!

Result Focus	
1. Achieves results with optimal use of time and resources most of the time.	
2. Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.	
3. Delivers error-free outputs most of the time by conforming to	

Teamwork	
1. Willingly does his/her share of responsibility.	
2. Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.	
3. Applies negotiation principles in arriving at win-win agreements.	
4. Drives consensus and team ownership of decisions.	
5. Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.	
AVERAGE RATING	#DIV/0!

Service Orientation	
1. Can Explain and articulate organizational directions, issues and problems.	
2. Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.	
3. Initiates activities that promotes advocacy for men and women empowerment.	
4. Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.	
5. Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.	
AVERAGE RATING	#DIV/0!

Innovation	
1. Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).	
2. Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.	
3. Promotes a creative climate and inspires co-workers to develop original ideas or solutions.	

standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.	
4. Expresses a desire to do better and may express frustration as waste or inefficiency. May focus on new or more precise ways of meeting goals set.	
5. Makes specific changes in the system or in own works methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal.	
AVERAGE RATING	

4. Translates creative thinking into tangible changes and solutions that improve the work unit and organization.	
5. Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.	
AVERAGE RATING	#DIV/0!

5- Role model; 4 - Consistently demonstrates; 3 - Most of the time demonstrates; 2 - Sometimes demonstrates; 1 - Rarely demonstrates

LEADERSHIP COMPETENCIES	
Leading People	
1. Uses basic persuasion techniques in a discussion or presentation e.g., staff mobilization, appeals to reason and/or emotions, uses data and examples, visual aids	
2. Persuades, convinces or influences others, in order to have a specific impact or effect.	
3. " Sets a good example", is a credible and respected leader; and demonstrates desired behavior.	
4. Forwards personal, professional and work unit needs and interests in an issue.	
5. Assumes a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of DepEd goals, in order to create an effective work environment.	
AVERAGE RATING	#DIV/0!

People Development	
1. Improves the skills and effectiveness of individuals through employing a range of development strategies.	
2. Facilitates workforce effectiveness through coaching and motivating/developing people within a work environment that promotes mutual trust and respect.	
3. Conceptualizes and implements learning interventions to meet identified training needs.	
4. Does long-term coaching or training by arranging appropriate and helpful assignments, formal training, or other experiences for the purpose of supporting a person's learning and development.	
5. Cultivates a learning environment by structuring interactive experiences such as looking for future opportunities that are in support of achieving individual career goals.	
AVERAGE RATING	#DIV/0!

People Performance Management	
1. Makes specific changes in the performance management system or in own works methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues).	
2. Sets performance standards and measures progress of employees based on office and department targets.	
3. Provides feedback and technical assistance such as coaching for performance improvement and action planning.	
4. States performance expectations clearly and checks understanding and commitment.	
5. Performs all the stages of result-based performance management system supported by evidence and required documents/forms.	
AVERAGE RATING	#DIV/0!

JOELYZA MIGUEL- ARCILLA EdD, CESE
Assistant Schools Division Superintendent
Rater

Principal
Ratee

Public Schools District Supervisor
Reviewing Authority

SENEN PRISCILLO P. PAULIN CESO V
Schools Division Superintendent
APPROVING AUTHORITY

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating	Adjectival Rating
Accomplishment of KRAs and Objectives		
Final Performance Results		

Employee-Superior Agreement

The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form.

Name of Employee:	Name of Superior : JOELYZA MIGUEL- ARCILLA, EdD, CESE
Signature	Signature
Date	Date

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed

JOELYZA MIGUEL- ARCILLA EdD, CESE
Rater

Ratee

Public Schools District Supervisor
Reviewing Authority

SENEN PRISCILLO P. PAULIN CESO V
Schools Division Superintendent
Approving Authority