

August 13, 2015

DIVISION MEMORANDUM

No. *195*, s. 2015

**VALIDATION OF PERFORMANCE APPRAISAL SYSTEM FOR
SCHOOL ADMINISTRATORS (PASSA) FOR SCHOOL YEAR 2014-2015**

To: Public Elementary and Secondary School Heads
Public Elementary and Secondary Heat Teachers

1. This is to announce the schedule of Validation of Performance Appraisal System for School Administrators (PASSA) for School Year 2014 – 2015 as follows:

September 9, 2015 (8:00 A.M. to 12:00 NN) = North District
September 9, 2015 (1:00 P.M. to 5:00 P.M.) = East District
September 10, 2015 (8:00 A.M. to 12:00 NN) = West District
September 10, 2015 (1:00 P.M. to 5:00 P.M.) = South District
September 11, 2015 (8:00 A.M. to 12:00 NN) = Secondary Schools
September 11, 2015 (1:00 P.M. to 5:00 P.M.) = Integrated Schools

2. The PASSA validation aims to:

- 2.1 give credits to the accomplishments of school heads during the SY 2014-2015;
- 2.2 provide an objective rating which serves as basis for personnel action, incentives and rewards; and
- 2.3 assist school heads in assessing their capabilities in supervising and managing the school.

3. School Heads and Head Teachers are required to explain a 10-minute power point presentation of their accomplishments during the SY 2014-2015. They are also requested to prepare their documents needed for the validation of their PASSA ratings. Please refer to attached sheets for the list of documents. All documents must be presented to the Division Team during the validation. The policy of “No supporting document, no point” will be strictly followed.

4. The following is the composition of the Division Team with their specific assignments:

4.1 Miss Victoriana P. Bondoc

- Instructional Supervision
- Development/Implementation of Educational Programs

4.2 Mrs. Leonida K. Quinto

- Curriculum Development
- Staff Development

4.3 Mr. Edgar L. Manabat


- Management of Human Resources
- Management of Physical Facilities
- Fiscal Management

4.4 Mrs. Lyn V. Lansangan

- Data Management
- Conflict Management
- Linkage Management
- Research
- Performance Assessment
- Plus Factor

5. Attached are the needed documentary evidences for the PASSA.

6. For information and guidance.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

DOCUMENTARY EVIDENCES FOR THE PASSA

Criteria	Documents
I. OCCUPATIONAL COMPETENCE	
A. Instructional Supervision	<ol style="list-style-type: none"> 1. SY Instructional Supervisory Plan 2. Monthly supervisory Plan from July 2014 to March 2015 3. Monthly progress monitoring report form July 2014 to March 2015 4. Copies of used Teaching-Learning Observation Goal or any supervisory tool (e.g. CB-PAST)
B. Development/Implementation of Educational Programs	
1. Pupil Student Development	<ol style="list-style-type: none"> 1. NAT Results SY 2013 – 2014 to 2014 – 2015 2. Performance Indicators SY 2013-2014 to 2014-2015 3. Approved AIP SY 2013-2014 to 2014-2015 4. Nutritional Status report SY 2014-2015 (Initial and Trial Health Status)
2. Curriculum Development	<ol style="list-style-type: none"> 1. Copies of the Memoranda Letters for the curriculum review, attendance and pictures 2. Samples of developed instructional materials SY 2014-2015 such as modules, audiovisual aids, charts, videos, session guides, workbooks
3. Staff Development	<ol style="list-style-type: none"> 1. Copies of teachers Strengths and Needs Assessment/NCBTS-TSNA with the Accomplished Progress Monitoring Form 2. School Plan for Prepared School-Based Training Based on SPPD with memorandum, training design, attendance and pictures 3. Accomplished Post Training Evaluation (for each training) 4. Certificates of Attendance of teachers in trainings (National, Regional, Division, cluster, School)
C. Administrative Management	
1. Resource Management	
1.1 Human Resources	<ol style="list-style-type: none"> 1. Letter with certificate of teachers who served as trainees/resource speakers in school INSET or SLAC (Div. Training 2014-2015) 2. Designation as school/ subject leaders/ coordinators or cluster leaders/coordinators (2014-2015) 3. Photocopies of certificates on seminars attended by teachers and non-teaching personnel (National, Region, Division)
1.2 Physical Facilities	<ol style="list-style-type: none"> 1. Records on the Inventory of Properties 2. Memorandum Receipts 3. Annual Procurement Plan SY 2014 and 2015 4. List and pictures of newly donated properties

Criteria	Documents
1.3 Fiscal Management	<ol style="list-style-type: none"> 1. Financial Reports (DepEd, PTA, Canteen) with liquidation documents (OR, Sales Invoice with TIN) 2. Bank Book
2. Data Management	<ol style="list-style-type: none"> 1. Picture of EMIS 2. Logbook on the utilization of EMIS 3. Memorandum/Letter on the utilization of the EMIS data (e.g. Remedial Program in numeracy after analyzing data on the level of numeracy of students/pupils)
3. Conflict Management	<ol style="list-style-type: none"> 1. Approved School Grievance Committee 2. Procedure in handling actual grievance and signed by the Grievance Committee
4. Linkage Management	<ol style="list-style-type: none"> 1. Report on Adopt-a-School with pictures 2. Report on Brigada Eskwela with pictures 3. Letters of Donation (NGO, GO and others) and Proof of Donation
5. Research	<ol style="list-style-type: none"> 1. Division approved action research 2. Utilization of research results
6. Performance Assessment	<ol style="list-style-type: none"> 1. Copy of Teachers Performance Rating SY 2014-2015 (1st and 2nd semesters)
7. Plus Factor	<ol style="list-style-type: none"> 1. Letter/Designation (Certificate to chair technical committee in the Division or Region) 2. Approved letter conduct seminars in the Division/Region 3. Certification of Recognition/ merit as trainee/ facilities in the Division/ Regional seminar 4. Receipts on estimated amount of donated facilities/properties