Department of Education
Region III
DIVISION OF ANGELES CITY
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RELEASED

JUL 0 6 2018   July 6, 2018

DIVISION MEMORANDUM
No. 277 s. 2018

By _____
DepED Angeles City
Division of City Schools

FINAL REQUIREMENTS OF 2017 SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE

To: Chief SGOD
        Chief CID
        Education Program Supervisors
        Public School District Supervisors
        Senior Education Program Specialist (HRD)
        Senior Education Program Specialist (SMM&E)
        Education Program Specialist II (HRD)
        Elementary and Secondary School Heads
        All Others Concerned

1.   Pursuant to Regional Memorandum No. 192 s. 2018 entitled *"Final Requirement of 2017 School Heads Development Program (SHDP): Foundation Course"*, the Schools Division Office will be conducting the Division Level Monitoring and Evaluation of SHDP: Foundation Course Application Projects on August 1, 2018 to August 17, 2018.

2.   School Heads, Head Teachers and Teacher In-Charge who completed the three modules during the SHDP: Foundation Course Modules 1, 2, and 3 from October 16, 2017 to November 30, 2017

3.   Likewise, participants in the 2016 SHDP: Foundation Course who were not given certificates of completion may submit their application projects.

4.   Participants are requested to submit hard copy of the application project to SGOD office on or before July 20, 2018.

5.   As stipulated in the implementing guidelines of the SHDP: Foundation Course, a participant is required to come up with an Application Project that will deliver the best impact on school measures in three (3) to six (6) months.

6.   Application Projects will be evaluated using the following criteria

Effectiveness	45%
Efficiency of Implementation	40%
Application of Learning	10%
Replicability	5%
	100%

7.   The SDO Team who will evaluate the application projects are the following:

Chair:	Lyn V. Lansangan – SGOD Chief
Co-chair:	Loudes G. Dela Cruz, Ph.D. – CID Chief
Members:	Marjorie D. Lacson - SEPS HRD
	Arcely G. Garcia – EPS 2 HRD
	Glenn P. Sarmiento – SEPS SMM&E
	Amando C. Yutuc, Ph. D. – PSDS
	Ma. Esperanza S. Malang – EPS

8.   Orientation of the SDO Team will be on July 23, 2018, 9:00 AM at the SGOD Office.

9.   Monitoring and Evaluation of the application project will be from August 2, 2018-August 10, 2018.

10.   Participants to this activity are requested to prepare a five-minute presentation showcasing the different phases of the implementation with evidences relevant to the Application Project. The evaluation team will choose two (2) Best Application Projects to be submitted to the Regional Office for validation.

11.   Attached is the 2017 SHDP: Foundation Course evaluation tool, date and venue of evaluation and presentation of the application project.

12.   Immediate dissemination of this memorandum is desired.

LEILANI SAMSON CUNANAN, CESO VI
Schools Division Superintendent

2017 SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE

DIVISION LEVEL MONITORING AND EVALUATION

No.	Division	Name			Position	School (Present)	Title of Application Project	Date of Evaluation
		Surname	First Name	M.I.				
1	Angeles City	CANLAS	OFELIA	Y	P-III	Angeles Elementary School	H2OHNOHIs	August 2, 2018
2	Angeles City	DE JESUS	LUTGARDA	C	Head Teacher I	Belen Homesite Elementary School	Project IDOL Intervention and Development of Organizational Leaders.	August 2, 2018
3	Angeles City	VELASCO	MELODY	M.	Principal II	Lourdes Northwest Elementary School	Proper Waste Seggretation	August 2, 2018
4	Angeles City	LIAO	VILMA	B	Principal II	EPZA Resettlement Elementary School	Project sa Paaralang Malinis, Pagkatutu'y Mabilis	August 3, 2018
5	Angeles City	BONAOBRA	NELSON	B	OIC-HT	Northville 15 Integrated School	PROJECT CLICK - Computer Aided Learning Instruction through Classroom Kiosk	August 3, 2018
6	Angeles City	NUCUM	ANNABELLE	P	Principal IV	Gueco Balibago Elementary School	GBES SEED cum G.S.P.P. (Gueco Balibago Elemetary School- School of Education and Environmental Development Cum Gulayan sa Paaralan Program)	August 7, 2018
7	Angeles City	VITUG	MARYLEEN	B	Head Teacher I	Rafael L. Lazatin Memorial High School	PROJECT BIDA (Be Innovative, Diverse and Active)	August 7, 2018
8	Angeles City	ALMACHAR	AGUSTINA	C	Head Teacher II	Rafael L. Lazatin Memorial High School	Project SAFE (Secure and Friendly Environment)	August 9, 2018

2017 SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE

DIVISION LEVEL MONITORING AND EVALUATION

No.	Division	Name			Position	School (Present)	Title of Application Project	Date of Evaluation
		Surname	First Name	M.I.				
9	Angeles City	COLOMA	RENDON	B	Head Teacher I	Angeles City National Trade School	Project COLOMA (COntextualization through LOcalization of Materials)	August 9, 2018
10	Angeles City	GOZUN	IMELDA	S.	Principal 1	Malabanias Integrated School	PROJECT ESCIP (Enacting School Continuous Improvement Program)	August 10, 2018
11	Angeles City	TORRES	JAYSON	A.	Master Teacher I	Malabanias Integrated School	PROJECT LRMDS (Linkage through the Use of Resources and Instructional Materials to Develop and Synthesize Learning)	August 10, 2018

Prepared:

Noted

MARJORIE D. LACSON
Senior Education Program Specialist-HRD

LYN V. ANSANGAN
Chief Education Supervisor-SGOD

2017 SHDP: Foundation Course Application Project
Evaluation Tool

Name: _____ School: _____ Date: _____
Position/Designation: _____
Title of Application Project:_____
Grade: _____

This instrument is designed to provide an objective scheme of rating the participants of the School Heads Development Program: Foundation Course based on the Application Project which serves as the final requirement of the three-module course. The Application Project requires the participant to identify a specific area of school operations that require improvement and that will deliver the best impact on school measures in three (3) to six (6) months. In this project, the school head is expected to apply learned competencies in improving the school. Participants who are not holding a school head position and are non-school-based may adopt a school for AP implementation.

NEAP-III shall evaluate the Application Projects with the support of Schools Division Offices (SDOs) with these criteria:

A. Effectiveness - 　　　　　　　　**45%**
(extent to which objectives of the APs have been attained expressed in terms of percentages of accomplishments versus targets)
B. Efficiency of Implementation- 　　**40%**
(expressed in terms of timeliness and resources which include human, time and money used to attain the AP Objectives)
C. Application of Learning - 　　　　**10%**
(extent to which the project has integrated learnings from the SHDP: Foundation Course)
D. Replicability- 　　　　　　　　　**5%**
(quality or state of being duplicated at another location and time)
　　Total: 　　　　　　　　　　　　**100%**

Direction: Please rate each criterion by checking the column which describes the extent to which each item is practiced or applied based on the Application Project presented. Use the following scale:

　　1　　rarely evident 　　　　　　　**3　　most of the time evident**
　　2　　sometimes evident 　　　　　　**4　　consistently evident**

Consider the following for the individual rating:

4 - if all the given indicators were consistently evident showing all or 100% of the number of Means of Verifications required (MOVs)

3 - if only the given indicators were most of the time evident but not all the time showing at least 99%- 84% of the number of MOVs required

2 - if only the given indicators were sometimes evident showing at least 83%- 70% of the number of MOVs required

1 - if only the given indicators were rarely evident showing at least 69%- 55 % below of the number of MOVs required

Note: The Monitoring and Evaluation Team shall identify the required Means of Verifications (MOVs) before conducting the activity

Below are the specific indicators per criterion. A sample computation of rating for Effectiveness is provided as a guide.

Effectiveness (45%)	Indicators The Application Project describes and shows that the School Head has...	4	3	2	1
	set quantifiable and observable indicators as objectives				
	met the objectives as evidenced by the accomplishments				
	enhanced the competencies of the beneficiaries as seen from the results				
	contributed in improving Participation Rate (PR) and Achievement Rate (AR) and in reducing Dropout Rate (DR)				
	enhanced the effective delivery of educational services				
Total Score					
Rating (TS/20x.45x100%)					

Efficiency of Implementation (40%)	Indicators The Application Project describes and shows that the School Head has...	4	3	2	1
	achieved the target milestones by the end of 30 days and every 30 days after				
	applied cost-saving measures in using material resources without sacrificing the quality of the outputs				
	utilized the required human resources (labor) in accomplishing the project with minimal cost				
	coordinated with the concerned head of office for funding requirement				
	managed the identified risks that might affect the implementation of the project				
Total Score					
Rating (TS/20x.40x100%)					

Note: For Application Projects that do not require funding requirement, please write NA (Not Applicable). Hence, this item should not be included in the computation of the score in this area.

Application of Learning (10%)	Indicators **The Application Project shows and describes that the School Head has...**	4	3	2	1
	addressed a specific problem in any of the areas of school operations (Curriculum, Core and Support Programs; Instructional Leadership; School leadership: SBM, SIP, CI, Partnership; Strategic Human Resource Development; and Fiscal Management)				
	applied the Target Competency/ies Improvement identified in the AP Implementation Paper in realizing the project				
	utilized the Application Project in solving a Priority Improvement Area (PIA) in the School Improvement Plan (SIP)				
	addressed the Current Situation in the school identified in the AP Implementation Paper as evidenced by specific, quantifiable and observable details and solutions				
	contributed in the over-all performance of the school in which the project is situated as shown by baseline data and actual accomplishments				
Total Score					
Rating (TS/20x.10x100%)					

Replicability (5%)	Indicators **The School Head has...**	4	3	2	1
	produced an Application Project with procedures/solutions that can be replicated in other areas of operations of the school				
	produced an Application Project with procedures/solutions that can be replicated by other schools				
	produced an Application Project with procedures/solutions that can be repeated in the future in similar or different situations				
	presented the Application Project in meetings/seminars as a possible model in addressing similar school concerns				
	shared the results/milestones of the Application Project with other school heads for replication through activities such as school benchmarking, social media posting, and other means of communication				
Total Score					
Rating (TS/20x.05x100%)					

COMPUTATION OF APPLICATION PROJECT

EVALUATION CRITERIA	RATING PER CRITERIA
Effectiveness (45%)	
Efficiency of Implementation (40%)	
Application of Learning (10%)	
Replicability (5%)	
GRADE	

Note: A participant has to get at least a grade of 85% to pass.

Monitored and Evaluated by:

_____
(Signature over Printed Name)   (Position)

_____
(Signature over Printed Name)   (Position)

_____
(Signature over Printed Name)   (Position)

Verified by:

Chair:

LYN V. LANSANGAN   **SGOD Chief**
(Signature over Printed Name)   (Position)

Co- Chair:

LOURDES G. DELA CRUZ, Ph.D.   **CID Chief**
(Signature over Printed Name)   (Position)

Recommending Approval:

MARIA CELINA L. VEGA   **OIC-Asst. Schools Division Superintendent**
(Signature over Printed Name)   (Position)

Approved:

LEILANI S. CUNANAN, CESO VI   **Schools Division Superintendent**
(Signature over Printed Name)   (Position)