



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



September 20, 2021

**DIVISION MEMORANDUM**

No. 281, s. 2021

**ONLINE MONITORING AND VALIDATION/EVALUATION OF APPLICATION PROJECTS OF THE TRAINING PROGRAM FOR SCHOOL LEADERSHIP AND MANAGEMENT (TPSLM) FOR UNTRAINED SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chief ES, School Governance and Operations Division  
OIC-Chief ES, Curriculum Implementation Division  
Heads, Public Elementary and Secondary Schools

1. Please be informed of the Regional Memorandum No. 408 s. 2021 titled "Online Monitoring and Validation/Evaluation of Application Projects of the Training Program for School Leadership and Management (TPSLM) for Untrained School Heads".
2. Attached is the Regional Memorandum for reference and guidance.
3. Immediate wide dissemination and compliance to this Memorandum is earnestly desired.

**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer -in- Charge  
Office of the Schools Division Superintendent *etw*



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Date: SEP 17 2021

REGIONAL MEMORANDUM  
No. 408 s. 2021

ONLINE MONITORING AND EVALUATION/VALIDATION OF APPLICATION  
PROJECTS OF THE TRAINING PROGRAM ON SCHOOL LEADERSHIP AND  
MANAGEMENT (TPSLM) FOR UNTRAINED SCHOOL HEADS

To: Schools Division Superintendents  
Regional Chiefs (HRDD, QAD, FTAD)  
All Others Concerned

1. In view of the final requirement for completion of the Training Program on School Leadership and Management (TPSLM) for Untrained School Heads, this Office, through the Human Resource Development Division (HRDD), in coordination with Schools Division Offices, shall conduct Online Monitoring and Evaluation/Validation of the implementation of the Application Projects of the participants.
2. The list of TPSLM participants who are eligible to propose and implement application projects may be obtained from the SDO SEPS-HR for verification.
3. Per implementing guidelines of the TPSLM for Untrained School Heads, the participants are required to come up with an Application Project that will deliver the best impact on school measures in three (3) to six (6) months. The implementation of the application project shall be supported by an accomplishment report and documentation of the milestones. The participant is expected to apply the learned competencies from the training program in improving the school. The areas for consideration include but not limited to:
  - 3.1. Instructional Leadership
  - 3.2. Learning Environment
  - 3.3. Human Resource Management and Development
  - 3.4. Parents Involvement and Community Partnership
  - 3.5. School Leadership, Management, and Operations
4. As agreed during the TPSLM Regional Roll-Out, SDOs may devise their own mechanism in reviewing the participants' concept and application plans which were proposed during the training program and in approving the application project which shall be implemented as final requirement for course completion.
5. The Application Project for implementation shall be prepared by the proponent and duly reviewed and approved by SDO Officials. Signatories for the review may include Public Schools District Supervisors/ Education Program Supervisors/Learning Facilitators of the TPSLM/SGOD and CID Chiefs. The approving authorities of the Application Projects shall be the Schools Division Superintendent or the Assistant Schools Division Superintendent/s.
6. For the online monitoring and evaluation/validation of the application projects, the following criteria shall serve as guide:



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|                              |      |
|------------------------------|------|
| Effectiveness                | 45%  |
| Efficiency in Implementation | 40%  |
| Impact on School Improvement | 10%  |
| Replicability                | 5%   |
|                              | 100% |

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

7. SDOs are encouraged to follow the TPSLM for Untrained School Heads Monitoring and Evaluation/Validation process:

7.1. SDOs shall form M & E teams of at least three members each composed of SDO officials/personnel (ASDS, SGOD/CID Chiefs, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Education Program Specialists, and TPSLM Learning Facilitators).

7.2. TPSLM Learning Facilitators are requested to be included since they were involved in the preparation and implementation of the TPSLM;

7.3. ASDSs/SGOD Chiefs shall orient the M&E teams on the instrument (see Enclosure No.1) to be used in evaluating Application Projects;

7.4. The SDO shall submit to the HRDD the Report on the TPSLM for Untrained School Heads Summary of Scores of Application Projects (see Enclosure No. 2 for template)

7.5. Regional Teams (from the HRDD, QAD and FTAD), in coordination with SDO teams, shall conduct validation of randomly selected Application Projects;

7.6. The HRDD shall finalize the list of TPSLM for Untrained School Heads participants who are eligible to receive Certificate of Completion based on the results of the Monitoring & Evaluation/Validation of Application Projects;

8. The following is the schedule of activities:

| Activity   | Date  | Person/s Involved                             |
|--|---|---|
| Orientation of SDO M& E Teams  | September 2021  | ASDSs/SGOD Chief<br>SDO M & E Teams           |
| Division-level M&E of TPSLM for Untrained School Heads Application Projects                            | September 2021 to January 2022  | SDO M & E Teams                               |
| Deadline of Submission to HRDD by SDO of Report on the TPSLM Summary of Scores of Application Projects | November 8, 2021 (for APs completed in three months)<br><br>February 15, 2022 (for APs completed in four to six months) | SGOD Chief/SEPs-HR                            |
| Regional Validation of randomly selected Application Projects  | December 2021 to January 2022 (for APs)   | Regional Teams in coordination with SDO Teams |



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|  | completed in three months)<br>February 2022 to March 2022<br>(for APs completed in four to six months) | HRDD   |
| Search for Best TPSLM Application Projects | April 2022   | HRDD<br>Best APs per SDO   |
| TPSLM Colloquium and Completion Ceremony   | May 2022   | TPSLM Participants whose Application Projects scored at least 85%<br>TPSLM Learning Facilitators |

9. SDOs are requested to e-mail the Report on th TPSLM for Untrained School Heads Summary of Scores of Application Projects (Excel format) to [region3@deped.gov.ph](mailto:region3@deped.gov.ph), copy furnished [hrdd.ro3@deped.gov.ph](mailto:hrdd.ro3@deped.gov.ph).

10. For questions and/or clarifications regarding the conduct of this activity, please contact Mr. Arnel A. Usman, PhD, Education Program Supervisor, at telephone number 0933-5212980 or e-mail [arnel.usman@deped.gov.ph](mailto:arnel.usman@deped.gov.ph) or Mr. Bryan L. Vicente, Education Program Specialist, at telephone number 0922-877-0617 or e-mail [bryan.vicente@deped.gov.ph](mailto:bryan.vicente@deped.gov.ph).

11. Compliance with this Memorandum is desired.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

Enclosure No. \_\_\_ to Regional Memorandum No. 409 s. 2021

TPSLM APPLICATION PROJECT RUBRICS & EVALUATION TOOL



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This instrument is designed to provide an objective manner of rating the Application Projects of the participants of the TPSSM for Untrained School Heads. It describes School Heads' areas of school operations to properly measure the learned competencies applied in improving the school. Further, a specific area of school operations that was chosen needing improvement and delivery of the best impact on school during the three (3) to six (6) months period will be the primary considerations in the rating of the output. The choice of project will be derived from the three priority concerns. DepEd Regional Office 3, through the Schools Division Offices (SDOs), shall evaluate the Application Projects with these criteria:

Effectiveness - 45%  
*(extent to which objectives of the APs have been attained expressed in terms of percentages of accomplishments versus targets)*

Efficiency of Implementation 40%  
*(expressed in terms of timeliness and resources- human, time and money used to attain the AP Objectives)*

Impact on School Improvement 10%  
*(extent to which the project has integrated learnings from TPSSM)*

Replicability 5%

Total: 100%

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 prepared. Use the following scale:

- (4) 3.3-4.0 = consistently evident
- (3) 2.49- 3.29 = most of the time evident
- (2) 1.8-2.5 = sometimes evident
- (1) 1.0-1.79 = rarely evident

Consider the following for the individual rating:

4- if all the given indicators were consistently evident showing all or 100% 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 MOVs required

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

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

| Effectiveness<br>45% | Indicators:   | 4 | 3 | 2 | 1 |
|----------------------|---|---|---|---|---|
|                      | <b>The application paper describes and shows that the School Head</b> |   |   |   |   |



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|                |  |  |  |  |  |
|----------------|--|--|--|--|--|
|                | was able to achieve the objectives set within the prescribed time frame/period..   |  |  |  |  |
|                | the targeted objectives were met and exceeded based from the accomplishments made.   |  |  |  |  |
|                | has enhanced the needed competencies of the beneficiaries as seen from the results.  |  |  |  |  |
|                | has improved the delivery of instruction through the execution of the project.   |  |  |  |  |
|                | has improved the performance of teachers and ultimately end with the increase of pupils/students' performance level.                 |  |  |  |  |
|                | increased the achievement level of pupils/ students based from the base line set or targeted.  |  |  |  |  |
|                | has improved Participation Rate (PR) Achievement Rate (AR) and reduce Dropout Rate (DR) based on the percentages included in the AP. |  |  |  |  |
|                | enhanced the effective delivery of educational services through the successful implementation of the AP.                             |  |  |  |  |
|                | raised awareness among the beneficiaries enabling them to be more committed in advocating the implemented AP.                        |  |  |  |  |
| <b>Rating:</b> |  |  |  |  |  |
| <b>Score</b>   |  |  |  |  |  |

|   |   |          |          |          |          |
|---|---|----------|----------|----------|----------|
| <b>Efficiency of Implementation-40%</b> | <b>Indicators:</b>  | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b> |
|   | <b>The application paper describes and shows that the School Head</b>                                   |          |          |          |          |
|   | has minimally used all the material resources available, yet was still able to produce quality outputs. |          |          |          |          |



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|----------------|--|--|--|--|--|
|                | has applied cost-saving measures for it only used minimal amount, time and human resources                                   |  |  |  |  |
|                | has all the deliverables ( outputs) based on the means of verifications presented.   |  |  |  |  |
|                | resources are available for and appropriately applied to the activities for which they were targeted.                        |  |  |  |  |
|                | utilized the labor ( human resource) required for the project using minimal cost   |  |  |  |  |
|                | used the available goods and services delivered or offered at the right time according to the main target or objective sets. |  |  |  |  |
|                | utilized the commodities (inputs) as planned   |  |  |  |  |
|                | has considered the potential benefits of the project for maximum optimization or use by other school heads.                  |  |  |  |  |
|                | used cheaper human and material resources that saved a lot of time, money and effort.  |  |  |  |  |
| <b>Rating:</b> |  |  |  |  |  |
| <b>Score</b>   |  |  |  |  |  |

| <b>IMPACT ON SCHOOL IMPROVEMENT</b><br>- 10% | <b>Indicators</b>  | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b> |
|--|--|----------|----------|----------|----------|
|  | <b>The application paper shows and describes that the School Head</b>              |          |          |          |          |
|  | has compared baseline data with project outcomes to provide a more quality output. |          |          |          |          |
|  | has exceeded actual results relative to targets set.                               |          |          |          |          |



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|                | has applied the learnings derived from the SHDP through the duplication of the designed project of other school heads. |  |  |  |  |
|                | has seen tangible/ intangible improvements in school areas based on the chosen area of concern.                        |  |  |  |  |
|                | has developed mechanisms based from the results and was adopted by other school heads                                  |  |  |  |  |
|                | has reached several milestones in the implementation of the AP   |  |  |  |  |
|                | has recommended localized policies based from the results of the AP designed or crafted.                               |  |  |  |  |
| <b>Rating:</b> |  |  |  |  |  |
| <b>Score:</b>  |  |  |  |  |  |

Enclosure No. \_\_\_ to Regional Memorandum No. \_\_\_ s. 2021

REPORT ON THE TPSLM FOR UNTRAINED SCHOOL HEADS  
 SUMMARY OF SCORES OF APPLICATION PROJECTS

| No. | Division | Surname | First Name | Middle Initial | Position/ Designation | School | School Address | Title of Application Project | Score of Application Project |
|-----|----------|---------|------------|----------------|-----------------------|--------|----------------|------------------------------|------------------------------|
|     |          |         |            |                |                       |        |                |                              |                              |



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|----------------|--|--|--|--|--|
|                | has used needs analysis to gauge the lasting effect of the AP to the stakeholders.   |  |  |  |  |
|                | has applied the AP made in a wider learning environment.   |  |  |  |  |
|                | has anticipated the effect of the intervention applied in proportion to the overall situation of the target group or those affected by it. |  |  |  |  |
|                | has considered long-term changes and improvements through the execution of the AP implemented.   |  |  |  |  |
|                | has developed the needed competencies among the beneficiaries for school improvement.  |  |  |  |  |
|                | has assessed the applicability of the AP to the beneficiaries concerned/involved.  |  |  |  |  |
|                | has considered the importance of project sustainability.   |  |  |  |  |
| <b>Rating:</b> |  |  |  |  |  |
| <b>Score</b>   |  |  |  |  |  |

| <b>Replicability<br/>5%</b> | <b>Indicators<br/>The application paper describes and shows that the<br/>School Head</b>                      | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b> |
|-----------------------------|---|----------|----------|----------|----------|
|                             | has applied the AP from a wider scope, from the school to the community level.                                |          |          |          |          |
|                             | was able to encourage other Heads to adopt the AP as a model or replica to further improve the school system. |          |          |          |          |
|                             | has benchmarked with other schools showing the positive outcome of the AP made.                               |          |          |          |          |



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