

PERFORMANCE APPRAISAL SYSTEM FOR SCHOOL ADMINISTRATORS
(HT1, HT2, HT3, HT4, HT 6, P1, P2, P3, P4, TIC with SDS Designation)

Name: _____
Position/Designation: _____
School: _____

School Year: 2012-2013
District: _____
Division: Bohol
Region: VII

PERFORMANCE INDICATORS	10	8	6	4	2	Rating
1. OCCUPATIONAL COMPETENCE (70%)						
A. Instructional Supervision						
1. Prepared School Improvement Plan						
2. Implemented Annual Implementation Plan						
B. Development/ Implementation of Education Programs						
1. Pupil/Student Development/Achievement						
INTERNAL EFFICIENCY INDICATORS:						
a. Increased school MPS based on SIP/AIP target						
b. Increased promotion rate based on SIP/AIP target						
c. Decreased repetition rate based on SIP/AIP target						
d. Decreased drop out rate based on SIP/AIP target or maintained (for those who have zero drop out)						
e. Increased survival rate based on SIP/AIP target						
f. Increased retention rate based on SIP/AIP target						
g. Implemented feeding programs as reflected in the SIP/AIP						
2. Curriculum Indigenization/Localization and Instructional Delivery						
a. Provided leadership/technical assistance in the development of teaching and learning resources						
b. Implementation of innovations						
c. Utilization of learning resources from LR portal/ADM modules (MISOSA/EASE)/DLP materials						
d. Supervised teachers on curriculum implementation and instructional delivery						
3. Staff Development						
a. Developed School Plan for Professional Development (SPPD)						
b. Prepared school-based training design						
c. Conducted training programs/professional development activities						
d. Monitored the application of learning from the training programs/professional development activities						
C. Administrative Management						
1. Resource Management						
a. Managed human resources						
b. Managed physical facilities						
c. Managed fiscal resources						
2. Data Management						
3. Conflict Management						
4. Linkage Management						

5. School Based Management						
D. Research						
E. Performance Assessment						
TOTAL SCORE						
TOTAL RATING (Total Score/ 26 x 70%)						

II. PROFESSIONAL AND PERSONAL CHARACTERISTICS – 20%							III. ATTENDANCE AND PUNCTUALITY – 10%	
	10	8	6	4	2	Rating		Rating
1. Decisiveness							1 Punctuality	
2. Honesty/ Integrity							2 Attendance	
3. Dedication/Commitment							Total Score	
4. Initiative/Resourcefulness							Total Rating (TS/2x10%)	
5. Courtesy								
6. Human Relations								
7. Leadership								
8. Stress Tolerance								
9. Fairness/Justness								
10. Proper Attire/Good Grooming								
Total Score								
Total Rating (TS/10*20%)								

Plus Factor: (0.5 for each indicator but not to exceed 2 points for the total)

1. Chaired technical committee in the division/regional level
2. Conducted seminars in the division/regional level
3. Acted as trainer/facilitator in the division/regional level
4. Acquired resources/assistance for the school from other sources

SUMMARY OF RATINGS:

- | | |
|---|-------|
| I. Occupational Competence (70%) | _____ |
| II. Professional and Personal Characteristics (20%) | _____ |
| III. Punctuality and Attendance (10%) | _____ |
| Total | _____ |
| Plus Factor | _____ |
| Over-all Rating | _____ |
| Descriptive Rating | ===== |

REMARKS

RATEE:

CONFORME: _____
Signature of Ratee

CONFERRED WITH:

Evaluation Team Leader

Rater

Rater

Rater

Rater

REVIEWED AND RECOMMENDING APPROVAL

ESA Head

APPROVED:

Schools Division Superintendent

Keys to Descriptive Rating

- 8.60 – 10.0 - Outstanding
- 6.60 – 8.59 - Very Satisfactory
- 4.60 – 6.59 - Satisfactory
- 2.60 – 4.59 - Unsatisfactory
- 2.59 & below - Poor