

**PERFORMANCE APPRAISAL SYSTEM FOR SCHOOLS DISTRICT SUPERVISORS
AND COORDINATING PRINCIPALS
SY 2012-2013**

I. Occupational Competence (70%)

A. Planning

1. *Prepared district development plan (comprehensive plan that includes supervisory, technical assistance and priority needs of the schools as reflected in the SIPs/AIPs)*

District Development Plan prepared was characterized by:

- plan was needs based
- objectives were attainable
- strategies were well-defined
- plan was developed with school heads
- monitoring and evaluation scheme was defined in the plan

All indicators were met	-	10
4-5 indicators were met	-	8
2-3 indicators were met	-	6
Only 1 indicator was met	-	4
Still in progress	-	2

B. Plan Implementation

1. *Provided support to schools/cluster heads in the development of the School Improvement Plan*

90-100% the schools in the district have School Improvement Plan	-	10
75 to 89% of the schools in the district have School Improvement Plan	-	8
50 to 74% of the schools in the district have School Improvement Plan	-	6
25 to 49% of the schools in the district have School Improvement Plan	-	4
24% and below of the schools in the district have School Improvement Plan	-	2

2. *Implemented the district development plan, administrative, supervisory and technical assistance plan.*

90 % to 100% - consolidated accomplishments: <u>SIP/ AIP</u> of the schools, administrative, supervisory and technical assistance plans of SHs and accomplishment supervisory & technical assistance plans of the PSDS/CP.	-	10
75 % to 89% - consolidated accomplishments: <u>SIP/AIP</u> of the schools, administrative, supervisory and technical assistance plans of SHs and accomplishment supervisory & technical assistance plans of the PSDS/CP.	-	8
50% to 74% - consolidated accomplishments: <u>SIP/AIP</u> of the schools, administrative, supervisory and technical assistance plans of SHs and accomplishment supervisory & technical assistance plans of the PSDS/CP.	-	6
25% to 49% - consolidated accomplishments: <u>SIP/ AIP</u> of the schools, administrative, supervisory and technical assistance plans of SHs and accomplishment supervisory & technical assistance plans of the PSDS/CP.	-	4
24% and below - consolidated accomplishments: <u>SIP/AIP</u> of the schools, administrative, supervisory and technical assistance plans of SHs and accomplishment supervisory & technical assistance plans of the PSDS/CP.	-	2

Sample Computation:

Consolidated Accomplishment s: SIP/AIP of the schools, Administrative, Supervisory and TA Plans of the school heads and Supervisory & TA plans of Supervisor/Coordinating Principal (Data Source/MoV: Monthly/Quarterly/Yearly M&E Report)

SIP/AIP of the schools	Adm. Supervisory % TA Plan of the SHs	Supervisory & TA Plan of Supervisor/CP	Total/Sum	Average	Rating
50%	50%	75%	175%	58.33%	6

3. Supervised school heads/teachers on curriculum implementation and instructional delivery

Met the required number of observations (20/mo or 200 for the year)	-	10
Had 175 to 199 number of observations for the year	-	8
Had 150 to 174 number of observations for the year	-	6
Had 100 to 149 number of observations for the year	-	4
Had 99 and below number of observations for the year	-	2

C. Curriculum Development and Innovations

1. Provided leadership/technical assistance in the development of the following:

Teaching and Learning resources such as self-learning materials, modules, workbooks, prototype lesson plans, teaching devices, test item banks, audio-visuals aids, brochures, circulars, bulletins, outlines and guides.

Leadership /technical assistance provided resulted in the development of:

3 or more of the materials shared via LR portal	-	10
2 of the materials shared via LR portal /3 or more of the materials utilized within the district	-	8
1 of the materials shared via LR portal	-	6
1 or 2 of the materials utilized within the district	-	4
None or incomplete material	-	2

2. Initiated innovations in curriculum implementation

4 or more innovations in curriculum implementation	-	10
3 innovations in curriculum implementation	-	8
2 innovations in curriculum implementation	-	6
1 innovations in curriculum implementation	-	4
None	-	2

3. Provided access and equitable distribution of LRs from the LR portal/ADM modules (MISOSA/EASE) to the schools

90%-100% of the schools in the district were able to access/provided LRs/ADM modules	-	10
75%- 89% of the schools in the district were able to access/provided LRs/ADM modules	-	8
50%- 74% of the schools in the district were able to access/provided LRs/ADM modules	-	6
25% - 49% of the schools in the district were able to access/provided LRs/ADM modules	-	4
24% and below implementation of curriculum innovations	-	2

D. Staff Development

1. Provided technical assistance and support for school-based training and development activities

90% - 100% of the schools were provided technical assistance and support for school-based training and development activities	-	10
75% - 89% of the schools were provided technical assistance and support for school-based training and development activities	-	8
50% - 74% of the schools were provided technical assistance and support for school-based training and development activities	-	6
25% - 49% of the schools were provided technical assistance and support for school-based training and development activities	-	4
24% and below	-	2

2. Coordinated with the division to implement downloaded training programs

90% - 100% downloaded training programs were implemented in the district	-	10
75% - 89% downloaded training programs were implemented in the district	-	8
50% - 74% downloaded training programs were implemented in the district	-	6
25% - 49% downloaded training programs were implemented in the district	-	4
24% and below downloaded training were implemented in the district	-	2

E. Performance Assessment /Efficiency

Internal Efficiency Indicators (District Consolidation)

Pupil/Student Development/Achievement

1. Increased school MPS 2% over the previous year

Exceeded the target by more than 2%	-	10
Exceeded the target by 2% or less	-	8
Attained target	-	6
Less than the target by 2% or less	-	4
Less than the target by more than 2%	-	2

2. Increased Promotion Rate by 2%

Exceeded the target by more than 2%	-	10
Exceeded the target by 2% or less	-	8
Attained target	-	6
Less than the target by 2% or less	-	4
Less than the target by more than 2%	-	2

3. Decreased Repetition Rate by 2%

Exceeded the target by more than 2%	-	10
Exceeded the target by 2% or less	-	8
Attained target	-	6
Less than the target by 2% or less	-	4
Less than target by more than 2%	-	2

4. Decreased Drop out Rate

Exceeded the target by more than 2%	-	10
Exceeded the target by 2% or less	-	8
Attained target	-	6
Less than the target by 2% or less	-	4
Less than the target by more than 2%	-	2

5. Increased Survival Rate by 2 %

Exceeded the target by more than 2%	-	10
Exceeded the target by 2% or less	-	8
Attained target	-	6
Less than the target by 2% or less	-	4
Less than the target by more than 2%	-	2

6. Increased Retention Rate by 2%

Exceeded the target by more than 2%	-	10
Exceeded the target by 2% or less	-	8
Attained target	-	6
Less than the target by 2% or less	-	4
Less than the target by more than 2%	-	2

F. Research and Data Management

1. Conducted action research, shared and used results (PSDS/CP himself/herself conducted the study)

Action research was undertaken using the following steps:

- prepared the design and with SDS approval
- conducted the research
- managed data
- analyzed data
- utilized the results

All indicators were met	-	10
4 indicators were met	-	8
3 indicators were met	-	6
2 indicators were met	-	4
1 indicator was met	-	2

2. Managed District BEIS

Management of District BEIS included:

- organizing data (shall have files of the previous and current SY of the following data sources: Forms 1, 2 and 3; Form 18A/E; Year end reports; Phil IRI; SREA; Textbook Inventory; school titling documents; Approved GAA or documents to operate/establish school
- updating data
- establishing profile/ system generated school statistics outputs (BOSY & EOSY)
- disseminating data
- utilizing data

All indicators were met	-	10
4 indicators were met	-	8
3 indicators were met	-	6
2 indicators were met	-	4
Only 1 indicator was done	-	2

G. Supervision of Private Schools

(MoVs- list of all Private Schools (elementary and secondary) in the district and photo copy of Certificate of Recognition/Permit to Operate)

90%-100% of the Private Schools (PS) in the district are recognized by DepED/ 10% of the PS are operating without permit	-	10
70% - 89% of the Private Schools in the district are recognized by DepED/have permit to operate/ 11% - 30% of the PS are operating without permit	-	8
50% - 69% of the private Schools in the district are recognized by DepED/have permit to operate/ 31% - 50% of the PS are operating without permit	-	6
30% - 49% of the private Schools in the district are recognized by DepED/have permit to operate/ 51% - 70% of the PS are operating without permit	-	4
29% and below of the private schools in the district are recognized by DepED/have permit to operate/ 71% and up of the PS are operating without permit	-	2

III. Punctuality and Attendance (10%)

(including division/regional meetings and other required activities)

Punctuality-Number of times tardy (5%)

Not more than 3 times tardy/under time	-	10
4-6 times tardy/under time	-	8
7-10 times tardy/under time	-	6
11-15 times tardy/under time	-	4
More than 15 times tardy/under time	-	2

Attendance (MoVs - Certificate of Appearance/Participation)

100% attendance in all required activities e.g. meetings, seminars, workshops, etc.	-	10
75% to 99%	-	8
50% to 74%	-	6
25% to 49%	-	4
24% and below	-	2

PLUS FACTORS

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

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

RATING EQUIVALENT

8.6	-	10.00	=	Outstanding	(O)
6.6	-	8.59	=	Very Satisfactory	(VS)
4.6	-	6.59	=	Satisfactory	(S)
2.6	-	4.59	=	Unsatisfactory	(US)
2.59	&	below	=	Poor	(P)