Republic of the Philippines

DEPARTMENT OF EDUCATION

Region XI

Division of Island Garden City of Samal

*Peñaplata, District II, Island Garden City of Samal, Davao del Norte*

**INDIVIDUAL PERFORMANCE COMMITMENT WITH SCORING STANDARDS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employee | : |  | Name of Rater | : | FILOMENA M. LOPEZ |
| Position/Designation | : | Master Teacher I/School Head | Position | : | OIC - Assistant Schools Division Superintendent |
| Rating Period | : | January to June 2015 | Approving Officer | : | EUFEMIA T. GAMUTIN, CESO VI |
| Division | : | IGACOS | Position | : | OIC - Schools Division Superintendent |
| *TO BE FILLED IN DURING PLANNING* |
| MFO'S | KRA'S | MAJOR OUTPUTS | TIMELINE | WEIGHT PER KRA | PERFORMANCE INDICATORS | Scoring Standards |
| Quantity | Quality | Timeliness |
| Basic Secondary Education | INSTRUCTIONAL LEADERSHIP(20%) | 1. Inspect regularly Daily Lesson plans/lesson Logs(DDL)
 | January to June 2015 | 2% | 100% of required number of lesson plans/DLL’s of each teacher inspected and evaluated (weekly) with two lapses within the semester | 5 – 100% inspected4 – 99% LP’s inspected3 – 98% LP’s inspected2 – 97% LP’s inspected1 – 96% and below LP’s inspected | 5 –without lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 or more lapses | 5 – Inspected ahead oron time4 – 1 day late3 – 2 days late2 – 3 days late1 – 4 days late |
|  |  | 1. Conduct meetings to teachers
 | January to June 2015 | 2% | 100% of the regular meetings conducted within the semester with two lapses | 5 – 100% conducted4 – 99% meetings conducted3 – 98% meetings conducted2 – 97% meetings conducted1 – 96% and below meetings conducted | 5 – without lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 lapses | 5 – conducted ahead or on time4 – 2 days late3 – 4 days late2 – 6 days late1 – 8 days late |
|  |  | 1. Conduct Clinical Supervision
 | January to March and June 2015 | 2% | 100% of the needs based clinical supervision conducted/provided within the semester with two lapses | 5 – 100% conducted4 – 99% conducted3 – 98% conducted2 – 97% conducted 1– 96% and below conducted | 5 – without lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 lapses | 5 – within the scheduled dates4 – 1 day late3 – 2 days late2 – 3 days late1 – 4 days late |
|  |  | 1. Monitor and evaluate NAT Results
 |  | 2% | 2% increase in NAT results attained | n/a | 5 – 4% or more4 – 3% increase3 – 2% increase2 – 1% and below | n/a |
|  |  | 1. Monitor the implementation of instructional materials
 | January to June 2015 | 2% | 100% of the implementation of IM’s monitored within the semester with two lapses. | 5 – 100% monitored4 – 95-99% monitored3 – 93-95% monitored2 – 91-92% monitored1– 90% and below monitored | 5 – without lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 lapses | 5 – 100% monitored on time4 – 96 -99% monitored on time3 – 93-95% monitored on time2 – 91-92% monitored1– 90% and below monitored on time |
|  |  | 1. Monitor the implementation of teaching strategies
 | January to June 2015 | 1% | 100% of the implementation of teaching strategies monitored within the semester with two lapses. | 5 – 100% TS’s monitored4 – 98-99% TS’s monitored3 – 96-97% TS’s monitored2 – 93-95% TS’s monitored1– 92% and below TS’s monitored | 5 – without lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 lapses | 5 – 100% TS’s monitored on time4 – 98-99%TS’s monitored on time3 – 96-97% TS’s monitored on time2 – 93-95% TS’s monitored on time1 – 92% and below TS’s i monitored on time |
|  |  | 1. Formulate Intervention programs/innovations for learners development based on the analyzed pre-tests and post-tests
 | January to June 2015 | 2% | 1 intervention program / innovation per learning area across grade levels developed and implemented within the semester with two lapses  | 5 – 1 intervention programs implemented2 – no intervention | 5 – no lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 lapses | 5 –implemented within scheduled date2 – implemented beyond the schedule |
|  |  | 1. Provide safe learning environment
 | January to June 2015 | 1% | 100% of the school facilities are hazard free  | 5 - 0 incidence of accident4 – 1 incidence of accident3 – 2 incidence of accident2 – 3 incidence of accident1 – 4 or more incidence of accident | 5 – no lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 lapses | 5 –hazardous structures addressed on time2 – addressed beyond timeframe |
|  |  | 1. Formulate Intervention programs/ innovations for learners development
 | January to June 2015 | 1% | 1 intervention program / innovation per learning area across grade levels formulated/ implemented within the semester w/out lapses  | 5 – 1 intervention programs formulated/implemented2 – no intervention formulated/ implemented | 5 – no lapses2 – with lapses | 5 –implemented within scheduled date2 – implemented beyond the schedule |
|  |  | 1. Supervise and monitor home visitations
 | January to March and June 2015 | 1% | 100% of the needed home visitations conducted are supervised within the semester with two lapses  | 5 – 100% HV’s supervised4 – 99% HV’s supervised3 – 98% HV’s supervised2 – 97% HV’s supervised1– 96% and below HV’s supervised | 5 – no lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 lapses | 5 – 2 days before deadline4 – 1 day before deadline3 –HV’s supervised on time2 – 1 day late1 – 2 days or more late |
|  |  | 1. Lead and implement educational programs to improve participation, survival, retention rates and reduce dropout rate
 | January to March and June 2015 | 0.25% | 10% increase in sponsorship in the Adopt a Child Program in June 2015 without shortfall | 5 – 10% or more increase4 – 8-9%increase3 – 6-7% increase2 – 4-5%increase 1 – 3% and below increase | 5 – without shortfall2 – with shortfalls | 5 – April4 – May3 – June2 – July1 – August |
|  |  | January to March and June 2015 | 0.25% | 100% parent-teacher conferences conducted by the teachers within the semester monitored without lapses | 5 – 100% conferences monitored4 – 99% conferences monitored3 – 98% conferences monitored2 – 97% conferences monitored1– 96% and below conferences monitored | 5 – without lapses2 – with lapses | 5 – conferences monitored as scheduled2– not monitored |
|  |  | January to March and June 2015 | 0.25% | 100% culminating performances conducted by teachers within the semester monitored without lapses | 5 – 100% CP’s monitored4 – 99% CP’s monitored3 – 98% CP’s monitored2 – 97% CP’s monitored1– 96% and below CP’s monitored | 5 – without lapses2 – with lapses | 5 – CP’s monitored on time2– not monitored |
|  |  | January to March and June 2015 | 0.25% | 100% of ADM implementation monitored within the prescribed period with two lapses | 5 – 100% ADM implementation monitored4 – 99% ADM implementation monitored3 – 98% ADM implementation monitored2 – 97% ADM implementation monitored1– 96% and below ADM implementation monitored | 5 – without lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 lapses | 5 – monitored within timeframe2 – monitored beyond timeframe  |
|  |  | 1. Monitor teachers upkeep of students records
 | January to March and June 2015 | 1% | 100% of students records checked and validated within the semester without lapses | 5 – 100% of students’ records checked/validated4 – 99% of students’ records checked/validated 3 – 98% of students’ records checked/validated2 – 97% of students’ records checked/validated 1– 96% and below of students’ records checked/validated  | 5 – without lapses2 – with lapses | 5 –checked and validated on time4 – 1day late3 – 2 days late2 – 3 days late1 – 4 or more days late |
|  |  | 1. Supervise and direct all school teaching personnel
 | January to March and June 2015 | 1% | 100% of teaching personnel supervised and directed within the semester without lapses  | 5 – 100% of teaching personnel supervised and directed. 4 – 99% of teaching personnel supervised and directed. 3 – 98% of teaching personnel supervised and directed.2 – 97% of teaching personnel supervised and directed. 1– 96% and below of teaching personnel supervised and directed. | 5 – without lapses2 – with lapses | 5 – supervised and directedon time2 –not supervised |
|  |  | 1. Set up goals and objectives
 | January to March and June 2015 | 1% | 100% of the SIP/AIP updated / prepared within the planning period with at least 2 revisions | 5 – 100% of the SIP/AIP updated / prepared4 – 99% of the SIP/AIP updated / prepared3 – 98% of the SIP/AIP updated / prepared2 – 97% of the SIP/AIP updated / prepared1 – 96% and belowof the SIP/AIP updated / prepared | 5 – no revision4 – 1 revision3 – 2 revisions2 – 3 revisions1 – 4 revisions | 5 – updated/prepared on time4 – 1 day late3 – 2 days late2 – 3 days late1 – 4 or more days late |
|  | Learning Environment(15%) | 1. Implement Plant Facility Inventory
 | January to June 2015 | 1% | 100% of Physical Properties accounted for in March and June 2015 without lapses  | 5 – 100% of Physical Properties accounted 4 – 99% of Physical Properties accounted3 – 98% of Physical Properties accounted2 – 97% of Physical Properties accounted1 – 96% and below of Physical Properties accounted | 5 – without lapses2 – with lapses | 5 – accounted on time4 – 1 day late3 – 2 days late2 – 3 days late1 – 4 or more days late |
|  |  | January to June 2015 | 1% | Annual report on waste materials submitted in April 2015 without error | 5 – 1 Annual report on waste materials submitted2 – no Annual report on waste materials submitted | 5 – without error2 – with errors | 5 – submitted on or before due date4 – 1 day late3 – 2 days late2 – 3 days late1 – 4 days or more late |
|  |  | 1. Implement Wellness Program
 | January to March and June 2015 | 2% | 1 Wellness program implemented within the rating period without lapses  | 5 – 1 Wellness Program implemented2– No Wellness Program implemented | 5 – without lapses2 – with lapses | 5 – implemented in January 2015 4 –implemented in February 2015 3 –implemented in March 2015 2 –implemented in June 2015 1 –implemented after the rating period |
|  |  | 1. Implement DRRM mobilization plans
 | January to March and June 2015 | 2.5% | 100% of the DRRM mobilization plan activities implemented within the rating period without lapses | 5 – 100% of the DRRM mobilization plan activities implemented4 – 99% of the DRRM mobilization plan activities implemented3 – 98% of the DRRM mobilization plan activities implemented2 – 97% of the DRRM mobilization plan activities implemented1 – 96% and below of the DRRM mobilization plan activities implemented | 5 – without lapses2 – with lapses | 5 –implemented on time4 – 1 day late3 – 2 days late2 – 3 days late1 – 4 or more days late |
|  |  | 1. Implement Project WATCH
 | January to March and June 2015 | 2.5% | 100% of Project WATCH indicators complied with within the rating period without lapses | 5 – 100% of Project WATCH indicators complied with4 – 99% of Project WATCH indicators complied with3 – 98% of Project WATCH indicators complied with2 – 97% of Project WATCH indicators complied with1 – 96% and below of Project WATCH indicators complied with | 5 – without lapses2 – with lapses | 5 – implemented within timeframe2 – implemented beyond timeframe |
|  |  | 1. Implement BRIGADA ESKWELA
 | January to March and June 2015 | 3% | 100% of BRIGADA ESKWELA activities implemented within the rating period without lapses | 5 – 100% of BRIGADA ESKWELA activities implemented4 – 99% of BRIGADA ESKWELA activities implemented3 – 98% of BRIGADA ESKWELA activities implemented2 – 97% of BRIGADA ESKWELA activities implemented1 – 96% and below of BRIGADA ESKWELA activities | 5 – without lapses2 – with lapses | 5 –implemented within timeframe2 – implemented beyond timeframe |
|  |  | 1. Mediate and ensures resolution of conflictsin school
 | January to March and June 2015 | 3% | 100% of conflicts within the rating period resolved without lapses | 5 – 100% of conflicts resolved or zero conflict4 – 99% of conflicts resolved3 – 98%of conflicts resolved2 – 97% of conflicts resolved1 – 96% and below of conflicts resolved | 5 – without lapses2 – with lapses | 5 – resolved on time2 – resolved beyond timeframe |
|  | HR Management and Development(15%) | 1. Organize and conduct INSETs
 | January to March anJune 2015 | 5% |  100% of needs-based INSET’s conducted within the rating period without lapses  | 5 – 100% of needs-based INSETs conducted 4 – 99% of needs-based INSETs conducted 3 – 98% of needs-based INSETs conducted 2 – 97% of needs-based INSETs conducted 1 – 96% and below needs-based INSETs conducted  | 5 – without lapses2 – with lapses | 5 –conducted within timeframe2 – conducted beyond timeframe |
|  |  | 1. Assign teachers where they best fit to teach (grades’ learning areas, special assignments, etc.)
 | May 2015 | 2.5% | 100% of teachers’ loads and assignments matched with expertise and students’ needs in the last week of May 2015 without lapses  | 5 – 100% of teachers’ load and assignment based on teacher’s expertise and students’ needs matched4 – 99% of teachers’ load and assignment based on teacher’s expertise and students’ needs matched3 – 98% teachers’ load and assignment based on teacher’s expertise and students’ needs matched2 – 97% teachers’ load and assignment based on teacher’s expertise and students’ needs matched1 – 96% and below teachers’ load and assignment based on teacher’s expertise and students’ needsmatched | 5 – without lapses2 – with lapses | 5 – 3 or more days before due date4 – 1 – 2 days before due date3 – on due date2 – 1 - 2 days after due date1 – 3 or more days after due date |
|  |  | 1. Update 201 files
 | January to March and June 2015 | 2.5% | 100% of teachers’ 201 Files updated in February 2015without error | 5 – 100% of teachers’ 201 Files updated 4 – 99% of teachers’ 201 Files updated 3 – 98% of teachers’ 201 Files updated 2 – 97% of teachers’ 201 Files updated 1 – 96% and below of teachers’ 201 Files updated  | 5 – withouterror2 – with errors  | 5 –updated in February2 –updated later than February |
|  |  | 1. Rate all school Personnel Performance and recommend promotion
 | January to April 2015 | 2.5% | 100% of teachers / staff performance appraised and submitted within the rating period without error | 5 – 100% teachers performance appraised and submitted4 – 99% teachers performance appraisedand submitted3 – 98% teachers performance appraised and submitted2 – 97%teachers performance appraised and submitted1 – 96% and teachers performance appraised | 5 – without error2 – with errors | 5 – submitted 2 days before due date4 –submitted 1 day before due date3 –submitted on due date2 –submitted 1 day after due date1 –submitted 2 days after due date |
|  |  |  | January to April 2015 | 2.5% | 1 school succession program prepared within the semester without error | 5 – 1 school succession program prepared1 – No succession program prepared  | 5 – without error2 – with errors | 5 –preparedin January 20154 –preparedin February 20153 preparedMarch 20152 - prepared inApril 20151 –prepared in May 2015 |
|  | Parents” Involvement and Community Partnership(10%) | 1. Establish linkages with stakeholders to support resources
 | January to March and June 2015 | 2% | 100% of resource generation within the rating period is supported by stakeholders without shortfall / deficiency | 5 – 100% of resource generation is supported by stakeholders4 – 99% of resource generation is supported by stakeholders 3 – 98% of resource generation is supported by stakeholders2 – 97% of resource generation is supported by stakeholders 1 – 96% and below of resource generation is supported by stakeholders | 5 – without shortfall/ deficiency2 – with shortfalls  | 5- supported by stakeholdersWithin the rating period2 - supported by stakeholdersbeyond the rating period |
|  |  | 1. Meet parents regularly to confer/inform about school accomplishments
 | January to June 2015 | 2% | 100% of the scheduled regular meetings with parents within the rating period conducted without lapses. | 5 – 100% of the scheduled regular meetings with 65 - 75% of parents’ attendance conducted4 – 99% of the scheduled regular meetings with 55 -64% of parents’ attendance conducted3 – 98% of the scheduled regular meetings with 45 -54% of parents’ attendance conducted2 – 97% of the scheduled regular meetings with 40 - 44% of parents’ attendance conducted1 – 96% and below of the scheduled regular meetings with 39% and below of parents’ attendance conducted | 5 – without lapses2 – with lapses | 5 – conducted 2 days before scheduled dates4 – 1 day before scheduled dates3 – on scheduled dates2 – 1 day after the scheduled dates1 – 2 or more days after the scheduled dates |
|  |  | 1. Harness participation of alumni and other organizations (NGOs, LGUs, PPP)
 | January to June 2015 | 2% | 100% of the Alumni planned activities implemented within the rating period without lapses/deficiencies | 5 – 100% of the Alumni planned activities implemented4 – 99% of the Alumni planned activities implemented3 – 98% of the Alumni planned activities implemented 2 – 97% of the Alumni planned activities implemented 1 – 96% and below of the Alumni planned activities implemented | 5 – without lapses2 – with lapses | 5 –implemented 2 days ahead4 – implemented 1 day ahead3 – implemented within timeframe2 – implemented 1 day beyond schedule1 – implemented 2 or more days beyond schedule |
|  |  | 1. Affiliate in organizations
 | January to June 2015 | 2% | 1 Affiliation in recognized organization done within the rating period without deficiencies  | 5 – 1Affiliation in recognized organization 2–no aaffiliation in recognized organization | 5 – without deficiencies2 – with deficiencies  | 5 – Affiliated in January 2015 4 – Affiliated in February 2015 3 – Affiliated in March 2015 2 – Affiliated in June 2015 1 – Affiliated after the rating period |
|  |  | 1. Stakeholder Involvement in Monitoring and Evaluation of Programs implementation
 | January to March and June 2015 | 2% | 75% of stakeholders M & E engagement/involvement in monitoring of programs implementation within the rating period facilitated without lapses  | 5 – 100% of the 75% identified stakeholders engaged / involved in monitoring and evaluation of programs implemented4 –99% of the 75% identified stakeholders engaged / involved in monitoring and evaluation of programs implemented3 – 98% of the 75% identified stakeholders engaged / involved in monitoring and evaluation of programs implemented2 – 97% of the 75% identified stakeholders engaged / involved in monitoring and evaluation of programs implemented 1 – 96% and below of the 75% identified stakeholders engaged / involved in monitoring and evaluation of programs implemented | 5 – without lapses4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 or more lapses | 5 –implementedwithin the rating period 2 – not implemented |
|  | School Leadership Management and Operation(20%) | 1. Perform school leadership and, management and operations functions
 | January to June 2015 | 4% | 100% of the AIP implemented and evaluated within the rating period without lapses | 5 – 100% of the AIP implemented and evaluated4 – 99% of the AIP implemented and evaluated3 – 98% of the AIP implemented and evaluated2 – 97% of the AIP implemented and evaluated1 – 96% and below of the AIP implemented and evaluated | 5 – without lapses2 – with lapses | 5 –evaluated2 days before timeframe4 – evaluated 1 day before timeframe3 – evaluated within timeframe2 – evaluated 1 day beyond timeframe1 – evaluated 2 or more days beyond timeframe |
|  |  | 1. Prioritize needs/ Allocate funds for K to 12 implementation
 | January to June 2015 | 2% | 100% of identified needs in K to 12 implementation prioritized within the planning period without lapses | 5 – 100% of identified needs prioritized4 – 99% of identified needs prioritized3 – 98% of identified needs prioritized2 – 97%of identified needs prioritized1 – 96% and below of identified needs prioritized | 5 – withoutlapses2 – with lapses | 5 –prioritized ahead of schedule3 – prioritized on schedule2 – prioritized beyond schedule |
|  |  |  | January to June 2015 | 2% | 100% of financial resources appropriately allocated within the planning period without error | 5 – 100% of financial resources appropriately allocated 4 – 99% of financial resources appropriately allocated 3 – 98% of financial resources appropriately allocated 2 – 97% of financial resources appropriately allocated 1 – 96% and below of financial resources appropriately allocated  | 5 – without error2 – with errors | 5 – allocated on time2 – allocated beyond schedules |
|  |  | 1. Allocate/prioritize reproduction of instructional materials
 | January to June 2015 | 4% | 100% of identified needs on instructional materials for reproduction prioritized within the rating period without lapses | 5 – 100% of identified needs prioritized4 –99% of identified needs prioritized3 – 98% of identified needs prioritized2 – 97% of identified needs prioritized1 – 96% and below of identified needs prioritized | 5 – without lapses2 – with lapses | 5 – prioritized on time 2 – prioritized beyond timeframe |
|  |  |  |  |  | 100% of financial resources for reproduction of instructional materials appropriately allocated within the rating period without error | 5 – 100% of financial resources appropriately allocated4 –99% of financial resources appropriately allocated3 – 98% of financial resources appropriately allocated 2 – 97% of financial resources appropriately allocated 1 – 96% and below of financial resources appropriately allocated  | 5 – without error2 – with errors | 5 – allocated on time 2 – allocated beyond timeframe |
|  |  | 1. Monitor the implementation of Results-Based Performance Management System
 | January to June 2015 | 4% | 100% of the implementation of IPC of School heads and Teachers monitored within the rating period without lapses  | 5 – 100% of the implementation of IPC of School heads and Teachers monitored4 –99% of the implementation of IPC of School heads and Teachers monitored3 – 98% of the implementation of IPC of School heads and Teachers monitored2 – 97% of the implementation of IPC of School heads and Teachers monitored1 – 96% and below of the implementation of IPC of School heads and Teachers monitored | 5 – without lapses2 – with lapses | 5 – monitored within timeframe2 – monitored beyond timeframe |
|  |  | 1. Establish stakeholders programs and committees
 | January to June 2015 | 4% | At least 3 stakeholders’ programs established within the rating period without lapses  | 5 – 5 or more stakeholders’ program established within the rating period4 – 4 stakeholders’ program established within the rating period3 – 3 stakeholders’ program established within the rating period2 – 2 stakeholders’ program established within the rating period1 – 1 stakeholders’ program established within the rating period | 5 – without lapses2 – with lapses | 5 – established 2 weeks before timeframe4 – established 1 week before timeframe3 – established on time2 – established beyond timeframe |
|  | Other Support Requirements(Plus Factor)-20% | 1. Attendance in meetings/conferences/related activities
 | January to June 2015 | 4% | 100% of required meetings and conferences attended within the rating period without lapses | 5 – 100% of required meetings and conferences attended 4 – 99% of required meetings and conferences attended3 – 98% of required meetings and conferences attended2 – 97% of required meetings and conferences attended1 – 96% and below of required meetings and conferences attended | 5 – without lapses2 – with lapses | 5 – arrived on or ahead of time start4 – 5 minutes late3 – 10 minutes late2 – 15 minutes late1 – 20 or more minutes late |
|  |  | 1. Attendance and participation in Flag Rites
 | January to June 2015 | 4% | 100% attendance in flag rites within the rating period without lapses | 5 – 100 of mandated Flag Rites attended and participated4 – 99% of mandated Flag Rites attended and participated3 – 98% of mandated Flag Rites attended and participated2 – 97% of mandated Flag Rites attended and participated1 – 96% and below of mandated Flag Rites attended and participated | 5 – without lapses2 – with lapses  | 5 – arrived on or ahead of time start2 – arrived late |
|  |  | 1. Wearing of prescribed uniforms and ID
 | January to June 2015 | 4% | 100% compliance of existing Uniform Policy within the rating period without lapses | 5 – 100% compliance 4 – 99% compliance3 – 98% compliance2 – 97% compliance1 – 96% & below compliance | 5 – without lapses2 – with lapses | 5 – 100% of the prescribed uniforms in required days1 – 99% and below of the prescribed uniforms in required days |
|  |  | 1. Submission of required reports
 | January to June 2015 | 4% | 100% of the required reports within the rating period submitted on due dates without error | 5 – 100% of the required reports submitted4 – 99% of the required reports submitted3 – 98% of the required reports submitted2 – 97% of the required reports submitted1 – 96% or below of the required reports submitted | 5 – without error2 – with error  | 5 – submitted on or before due date2 – submitted after the due date |
|  |  | 1. Accuracy and completeness in the accomplishment of forms and reports
 | January to June 2015 | 4% | 100% of required reports/forms accomplished with accuracy and completeness within the rating period with 2 lapses | 5 – 100% of required reports/ forms accomplished with accuracy and completeness4 – 99% of required reports/ forms accomplished with accuracy and completeness3 – 98% of required reports/ forms accomplished with accuracy and completeness2 – 97% of required reports/ forms accomplished with accuracy and completeness1 – 96 and below of required reports/ forms accomplished with accuracy and completeness | 5 – 0 lapse4 – 1 lapse3 – 2 lapses2 – 3 lapses1 – 4 or more lapses | 5 – submitted on or before due date2 – submitted after due date |

\* To get the score, the rating is modified by the weight assigned.

Master Teacher/School Head FILOMENA M. LOPEZ, Ed. D. EUFEMIA T. GAMUTIN, CESO VI

 Ratee Rater Approving Officer