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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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% inspected  4 – 99% LP’s inspected  3 – 98% LP’s inspected  2 – 97% LP’s inspected  1 – 96% and below LP’s inspected | | | 5 –without lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 or more lapses | 5 – Inspected ahead oron time  4 – 1 day late  3 – 2 days late  2 – 3 days late  1 – 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% conducted  4 – 99% meetings conducted  3 – 98% meetings conducted  2 – 97% meetings conducted  1 – 96% and below meetings conducted | | | 5 – without lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 lapses | 5 – conducted ahead or on time  4 – 2 days late  3 – 4 days late  2 – 6 days late  1 – 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% conducted  4 – 99% conducted  3 – 98% conducted  2 – 97% conducted  1– 96% and below conducted | | | 5 – without lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 lapses | 5 – within the scheduled dates  4 – 1 day late  3 – 2 days late  2 – 3 days late  1 – 4 days late |
|  |  | | | 1. Monitor and evaluate NAT Results |  | 2% | 2% increase in NAT results attained | | n/a | | | 5 – 4% or more  4 – 3% increase  3 – 2% increase  2 – 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% monitored  4 – 95-99% monitored  3 – 93-95% monitored  2 – 91-92% monitored  1– 90% and below monitored | | | 5 – without lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 lapses | 5 – 100% monitored on time  4 – 96 -99% monitored on time  3 – 93-95% monitored on time  2 – 91-92% monitored  1– 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 monitored  4 – 98-99% TS’s monitored  3 – 96-97% TS’s monitored  2 – 93-95% TS’s monitored  1– 92% and below TS’s monitored | | | 5 – without lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 lapses | 5 – 100% TS’s monitored on time  4 – 98-99%TS’s monitored on time  3 – 96-97% TS’s monitored on time  2 – 93-95% TS’s monitored on time  1 – 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 implemented  2 – no intervention | | | 5 – no lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 lapses | 5 –implemented within scheduled date  2 – 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 accident  4 – 1 incidence of accident  3 – 2 incidence of accident  2 – 3 incidence of accident  1 – 4 or more incidence of accident | | | 5 – no lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 lapses | 5 –hazardous structures addressed on time  2 – 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/  implemented  2 – no intervention formulated/ implemented | | | 5 – no lapses  2 – with lapses | 5 –implemented within scheduled date  2 – 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 supervised  4 – 99% HV’s supervised  3 – 98% HV’s supervised  2 – 97% HV’s supervised  1– 96% and below HV’s supervised | | | 5 – no lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 lapses | 5 – 2 days before deadline  4 – 1 day before deadline  3 –HV’s supervised on time  2 – 1 day late  1 – 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 increase  4 – 8-9%increase  3 – 6-7% increase  2 – 4-5%increase  1 – 3% and below increase | | | 5 – without shortfall  2 – with shortfalls | 5 – April  4 – May  3 – June  2 – July  1 – 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 monitored  4 – 99% conferences monitored  3 – 98% conferences monitored  2 – 97% conferences monitored  1– 96% and below conferences monitored | | | 5 – without lapses  2 – with lapses | 5 – conferences  monitored as scheduled  2– 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 monitored  4 – 99% CP’s monitored  3 – 98% CP’s monitored  2 – 97% CP’s monitored  1– 96% and below CP’s monitored | | | 5 – without lapses  2 – with lapses | 5 – CP’s  monitored on time  2– 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 monitored  4 – 99% ADM implementation monitored  3 – 98% ADM implementation monitored  2 – 97% ADM implementation monitored  1– 96% and below ADM implementation monitored | | | 5 – without lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 lapses | 5 – monitored within timeframe  2 – 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/validated  4 – 99% of students’ records checked/validated  3 – 98% of students’ records checked/validated  2 – 97% of students’ records checked/validated  1– 96% and below of students’ records checked/validated | | | 5 – without lapses  2 – with lapses | 5 –checked and validated on time  4 – 1day late  3 – 2 days late  2 – 3 days late  1 – 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 lapses  2 – with lapses | 5 – supervised and directedon time  2 –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 / prepared  4 – 99% of the SIP/AIP updated / prepared  3 – 98% of the SIP/AIP updated / prepared  2 – 97% of the SIP/AIP updated / prepared  1 – 96% and belowof the SIP/AIP updated / prepared | | | 5 – no revision  4 – 1 revision  3 – 2 revisions  2 – 3 revisions  1 – 4 revisions | 5 – updated/prepared on time  4 – 1 day late  3 – 2 days late  2 – 3 days late  1 – 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 accounted  3 – 98% of Physical Properties accounted  2 – 97% of Physical Properties accounted  1 – 96% and below of Physical Properties accounted | | | 5 – without lapses  2 – with lapses | 5 – accounted on time  4 – 1 day late  3 – 2 days late  2 – 3 days late  1 – 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 submitted  2 – no Annual report on waste materials submitted | | | 5 – without error  2 – with errors | 5 – submitted on or before due date  4 – 1 day late  3 – 2 days late  2 – 3 days late  1 – 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 implemented  2– No Wellness Program implemented | | | 5 – without lapses  2 – 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 implemented  4 – 99% of the DRRM mobilization plan activities implemented  3 – 98% of the DRRM mobilization plan activities implemented  2 – 97% of the DRRM mobilization plan activities implemented  1 – 96% and below of the DRRM mobilization plan activities implemented | | | 5 – without lapses  2 – with lapses | 5 –implemented on time  4 – 1 day late  3 – 2 days late  2 – 3 days late  1 – 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 with  4 – 99% of Project WATCH indicators complied with  3 – 98% of Project WATCH indicators complied with  2 – 97% of Project WATCH indicators complied with  1 – 96% and below of Project WATCH indicators complied with | | | 5 – without lapses  2 – with lapses | 5 – implemented within timeframe  2 – 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 implemented  4 – 99% of BRIGADA ESKWELA activities implemented  3 – 98% of BRIGADA ESKWELA activities implemented  2 – 97% of BRIGADA ESKWELA activities implemented  1 – 96% and below of BRIGADA ESKWELA activities | | | 5 – without lapses  2 – with lapses | 5 –implemented within timeframe  2 – 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 conflict  4 – 99% of conflicts resolved  3 – 98%of conflicts resolved  2 – 97% of conflicts resolved  1 – 96% and below of conflicts resolved | | | 5 – without lapses  2 – with lapses | 5 – resolved on time  2 – resolved beyond timeframe |
|  | HR Management and Development  (15%) | | | 1. Organize and conduct INSETs | January to March an  June 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 lapses  2 – with lapses | 5 –conducted within timeframe  2 – 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 matched  4 – 99% of teachers’ load and assignment based on teacher’s expertise and students’ needs matched  3 – 98% teachers’ load and assignment based on teacher’s expertise and students’ needs matched  2 – 97% teachers’ load and assignment based on teacher’s expertise and students’ needs matched  1 – 96% and below teachers’ load and assignment based on teacher’s expertise and students’ needsmatched | | | 5 – without lapses  2 – with lapses | 5 – 3 or more days before due date  4 – 1 – 2 days before due date  3 – on due date  2 – 1 - 2 days after due date  1 – 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 – withouterror  2 – with errors | 5 –updated in February  2 –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 submitted  4 – 99% teachers performance appraisedand submitted  3 – 98% teachers performance appraised and submitted  2 – 97%teachers performance appraised and submitted  1 – 96% and teachers performance appraised | | | 5 – without error  2 – with errors | 5 – submitted 2 days before due date  4 –submitted 1 day before due date  3 –submitted on due date  2 –submitted 1 day after due date  1 –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 prepared  1 – No succession program prepared | | | 5 – without error  2 – with errors | 5 –prepared  in January 2015  4 –prepared  in February 2015  3 prepared  March 2015  2 - prepared in  April 2015  1 –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 stakeholders  4 – 99% of resource generation is supported by stakeholders  3 – 98% of resource generation is supported by stakeholders  2 – 97% of resource generation is supported by stakeholders  1 – 96% and below of resource generation is supported by stakeholders | | | 5 – without shortfall/ deficiency  2 – with shortfalls | 5- supported by stakeholders  Within the rating period  2 - supported by stakeholders  beyond 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 conducted  4 – 99% of the scheduled regular meetings with 55 -64% of parents’ attendance conducted  3 – 98% of the scheduled regular meetings with 45 -54% of parents’ attendance conducted  2 – 97% of the scheduled regular meetings with 40 - 44% of parents’ attendance conducted  1 – 96% and below of the scheduled regular meetings with 39% and below of parents’ attendance conducted | | | 5 – without lapses  2 – with lapses | 5 – conducted 2 days before scheduled dates  4 – 1 day before scheduled dates  3 – on scheduled dates  2 – 1 day after the scheduled dates  1 – 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 implemented  4 – 99% of the Alumni planned activities implemented  3 – 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 lapses  2 – with lapses | 5 –implemented 2 days ahead  4 – implemented 1 day ahead  3 – implemented within timeframe  2 – implemented 1 day beyond schedule  1 – 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 deficiencies  2 – 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 implemented  4 –99% of the 75% identified stakeholders engaged / involved in monitoring and evaluation of programs implemented  3 – 98% of the 75% identified stakeholders engaged / involved in monitoring and evaluation of programs implemented  2 – 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 lapses  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 or more lapses | 5 –implemented  within 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 evaluated  4 – 99% of the AIP implemented and evaluated  3 – 98% of the AIP implemented and evaluated  2 – 97% of the AIP implemented and evaluated  1 – 96% and below of the AIP implemented and evaluated | | | 5 – without lapses  2 – with lapses | 5 –evaluated2 days before timeframe  4 – evaluated 1 day before timeframe  3 – evaluated within timeframe  2 – evaluated 1 day beyond timeframe  1 – 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 prioritized  4 – 99% of identified needs prioritized  3 – 98% of identified needs prioritized  2 – 97%of identified needs prioritized  1 – 96% and below of identified needs prioritized | | | 5 – withoutlapses  2 – with lapses | 5 –prioritized ahead of schedule  3 – prioritized on schedule  2 – 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 error  2 – with errors | 5 – allocated on time  2 – 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 prioritized  4 –99% of identified needs prioritized  3 – 98% of identified needs prioritized  2 – 97% of identified needs prioritized  1 – 96% and below of identified needs prioritized | | | 5 – without lapses  2 – 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 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 error  2 – 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 monitored  4 –99% of the implementation of IPC of School heads and Teachers monitored  3 – 98% of the implementation of IPC of School heads and Teachers monitored  2 – 97% of the implementation of IPC of School heads and Teachers monitored  1 – 96% and below of the implementation of IPC of School heads and Teachers monitored | | | 5 – without lapses  2 – with lapses | 5 – monitored within timeframe  2 – 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 period  4 – 4 stakeholders’ program established within the rating period  3 – 3 stakeholders’ program established within the rating period  2 – 2 stakeholders’ program established within the rating period  1 – 1 stakeholders’ program established within the rating period | | | 5 – without lapses  2 – with lapses | 5 – established 2 weeks before timeframe  4 – established 1 week before timeframe  3 – established on time  2 – 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 attended  3 – 98% of required meetings and conferences attended  2 – 97% of required meetings and conferences attended  1 – 96% and below of required meetings and conferences attended | | | 5 – without lapses  2 – with lapses | 5 – arrived on or ahead of time start  4 – 5 minutes late  3 – 10 minutes late  2 – 15 minutes late  1 – 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 participated  4 – 99% of mandated Flag Rites attended and participated  3 – 98% of mandated Flag Rites attended and participated  2 – 97% of mandated Flag Rites attended and participated  1 – 96% and below of mandated Flag Rites attended and participated | | | 5 – without lapses  2 – with lapses | 5 – arrived on or ahead of time start  2 – 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% compliance  3 – 98% compliance  2 – 97% compliance  1 – 96% & below compliance | | | 5 – without lapses  2 – with lapses | 5 – 100% of the prescribed uniforms in required days  1 – 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 submitted  4 – 99% of the required reports submitted  3 – 98% of the required reports submitted  2 – 97% of the required reports submitted  1 – 96% or below of the required reports submitted | | | 5 – without error  2 – with error | 5 – submitted on or before due date  2 – 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 completeness  4 – 99% of required reports/ forms accomplished with accuracy and completeness  3 – 98% of required reports/ forms accomplished with accuracy and completeness  2 – 97% of required reports/ forms accomplished with accuracy and completeness  1 – 96 and below of required reports/ forms accomplished with accuracy and completeness | | | 5 – 0 lapse  4 – 1 lapse  3 – 2 lapses  2 – 3 lapses  1 – 4 or more lapses | 5 – submitted on or before due date  2 – 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