



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE
DIPOLONG CITY
RELEASED
Tayo
PARA SA
EDUKASYON
D. AUG 2016

Division Memorandum
No. 315, s. 2016

TO : 1st Congressional District Master Teachers
2nd Congressional District Master Teachers
3rd Congressional District Master Teachers

FROM : **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-In-Charge (M).
Office of the Schools Division Superintendent

SUBJECT : Revalida on the Performance of Master Teachers' in the Schools
Division of Zamboanga del Norte

DATE : August 9, 2016

In pursuit for unadulterated accomplishments in the Schools Division of Zamboanga del Norte, its Continuous Improvement Program introduces the *Revalida* on the performance of its Master Teachers in order to have an objective, evidence-based, and transparent assessment of the satisfaction of their mandate.

Thereby, the Master Teachers concerned are advised to prepare their Individual Performance Commitment and Review Form for school year 2015-2016, together with their artefacts and wait for the advice of their School Heads as to the Schedule of their *Revalida* in the Division Office.

Moreover, two (2) snacks and one (1) lunch shall be served to the Master Teachers concerned charged to Division Funds.

In addition, expenses incurred by the Master Teachers shall be charged to their respective School MOOE/Funds in deference to the usual Accounting and Auditing Rules.

Finally, a copy of the instrument to be used in the *Revalida* is attached to this Memorandum.

For widest dissemination.

B. Duties and Responsibilities of Master Teachers'

Key Result Areas	Specific Duties and Responsibilities
Professional Growth and Development	<ol style="list-style-type: none"> 1. Conducted at least an action research related to school or classroom concerns/problems during the year 2. Participated in seminars, workshops, trainings within a year (school, district, division, regional, national) 3. Received (school, district, division, regional, national) awards/recognitions within a year) 4. Served as a demonstration teacher (school, district, division, region , national) 5. Served as a resource speaker (school, district, division, region, national) 6. Assistance in the preparation and implementation of School-based INSET 7. Assistance in the preparation and implementation of School-based selection and promotion, and awards and recognition policies and mechanisms
Instructional Competence	<ol style="list-style-type: none"> 1. Handled teaching loads of at least 300min. per day 2. Taught 100% of the required learning competencies for the students every quarter 3. Adopted/Implemented/Utilized Contextualization, localization, and indigenization of curriculum content, strategies and materials 4. Curriculum enrichment, innovations and interventions with ICT integration 5. Achieved above 75% NAT performance

REVALIDA ON THE PERFORMANCE OF MASTER TEACHERS
SCHOOL YEAR 2015-2016

District: _____

RATING SHEET

Name: _____
 School: _____

Designation: _____
 Date: _____

Key Result Areas	Rating					Total
	5	4	3	2	1	
1. Professional Growth and Development (25%)						
A. Conducted at least an action research related to school or classroom concerns/problems during the year (2.5%)						
B. Participated in seminars, workshops, trainings within a year (school, district, division, regional, national) (5%)						
C. Received (school, district, division, regional, national) awards/recognitions within a year) (5%)						
D. Served as a demonstration teacher (school, district, division, region, national) (5%)						
E. Served as a resource speaker (school, district, division, region, national) (2.5%)						
F. Assistance in the preparation and implementation of School-based INSET (2.5%)						
G. Assistance in the preparation and implementation of School-based selection and promotion, and awards and recognition policies and mechanisms (2.5%)						
2. Instructional Competence (40%)						
A. Handled teaching loads of at least 300min. per day (10%)						
B. Taught 100% of the required learning competencies for the students every quarter (10%)						
C. Adopted/Implemented/Utilized contextualization, localization, and indigenization of curriculum content, strategies and materials (5%)						
D. Curriculum enrichment, innovations and interventions (ICT integration) (5%)						
E. Achieved above 75% NAT performance (5%)						
3. Instructional Supervision (35%)						
A. Observed at least 8 teachers every month (10%)						
B. Mentored/Coached at least 3 teachers quarterly (5%)						
C. Evaluated teachers' performance twice a year (10%)						
D. Analyzed quarterly MPS per subject per grade level (5%)						
E. Preparation and implementation of technical assistance plan, e.g., teacher instructional competence, school discipline/child protection, lesson plans/instructional materials (5%)						

RATED:

Verified:

_____, EPS
 Member, Panel of Evaluators

ROBERT I. POCULAN III, SEPS
 Secretariat

Instructional Supervision	
	<ol style="list-style-type: none">1. Observed at least 8 teachers every month2. Mentored/Coached at least 3 teachers quarterly3. Evaluated teachers' performance quarterly4. Analysed quarterly MPS per subject per grade level5. Preparation and implementation of technical assistance plan, e.g., teacher instructional competence, school discipline/child protection, lesson plans/instructional materials

Prepared by:

Robert I. Poculan III, SEPS
MT Revalida Secretariat

**REVALIDA ON THE PERFORMANCE OF MASTER TEACHERS
SCHOOL YEAR 2015-2016**

District: _____

RATING SHEET

Name: _____
School: _____

Designation: _____
Date: _____

I. Professional Growth and Development (25%)

Key Indicators	5 (100%)	4 (95-99%)	3 (85-94%)	2 (50-84%)	1 (1-49%)	0
A. Conducted at least an action research related to school or classroom concerns/problems during the year (2.5%)	○ Action research is implemented	○ Action research is completed	○ Action research is in the Cost Estimate stage per DO 43, s. 2016	○ Action research is in the Research Questions stage per DO 43, s. 2016	○ Action research proposal is approved by the Principal	○ Unable to make an Action research
B. Participated in seminars, workshops, trainings within a year (school, district, division, regional, national) (5%)	○ Attended 5 Educational Trainings/Seminars	○ Attended 4 Educational Trainings/Seminars	○ Attended 3 Educational Trainings/Seminars	○ Attended 2 Educational Trainings/Seminars	○ Attended 1 Educational Trainings/Seminars	○ Unable to attend any Trainings/Seminars
C. Received (school, district, division, regional, national) awards/recognitions within a year (5%)	○ Received a National Award	○ Received a Regional Award	○ Received a Division Award	○ Received a District Award	○ Received a School Award	○ Unable to receive any award
D. Served as a demonstration teacher (school, district, division, region, national) (5%)	○ Served as a demonstration teacher in the national level	○ Served as a demonstration teacher in the regional level	○ Served as a demonstration teacher in the division level	○ Served as a demonstration teacher in the district level	○ Served as a demonstration teacher in the school level	○ Unable to serve as a demonstration teacher
E. Served as a resource speaker (school, district, division, region, national) (2.5%)	○ Served as a resource person/speaker in the national level	○ Served as a resource person/speaker in the regional level	○ Served as a resource person/speaker in the division level	○ Served as a resource person/speaker in the district level	○ Served as a resource person/speaker in the school level	○ Unable to serve as a resource person
F. Assistance in the preparation and implementation of School-based INSET (2.5%)	○ Assisted in the evaluation of the School-based INSET and results used as bases for the next School-based INSET	○ Managed and facilitated in the School-based INSET	○ Facilitated in the School-based INSET	○ Assisted for the approval of the proposal of School-based INSET	○ Assisted in the preparation of proposal for the School-based INSET	○ Unable to assist in the preparation and implementation of School-based INSET
G. Assistance in the preparation and implementation of School-based selection and promotion, and awards and recognition policies and mechanisms (2.5%)	○ Implementation of the policies in the preparation and implementation of School-based selection and promotion, and awards and recognition policies and	○ Disseminated the preparation and implementation of School-based selection and promotion, and awards and recognition policies and mechanisms	○ Approval in the preparation and implementation of School-based selection and promotion, and awards and recognition policies and mechanisms	○ Recommended the preparation and implementation of School-based selection and promotion, and awards and recognition policies and mechanisms	○ Formulated policies and mechanisms for the School-based selection and promotion, and awards and recognition	○ Unable to assist in the preparation and implementation of School-based selection and promotion, and awards

	mechanisms						and recognition policies and mechanisms
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Score

II. Instructional Competence (40%)

Key Indicators	5 (100%)	4 (95-99%)	3 (85-94%)	2 (50-84%)	1 (1-49%)	0
A. Handled teaching loads of at least 300min. per day (10%)	○ Handled teaching loads of 360min. per day	○ Handled teaching loads of 330min. per day	○ Handled teaching loads of 300min. per day	○ Handled teaching loads of 280min. per day	○ Handled teaching loads of 250min. per day	○ Unable to handle any teaching load
B. Taught 100% of the required learning competencies for the students every quarter (10%)	○ Achieved 100% of the required learning competencies for the students in every quarter	○ Achieved 95-99% of the required learning competencies for the students in every quarter	○ Achieved 85-94% of the required learning competencies for the students in every quarter	○ Achieved 50-84% of the required learning competencies for the students in every quarter	○ Achieved 1-49% of the required learning competencies for the students in every quarter	○ Unable to achieve required learning competencies for students
C. Adopted/Implemented/Utilized contextualization, localization, and indigenization of curriculum content, strategies and materials (5%)	○ Thematic strategy has been adopted for the contextualization, localization, and indigenization of curriculum content, strategies and materials	○ Mentored a group of teachers on contextualization, localization, and indigenization of curriculum content, strategies and materials	○ Influenced a teacher in contextualization, localization, and indigenization of curriculum content, strategies and materials	○ Utilized local stories, settings, folklore for the contextualization, localization, and indigenization of curriculum content, strategies and materials	○ Utilized local materials for the contextualization, localization, and indigenization of curriculum content, strategies and materials	○ Unable to contextualize, localize, and indigenize the curriculum content
D. Curriculum enrichment, innovations and interventions with ICT integration (5%)	○ Enriched, innovated the curriculum with interactive lessons daily	○ Enriched, innovated the curriculum with interactive lessons weekly	○ Enriched, innovated the curriculum with interactive lessons monthly	○ Utilized CDs, DVDs in enriching and innovation of the curriculum with the utilization of lessons in power point presentation	○ Utilized CDs, DVDs in enriching and innovation of the curriculum	○ Unable to enrich the curriculum
E. Achieved above 75% NAT performance (5%)	○ Achieved at least 91-100% NAT performance	○ Achieved at least 81-90% NAT performance	○ Achieved at least 75-80% NAT performance	○ Achieved at least 65-74% NAT performance	○ Achieved at least 54-64% NAT performance	○ 0-53% Unable to achieve any percentage for NAT performance

Score

III. Instructional Supervision (35%)

Key Indicators	5 (100%)	4 (95-99%)	3 (85-94%)	2 (50-84%)	1 (1-49%)	0
A. Observed at least 8 teachers every month (10%)	○ Twelve (12) subject Teachers are monitored and observed in a month with follow up on improvements	○ Nine to Ten Teachers monitored and observed in a month with follow up on improvements	○ Eight Teachers monitored and observed in a month with follow up on improvements	○ Four to Seven Teachers monitored and observed in a month with follow up on improvements	○ Three Teachers are monitored and observed in a month with follow up on improvements	○ Unable to observe and monitor subject Teacher/s
B. Mentored/Coached at least 3 teachers quarterly (5%)	○ Conducted at least 5 mentoring/coaching activities with teachers quarterly	○ Conducted at least 4 mentoring/coaching activities with teachers quarterly	○ Conducted at least 3 mentoring/coaching activities with teachers quarterly	○ Conducted at least 2 mentoring/coaching activities with teachers quarterly	○ Conducted at least 1 mentoring/coaching activities with teachers quarterly	○ Unable to mentor or coach any teacher
C. Evaluated teachers performance quarterly (10%)	○ Evaluated teachers' performance 4 times a year	○ Evaluated teachers' performance thrice a year	○ Evaluated teachers' performance twice a year	○ Evaluated teachers' performance once a year	○ Evaluated less than the total number of teachers' performance once a year	○ Unable to Evaluate teachers' performance
D. Analysed quarterly MPS per subject per grade level (5%)	○ Analysed the quarterly MPS of all subject areas in all grade levels	○ Analysed the QMPS of all subjects in 3 grade levels	○ Analysed the QMPS of all subjects in 2 grade levels	○ Analysed the quarterly MPS of all the subjects taught including those of 1 to 2 teachers	○ Analysed the QMPS of the subjects taught	○ Unable to analyse the QMPS
E. Preparation and implementation of technical assistance plan, e.g., teacher instructional competence, school discipline/child protection, lesson plans/instructional materials (5%)	○ 100% implementation of the technical assistance plan	○ 95-99% implementation of the technical assistance plan	○ 85-94% implementation of the technical assistance plan	○ Initially implemented the technical assistance plan	○ prepared the technical assistance plan still for implementation	○ Unable to prepare nor to implement the technical assistance plan

Score

GRAND TOTAL OF SCORES: _____

Rated:

Verified:

Member, Panel of Evaluators

ROBERT I. POCULAN III, SEPS
Secretariat