



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
Tayo
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24 FEB 2017
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Division Memorandum
No. 074, s. 2017

To : Public Schools District Supervisors
Education Program Supervisors

From : LS
NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

Subject : **REVALIDA OF 2016 PERFORMANCE**

Date : February 22, 2017

1. Consistent with the division continued efforts toward strengthening the culture of performance, accountability and excellence among the personnel of the schools division especially those holding highly accountable positions and designations, this Office hereby informed all concerned personnel on the conduct of the subject on March 15-17, 2017 at the 2nd Floor Conference Room, Schools Division Office, Dipolog City.
2. The *Revalida* will provide all concerned personnel an avenue to showcase and/or package their performance (supported with necessary artifacts) of the past year as per Position Key Result Area. It will likewise serve as a forum for discussion of concrete recommendations that will further enhance and/or improve delivery of the duties and responsibilities inherent to the position and/or assigned by the Schools Division Superintendent.

Finally, the *Revalida* is envisioned to equip all personnel with the necessary knowledge, skills and attitudes that are imperative for the realization of the department's vision, mission and goal.

3. Food and snacks will be served during the aforementioned event chargeable against the Division MOOE. Attached, for reference, are the Key Performance Indicators of the Education Program Supervisor (EPS) and Public Schools District Supervisor (PSDS).
4. For information and compliance.

**KEY PERFORMANCE INDICATORS FOR
PUBLIC SCHOOLS DISTRICT SUPERVISORS**

Key Result Areas/Objectives	Expected Behavior of Performance
<p>INSTRUCTIONAL SUPERVISION</p> <p>1. To ensure implementation and delivery of quality basic education curriculum</p>	<p>A. Preparation, implementation and submission of annual/monthly curriculum implementation plan and accomplishment report</p> <p>B. Conduct of mentoring/coaching session with school heads to enhance instructional leadership</p>
<p>CURRICULUM DEVELOPMENT, ENRICHMENT AND LOCALIZATION</p> <p>2. To ensure maximum mastery and retention of students learning competencies</p>	<p>C. Preparation of concept paper and road-testing (implementation and institutionalization) of curriculum program enrichment, innovations and interventions</p> <p>D. Supervision of the implementation of contextualization, localization and indigenization program of curriculum content, strategies and materials</p>
<p>TECHNICAL ASSISTANCE (to schools and school heads)</p> <p>3. To facilitate and provide necessary technical assistance in the implementation and delivery of basic education program and co-curricular and special programs.</p>	<p>E. Preparation and implementation of school improvement plan, annual implementation plan, and annual curriculum plan to ensure consistency with division standards and priorities</p>
<p>RESEARCH</p> <p>4. To measure the extent of the impact of the implementation of basic education curriculum programs and/or provide resolution to school and district curriculum and academic challenges</p>	<p>F. Conduct of action research on academic (and non-academic) factors affecting students learning</p> <p>G. Preparation and implementation of policy recommendations and/or curriculum enrichment, innovation and intervention programs necessitated by the results of action research.</p>
<p>MONITORING</p> <p>5. To monitor progress of the implementation and delivery of basic education curriculum programs and governance systems based on the national and division standards</p>	<p>H. Monitoring and supervision of the implementation of senior high school program</p> <p>I. Monitoring and supervision of public schools' adherence to DepEd standards and division policies and timelines</p>
<p>LEARNING OUTCOMES ASSESSMENT</p> <p>6. To monitor and develop measures to improve/increase results of students learning assessment</p>	<p>J. Evaluation of district NAT/ quarterly MPS per grade level per subject area</p> <p>K. Preparation and implementation of policy recommendations and/or program interventions necessitated by the results of students learning assessment</p>

**KEY PERFORMANCE INDICATORS
FOR EDUCATION PROGRAM SUPERVISORS**

KEY RESULT AREA	KEY INDICATORS <i>(Expected Performance)</i>
Development, Management, Enrichment and Localization of Curriculum	<p>A. Development (and implementation) of Curriculum Implementation Plan, Concept Papers, Curriculum Program Proposals, and Monitoring and Evaluation Tools (on the specialized area of instruction)</p> <ul style="list-style-type: none"> • Conduct of curriculum needs assessment (utilizing a Tool); • Development and implementation of curriculum programs/projects in concerned schools to address specific curriculum issue; and • Conduct of activities as per identified requirement of the approved curriculum program/project proposal in concerned schools.
Research	<p>B. Conduct of action research to improve instruction on the specialized area of instruction; and</p> <p>C. Development and implementation of policy recommendations based on the results of the action research and monitoring and evaluation instruments.</p>
Learning Delivery	<p>D. Conduct of monitoring and evaluation on the schools' efforts on curriculum contextualization, localization and indigenization.</p>
Learning Resource	<p>E. Development and administration of quarterly exams;</p> <p>F. Coordination of in-service trainings; and</p> <p>G. Publication of effective practices on learning delivery/ strategy innovations.</p>
Learning Outcomes Assessment	<p>H. Conduct of monitoring and evaluation on the policies concerning curriculum implementation;</p> <p>I. Conduct of test (item) analysis; and</p> <p>J. Analysis on the MPS of concerned schools.</p>
Special Curricular Programs and Support	<p>K. Conduct of monitoring and evaluation on the school special curricular programs and support</p>