



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



Division Memorandum
 No. 215 s. 2016

BY: _____ DATE: 13 JUN 2016
 NAME: _____

**REVALIDA ON THE PERFORMANCE OF SCHOOL HEADS
 FOR SCHOOL YEAR 2015 – 2016**

To: Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. In its sincerest desire to uphold and strengthen the culture of performance and accountability in the Department of Education Schools Division of Zamboanga del Norte, with its mandate, vision and mission as its core, this office announces the conduct of the ***Revalida on the Performance of School Heads*** for School Year 2015-2016 beginning June to August 2016.
2. The *Revalida* is aimed at gauging and appreciating the impact each School Head has caused in their school and immediate community through the delivery of quality basic education. Consistent with the national educational policies, plans and standards, the School Head shall have the authority, responsibility and accountability in managing all affairs of the school. The success and failure of the school depends on the kind of School Head it has.
3. The *Revalida* will measure the effectiveness and efficiency of the School Head's skills in instructional leadership, school based management, and school governance and operations towards the fullest realization the school's vision, mission and goal. Each School Head is expected to improve the school instructional program necessitated in reference with vital school performance indicators, issues and concerns. He/she is responsible in making informed decisions and reforms, and ensures parents and other stakeholders' participation in implementing school discipline and development projects geared towards improved student's performance.
4. It likewise provides a credible and verifiable basis for a performance deserved of a School Head as per individual and organizational outcomes, assures strategic alignment of day-to-day operations to the thrust of the agency, and finally, give feedback to improve performance.
5. For this purpose, the following procedural guidelines are hereby promulgated to provide guidance among all concerned:

A. *Pre-Revalida*

Meanwhile the Office of the Schools Division Superintendent has given consideration to the self-rated performance of all School Heads. It is thereby imperative on the part of the School Heads to provide proof of claimed performance in the form of documented artifacts and/or evidences. Otherwise, such claimed performance will be compromised and/or recalled.

The basis in the collection and preparation of the supporting artifacts and/or evidences should focus on the following five (5) key result areas derived from the duties and responsibilities of a Principal and Head Teacher:

	KEY RESULT AREAS
PRINCIPAL	<ol style="list-style-type: none"> 1. Instructional Leadership; 2. Learning Environment; 3. Human Resource Management and Development; 4. School Leadership, Management and Operations; and 5. Parent's Involvement and Community Partnership.
HEAD TEACHER	<ol style="list-style-type: none"> 1. School Based Management; 2. School Curriculum Monitoring and Evaluation; 3. School Resource Management; 4. Human Resource Management; and 5. Parent's Involvement and Community Partnership.

Specific duties and responsibilities of the School Head/Principal attached as Annex A.

B. Actual *Revalida*

The *Revalida* consists of two (2) parts – ***Presentation and Validation of Performance*** and ***Competency Assessment***. It will be facilitated by a Panel of Evaluators with support Technical Secretariat which shall be composed of the following:

PANEL OF EVALUATORS

Chairperson: *Natividad P. Bayubay*, Schools Division Superintendent;
 Vice-Chairperson: *Lilia E. Abello*, Chief Education Supervisor, CID;
 Members: *Arcelita B. Zamoras*, Education Program Supervisor, SGOD;
Juliet J. Velasco, Education Program Supervisor, CID;
Anita D. Subebe, Education Program Supervisor, CID; and
Carina C. Piamonte, Senior Education Program Specialist, SGOD.

TECHNICAL SECRETARIAT

Team Leader: *Jessie E. Elacan*, Education Program Specialist II, SGOD;
 Members: *Wilson H. Inding*, Education Program Specialist II, SGOD; and
Julius O. Belagantol, Information Technology Officer I.

i. Presentation and Validation of Performance.

Each School Head shall satisfy the burden of proof required of the performance through a systematic presentation of significant accomplishments which come with most relevant artifacts and/or evidences to support and/or defend claim of a performance.

When necessary, any member of the Panel of Evaluators is entitled to ask questions to further illicit most appropriate response/s from the School Head during the presentation. With the aid of a criteria, the Panel of Evaluators will recommend either affirmation or recall of claimed performance to the Office of the Schools Division Superintendent.

Criteria	Percentage
Significance of the performance vis-à-vis targeted milestones and its impact to the school and community	50%
Accuracy and consistency of artifacts and evidences in support to claimed performance	20%
Performance validation testimonies of teachers, parents and other community stakeholders	15%
Knowledge, Skills and Attitudes	15%

ii. Competency Assessment

Familiarity of the School Heads on the existing DepEd policies and guidelines is a pivotal requirement in effective school planning, management and development. These policies and guidelines ensure quality and efficient delivery of basic education services and provide the standards of decision-making in all matters affecting the school.

Underscoring the School Head's commitment to protect the right of every child to quality education and better life, it is therefore incumbent to facilitate an exercise that will strengthen and/or reinforce deepest understanding and appreciation on these policy statements using suggested topics/scenario putting invaluable regard to the mandate, vision and mission of the department.

In the exercise, the Panel of Evaluators will gauge and appropriate scores to each Head Teacher/Principal based on the given responses as opposed to the requirements of the DepEd policy and/or guidelines.

Criteria	Percentage
Familiarity and appropriateness of responses as opposed to the requirements of DepEd policies and guidelines	40%
Adherence, implementation, adoption and localization of DepEd policies and guidelines in the school (best practice and initiatives)	40%
Knowledge, Skills and Attitudes	20%

Simulation activities may further be initiated by the Panel of Evaluators when necessary.

C. Post *Revalida*

Towards the end of the *Revalida*, School Head will be informed of the results of the assessment including needs improvement areas. The Panel of Evaluators ensures that all School Heads will leave the venue with fullest understanding of their very critical role as instructional leaders in the lives of the children and youth of the community they are serving.

It is hoped that in the end, *Revalida* will better shape the School Heads in carrying out the roles, duties and responsibilities expected of them.

6. School Heads and Public Schools District Supervisors are advised of the following schedules:

Date/s	District/s
June 27 – July 1, 2016	Implementing Units, La Libertad, and Mutia
July 4 – 8, 2016	Polanco I and II, and Rizal
July 11 – 15, 2016	Sergio Osmena I and II, and Sibutad
July 18 – 22, 2016	Pinan, Katipunan I and II
July 25 – 29, 2016	Roxas I and II, Manukan I
August 1 – 5, 2016	Manukan II, Ponot, and North Sindangan
August 8 – 12, 2016	Sindanga Central and South Sindangan
August 15 – 19, 2016	Siayan and Bacungan
August 22 – 26, 2016	Salug I and II, and Baliguian
August 29 – Sept 2, 2016	Kalawit, Liloy I and II
September 5 – 9, 2016	Labason, Tampilisan and Godod
September 12 – 16, 2106	Gutalac I and II, and Siocon
September 19 – 21, 2016	Sirawai and Sibuco

7. Transportation, food and accommodation costs of the School Heads during the conduct of *Revalida* shall be charged against their respective school MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
8. For widest dissemination.


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

A. Duties and Responsibilities of a Principal

Key Result Areas	Specific Duties and Responsibilities
Instructional Leadership	<ol style="list-style-type: none"> 1. Manages instructional system. 2. Sets up goals and objectives. 3. Requests and distributes instructional materials. 4. Inspects regularly Daily Lesson Logs (DLL). 5. Monitors teacher's upkeep of student's records. 6. Creates committee to assess learning outcomes.
Learning Environment	<ol style="list-style-type: none"> 1. Provides Environmental Protection Agency (EPA) compliant accommodation to learners amidst shortages. 2. Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists.
Human Resource Management and Development	<ol style="list-style-type: none"> 1. Organizes and conducts INSETs. 2. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.). 3. Initiates and compiles teachers' professional documents in portfolios. 4. Practices equitable distribution of teaching loads and observes teacher-learner ratio. 5. Rates all school personnel performance and recommends promotion. 6. Mediates and ensures resolution of conflicts in school. 7. Promotes and coordinates services for the holistic development of school personnel and pupils.
Parent's Involvement and Community Partnership	<ol style="list-style-type: none"> 1. Establishes linkages with stakeholders. 2. Meets parents regularly to confer/inform about school accomplishments. 3. Designs programs with stakeholders to address school needs. 4. Recognizes accomplishments of stakeholders. 5. Promotes welfare of stakeholders. 6. Formulates school policies with stakeholders. 7. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP). 8. Promotes school discipline with stakeholders.
School Leadership, Management and Operations	<ol style="list-style-type: none"> 1. Leads and implements educational programs. 2. Directs, coordinates and manages school funds according to prioritized needs. 3. Prepares/consolidates reports. 4. Ensures compliance to existing laws, policies and orders of fund raising projects for the school. 5. Formulates intervention programs/innovations for learner's development. 6. Leads the preparation of SIP/AIP and ensures participation of stakeholders. 7. Organizes special classes for learners with special needs. 8. Determines the strengths, weaknesses, opportunities and threats of the school. 9. Supervises and directs all school teaching and non-teaching personnel.