



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

November 11, 2021

DIVISION MEMORANDUM
No. 496 , s. 2021

ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM
NO. 452, s. 2021 (PAGKILAEA 2021)

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Section/Unit Heads
All Others Concerned

1. Relative to the above Division Memorandum, please be advised of the additional Special Awards:

- Outstanding District Planning Coordinator

Criteria for the Outstanding District Planning Coordinator

Items to be Evaluated	Weight
Submission of District Reports	30%
Performance Rating	20%
Years in Service as District Planning Coordinator	20%
LIS-BEIS Updating/Submission of Handled School	15%
Conduct BEIS-LIS Capacity Buildings/Trainings/Meetings	10%
Planning Activities Attendance	5%
Total	100%

A. SUBMISSION OF DISTRICT REPORTS – 30%

A.1 Completeness - 10%

Complete documents submitted	10%
1 lacking document submitted	6%
2 lacking documents submitted	4%
3 lacking documents submitted	0%

A.2 Timeliness - 10%

4 days before the due date	10%
3 days before the due date	8%
2 days before the due date	6%
1 day before the due date	4%
On due date	2%
Late submission	0%

A.3 Efficiency and Accuracy - 10%

No revision/correction	10%
1 time revision/correction	6%
2 times revision/correction	4%
3 times and more revision/correction	0%



B. PERFORMANCE RATING – 20%

Outstanding	20%
Very Satisfactory	10%
Satisfactory	5%
Unsatisfactory	0%

C. YEARS IN SERVICE AS DISTRICT PLANNING COORDINATOR – 20%

10 years and above	20%
9 years	18%
8 years	16%
7 years	14%
6 years	12%
5 years	10%
4 years	8%
2 years	4%
1 year	2%
Below 1 year	1%

D. LIS-BEIS UPDATING/SUBMISSION OF HANDLED SCHOOL – 15%***D.1 LIS EOSY 2020-2021 - 5%***

8-10 days before the due date	5%
6-7 days before the due date	4%
4-5 days before the due date	3%
2-3 days before the due date	2%
On due date	1%
Late submission	0%

D.2 QUICK COUNT SY 2021-2022 - 5%

8-10 days before the due date	5%
6-7 days before the due date	4%
4-5 days before the due date	3%
2-3 days before the due date	2%
On due date	1%
Late submission	0%

D.3 LIS BOSY 2021-2022 - 5%

8-10 days before the due date	5%
6-7 days before the due date	4%
4-5 days before the due date	3%
2-3 days before the due date	2%
On due date	1%
Late submission	0%

E. CONDUCT OF BEIS-LIS CAPACITY BUILDINGS/TRAININGS/MEETINGS – 10%

5 BEIS-LIS Capacity buildings/trainings/meetings conducted	10%
4 BEIS-LIS Capacity buildings/trainings/meetings conducted	8%
3 BEIS-LIS Capacity buildings/trainings/meetings conducted	6%
2 BEIS-LIS Capacity buildings/trainings/meetings conducted	4%
1 BEIS-LIS Capacity buildings/trainings/meetings conducted	2%
No BEIS-LIS Capacity buildings/trainings/meetings conducted	0%



F. PLANNING ACTIVITIES ATTENDANCE – 5%

All planning activities attended	5%
1 absent in planning activities	3%
2 absents in planning activities	2%
3 absents in planning activities	1%
4 absents in planning activities	0%

2. Further, the Criteria for the Outstanding Public Elementary, Secondary and Integrated Schools under Major Awards in Enclosure No. 2 are as follows:

Criteria for the Outstanding Public Schools (Elementary, Secondary and Integrated)

Components		Weight
I. Instructional Leadership, Curriculum and Instruction		24
A	Accomplishment of School Forms and records: *E-Class Record (Hard/Soft Copy); *Form 137/138; Form; *SF 1 School Register; *SF 2 Daily Attendance Report; Validated Teacher’s Schedule of Classes as reflected in SF 7	4
B	Instructional Supervision for effective delivery of K to 12 Curriculum and MOVs	4
C	Remediation Program for Least Learned Competencies in all subject areas/grade levels	3
D	Special Program for the Arts/ Sports/ Special Science Class/SPEd, MADRASAH, IPEd (implementing schools) Alternative Delivery Mode (ADM)	3
E	Alternative Learning System-Basic Literacy Program (ALS-BLP) and ALS A&E	3
F	Development of Contextualized/Localized/Indigenized LR Materials	4
G	Teachers’ Use of DepEd Learning Resource Management and Development System on-line facility	3
II. Learning Environment and Ancillary Services		20
A	Functionality of School Clubs and Organizations	2
B	School-Based Feeding Program	2
C	SBM WinS and WASH Initiatives which include Health Care/Clinic Services	3
D	Functionality of Guidance Programs and Services during National Health Emergency Crisis	2
E	Child Protection Policy Implementation/Online Safety Program for Learners	3
F	School Disaster Risk Reduction Management (DRRM) implementation and initiatives; Emergency Kits and Hotlines	2
G	Material Recovery Facilities and Solid Waste Management Program	2
H	School Clean and Green Program, Gulayan sa Paaralan	2
I	GAD Program Implementation	2
III. Human Resource Management and Development		14
A	School RPMS Implementation	4
B	Staff Professional Development Program: SLAC, INSET, Scholarship, Graduate School	2
C	Functionality of Teachers’ Organization/Clubs	2
D	Personnel Development Plans and Interventions or School Plan for Professional Development	2
E	Research/Innovation Projects	2
F	School Grievance Committee, Alternative Dispute Resolution Provision	2
IV. Performance Indicators		12
A	Net Enrolment Rate	2
B	Promotion Rate/Graduation Rate	2
C	Completion Rate	2
D	Drop-Out Rate	2



E	Failure Rate	2
F	Repetition Rate	2
V. Parents Involvement and Community Partnership		6
A	Brigada Eskwela (Linkages/Stakeholders Support/Donations/Grants)	2
B	Functionality of SGC and PTA of the school	2
C	Citizens Charter and Public Assistance and Help Desk	2
VI. School Leadership Management and Operations		20
A	SBM Implementation	3
B	SIP-AIP (with APP) Physical and Financial Accomplishment Report	3
C	Proper Utilization and Liquidation of School MOOE/Other Funds: Donations, etc.	5
D	School Monitoring, Evaluation and Adjustment Report/Dashboard/EMIS	4
E	Transparency Wall	3
F	Property Inventory	2
Total		100

3. Furthermore, Special Awards under Major Awards and Special Recognition in Enclosure No. 2 is hereby corrected as follows:

Special Awards

From	Change to
<ul style="list-style-type: none"> Outstanding District WINS Focal Person 	<ul style="list-style-type: none"> Outstanding District WINS Coordinator
<ul style="list-style-type: none"> Top three (3) Performing School Heads in MOOE Utilization & Liquidation, FY 2021 <ul style="list-style-type: none"> Elementary Level Secondary Level 	<ul style="list-style-type: none"> Best Performing School Heads in Terms of MOOE Utilization and Liquidation <ul style="list-style-type: none"> Top 5 of 319 Elementary Schools Top 3 of 46 Non-IU Secondary Schools
<ul style="list-style-type: none"> Top three (3) Performing Finance Personnel of Implementing Unit (IU) Schools 	<ul style="list-style-type: none"> Best Performing Accountant, Bookkeeper or Bookkeeper Designate in Terms of Financial Management <ul style="list-style-type: none"> Top 3 of 46 Secondary Implementing Schools

Special Recognition

From	Change to
<ul style="list-style-type: none"> First 3 Performing Districts on Enhanced Basic Education Information System (EBEIS) and Learners Information System (LIS) with 100% Schools to Upload the EBEIS BOSY 2020-2021 	<ul style="list-style-type: none"> First three (3) Performing Districts with 100% of schools (both public and private) uploaded the Basic Education Information System (BEIS) BOSY 2020-2021 report
<ul style="list-style-type: none"> First 3 Performing Districts with 100% Public Schools to Encode National School Building Inventory (NSBI) Report 2020-2021 	<ul style="list-style-type: none"> First three (3) Performing Districts with 100% finalized schools (both public and private) in the Learners Information System (LIS) EOSY 2020-2021
<ul style="list-style-type: none"> First 3 Performing Districts with 100% Schools Participating (Public and Private) in the LIS SY 2020-2021 	<ul style="list-style-type: none"> First three (3) Performing Districts with 100% participated schools (both public and private) in the Learners Information System (LIS) BOSY 2021-2022
<ul style="list-style-type: none"> First 3 Performing Districts with 100% Public and Private Schools that Finalized the LIS SY 2020-2021 	<ul style="list-style-type: none"> First three (3) Performing Districts with 100% participated schools (both public and private) in the Learners Information System (LIS) Quick Count BOSY 2021-2022



4. Paragraph 9 of Enclosure No. 1 is hereby corrected to read as follows:

Only accomplishments/achievements gained within the period from January 2019-October 2021 will be considered.

5. All other provisions of the said Division Memorandum remain in effect.

6. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: none

Reference: Division Memorandum No. 452, s. 2021

JBL/LLP/cdb

