

# 2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR 2020

February 26 and 27, 2020

Aklan State University CIT Cafeteria

Kalibo, Aklan

# REMINDER ON LOST CERTIFICATE OF APPEARANCE (CA)

- Personnel who need replacement of lost CA for ManCom must submit a letter request noted by the PSDS/Division/Unit/Section Head and submit to the Chairperson, Committee on Registration (Mrs. Patrocenia Y. Mamburam). Only then shall he/she be given a replacement CA.
- During ManCom, the CA will be given after the meeting to the PSDS. No individual distribution will be allowed.

# REMINDER FOR THE NEXT MANCOM

- Attendance is a must as mandated by RA 9155.
- There will be registration fee to be collected one-time for March to June 2020.
- The details will be given through a memorandum.
- In case of absence, letter of replacement must be officially sent.
  - Supported with Authority to Travel/
  - Form 6
  - Other acceptable documents

# HRMPSB Concerns and Reminders

- Preparation of Registry of Qualified Applicants
  - Computation of GWA in Elementary up to JHS – 1 decimal place only
  - In SHS – 2 decimal places
- There are members of the DSC Secretariat who will receive the folders for each district:
  - For elem to JHS- each bundle of folders should be labelled with district name, school, and level (kindergarten, SPED, Elementary, JHS-Specialization, IPEd)
  - For SHS – each bundle of folders should be labelled with district name, school, track, strand, and specialization
- RQA formats will be uploaded to [depedaklan.org](http://depedaklan.org) website

To receive folders of applicants – Elem to SHS  
Eastern – Feb. 26; Western – Feb. 27

<b>Name of Secretariat Member</b>	<b>Will receive the folders of the districts of:</b>
<b>Mrs. Bereber Mrs. Lao</b>	To ensure coordination among the members
<b>Mrs. Mary Jean Sim</b>	Altavas, Balete, Banga
<b>Miss Shena Bondad</b>	Batan, Buruanga, Ibajay East and West
<b>Miss Joralyn Diaz</b>	Kalibo I & II, Lezo, Libacao
<b>Mr. Lynel Jan Bonifacio</b>	Madalag Makato, Malay, Malinao
<b>Mr. Maurice Norey Beltran</b>	Nabas, New Wash., Numancia, Tangalan
<b>Mr. Mahnnie Tolentino</b>	To take charge of consolidation

# SUBMISSION OF OPCRF OF SCHOOL HEADS

- 1. Regardless of the rating, all school heads are required to submit MOVs. List of MOVs required will be provided by the DO.
- 2. The PSDS shall facilitate submission of OPCRFs of school heads in the district.
- 3. The PSDS shall do initial review of ratings of school heads based on the average of ratings of teachers and staff.
- 4. The PSDS shall initial below the name of the Rater after doing the review.
- 5. The timeline and specific details shall be given through a memorandum.

# Designation as School Screening Committee

- The school head shall prepare the list of the Chairperson and the Members of the School Screening Committee (for elementary, JHS and SHS). Refer to Div. Memo 14, s. 2020 for elementary and JHS, and Div. Memo 24, s. 2020 for SHS.
- The PSDS shall prepare the list of the Chairperson and members of the Division Sub-Committee (for elementary and JHS). Refer to Div. Memo. 14, s. 2020
- The PSDS shall prepare the list of the Chairperson and members of the District Technical Working Group (for SHS). Refer to Div. Memo. 24, s. 2020.

- The school head shall submit the list to the district
- The PSDS shall submit to the Div. Office the list of School Screening Committee and prepare and submit the list District Technical Working Group for signature by SDS.
- Format will be uploaded at the DepEd Aklan ManCom FB group
- Format of the RQA will be uploaded at [depedaklan.org](http://depedaklan.org), File tab and the DepEd Aklan ManCom FB Group



# CAPABILITY BUILDING ON RA 9184

- TNA to be floated to all schools through the district office
- Composed of 5 pages
- Answer honestly
- District shall gather all accomplished TNAs
- PSDS submits to the SGOD-HRD for consolidation
- Deadline: \_\_\_\_\_

REGIONAL SERVICE  
EXCELLENCE AWARD (RSEA)

Enclose 1 to RM No. \_\_\_\_\_, s. 2019: Regional Service Excellence Awards (RSEA)

**I. OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (30%)**

**I. A Administrative Management – 11%**

**I.A. 1 Compliance with Existing Guidelines in Processing Administrative Matters – Personnel Actions**

**6%**

Percentage of Compliance	Points
100% of personnel actions submitted to RO are complete and accurate	10
94-99% of personnel actions submitted to RO are complete and accurate	8
87-93% of personnel actions submitted to RO are complete and accurate	6
80-86 % of personnel actions submitted to RO are complete and accurate	4
79% & below of personnel actions submitted to RO are complete and accurate	2
No submission	0

**I.B. 1 Implementation of RATPLAN****2%**

<b>Percentage of Personnel Assigned in their Post based on RATPLAN</b>	<b>Points</b>
100% of Personnel are assigned in their respective posts/office in accordance with the RATPLAN	10
94-99% of Personnel are assigned in their respective post/office in accordance with the RATPLAN	8
87-93% of Personnel are assigned in their respective post/office in accordance with the RATPLAN	6
80-86% of Personnel are assigned in their respective post/office in accordance with the RATPLAN	4
79% and below of Personnel are assigned in their respective post/office in accordance with the RATPLAN	2

# I.B.2 Implementation of Policies on the Promotion/Upgrading of Teachers

1%

%	Points
0% of teachers who retired as Teacher I	10
1-5% of teachers who retired as Teacher I	8
6-10% of teachers who retired as Teacher I	6
11-15% of teachers who retired as Teacher I	4
16-20% of teachers who retired as Teacher I	2

**I.B.3 Implementation of Reclassification of Teachers Position****2%**

<b>Percentage of Reclassification Slots Utilized</b>	<b>Points</b>
100% of slots intended for Master Teacher I and II positions were utilized	10
94-99% of slots intended for Master Teacher I and II positions were utilized	8
87-93% of slots intended for Master Teacher I and II positions were utilized	6
80-86% of slots intended for Master Teacher I and II positions were utilized	4
79% and below of slots intended for Master Teacher I and II positions were utilized	2

## I. C Financial Management – 10%

### I. C. 1 Utilization Rate of Division Fund

2%

Percentage of Utilization of Division Fund	Points
100% utilized	10
97-99% utilized	8
94-96% utilized	6
90-93% utilized	4
89% and below utilized	2



**I. C. 2 Submission of Financial Reports (BFARs and Consolidated FR and FS) – 3%**

**I. C.2. 1 Timeliness**

**0.75%**

<b>Timeliness of Submission</b>	<b>Points</b>
Four (4) days before due date	10
Three (3) days before due date	8
Two (2) days before due date	6
One (1) day before due date	4
On due date	2
Late submission	0

**I. C.2.2 Efficiency and Accuracy**

**2.25%**

<b>Less Revision and Correctness</b>	<b>Points</b>
No revision and 100% correct	10
No revision and 90-99% correct	8
One (1) revision and 80-89% correct	6
One (1) revision and 70-79% correct	4
Two (2) revisions and 60-69% correct	2
Three (3) or more revisions and 59% and below correct	0



**I. C. 3. Compliance of Audit Observation Memorandum****3%**

<b>Percentage of Compliance</b>	<b>Points</b>
Zero (0) AOM	10
100% compliant	8
97-99% compliant	6
94-96% compliant	4
93% and below compliant	2

**I. C. 4. Liquidation of Cash Advances – 2%****I. C.4.1 Timeliness****0.50%**

<b>Timeliness of Submission</b>	<b>Points</b>
Four (4) days before due date	10
Three (3) days before due date	8
Two (2) days before due date	6
One (1) day before due date	4
On due date	2
Late submission	0

**I. C.4.2 Percentage of Liquidation****1.50%**

<b>% Liquidated</b>	<b>Points</b>
100% liquidated	10
90-99%	8
80-89%	6
70-79%	4
60-69%	2
59% and below	0

### **I. D Ancillary Services – 5%**

#### **I. D. 1 Percentage of Complaints acted upon/investigations reviewed/ documents interpreted/endorsements made**

**2.5%**

<b>Percentage of Complaints, Investigations have been Acted Upon</b>	<b>Points</b>
100%	10
76-99%	8
51-75%	6
26-50%	4
1-25%	2
0%	0

#### **I. D. 2 ICT – 2.5 %**

##### **I. D.2.1 Percentage of management & implementation of ICT Programs and Projects**

**1.5%**

<b>Percentage of management &amp; implementation of ICT Programs and Projects</b>	<b>Points</b>
100% accomplishments in the Division Annual ICT Plan	10
76% -99% accomplishments in the Division Annual ICT Plan	8
51-75% accomplishments in the Division Annual ICT Plan	6
26-50% accomplishments in the Division Annual ICT Plan	4
1-25% accomplishments in the Division Annual ICT Plan	2
0% accomplishments in the Division Annual ICT Plan	0

*\*MOVs of Approved Annual ICT Plan*

**I. D.2.2 Percentage of RO & CO introduced systems implemented with Division initiated innovation 1.0%**

Percentage of RO & CO introduced systems implemented with Division initiated innovation	Points
100% RO and CO introduced systems implemented and introduced at least 1 division-initiated innovation	10
76-99% RO and CO introduced systems implemented and introduced at least 1 division-initiated innovation	8
51-75% RO and CO introduced systems implemented	6
26-50% RO and CO introduced systems implemented	4
1-25% RO and CO introduced systems implemented	2
No RO and CO introduced systems implemented	0

\*CO - Workplace  
DCP Monitoring and Evaluation, Inventory  
Validation of Division Office 0365

\*RO - DCPMS (DepEd Computation Program Monitoring System)  
RM #293, s. 2019



## II. CURRICULUM IMPLEMENTATION – 40%

### II. A. Curriculum Implementation – 15%

#### II. A. 1 Updated Instructional Supervisory Plan of Basic Education and Special Curricular Programs of K to 12 5%

Percentage of EPS and PSDS who Submitted Instructional Supervisory Plan on Effective Delivery of Quality Basic Education in Schools and Learning Centers	Points
100% of the EPS and PSDSs submitted Instructional Supervisory Plan on effective delivery of quality basic education in schools and learning centers	10
76-99% of the EPS and PSDSs submitted Instructional Supervisory Plan on effective delivery of quality basic education in schools and learning centers	8
51-75% of the EPS and PSDSs submitted Instructional Supervisory Plan on effective delivery of quality basic education in schools and learning centers	6
26-50% of the EPS and PSDSs submitted Instructional Supervisory Plan on effective delivery of quality basic education in schools and learning centers	4
1-25% of the EPS and PSDSs submitted Instructional Supervisory Plan on effective delivery of quality basic education in schools and learning centers	2

## II. A.2 Technical Assistance Accomplishment Reports on Instructional Supervision of Basic Education and Special Curricular Programs of K to 12 10%

Percentage of EPS and PSDS who Submitted TA Accomplishment Reports on Instructional Supervision on Effective Delivery of Quality Basic Education in Schools and Learning Centers	Points
100% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	10
76-99% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	8
51-75% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	6
26-50% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	4
1-25% of the EPS and PSDSs submitted Technical Assistance Accomplishment Reports on Instructional Supervision on the effective delivery of quality basic education in schools and learning centers	2



## **II. B Curriculum Contextualization – 15%**

### **II. B.1 Contextualization of Competencies/Learning Resources by learning area for Schools and Learning 10%**

<b>Number of Learning Areas Contextualized Learning Competencies/Learning Resources for Grade Level</b>	<b>Points</b>
9 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	10
7 - 8 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	8
5-6 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	6
3-4 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	4
1-2 Learning Areas Contextualized Learning Competencies/Learning Resources at least 1 for each grade level of K to 12 and ALS	2

**II. B.2 Utilization of Contextualized Learning Resources from LR Portal****5%**

<b>Percentage of Schools and Learning Centers Utilized the LR Portal and Contextualized LRs Developed by Learning area</b>	<b>Points</b>
100% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	10
76-99% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	8
51-75% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	6
26-50% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	4
1-25% Schools and Learning Centers utilized Contextualized LRs from the LR Portal	2



## **II. C Assessment of Learning – 10%**

### **II. C.1.1 Assessment Results**

**5%**

<b>Percentage of Schools and Learning Centers Monitored the Effective Management of Assessment in the Classroom</b>	<b>Points</b>
100% of Schools and Learning Centers were monitored on the management of assessment	10
76-99% of Schools and Learning Centers were monitored on the management of assessment	8
51-75% of Schools and Learning Centers were monitored on the management of assessment	6
26-50% of Schools and Learning Centers were monitored on the management of assessment	4
1-25% of Schools and Learning Centers were monitored on the management of assessment	2

### **II. C. 1. 2 Assessment Results**

**5%**

<b>Percentage of Schools and Learning Centers provided TA on Assessment for Possible Interventions</b>	<b>Points</b>
100% Schools and Learning Centers were provided TA on assessment for possible intervention	10
76-99% Schools and Learning Centers were provided TA on assessment for possible intervention	8
51-75% Schools and Learning Centers were provided TA on assessment for possible intervention	6
26-50% Schools and Learning Centers were provided TA on assessment for possible intervention	4
1-25% Schools and Learning Centers were provided TA on assessment for possible intervention	2

### III. SCHOOL GOVERNANCE AND OPERATIONS – 30%

#### III. A Technical Assistance

3%

Completeness of Data on TA in terms of 4 Processes: Segmentation, Characterization, Prioritization & Dashboard	Percentage of Schools and Learning Centers Provided TA vs Target	Submission of TA Reports to the Regional Office	Points
TA needs contain complete data on 4 processes	Covering 100% of prioritized schools for TA	At least one day before the deadline	10
TA needs contain complete data on 3 of the 4 processes	Covering 76-99% of prioritized schools for TA	On the deadline	8
TA needs contain complete data on 2 of the 4 processes	Covering 51-75% of prioritized schools for TA	one day after the deadline	6
TA needs contain incomplete data on 3 of the 4 processes	Covering 26-50% of prioritized schools for TA	at least two days after the deadline	4
TA needs contain incomplete data on segmentation, characterization, prioritization & dashboard	Covering 1-25% of prioritized schools for TA	at least three days or more after the deadline	2
No TA needs identified	No school and learning center provided technical assistance	No TA report submitted	0

### **III. B Quality Assurance – 8%**

#### **III. B. 1 Private and Public Schools Complying to Documentary Requirements Pertinent to Application in the Renewal of Permit/Recognition – 4%**

##### **III. B. 1.1 Public Schools Granted Recognition and Permits**

**2%**

<b>Percentage of Target Public Schools Complied Documentary Requirements for Recognition and Permits</b>	<b>Points</b>
100%	10
76-99%	8
51-75%	6
26-50%	4
1-25%	2



**III. B. 1. 2 Private Schools Granted Recognition and Permits****2%**

<b>Percentage of Target Private Schools Complied Documentary Requirements for Recognition and Permits</b>	<b>Points</b>
100%	10
76-99%	8
51-75%	6
26-50%	4
1-25%	2
0%	0

**III. B. 2. Management and implementation of Quality Management System (QMS) – 3%****III. B. 2.1 DMEA****2%**

<b>Number of DMEA Conducted</b>	<b>Points</b>
Conducted DMEA in 4 quarters as reflected in the WFP	10
Conducted DMEA in 3 quarters as reflected in the WFP	8
Conducted DMEA in 2 quarters as reflected in the WFP	6
Conducted DMEA in only 1 quarter as reflected in the WFP	4
DMEA in the WFP but not conducted	2

**III. B. 2.2 ISO Certification****1%**

<b>ISO Processes</b>	<b>Points</b>
ISO certification done	10
Passed the Stage 2 External Audit for ISO Certification	8
Passed the Internal Audit for ISO Certification	6
Undergone Risk Management Training/ Workshop	4
Prepared documentary requirements for ISO application and conducted orientation on ISO 9001:2015	2
Not started	0

**III. B. 3. Functional QATAME****1%**

<b>Percentage of Learning and Development Programs were Quality Assured, Monitored and Evaluated</b>	<b>Points</b>
100%	10
76-99%	8
51-75%	6
26-50%	4
1-25%	2
0%	0

**III. C School-Based Management - Wash in Schools - 2%**

<b>2%</b>	
<b>Division WINS Star Level</b>	<b>Points</b>
3 Stars	10
2 Stars	8
1 Star	6
-----	4
0 Star	2

### III. D Planning and Research – 8%

#### III. D. 1 Division Research Management Program Implementation – 4.5%

##### III. D. 1.1 Technical Assistance Plan and Reports 1%

<b>Submission of TA Plan and Reports</b>	<b>Points</b>
Submitted five (5) days before due date	10
Submitted four (4) days before due date	8
Submitted three (3) days before due date	6
Submitted 1-2 days before due date	4
Submitted on due date	2
No submission	0

##### III. D. 1.2 Capability Building or Other Research-related Activities Report 1%

<b>Number of Capability Building or Other Research Related Activities Conducted</b>	<b>Points</b>
5	10
4	8
3	6
2	4
1	2
0	0



**III. D. 1.3 Approved Research Proposals****2%**

Number of BERF approved research proposals by the RRC			Points
Large/Very Large Division	Medium Division	Small Division	
41 and above	21 and above	9 and above	10
31 – 40	16 – 20	7 – 8	8
21 – 30	11 – 15	5 – 6	6
11 - 20	6 – 10	3 – 4	4
1 – 10	1 – 5	1 – 2	2
0	0	0	0

**III. D. 1.4 BERF Researches Liquidation Reports****0.5%**

100% Submission of Liquidation Reports	Points
One week before due date	10
Four (4) days before due date	8
Three (3) days before due date	6
1-2 days before due date	4
On due date	2
No submission	0



**III. D. 2. Policy Dissemination/Implementation – 0.5%**

**III. D. 2.1 Policy Dissemination Implementation Activity Report**

**0.5%**

<b>Submission of Activity Report</b>	<b>Points</b>
Submitted 1 week before due date	10
Submitted four (4) days before due date	8
Submitted three (3) days before due date	6
Submitted 1-2 days before due date	4
Submitted on due date	2
No submission	0

### III. D. 3. Planning – 3%

#### III. D. 3.1 Updated DEDP

2%

Updating of DEDP	Points
Submitted 1 month before the deadline	10
Submitted 15 days before the deadline	8
Submitted 10 days before the deadline	6
Submitted 5 days before the deadline	4
Submitted on the deadline	2
Failed to submit updated DEDP	0

### III. D. 3.2 Submission and Updating of Data/Reports – 1%

- LIS - 0.1%
- BEIS – 0.1%
- WFP-Regional Format – 0.1%
- PMIS-WFP – 0.1%
- BED 2 – 0.1%
- Early Registration – 0.1%
- RQA – 0.1%
- Enrolment Quick Count – 0.1%
- Deployment – 0.1%
- Miscellaneous – 0.1%

Submission and Updating of Data/Reports	Points
Submitted 1 week before the deadline	10
Submitted 4 days before the deadline	8
Submitted 3 days before the deadline	6
Submitted 1-2 days before the deadline	4
Submitted on the deadline	2

### III. E. Human Resource Development – 4%

#### III. E. 1 Division HRD Plan

1%

<b>Presence of MPPD Plan and Percentage of Implementation</b>	<b>Points</b>
Presence of MPPD with 100% achieved target for 2019	10
Presence of MPDD with 76-99% achieved target for 2019	8
Presence of MPDD Plan with 51-75% achieved target for 2019	6
Presence of MPPD with 26-50% achieved target for 2019	4
Presence of MPPD with 1-25% achieved target for 2019	2
No MPPD	0

#### III. E. 2 Targeted Teaching and Non-Teaching Personnel Capacitated on Skills and Competencies Enhancement

1%

<b>Percentage of Targeted Teaching &amp; Non-Teaching Personnel Trained on Skills and Competencies Enhancement</b>	<b>Points</b>
100% of targeted personnel capacitated	10
76-99% of targeted personnel capacitated	8
51-75% of targeted personnel capacitated	6
26-50% of targeted personnel capacitated	4
1-25% of targeted personnel capacitated	2
No targeted personnel to be capacitated	0



**III. E. 3 Selection of Outstanding Employees****1%**

<b>Conduct of Rewards and Recognition Program related to PRAISE of the CSC</b>	<b>Points</b>
100% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	10
76 - 99% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	8
51 - 75% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	6
26 - 50% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	4
1 - 25% accomplishment of the R and R plan; implemented within the year and with complete list of awardees	2
Presence of plan but not implemented	0

**III. E. 4 Provision of Employee Welfare Program****1%**

<b>Conduct of Employee Welfare Program (EWP)</b>	<b>Points</b>
Approved EW plan with five (5) activities and implemented within the year	10
Approved EW plan with four (4) activities and implemented within the year	8
Approved EW plan with three (3) activities and implemented within the year	6
Approved EW plan with two (2) activities and implemented within the year	4
Approved EW plan with one (1) activity and implemented within the year	2
Presence of EW plan but not implemented	0

### III. F. Support Services Management – 2.5%

#### **III. F. 1 Percentage of Schools implemented and sustained programs and projects in the Delivery of Education Program Services**

**0.8 %**

<b>Percentage of schools implemented and sustained programs and projects in the Delivery of Education Program Services.</b>	<b>Points</b>
supported with 5 and above MOV's – PPAs implemented	10
supported with 4 MOV's – PPAs implemented	8
supported with 3 MOV's – PPAs implemented	6
supported with 2 MOVs – PPAs implemented	4
Supported with 1 MOV – PPA implemented	2
No supporting MOV – PPA and not implemented	0

#### **III. F.2 Percentage of schools adhered to the existing guidelines to maintain a conducive, safe and secure Educational environment and facilities.**

**0.7 %**

<b>Percentage of schools adhered to the existing guidelines to maintain a conducive, safe and secure educational environment and facilities.</b>	<b>Points</b>
Supported with complete 5 MOV's	10
with 4 MOV's	8
with 3 MOV's	6
with 2 MOV's	4
with 1 MOV's	2
no supporting MOV	0

**III. F.3 Implementation of Various Learner Support Services by School Health & Nutrition****1.0%**

<b>Percentage of Implementation of Various Learner Support Services by School Health &amp; Nutrition based on approved plan.</b>	<b>Points</b>
5 and above programs and projects implemented based on approved plan	10
4 programs and projects implemented based on approved plan	8
3 programs and projects implemented based on approved plan	6
2 programs and projects implemented based on approved plan	4
1 program and project implemented based on approved plan	2
No programs and projects implemented based on approved plan	0



### III. G Community Level Linkages and Partnership – 2.5%

#### III. G.1 Schools' Local and International Partnerships

0.5%

Percentage of School Heads and Focal Persons Oriented on Schools' Local and International Partnership.	Points
10 local and 4 international partnership	10
8 local and 2 international partnership	8
6 local and 1 international partnership	6
4 local and no international partnership	4
2 local and no international partnership	2
none	0

#### III. G. 2 Number of Potential Partners/Donors for Specific Programs and Projects

0.5%

Number of MOA/MOU duly signed and notarized.	Points
10 and above MOA/MOU	10
7-8 MOA/MOU	8
5-6 MOA/MOU	6
3-4 MOA/MOU	4
1-2 MOA/MOU	2
none	0



**III. G. 3 Amount of Donations Turnover****0.5%**

<b>Amount of Donations with Certificates of Acceptance and Turned – over to SDO duly signed and notarized.</b>	<b>Points</b>
500,000 and above	10
300,000 – 499,000	8
100,000- 299,000	6
50,000 – 99,000	4
20,000 – 49,000	2
none	0

**III. G. 4 DRRM Activities reflected in the approved SIP/AIP****1.0%**

<b>Number of Implemented Activities reflected in the Approved SIP/AIP</b>	<b>Points</b>
5 activities	10
4 activities	8
3 activities	6
2 activities	4
1 activity	2
none	0

# REGIONAL SERVICE EXCELLENCE AWARD

I.B.3			
III.C WinS	SBM-	3 Stars	100% of schools with 3 Stars - 10 points
		2 Stars	76-99% of schools with 3 Stars - 8 points
		1 Star	51-75% of schools with 3 Stars - 6 points
		-----	26-50% of schools with 3 Stars - 4 points
		0 Star	1-25% of schools with 3 Stars - 2 points
III. G Community Level Linkages and Partnership			
III.G.1	Schools' Local and International Partnerships	SDO's Local and International Partnerships	
	Percentage of School Heads & Focal Persons Oriented on Schools' Local and International Partnership	Number of Local and International Partners	

III.G.4	DRRM Activities reflected in the approved SIP/AIP	<b>Disaster Preparedness Activities (Flood, Fire, Earthquake with First Aid Training in each activity) as reflected in the SIP/AIP</b>
	5 activities	100% of schools conducted at least 12 disaster preparedness activities (flood, fire, earthquake) - 10 points
	4 activities	76-99% of schools conducted at least 12 disaster preparedness activities - 8 points
	3 activities	51-75% of schools conducted at least 12 disaster preparedness activities - 6 points

	2 activities	26-50% of schools conducted at least 12 disaster preparedness activities - 4 points
	1 activity	1-25% of schools conducted at least 12 disaster preparedness activities - 2 points

**B. Division RQA Secretariat, please turn over the folders to the following personnel-in-charge:**

SENIOR HIGH SCHOOL		
Subject Group	Person In-Charge	Will receive the folders of
I-A (English)	EPS <u>Lipar</u>	All districts
I-B (Filipino)	EPS <u>Tropa</u>	All districts
I-C (Social Science)	EPS Estrada	All districts
I-D (Media ICT)	EPS <u>Zubiaga</u>	All districts
II-ABM	EPS Estrada	All districts
III-A (Math.)	EPS <u>Biray</u>	All districts
III-B and C (Science)	EPS <u>Dalipe</u>	All districts
IV-A (TVL-Agri/Fishery)	EPS Tolentino	All districts
IV-B (TVL-IA)	EPS <u>Panaligan</u>	All districts
IV-C (TVL-ICT)	EPS <u>Zubiaga</u>	All districts
IV-D (TVL-HE)	EPS Tolentino	<u>Altavas-Lezo</u>
IV-D (TVL-HE)	EPS <u>Cawaling</u>	<u>Libacao-Tangalan</u>
Sports	EPS <u>Ibarreta</u>	All districts
Arts and Design	EPS <u>Tropa</u>	All districts
ELEMENTARY TO JUNIOR HIGH SCHOOL		
Level	Please turn over to	
Elementary-Regular	EPS <u>Dalipe</u> EPS <u>Tropa</u>	
Kindergarten-Regular and <u>IPEd</u> , <u>SPEd</u> Regular and <u>IPEd</u> , Elementary <u>IPEd</u> , JHS <u>IPEd</u>	EPS <u>Zubiaga</u> EPS <u>Lipar</u> <u>IPEd</u> Coordinator Dan Prado	
JHS-Regular	EPS <u>Panaligan</u> EPS <u>Biray</u> EPS Estrada	

OFFICIAL FORMAT OF  
CERTIFICATES AND DIPLOMAS  
(PER D.O. 31, S. 2019, “VISUAL  
IDENTITY MANUAL”)



# Appreciation, Participation and Appearance



Republic of the Philippines  
Department of Education  
DepEd Region II - Cagayan Valley  
Cagay, Tuguegarao City, Cagayan

## Certificate of Appearance

This is to certify that Mr./Ms. \_\_\_\_\_ of  
\_\_\_\_\_ attended the \_\_\_\_\_  
\_\_\_\_\_ held at the \_\_\_\_\_  
\_\_\_\_\_ on  
*month/ date/ year.*

**JUAN DELA CRUZ**

Regional Director  
Region II-Cagayan Valley



Republic of the Philippines  
Department of Education  
DepEd Complex, Meralco Avenue, Pasig City

## Certificate of Appreciation

This certificate is awarded to:

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*in recognition of her meritorious role during the launching of the Senior High  
School Program of the Department of Education.*

*Given at the Bulwagan ng Kamusugan, Department of Education,  
DepEd Complex, Pasig City on April 2019.*

**JUAN DELA CRUZ**  
Secretary



Republic of the Philippines  
Department of Education  
Schools Division Office of Caloocan City  
10th Ave., Kalayaan HB, Caloocan City

## Certificate of Participation

This certificate is presented to

\_\_\_\_\_ *for her participation during the* \_\_\_\_\_ *(event)*  
\_\_\_\_\_ *(held where)* \_\_\_\_\_ *(time)* *from March 5 to 10, 2019.*

*Given at the* \_\_\_\_\_ *(venue)*  
*26th day of March 2019.*

**JUAN DELA CRUZ**  
Assistant Schools Division Superintendent

**FRANCISCO BALTAZAR**  
Schools Division Superintendent

# Kindergarten and Grade 6 Certificates of Completion



Republika ng Pilipinas  
Republic of the Philippines  
Kagawaran ng Edukasyon  
Department of Education

REHIYON XXX  
REGION XXX

SANGAY NG XXXXXXXX  
DIVISION OF XXXXXXXX

PUROK NG XXXXXX  
DISTRICT OF XXXXXXXX

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si  
This certifies that

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): XXXXXXXXXXXX

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda  
has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed

ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
by the Department of Education and is therefore awarded this

**KATUNAYAN  
CERTIFICATE**

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-\_\_\_\_ ng \_\_\_\_ 2019.  
Signed in XXXXXXXX, Philippines on the \_\_\_\_ day of \_\_\_\_ 2019.

man Old Style 11  
man Old Style 9

Bookman Old Style 11  
Bookman Old Style 9

XXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
Schools Division Superintendent



Old English Text MT 14  
Old English Text MT 10

Old English Text MT 16  
Old English Text MT 10

Bookman Old Style 11  
Bookman Old Style 8

Bookman Old Style 11  
Bookman Old Style 8

Bookman Old Style 14

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 18  
Bookman Old Style 10

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 18  
Bookman Old Style 11

Bookman Old Style 12  
Bookman Old Style 9



Republika ng Pilipinas  
Republic of the Philippines  
Kagawaran ng Edukasyon  
Department of Education

REHIYON XXX  
REGION XXX

SANGAY NG XXXXXXXX  
DIVISION OF XXXXXXXX

PUROK NG XXXXXXXX  
DISTRICT OF XXXXXXXX

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si  
This certifies that

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): XXXXXXXXXXXX

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda  
has satisfactorily completed the requirements of the Elementary Curriculum as prescribed

ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
by the Department of Education and is therefore awarded this

**KATUNAYAN  
CERTIFICATE**

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-\_\_\_\_ ng \_\_\_\_ 2019.  
Signed in XXXXXXXX, Philippines on the \_\_\_\_ day of \_\_\_\_ 2019.

XXXXXXXXXX  
Punongguro  
Principal

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 11  
Bookman Old Style 9

XXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
Schools Division Superintendent



Old English Text MT 14  
Old English Text MT 10

Old English Text MT 16  
Old English Text MT 10

Bookman Old Style 11  
Bookman Old Style 8

Bookman Old Style 11  
Bookman Old Style 8

Bookman Old Style 14

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 18  
Bookman Old Style 10

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 18  
Bookman Old Style 11

Bookman Old Style 12  
Bookman Old Style 9

# Junior High School Certificate of Completion



Republika ng Pilipinas  
*Republic of the Philippines*

Kagawaran ng Edukasyon  
*Department of Education*

REHIYON XXX  
*REGION XXX*

SANGAY NG XXXXXXXX  
*DIVISION OF XXXXXX*

XXXXXX HIGH SCHOOL

Pinaatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): XXXXXXXXXX

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinalala para sa  
*has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for*

Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*Secondary Schools of the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa XXXXXXX, Pilipinas nitong ika-\_\_\_\_ ng \_\_\_\_ 2019.  
*Signed in XXXXXXX, Philippines on the \_\_\_\_ day of \_\_\_\_ 2019.*

XXXXXXXXXX  
Punongguro  
*Principal*

XXXXXXXXXX  
Pangungay na Tagapamamahala ng mga Paaralan  
*Schools Division Superintendent*



Old English Text MT 14  
Old English Text MT 10

Old English Text MT 16  
Old English Text MT 10

Bookman Old Style 11  
Bookman Old Style 8

Bookman Old Style 14

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 18  
Bookman Old Style 10

Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 18  
Bookman Old Style 11

Bookman Old Style 12  
Bookman Old Style 9

Bookman Old Style 11  
Bookman Old Style 8



Bookman Old Style 11  
Bookman Old Style 9

Bookman Old Style 11  
Bookman Old Style 9

Reference: Enclosure No. 3 to  
DepEd Order No. 2, s. 2019



# Senior High School Diploma

	<p>Republika ng Pilipinas <i>Republic of the Philippines</i></p> <p>Ragawaran ng Edukasyon <i>Department of Education</i></p> <p>REHIYON XXX <i>REGION XXX</i></p> <p>SANGAY NG XXXXXXXX <i>DIVISION OF XXXXXXXX</i></p> <p>XXXXXX HIGH SCHOOL</p> <p>Pinatutunayan nito na si <i>This certifies that</i></p> <p><b>JUAN A. DELA CRUZ</b> Learner Reference Number (LRN): xxxxxxxxxxx</p> <p>ay kasiya-atiyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School <i>has satisfactorily completed the requirements for graduation in Senior High School</i></p> <p><b>TRACK</b> <b>STRAND</b></p> <p>na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong <i>prescribed for Secondary Schools of the Department of Education and is therefore awarded this</i></p> <p><b>KATIBAYAN</b> <b>DIPLOMA</b></p> <p>Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-___ ng ___ 2019. <i>Signed in XXXXXXXX, Philippines on the ___ day of ___ 2019.</i></p> <p>XXXXXXXXXX Punongguro <i>Principal</i></p>	
	<p>Old English Text MT 14 Old English Text MT 10</p> <p>Old English Text MT 16 Old English Text MT 10</p> <p>Bookman Old Style 11 Bookman Old Style 8</p> <p>Bookman Old Style 14</p> <p>Bookman Old Style 11 Bookman Old Style 9</p> <p>Bookman Old Style 18 Bookman Old Style 10</p> <p>Bookman Old Style 11 Bookman Old Style 9</p> <p>Bookman Old Style 11 Bookman Old Style 9</p> <p>Bookman Old Style 18 Bookman Old Style 11</p> <p>Bookman Old Style 12 Bookman Old Style 9</p> <p>XXXXXXXXXX Pansangay na Tagapamanihala ng mga Paaralan <i>Schools Division Superintendent</i></p>	