



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

October 11, 2021

DIVISION MEMORANDUM  
No. 406, s. 2021

**2021 RECOGNITION OF SCHOOLS' BEST PRACTICES IN  
THE IMPLEMENTATION OF BASIC EDUCATION LEARNING  
CONTINUITY PLAN (BE LCP) VIA SCHOOL-BASED MANAGEMENT (SBM)**

To: **OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors/PS District Supervisor  
Unit/Section Heads  
Elementary and Secondary School Heads  
All Others Concerned**  
This Division

1. Relative to the attached Regional Memorandum No. 562, s. 2021, re: **2021 Recognition of Schools' Best Practices in the Implementation of the Basic Education Learning Continuity Plan (BE LCP) via School-Based Management (SBM)**, this Office announces the conduct of the **Division-Level Elimination and Finalization of Nomination**.
2. The search is aimed at awarding schools whose efforts, adapted and calibrated practices have paved the way for evocative school operations and governance and successfully sustained the delivery of basic education services despite the current challenges of the pandemic, including the Schools Division Offices' (SDOs) effective permission of technical assistance.
3. The following are the categories for this search:

<i>Level</i>	<i>School Category</i>
Elementary	Central
	Non-Central
	Multi-Grade School
	Integrated School
Secondary	Implementing Units
	Non-Implementing Units

4. The schedule of activities and the working committees relative to this search are found as enclosures.





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**SCHOOLS DIVISION OF EL SALVADOR CITY**

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5. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. Immediate and wide dissemination of this Memorandum is desired.

**OLGA C. ALONSABE, PhD, CESE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

RECOGNITION  
BEST PRACTICES  
BE LCP SBM

OASDS/DLL





Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 1 to Division Memorandum No. 406, s. 2021

**2021 RECOGNITION OF SCHOOLS' BEST PRACTICES IN  
THE IMPLEMENTATION OF BASIC EDUCATION LEARNING  
CONTINUITY PLAN (BE LCP) VIA SCHOOL-BASED MANAGEMENT (SBM)**

DIVISION-LEVEL ELIMINATION AND FINALIZATION OF NOMINATION

SCHEDULE OF ACTIVITIES

<b>Date</b>	<b>Activities</b>	<b>Persons Involved</b>
October 13, 2:00 PM	Contest Orientation	School Heads Schools' BE LCP Teams SBM Teams Division TWG
October 14 – 20	Preparation of the Required Documents	School Heads Schools' BE LCP Teams SBM Teams
October 21-22	Deadline for the Submission of Entries to the Division Office  <i>(hardcopies in triplicate)</i>	School Heads Schools' BE LCP Teams SBM Teams
October 25 - 26	Evaluation of Documents  Declaration of Division Winners	Division TWG
October 27	Provision of technical assistance  Scanning of documents	Division TWG
October 28 – 29	Submission of Entries to the Regional Office	School Heads, Schools' BE LCP Teams and SBM Teams of the recommended schools  Division TWG







Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2 to Division Memorandum No. 406, s. 2021

**2021 RECOGNITION OF SCHOOLS' BEST PRACTICES IN  
THE IMPLEMENTATION OF BASIC EDUCATION LEARNING  
CONTINUITY PLAN (BE LCP) VIA SCHOOL-BASED MANAGEMENT (SBM)**

DIVISION TECHNICAL WORKING GROUPS

<b>Committee</b>	<b>Composition</b>	<b>Role</b>
Steer	Olga C. Alonsabe, PhD, CESE Dionesio L. Liwagon, Jr., CESE Rolly B. Labis, EdD Ninian A. Alcasid, PhD Jeffrey M. Martinez, J.D.	SDS ASDS Chief ES, SGOD Chief ES, CID Admin. Officer V
Program Holders	Maricris P. Quismundo Nilo L. Lomongo	SEPS EPS II
<b>Team A</b> <i>Elementary Central</i>	Maricris P. Quismundo Lorna H. Estrosas, PhD Nilo L. Lomongo	Team Leader Member Member
<b>Team B</b> <i>Elementary Non-Central (District I)</i>	Kevin B. Asequia Margie R. Valmoria, PhD Jurica Ethel L. Estrada	Team Leader Member Member
<b>Team C</b> <i>Elementary Non- Central (District II)</i>	Karen Rose A. Serrania Grace P. Paculba Aster M. Gallega, PhD	Team Member
Elementary Multigrade	<i>Not applicable</i>	<i>Not applicable</i>
<b>Team D</b> <i>Integrated School</i>	Merogim P. Mugot Annabelle M. Mamaclay, PhD Manuel A. Janubas	Team Leader Member Member
<i>Secondary Implementing Units</i>	<i>Not applicable</i>	<i>Not applicable</i>
<b>Team E</b> <i>Secondary Non- Implementing Units</i>	Helen E. Maasin, PhD Genevieve E. Lusterio, PhD Roque R. Sabasaje	Team Leader Member Member







Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 3 to Division Memorandum No. 406, s. 2021

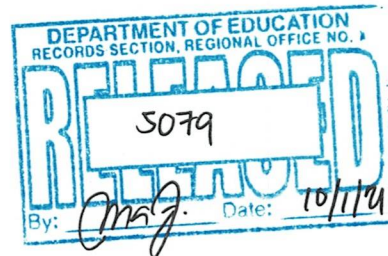
**2021 RECOGNITION OF SCHOOLS' BEST PRACTICES IN  
THE IMPLEMENTATION OF BASIC EDUCATION LEARNING  
CONTINUITY PLAN (BE LCP) VIA SCHOOL-BASED MANAGEMENT (SBM)**

SCHOOL CATEGORIES AND ASSIGNED VALIDATORS

<b>Categories</b>	<b>Schools</b>	<b>Validators</b>
Elementary Central	El Salvador City CS Molugan CS	<b>Team A</b> Maricris P. Quismundo Lorna H. Estrosas, PhD Nilo L. Lomongo
Elementary Non-Central (District I)	Sinaloc ES Kibonbon ES Cogon ES Bolisong ES Hinigdaan ES San Francisco de Asis ES	<b>Team B</b> Kevin B. Asequia Margie R. Valmoria, PhD Jurica Ethel L. Estrada
Elementary Non-Central (District II)	Pedro Sa Baculio ES Taytay ES Amoros ES Ulaliman ES Himaya ES Sambulawan ES	<b>Team C</b> Karen Rose A. Serrania Grace P. Paculba Aster M. Gallega, PhD
Elementary Multigrade	<i>Not applicable</i>	<i>Not applicable</i>
Integrated School	Kalabaylabay IS	<b>Team D</b> Merogim P. Mugot Annabelle M. Mamaclay, PhD Manuel A. Janubas
Secondary Implementing Units	<i>Not applicable</i>	<i>Not applicable</i>
Secondary Non-Implementing Units	El Salvador City NHS Molugan NHS Cogon NHS Sinaloc NHS Hinigdaan NHS Himaya NHS Sambulawan NHS San Francisco de Asis NHS	<b>Team E</b> Helen E. Maasin, PhD Genevieve E. Lusterio, PhD Roque R. Sabasaje

Note: Once their assigned schools are done with the evaluation, Team A will help Team B and Team D will also help Team E.





Office of the Regional Director

September 29, 2021

REGIONAL MEMORANDUM  
 No. 562, s. 2021

**2021 RECOGNITION OF SCHOOLS' BEST PRACTICES IN THE IMPLEMENTATION OF BASIC-EDUCATION LEARNING CONTINUITY PLAN (BE LCP) VIA SCHOOL-BASED MANAGEMENT (SBM)**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendent  
 Chiefs of the Regional Functional Divisions  
 Regional Coordinating Committees on SBM  
 School Heads  
 All Others Concerned

1. Anchoring on DepEd Order No. 12, s. 2020 on the Adoption of the Basic Education Learning Continuity Plan (BE LCP) for the School Year 2020-2021 in Light of the COVID-19 Public Health Emergency and with the support of Memorandum DM – BHROD – 2020 - 00324 on School Effectiveness Toolkit by the BHROD-SED in support of the schools implementing the BE-LCP, this Office announces the **2021 Recognition of Schools' Best Practices in the Implementation of Basic Education Learning Continuity Plan via School-Based Management (SBM)** spearheaded by the Field Technical Assistance Division (FTAD).

2. The search is aimed at awarding schools whose efforts, adapted and calibrated practices have paved the way for evocative school operations and governance and successfully sustained the delivery of basic education services despite the current challenges of the pandemic, including the Schools Division Offices' (SDOs) effective permission of technical assistance.

3. This undertaking is exclusive of the following per SDO:

Level	School Category	Number of Participating School
Elementary	Central	1
	Non Central	1
	Multi-Grade School	1
	Integrated School	1
Secondary	Implementing Units	1
	Non-Implementing Units	1
Total		6





4. As such, the SDOs are advised to submit one official nominee per category.

5. The following schedule of activities and specific dates shall be followed:

<b>Dates</b>	<b>Activities</b>	<b>Remarks</b>
<b>October 1-30</b>	Elimination and Finalization of Nomination at SDO Level	
<b>November 1-5</b>	Back up with scanned copies, nomination folders must be submitted to the Regional Office (RO) as scheduled per category to be emailed at <a href="mailto:depedftad@gmail.com">depedftad@gmail.com</a>	Late documents will not be accepted
Nov. 8-12, 2021	<b>Stage 1</b> <ul style="list-style-type: none"> <li>• Screening and short listing of entries</li> <li>• Evaluation of the nomination documentary requirements</li> </ul> (Getting the top 5 of nominees per category)	
Nov. 15-30	<b>Stage 2</b> Onsite/Remote validation of the shortlisted nominees (Top 5)	
	<i>Remote Validation Requirements:</i> Schools per category shall prepare the following: <ul style="list-style-type: none"> <li>• 3-minute video presentation (including ingress and egress)</li> <li>• High onsite internet connectivity of the school for validation</li> <li>• Presence of school IT for assistance</li> <li>• Scanned documentary evidences must be saved in most accessible remote file for easy access</li> <li>• May prepare document camera for document appreciation, if necessary and available</li> </ul> Platform limitations/mechanisms in the conduct of E-validation c/o Ralph Simon L. Mabulay	



<b>Dates</b>	<b>Activities</b>	
<b>Nov. 22-26, 2021</b>	Submission of Summary Rating by the Regional Coordinating Teams (RCT)	
<b>November 29-30</b>	<ul style="list-style-type: none"> <li>• Dissemination of Results</li> <li>• Facilitation of Procurement Process</li> </ul>	
<b>December 15, 2021</b>	Awarding Ceremony	To be communicated through Regional Memorandum

*Note: Management will strictly adhere to the scheduled dates.*

6. Nomination Form, Checklist of Required Documents, Procedure for Nomination, Criteria, Rubrics, and Summary of Ratings of the Regional Coordinating Teams are provided in the annexes.

7. Expenses relative to this undertaking are chargeable against the MOOE Funds of FTAD, subject to the usual accounting and auditing rules and regulations.

8. For more information, please contact Ms. Lita F. Base, education program supervisor and focal person, at 0906-505-6219.

9. Immediate and wide dissemination of this Memorandum is desired.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
 Regional Director

To be indicated in the Perpetual Index under the following subjects:

SCHOOL-BASED MANAGEMENT

SCHOOL EFFECTIVENESS TOOLKIT (SET)

RECOGNITION OF BEST PRACTICES

\* 2021 Recognition of Schools' Best Practices in the Implementation of Basic Education Learning Continuity Plan via School-Based Management (SBM)

FTAD/lita

**Annex A. Nomination Form**

**Nomination Form**

Data Privacy Notice: All data and information in this form are intended only for the purpose of this activity and will be kept by the process owner of the activity.

<i>Category</i>	
<i>Nominee school</i>	
<i>School Division Office</i>	
<i>Address</i>	
<i>DepEd Email Address</i>	
<i>School Head with signature</i>	
<i>Mobile Number</i>	
<i>Schools Division Superintendent will serve as nominator.</i>	
<i>Signature</i>	
<i>Office Address</i>	

## **Annex B. Checklist of Required Documents**

- Nominee shall completely fill out the Nomination Form;
- Certification from the school head signed by the Division Coordinating Team Members of the following:
  - a. Indicator A.  
Comparative Enrollment by 2019-2020 and 200-2021 with computation of the percentage obtained using the prescribed formula  
(Basis: School Form 1)
  - b. Indicator B.  
No longer participating in learning activities (NLPA) with computation of percentage of learners considered as NLPA, using the prescribed formula  
(Basis: School Form 2)
  - c. Indicator C.  
Promotion with computation of percentage obtained from learners promoted using the prescribed formula  
(Basis: School Form 5)
  - d. Indicator D.  
Quality- School Performance  
(Basis: CMSS)
    - D.1 Results by key Stages (Q1 to Q4)
      - Kindergarten
      - G1-G3
      - G4-G6
      - G7-G10
      - G11-G12 (if applicable to the level nominated)
    - D. 2 Results by learning areas (Q1 to Q4)
      - Elementary/ Secondary
- School Forms and consolidated school performance using the template shall be attached and properly signed as documentary evidence.
- Documentary evidence for Part II-SBM Principles shall be arranged and properly labelled, per indicator, upon submission.

## **Annex C. Procedure for Nomination**

Schools Division Offices are expected to nominate their potential school. Each SDO shall have only one (1) nominee for every category.



## Annex D. Criteria

### 2021 RECOGNITION OF SCHOOLS' BEST PRACTICES IN THE IMPLEMENTATION OF BASIC-EDUCATION LEARNING CONTINUITY PLAN (BE LCP) VIA SCHOOL-BASED MANAGEMENT (SBM)

<b>Part I. Indicators = 40.00%</b>	<b>Weight</b>	<b>Scores</b>
<b>A. Comparative Enrollment of SY 2019-2020 and 2020-2021</b> <i>Base on School Form 1 or SF1</i>	<b>30.00%</b>	5 X .30 = 1.500
Formula: Beginning Enrollment (BOSY) of SY 2020-2021 – transferred in X 100% = Enrollment of 2019-2020		
96.00-100.00 % Enrolment Rate (5points) 91.00-95.00% Enrolment Rate (4points) 86.00-90.00% Enrolment Rate (3points) 81.00-85.00% Enrolment Rate (2points) 75.00-80.00% Enrolment Rate (1point) Below 75.00% Enrolment Rate (0point)		
<b>B. No longer Participating in Learning Activities (NLPA)</b> <i>Base on School Form 2 or SF2</i>	<b>15.00%</b>	5 x .15= 0.750
Formula: $\frac{\text{Total No. of NLPA}}{\text{Current Enrollment (2020-2021)}} \times 100\%$		
1.00-2.00% NLPA Rate (5points) 3.00-4.00% NLPA Rate (4points) 5.00-6.00% NLPA Rate (3points) 7.00-8.00% NLPA Rate (2points) 9.00-10.00% NLPA Rate (1point) Above 10.00% NLPA Rate (0point)		
<b>C. Promotion</b> <i>Base on School Form 5 or SF5</i>	<b>20.00%</b>	5 X .20= 1.00
Formula: $\frac{\text{No. of pupils promoted (EOSY)}}{\text{Total number of pupils enrolled (BOSY)}} \times 100\%$		
99.00-100.00 % Promotion Rate (5points) 97.00-98.00% Promotion Rate (4points) 95.00-96.00 % Promotion Rate (3points) 93.00-94.00 % Promotion Rate (2points) 91.00-92.00% Promotion Rate (1point ) Below 91.00% Promotion Rate (0point)		
<b>D. Quality</b> School Performance Per Key Stage Per learning area in the Curriculum Management Support System (CMSS) (Quarter 1 to Quarter 4)		<div style="border: 1px solid black; padding: 5px;"> <p><b>for Elementary</b> Break down of 35.00%: D.2.1 Kindergarten= 17.50 % (G1-G6) Key Stages= 17.50%</p> </div>
		<div style="border: 1px solid black; padding: 5px;"> <p><b>for Secondary</b> D.2.2 Key Stages =35.00%</p> </div>

Adopted NLPA definition is based on DepEd Memorandum No. 014, s.2021 on Preparation and Submission of School Forms ii) School Form 2 – Daily Attendance, paragraph 3 to par. 5.

A learner can only be considered a drop-out or no longer participating in learning activities (NLPA) if he/she and his/her parent voluntarily withdraw from schooling or if he/she incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school years or semester as per DO No. 8, s. 2015. This is equivalent to seven weeks of non-attendance in his/her online classes and/or non-submission of modules/activity sheets without any communication/contact efforts being made by the learner or parent/guardian with the teacher.

Note that contact/communication efforts may vary depending on the distance learning modality and may include but are not limited to electronic/digital communication, using of designated drop/pick up kiosk/middleman for printed modules, phone calls, texts messaging, handles CB radio, letter correspondence or attending classes/meetings, and/or physical interactions between parent/guardian and adviser within the parameters of the existing local/national health safety protocols of IATF for COVID-19.

D.1 Results by Key Stages (Quarter 1 to Quarter 4)

Kindergarten

G1-G3

G4-G6

G7-G10

G11-G12(if applicable to the level nominated)

D. 2 Results by Learning Areas (Quarter 1 to Quarter 4)

MTB-MLE

English

ESP

MAPEH

ARPAN

Math

SCIENCE

EPP

D.2.1 ELEMENTARY

**KINDERGARTEN Performance Template**

Base on CMSS

(Sample only)

Domains	Quarter 1				Quarter 2				Quarter 3				Quarter 4				Average			
	Frequency Counts				Frequency Counts				Frequency Counts				Frequency Counts				FREQUENCY			
	B	D	C	Total	B	D	C	Total	B	D	C	Total	B	D	C	Total	B	D	C	
1.Aesthetic/Creative Development	9				9				9				9				9			
2.Language, Literacy and Communication	9				9				9				9				9			
3.Math	9				9				9				9				9			
4.Physical Health and Motor Development	9				9				9				9				9			
5.Socio-Emotional Development	9				9				9				9				9			
6.Understanding of the Physical and Natural	9				9				9				9				9			
7.Values Development	9				9				9				9				9			
<b>Total</b>																				
A Total / 7 Domains																	SAMPLE ONLY			
B Result of A / No. of Pupils																	63	20	22	
C Result of B																	9/50 (NO. OF PUPILS) X100	0.4 /50 (NO. OF PUPILS) X100	0.43/ 50(NO. OF PUPILS) X100	
D Result of C																	18x 25% (%CONSTANT OF B)	40 x 33% (%CONSTANT OF D)	43 x 42% (%CONSTANT OF C)	
E Total of D																	4.5	13.2	18.06	
Then, refer the result of E to the class interval for the final																	4.5 + 13.2+18.06=35.78			
																	36 OR 5 POINTS			

17.50%

5 x .175 = 0.875

Note: Principal should refer below the *constant* value of the following (B, D and C) to proceed to the computation of the formula to get the result of D:


- A. the constant of Beginning (B) is 25%;
- B. the constant of Developing (D) is 33%;
- C. the constant of Consistent (C) is 42%

	Class Interval	Score
Consistent (C)	34- 42 % Above	(5points)
Developing(D)	26- 33%	(4points)
Beginning (B)	Below- 25%	(3points)



**ELEMENTARY**

G1 to G6 School Performance Template  
Based on CMSS  
(Quarter 1 to Quarter 4)


Learning Areas	G1-G3				Q1-Q4 Average	G4-G6				Q1-Q4 Average	Over-all Average (School Performance per learning area in all Key Stages)
	Average					Average					
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Overall School Performance in all learning areas in all Key Stages											

17.50%

5x.175=  
0.875

**D.2.2 SECONDARY**

G7 to G12 Performance Template  
Based on CMSS  
(Quarter 1 to Quarter 4)

Learning Areas/Subjects	G7-G10				Q1-Q4 Average	G11-G12				Q1-Q4 Average	Over-all Average (School Performance per learning area in all Key Stages)
	Average					Average					
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Overall School Performance in all learning areas in all Key Stages											

Note to the evaluator:

See the overall school performance in all learning areas in all key stages (see arrow).  
Then, refer to the class interval below for the score.

- 91-100 % overall school performance in all learning areas in all key stages (5points)
- 81-90% overall school performance in all learning areas in all key stages (4points)
- 71-80 % overall school performance in all learning areas in all key stages (3points)
- 61-70% overall school performance in all learning areas in all key stages (2points)
- 51-60% overall school performance in all learning areas in all key stages (1point)
- Below 41-50% over-all school performance in all learning areas in all key stages(0)

A+B÷C+D kindergarten + school performance by key stages=

5.000

DepEd Memorandum No. 014, s. 2021

Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year 2020-2021



**Part II. SBM Principles = 60.00%**

**Instruction:** Each indicator has a corresponding score.

Note: MOVs under the identified indicators are the expected documents but not limited to the same as enumerated.

<b>A. Leadership and Governance</b>	<b>1 Planning</b>	<b>3 Implementation and Monitoring</b>	<b>2 Results and Emerging initiatives</b>	<b>Total Score 6</b>
1.Preparation of SIP/AIP /School Report Card (SRC)	<ul style="list-style-type: none"> <li>• Adjusted SIP</li> <li>• Updated AIP</li> </ul> <p>Note: after passing through the prescribed process.</p>	<ul style="list-style-type: none"> <li>• Updated School Report Card (SRC) DepEd Order 44, s. 2015 Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)</li> <li>• Accomplishment Report on the Conduct of SOSA with pictures/videos</li> <li>• Improvement Plan on the Conduct of SRC</li> </ul>	<ul style="list-style-type: none"> <li>• Improved Learning Performance</li> <li>• Satisfaction Survey Report by Stakeholders on the School's Accomplishments</li> </ul>	<b>6</b>
2.Regular Conduct of Learning Action Cell	<ul style="list-style-type: none"> <li>• LAC Orientation</li> <li>• LAC organized Committee</li> <li>• Approved Calendar Schedule of Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Minutes of the LAC Meeting per session</a></li> <li>• LAC compilation of Reports</li> <li>• LAC Mentoring and Coaching Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Classified Summary of Annual Teachers' Performance (IPCRF-Based)</li> <li>• Consolidated Teachers' Self-Evaluation of LAC Practice</li> <li>• Satisfaction Survey Report of the teacher and participants</li> </ul>	<b>6</b>
3.Implementation of Alternative Work Arrangement (AWA)	<ul style="list-style-type: none"> <li>• Schedule of WFH teaching /non-teaching personnel</li> <li>• Composition of AWA Task Force / Committee</li> <li>• <b>Minutes of the Meeting re Orientation to the Guidelines on Alternative Work Arrangements (AWA) (aligned with the community quarantine rules issued by the Inter-Agency Task Force (IATF) on the Management of Emerging Infectious Diseases</b></li> </ul>	<ul style="list-style-type: none"> <li>• Monitored the submission of Individual Accomplishment Report on WFH (weekly) by teaching and nonteaching personnel consistent with the level of community quarantine.</li> <li>• Report on Onsite Attendance by the personnel</li> </ul>	<ul style="list-style-type: none"> <li>• School Accomplishment Report – (Consolidated)</li> <li>• Recommendations for further improvement of the implementation</li> <li>• Applied initiative/contextualization of implemented policies</li> </ul>	<b>6</b>

<b>A. Leadership and Governance</b>	<b>Planning 1</b>	<b>Implementation and Monitoring 3</b>	<b>Results and Emerging initiatives 2</b>	<b>Total Score 6</b>
		<ul style="list-style-type: none"> <li>• Individual Accomplishment Report Evaluation</li> </ul>		
4.Utilization of School Effectiveness Toolkit	<ul style="list-style-type: none"> <li>• Attendance Report on the conduct of Orientation re the utilization of SET</li> <li>• List of guests and participants on the conducted Orientation of SET</li> </ul>	<ul style="list-style-type: none"> <li>• School Memoranda on the utilization of SET</li> <li>• Accomplishment Report on the Conduct of Utilization of SET with pictures</li> <li>• Actual feedback gathered on the Utilization of SET by the teachers, parents, or learners</li> </ul>	<ul style="list-style-type: none"> <li>• Crafting School BE-LCP to continue school operation</li> <li>• Evaluation Report of the Utilization of SET by teachers, parents , or learners</li> </ul>	<b>6</b>
5. Basic Education Learning Continuity Plan	<ul style="list-style-type: none"> <li>• Approved school BE- LCP</li> <li>• Orientation Plan for BE- LCP to the teachers, parents, learners, and other stakeholders inclusive of the chosen platform</li> <li>• Minutes on the conduct of BE-LCP Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment Report on the Conduct of BE-LCP Orientation</li> <li>• Implementation Report on BE-LCP</li> <li>• Feedback gathered on the BE- LCP implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Updated/modified BE-LCP as a result of consultations from external/internal stakeholders</li> <li>• List of recommendations for further improvement of BE-LCP implementation</li> </ul>	<b>6</b>

<b>B. Curriculum and Learning</b>	<b>Planning 1</b>	<b>Implementation and Monitoring 3</b>	<b>Results and Emerging initiatives 2</b>	<b>Total Score 6</b>
1. Online monitoring of school performance per D.O. 31, s. 2020 "Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan"	<ul style="list-style-type: none"> <li>• Orientation of CMSS (Adopted RM 101, s. 2021 re Implementation of Curriculum Management Support System or CMSS in light of the BE-LCP)</li> <li>• Minutes of the Meeting on the Conduct of CMSS Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Consolidated Pupils Performance based from CMSS per grade level per learning area</li> <li>• Accomplishment Report on the Conduct of CMSS Orientation</li> <li>• Feedback Mechanism in utilizing CMSS</li> </ul>	<ul style="list-style-type: none"> <li>• List of pupils with Low/High Performance</li> <li>• Sustainability initiative (High performance)</li> <li>• Effort initiative (Low performance)</li> </ul>	<b>6</b>
2. Development of quality Weekly Home Learning Plan and Individual Monitoring Plan	<ul style="list-style-type: none"> <li>• Established references of the following: a. MELCs; and b. SLMs</li> <li>• Approved Weekly Home Learning Plan</li> <li>• List of adopted strategies based on the New Learning Delivery Modalities</li> </ul>	<ul style="list-style-type: none"> <li>• Monitored the Submission of Accomplished Weekly Home Learning Plan</li> <li>• Monitoring Report in communicating learners' performance</li> <li>• List of principals'/MTs' technical assistance provided toward the institutionalization of Weekly Home Learning Plan</li> <li>• Teachers' Monitoring Report on the Learners' Individual Needs (Learners who need interventions and learners who need advance interventions)</li> </ul>	<ul style="list-style-type: none"> <li>• Created interventions to improve the delivery of Weekly Home Learning Plan</li> <li>• Interventions to increase learners' participation based on the Individual Monitoring Plan</li> <li>• Status of Learners' Learning participation after the provided intervention by the teacher</li> </ul>	<b>6</b>



<b>B. Curriculum and Learning</b>	<b>Planning 1</b>	<b>Implementation and Monitoring 3</b>	<b>Results and Emerging initiatives 2</b>	<b>Total Score 6</b>
3. Reproduction and Distribution of SLMs	<ul style="list-style-type: none"> <li>• Conduct of Meeting re Designed Scheme for the reproduction, distribution, and retrieval of SLMs</li> <li>• Composition of SLMs Task Force</li> <li>• Attendance Report on the Conduct of Meeting re Designed Scheme for the reproduction and distribution of SLMs</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment Report on the Conduct of Meeting re Designed Scheme for the reproduction and distribution of SLMs.</li> </ul> <p>Status Report on the following deliverables:</p> <ul style="list-style-type: none"> <li>• Reproduction</li> <li>• Rational Distribution of SLMs to learners</li> <li>• Retrieval</li> </ul>	<ul style="list-style-type: none"> <li>• Report on sufficiency and availability of SLMs</li> <li>• Satisfaction Survey Report from parents/stakeholders on Reproduction, Rational Distribution of SLMs to learners and Retrieval</li> <li>• Report on actions extended relative to issues on reproduction, distribution and retrieval of SLMs</li> </ul>	<b>6</b>
4. Actual Learning Delivery Modalities (LDMs)	<ul style="list-style-type: none"> <li>• Conduct of Consultative Meeting/ Assembly with stakeholders for the purpose</li> <li>• School Survey of LDMs</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment Report on the Conduct of Consultative Assembly with stakeholders</li> <li>• School Memorandum on the implementation of LDM in the school</li> <li>• <b>Report on the school implementation of LDMs</b></li> </ul>	<ul style="list-style-type: none"> <li>• Report on Pupils' Performance under each modality</li> <li>• Accomplishment Report per LDM</li> <li>• Report on acted issues and concerns based on Learning Delivery Modalities</li> </ul>	<b>6</b>
5. Learning Assessment Tools	<ul style="list-style-type: none"> <li>• Conduct of Orientation of DepEd Order no. 031 , s. 2020 re Interim Policy Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan</li> <li>• Composition of School Assessment Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment Report on the Actual Conduct of Assessment</li> <li>• List of Technical Assistance provided to teachers in the development of initiated Assessment Tool</li> <li>• Assessment Tool Initiative (Effect based Assessment for SLMs; Modified Achievement Test; Portfolio Assessment; Modified Summary Matrix; Math- PISA and TMMSS</li> <li>• Utilization Report on the Learning Activity Sheets (LAS).</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfaction Survey Report from learners, parents, and other stakeholders</li> </ul> <p>Results of the conducted Assessment:</p> <ul style="list-style-type: none"> <li>• Division Achievement Results;</li> <li>• Portfolio Assessment Result</li> </ul>	<b>6</b>

<b>B. Curriculum and Learning</b>	<b>Planning 1</b>	<b>Implementation and Monitoring 3</b>	<b>Results and Emerging initiatives 2</b>	<b>Total Score 6</b>
6. Contextualized learning materials of all learners with inclusivity	<ul style="list-style-type: none"> <li>• Conduct of Pre-work/Meeting on the Contextualized learning materials of all learners with inclusivity</li> <li>• List of Developmental Agreements based on the pre-work/meeting conducted</li> <li>• Designated Lead Person</li> <li>• School Committee of Contextualized Learning Materials</li> <li>• List of adopted learning resources</li> </ul>	<ul style="list-style-type: none"> <li>• List of Contextualized learning materials of all learners with inclusivity</li> <li>• Inventory Report of learning materials as distributed and utilized</li> <li>• Status Report of stakeholders' participation</li> <li>• Utilization Report of the Contextualized learning material of all learners with inclusivity</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfaction Survey Report from parents</li> <li>• Quality Assurance Report of the Contextualized Learning materials</li> </ul>	<b>6</b>
7. Implementation of PAPs: <ul style="list-style-type: none"> <li>• Early Language Literacy and Numeracy (ELLN)</li> <li>• Project CNR/Reading Program</li> <li>• ALIVE</li> <li>• IPED</li> <li>• ALS</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct of Orientation on DepEd established policy, standards and procedures on the identified PAPs</li> <li>• Designated focal persons with roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment Report of the implemented PAPs.</li> <li>• Inventory Report of school regular participation of events/ programs/ activities implemented</li> <li>• Monitoring Report on the ALS A and E Portfolio Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Awards/Recognition in the division and other higher levels</li> <li>• Request for benchmarking from other schools, etc.</li> </ul>	<b>6</b>

<b>C. Accountability and Continuous Improvement</b>	<b>Planning 1</b>	<b>Implementation and Monitoring 3</b>	<b>Results and Emerging initiatives 2</b>	<b>Total Score</b>
<p>1.Implementation and / or Contextualization of support PAPs but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. DRRM</li> <li>2. Gulayan Sa Paaralan</li> <li>3. Brigada Eskwela</li> <li>4. OK sa DepEd</li> <li>4.1 School Based Feeding Program</li> <li>4.2 SBM - Wash in Schools (Wins)</li> <li>4.3 NDEP</li> <li>4.4 Medical, Dental and Nursing Services – Health Protocol</li> <li>4.5 Adolescents Reproductive Health</li> <li>4.6 Barkada Kontra Druga</li> <li>4.7 Sports</li> <li>4.8 SPG/SSG</li> <li>5.Others</li> </ol>	<ul style="list-style-type: none"> <li>• Assignment of Focal Persons with roles and functions</li> <li>• Organized Task Force</li> <li>• Minutes of the Consultative Meeting/activities on the adoption of support services</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment Report on the implemented PAPs</li> <li>• Feedback gathered on the Consultative Meeting</li> <li>• Status Report of stakeholders' participation</li> </ul>	<ul style="list-style-type: none"> <li>• Award/Recognitions in the division and other higher levels in the implementation of PAPs</li> <li>• Requests for benchmarking/ sharing of best practices from other schools, etc.</li> <li>• Accomplishment Report per program</li> </ul>	<b>6</b>



<b>D. Management of Resources/Fiscal Management</b>	<b>Planning 1</b>	<b>Implementation and Monitoring 3</b>	<b>Results and Emerging initiatives 2</b>	<b>Total Score</b>
1.Observance of standard process of Procurement (RA 9184)	<ul style="list-style-type: none"> <li>• Approved WFP/AIP</li> <li>• Composition of SBAC with roles and functions</li> </ul>	<ul style="list-style-type: none"> <li>• School Disbursement Report</li> <li>• Certification from SDO and other offices of no pending transaction/unliquidated transactions</li> <li>• Inspection and Acceptance Report on Procurement undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• School MOOE Liquidation Report</li> <li>• Physical/Financial Accomplishment</li> <li>• Transparency Board</li> </ul>	<b>6</b>
2.Other sources of funds implementation <ul style="list-style-type: none"> <li>• IGP</li> <li>• Donations (in –kind/cash)</li> <li>• SEF</li> </ul>	<ul style="list-style-type: none"> <li>• Designation of focal person with roles/function and responsibilities</li> <li>• Conduct of Consultative Meeting with stakeholders</li> <li>• Minutes of the Meeting on the Conduct of Consultative Meeting with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Monitored cash in/ cash out process of donations</li> <li>• Financial Report on Resource Generated/expenses/procurement undertaken through other sources of funds duly acknowledged by SDO</li> </ul>	<ul style="list-style-type: none"> <li>• Presented monthly, quarterly, and yearly Financial Reports with outputs</li> <li>• Awards</li> </ul>	6

**Note: (Sample for Elementary)**

**I. Summary of Part 1 (40.00%)**

Indicators	Weight	Score	Results
A. Comparative Enrollment	30.00%	5 (possible score)	1.500
B. NLPA	15.00%	5 (possible score)	0.750
C. Promotion	20.00%	5 (possible score)	1.000
D. Quality –School Performance <i>Elementary</i> Kindergarten	17.50%	5 (possible score)	0.875
G1-G6	17.50%	5 (possible score)	0.875
<i>Secondary</i> G7-G10 G11-G12	35.00 %		
Sub-total = Sum of A, B, C, and D	100%		5.000

**II. Summary of Part II (60.00%)**

SBM Principles	Weight	Cumulative Scores per Principles	Results
A.Leadership and Governance	30.00%	$30 \div 5$ (# of indicators)= $6 \times .30$	1.800
B.Curriculum and Learning	35.00%	$42 \div 7$ (# of indicators) = $6 \times .35$	2.100
C.Accountability and Continuous Improvement	20.00%	$6 \div 1$ (# of indicator) = $6 \times .20$	1.200
D.Management of Resources/Fiscal Management	15.00%	$12 \div 2$ (# of indicators) = $6 \times .15$	0.900
Sub-total	100.00%		6.000

Note: (Results) It is suggested not to round off decimal to the nearest thousandths.

**III. Final Results**

<b>Areas</b>	<b>Weight</b>	<b>Score per areas x weight</b>	<b>Results</b>
A. Indicators	40.00%	Part 1 = 5.0 x 40.00 %	2.000
B. SBM Principles	60.00%	Part II = 6.0 x 60.00 %	3.600
<b>Total</b>	<b>100.00%</b>		<b>5.600</b>

**This certifies that all the preceding entries are true and correct.**

Prepared by:

**Rated by:**

\_\_\_\_\_  
Member 1

\_\_\_\_\_  
Member 2

\_\_\_\_\_  
Member 3

\_\_\_\_\_  
Signature over Printed Name of the Chair



**Annex E. Rubrics**

<b>A. Planning (1point)</b>	
1 point	Presented 2 or more MOVs
.5	Presented 1 MOV
0	No MOV presented

<b>B. Implementation and Monitoring (3points)</b>	
3 points	Presented 3 or more relevant MOVs and other proofs of school initiatives
2 points	Presented at least 2 relevant MOVs
1 point	Presented 1 MOV
0	No MOV presented

<b>C. Results and Emerging Initiative (2points)</b>	
2 points	Presented 2 or 3 MOVs and other proofs of school initiatives
1 point	Presented 1 MOV
0	No MOV presented

**Annex F.**

**2021 RECOGNITION OF SCHOOLS' BEST PRACTICES IN THE IMPLIMENTATION OF BASIC- EDUCATION  
LEARNING CONTINUITY PLAN (BE LCP) VIA SCHOOL-BASED MANAGEMENT (SBM) BY THE REGIONAL  
COORDINATING TEAMS (RCT)**

**SUMMARY OF RATINGS**

**Level:**  
**Category:**

No	Part I. Indicators (40.00%)							Sub-total (Part 1 x weighted 40.00%)	Part II. SBM Principles (60.00%)				Sub- total (Part II x weighted 60.00%)	Total	Rank
	Division	School	Name of Principal	1.Comparative Enrollment SY 2019-2020; 2020 -2021 ( 30.00%)	2.NLPA (15.00%)	c.Promotion  (20.00%)	D. Quality Performance: by Key Stages <b>For Elementary Kindergarten (17.50%); G1-G6 (17.50%); For Secondary- 35.00%) G7-G10 G11-G12</b>		Leadership and Governance (30.00%)	Curriculum and Instruction (35.00%)	Accountability and Continuous Improvement (20.00%)	Management of Resources (15.00%)			
1															

**This certifies that all the preceding entries are true and correct.**

Prepared by:

\_\_\_\_\_  
Member1

\_\_\_\_\_  
Member 2

\_\_\_\_\_  
Member 3

\_\_\_\_\_  
Chairman