



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

October 11, 2021

DIVISION MEMORANDUM

No. 488 s. 2021

**DIVISION VIRTUAL EVALUATION/VALIDATION OF APPLICATION
PROJECTS OF THE TRAINING PROGRAM ON SCHOOL LEADERSHIP AND
MANAGEMENT (TPSLM) FOR UNTRAINED SCHOOL HEADS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary, Secondary, and SHS Heads
All Others Concerned

1. This Office through the Human Resource Development announces the Division Virtual Evaluation and Validation of the Training Program on School Leadership and Management (TPSLM) Application Projects as the final requirement for the untrained School Heads on October 25-29, 2021, 9:00 AM via Zoom conferencing.
2. Based on the implementing guidelines of the TPSLM, Application Projects will be evaluated using the following criteria: Effectiveness – 45%; Efficiency in Implementation – 40%; Impact on School Improvement – 10%; and Replicability – 5%. The certificate of completion will only be given to TPSLM participants with a grade of 85% or above.
3. Likewise, the Application Projects will be evaluated by the Over-all Team composed of the Chair-SGOD Chief, Co-Chair-CID Chief, Members-Education Program Supervisor, Public Schools District Supervisor, SEPS/EPS II- HRD & M&E.
4. The participants are expected to prepare a five-minute video presentation of the Application Project to determine the application of the learned competencies from the training program in improving the school. The areas for consideration include but not limited to: Instructional Leadership, Learning Environment, Human Resource



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CSC PRIME-HRM BRONZE AWARD

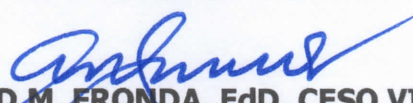


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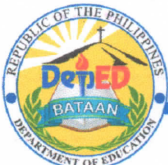
Management and Development, Parents Involvement and Community Partnership, and School Leadership, Management, and Operations.

5. Attached are the Enclosure No. 1 to Regional Memorandum No. 048, s. 2021 TPSLM Application Project Rubrics and Evaluation Tool and the Schedule for Virtual Presentation stipulated in Enclosure No. 2.

6. Immediate dissemination of this Memorandum to all concerned is desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

S05
Encls: as stated
Reference: Regional Memorandum No. 408, s. 2021
To be included in the Perpetual Index
Under the ff: headings
Application Project
Training Program
TPSLM



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CSC Resolution No. 2001106

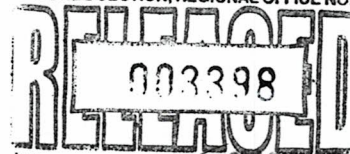
No.	Name	Position	School	Title of Application Project	Schedule of Virtual Presentation
1	CAYABAY, MIGUELA BANTOG	OIC - Assistant School Principal II	Justice Emilio Angeles Gancayco MHS	Project (IPT) Integrative Performance Tasks: Call for Revisit, Reflect & Reconstruct	10/25/2021 9:00 AM
2	PANLAQUE JR., RODRIGO SEVILLA	School Principal I	Alangan Elementary School	Project TeleBasa	
3	RODRIGUEZ, JOED TAMAYO	Head Teacher II	St. Ma. Virginia P. Leonzon Memorial Ele	Project MAKABASA (Magulang Katuwang sa Pagbasa)	
4	CARLOS, SHIELA DIWA	School Principal I	Bagumbayan Elementary School	Project VACCINE (Vital Action Creates Commitment to Ignite and Nurture Enthusiasm) in Reading	
5	TUANG, JERSON FERNANDEZ	OIC Assistant Principal	Balsik National High School	Project ROSE: Reaching Out Students Education	
6	ESCOONDE, MAYRAH ABERIN	School Principal I	Adamson Elementary School	Project DAMATH-C (Digital Application of Math Activities Through Home-based Contest	
7	SANCHEZ, ROWIN RECILE	OIC-Principal	Paysawan Elementary School	Project MADE(Multiplication and Division Enhancement)	
8	LUNA, LEANN CACHUELA	School Principal I	Baseco Elementary School	Project INFOTeaCher	
9	DE PADUA, DANAH MAE DE BELEN	Head Teacher III	Payangan Integrated School	Project IPAD (Improving Pupils' Academic performance through Digitized lessons	
10	FERNANDEZ, MICHAEL ORPIANO	OIC-Principal	Marina Bay Elementary School	Project PRIME Parents Intervention in Reading in Modular Education	
11	GATDULA, RHENIEL BALUYOT	Head Teacher I	Eva Aeta Elementary School	Improving the Multiplication Skill of Incoming Grade 5 Learners in Eva Aeta Elementary School using Math Bingo Cards (M1)	10/26/2021 9:00 AM
12	PAGUIJO, EMELITA GAOR	OIC-SHS Principal II	Morong NHS-Senior High	Project HESGA	
13	MANILA, JANINY DE LEON	Asst School Principal II	Diwa Elementary School	Program I-CARE. Puso para sa Edukalidad (I-Collaborate; I-Accelerate; I-Relate; I-Enable)	
14	PANGILINAN, ROSE ANNE PONCE	HTIII/OIC Principal	Hermosa Elementary School Annex	Project EGLARI (Every Grade 2 Learner A Reader and Independent)	
15	DE VILLA, JIJI CASTELO	School Principal III	Arellano Elementary School	Balik Abakada Sulong Akademya or Project BASA	
16	BERMILLO, VILMA DOMINGUEZ	Head Teacher III	P. Rubiano Elementary School	Project Parent-Teacher Nurturing Engagement in Reading (ParTNER)	
17	BASILIO, MARIO, GATDULA	Head Teacher III	Lumay Senior High School	Project "AGAP"(Alalay at Gabay na angkop sa paaralan	
18	TINAO, MERLINA RUBIANO	School Principal II	Samal North Elem. School	Project Modified & Enhanced Responsive Learning Instruction through Educational video lessons	
19	CRUZ, SUSANA REYES	School Principal I	Townsite Elem. School	Pagtutulungan Atng Gabay Bawat bata ay Sama-samang aalalayan { PAGBASA }	10/27/2021 9:00 AM
20	PENA, CHARLES NICODEMUS	OIC-ASHSP	Pagalangang NHS-SHS	Agri-Kalidad Partnership Program	
21	FAMORCAN, MILDRED BALATBAT	School Principal I	Parapal Elementary School	Sentrang Ambala Project	
22	FAJARDO, AGNES MENDOZA	OIC Head Teacher	Sta.Elena Elementary School	Project SAGIP (Save From Getting Dropped Individual Pupils With High Risk Of Dropping Out)	
23	REYES, CAROLYN RIVERA	OIC - School Principal	Kaparangan Elementary School	Save the STARS (STUDENTS-At-Risk)Program	
24	SANTOS, JOEL SARMIENTO	Head Teacher I	Legua Integrated School	Project Parent Exclusive Incentive (PEI) A Reward Mechanism for Parents' Hardwork	
25	BANSIL, MARICEL AQUINO	OIC- School Principal	Pag-asa Elementary School	Project STARS (Stakeholders' Active Relationship to School)	
26	BASA, EDGARDO JESUS II SANTOS	School Principal I	Samal National High School Annex	Project CLICKED (Course on Linking ICT to Classroom Keeping Educators Digital)	
27	YARRA, IVAN GAIL RUBIAS	Head Teacher III	Arsenal Elementary School	(HTML PROJECT) Honing teachers' Technology skills for learners' Multimedia Learning experience	
28	RONQUILLO, LOR PANGILINAN	Head Teacher I	Dinalupihan Elementary School	Project 1234	10/28/2021 9:00 AM
29	CAPILI, AIDA PAULE	Principal II	Magsaysay National High School	Radio Aided Delivery of Instruction of Magsaysay National High School (Radio Magsaysay)	
30	PIZARRO, JESUSA DE LEON	OIC Assistant SHS Principal	Bonifacio Camacho National High School	Project SKILLS ON WHEELS - Oplan Kalan sa Pamayanan	
31	MIZON, MELISSA NISAY	OIC-Principal	Bangkal Elementary School	PROJECT REAM-G1 to 6-Reading Enhancement thru ASSESSMENT AND MANAGEMENT	
32	CAYSIDO, LENY MALABANAN	OIC-SHS Assistant Principal	Hermosa National High School Main	Project DRIVE: Drop Out Reduction Through Interventions Venture and Encouragement	
33	ONGOCO JR., ARSENIO NAVARRO	Asst SHS principal II	Orani National High School	Technology Skills Enhancement	
34	CASTRO, GEMMARUTH GERELLA	Head Teacher III	Sallan Elementary School	Project SOLID	
35	CORPUZ, IMELDA SAN MIGUEL	OIC-Assistant School Principal	Lamao National High School	Teachers' Digital Reskilling and Upskilling Program: A Road To Battle the Challenges of the Next To Norm	
36	RETUTA, AMELIA FERNANDO	OIC-Principal	Putting Buhangin ES	Project Love My Buddy	
37	LULU, MARLENE GARCIA	Assistant Principal II	Magsaysay National HS-Senior HS	Project I -bike	
38	BARLIS, MARISE MANABAT	HT III/OIC ASHSP	Mariaves Senior High School - Sitio Mab	Project Point 2 Point v2.0	10/29/2021 9:00 AM
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40	PEREZ, EVELYN LOPEZ	OIC-Assistant SHS Principal	Tube-Tubo Integrated School	Project STARS (Strengthening Technical Ability and Research Skills)	
41	AGUSTIN, EDWIN GARCIA	Head Teacher III	Calungusan Elementary School	Project CES-R (Children Enjoying School through Reading)	
42	PUNILA, RONALDO ANGELES	OIC-Principal	Tomas Pinpin Memorial ES	Oplan ROSE ANNE (Reach Out, Save Early All Non-Numerates)	
43	GABRIEL, CHRISTINE CHELO PANGILIM	Assistant Principal	Sto. Nifo Blian Elementary School	Project SAGIPP-LeadWo (Students And Guardians Involvement, Participation and Practices in Learning Delivery Modality)	
44	PEREZ, ROSE ANNE CASTRO	OIC-Principal			
45	VALEROSO, PHOEBE HAZZLEE IMPERIAL	OIC-Principal			
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RECORDS SECTION, REGIONAL OFFICE NO.



REGIONAL MEMORANDUM
No. 408 s. 2021

ONLINE MONITORING AND EVALUATION/VALIDATION OF APPLICATION
PROJECTS OF THE TRAINING PROGRAM ON SCHOOL LEADERSHIP AND
MANAGEMENT (TPSLM) FOR UNTRAINED SCHOOL HEADS

To: Schools Division Superintendents
Regional Chiefs (HRDD, QAD, FTAD)
All Others Concerned

1. In view of the final requirement for completion of the Training Program on School Leadership and Management (TPSLM) for Untrained School Heads, this Office, through the Human Resource Development Division (HRDD), in coordination with Schools Division Offices, shall conduct Online Monitoring and Evaluation/Validation of the implementation of the Application Projects of the participants.
2. The list of TPSLM participants who are eligible to propose and implement application projects may be obtained from the SDO SEPS-HR for verification.
3. Per implementing guidelines of the TPSLM for Untrained School Heads, the participants are required to come up with an Application Project that will deliver the best impact on school measures in three (3) to six (6) months. The implementation of the application project shall be supported by an accomplishment report and documentation of the milestones. The participant is expected to apply the learned competencies from the training program in improving the school. The areas for consideration include but not limited to:
 - 3.1. Instructional Leadership
 - 3.2. Learning Environment
 - 3.3. Human Resource Management and Development
 - 3.4. Parents Involvement and Community Partnership
 - 3.5. School Leadership, Management, and Operations
4. As agreed during the TPSLM Regional Roll-Out, SDOs may devise their own mechanism in reviewing the participants' concept and application plans which were proposed during the training program and in approving the application project which shall be implemented as final requirement for course completion.
5. The Application Project for implementation shall be prepared by the proponent and duly reviewed and approved by SDO Officials. Signatories for the review may include Public Schools District Supervisors/ Education Program Supervisors/Learning Facilitators of the TPSLM/SGOD and CID Chiefs. The approving authorities of the Application Projects shall be the Schools Division Superintendent or the Assistant Schools Division Superintendent/s.
6. For the online monitoring and evaluation/validation of the application projects, the following criteria shall serve as guide:



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Effectiveness	45%
Efficiency in Implementation	40%
Impact on School Improvement	10%
Replicability	5%
	100%

A participant has to get at least a grade of 85% to pass.

7. SDOs are encouraged to follow the TPSLM for Untrained School Heads Monitoring and Evaluation/Validation process:

7.1. SDOs shall form M & E teams of at least three members each composed of SDO officials/personnel (ASDS, SGOD/CID Chiefs, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Education Program Specialists, and TPSLM Learning Facilitators).

7.2. TPSLM Learning Facilitators are requested to be included since they were involved in the preparation and implementation of the TPSLM;

7.3. ASDSs/SGOD Chiefs shall orient the M&E teams on the instrument (see Enclosure No.1) to be used in evaluating Application Projects;

7.4. The SDO shall submit to the HRDD the Report on the TPSLM for Untrained School Heads Summary of Scores of Application Projects (see Enclosure No. 2 for template)

7.5. Regional Teams (from the HRDD, QAD and FTAD) , in coordination with SDO teams, shall conduct validation of randomly selected Application Projects;

7.6. The HRDD shall finalize the list of TPSLM for Untrained School Heads participants who are eligible to receive Certificate of Completion based on the results of the Monitoring & Evaluation/Validation of Application Projects;

8. The following is the schedule of activities:

Activity	Date	Person/s Involved
Orientation of SDO M& E Teams	September 2021	ASDSs/SGOD Chief SDO M & E Teams
Division-level M&E of TPSLM for Untrained School Heads Application Projects	September 2021 to January 2022	SDO M & E Teams
Deadline of Submission to HRDD by SDO of Report on the TPSLM Summary of Scores of Application Projects	November 8, 2021 (for APs completed in three months) February 15, 2022 (for APs completed in four to six months)	SGOD Chief/SEPs-HR
Regional Validation of randomly selected Application Projects	December 2021 to January 2022 (for APs	Regional Teams in coordination with SDO Teams



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	completed in three months) February 2022 to March 2022 (for APs completed in four to six months)	HRDD
Search for Best TPSLM Application Projects	April 2022	HRDD Best APs per SDO
TPSLM Colloquium and Completion Ceremony	May 2022	TPSLM Participants whose Application Projects scored at least 85% TPSLM Learning Facilitators

9. SDOs are requested to e-mail the Report on th TPSLM for Untrained School Heads Summary of Scores of Application Projects (Excel format) to region3@deped.gov.ph, copy furnished hrdd.ro3@deped.gov.ph.

10. For questions and/or clarifications regarding the conduct of this activity, please contact Mr. Arnel A. Usman, PhD, Education Program Supervisor, at telephone number 0933-5212980 or e-mail arnel.usman@deped.gov.ph or Mr. Bryan L. Vicente, Education Program Specialist, at telephone number 0922-877-0617 or e-mail bryan.vicente@deped.gov.ph.

11. Compliance with this Memorandum is desired.


MAY B. ECLAR, PhD, CESO III
Regional Director

Enclosure No. ____ to Regional Memorandum No. 408 s. 2021

TPSLM APPLICATION PROJECT RUBRICS & EVALUATION TOOL



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
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This instrument is designed to provide an objective manner of rating the Application Projects of the participants of the TPSLM for Untrained School Heads. It describes School Heads' areas of school operations to properly measure the learned competencies applied in improving the school. Further, a specific area of school operations that was chosen needing improvement and delivery of the best impact on school during the three (3) to six (6) months period will be the primary considerations in the rating of the output. The choice of project will be derived from the three priority concerns. DepEd Regional Office 3, through the Schools Division Offices (SDOs), shall evaluate the Application Projects with these criteria:

Effectiveness - 45%
(extent to which objectives of the APs have been attained expressed in terms of percentages of accomplishments versus targets)

Efficiency of Implementation 40%
(expressed in terms of timeliness and resources- human, time and money used to attain the AP Objectives)

Impact on School Improvement 10%
(extent to which the project has integrated learnings from TPSLM)

Replicability 5%

Total: 100%

Please rate each criterion by checking the column which describes the extent to which each item is practiced or applied based on the application project prepared. Use the following scale:

- | | | | |
|-----|------------|---|--------------------------|
| (4) | 3.3-4.0 | = | consistently evident |
| (3) | 2.49- 3.29 | = | most of the time evident |
| (2) | 1.8-2.5 | = | sometimes evident |
| (1) | 1.0-1.79 | = | rarely evident |

Consider the following for the individual rating:

4- if all the given indicators were consistently evident showing all or 100% Means of Verifications required (MOVs)

3- if only the given indicators were most of the time evident but not all the time showing at least 99%- 84% of the MOVs required

2-if only the given indicators were sometimes evident showing at least 83%- 70% of the MOVs required

1-if only the given indicators were rarely evident showing at least 69%- 55 % below of the MOVs required

Effectiveness 45%	Indicators:	4	3	2	1
	The application paper describes and shows that the School Head				



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	was able to achieve the objectives set within the prescribed time frame/period..				
	the targeted objectives were met and exceeded based from the accomplishments made.				
	has enhanced the needed competencies of the beneficiaries as seen from the results.				
	has improved the delivery of instruction through the execution of the project.				
	has improved the performance of teachers and ultimately end with the increase of pupils/students' performance level.				
	increased the achievement level of pupils/ students based from the base line set or targeted.				
	has improved Participation Rate (PR) Achievement Rate (AR) and reduce Dropout Rate (DR) based on the percentages included in the AP.				
	enhanced the effective delivery of educational services through the successful implementation of the AP.				
	raised awareness among the beneficiaries enabling them to be more committed in advocating the implemented AP.				
Rating:					
Score					

Efficiency of Implementation-40%	Indicators:	4	3	2	1
	The application paper describes and shows that the School Head				
	has minimally used all the material resources available, yet was still able to produce quality outputs.				



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	has applied cost-saving measures for it only used minimal amount, time and human resources				
	has all the deliverables (outputs) based on the means of verifications presented.				
	resources are available for and appropriately applied to the activities for which they were targeted.				
	utilized the labor (human resource) required for the project using minimal cost				
	used the available goods and services delivered or offered at the right time according to the main target or objective sets.				
	utilized the commodities (inputs) as planned				
	has considered the potential benefits of the project for maximum optimization or use by other school heads.				
	used cheaper human and material resources that saved a lot of time, money and effort.				
Rating:					
Score					

IMPACT ON SCHOOL IMPROVEMENT - 10%	Indicators	4	3	2	1
	The application paper shows and describes that the School Head				
	has compared baseline data with project outcomes to provide a more quality output.				
	has exceeded actual results relative to targets set.				



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	has used needs analysis to gauge the lasting effect of the AP to the stakeholders.				
	has applied the AP made in a wider learning environment.				
	has anticipated the effect of the intervention applied in proportion to the overall situation of the target group or those affected by it.				
	has considered long-term changes and improvements through the execution of the AP implemented.				
	has developed the needed competencies among the beneficiaries for school improvement.				
	has assessed the applicability of the AP to the beneficiaries concerned/involved.				
	has considered the importance of project sustainability.				
Rating:					
Score					

Replicability 5%	Indicators	4	3	2	1
	The application paper describes and shows that the School Head				
	has applied the AP from a wider scope, from the school to the community level.				
	was able to encourage other Heads to adopt the AP as a model or replica to further improve the school system.				
	has benchmarked with other schools showing the positive outcome of the AP made.				



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	has applied the learnings derived from the SHDP through the duplication of the designed project of other school heads.				
	has seen tangible/ intangible improvements in school areas based on the chosen area of concern.				
	has developed mechanisms based from the results and was adopted by other school heads				
	has reached several milestones in the implementation of the AP				
	has recommended localized policies based from the results of the AP designed or crafted.				
Rating:					
Score:					

Enclosure No. ___ to Regional Memorandum No. ___ s. 2021

REPORT ON THE TPSLM FOR UNTRAINED SCHOOL HEADS
SUMMARY OF SCORES OF APPLICATION PROJECTS

No.	Division	Surname	First Name	Middle Initial	Position/ Designation	School	School Address	Title of Application Project	Score of Application Project



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