YEAR-END PERFORMANCE EVALUATION

(FISCAL YEAR 2021)

City Schools Division of Malolos



DR. NORMA P. ESTEBAN, CESO V
Schools Division Superintendent



DR. LEONARDO C. CANLAS CESO VI
Assistant Schools Division Superintendent



KEY RESULT AREA 1:
Strategic Management and Operations
(30%)



KRA 1: STRATEGIC MANAGEMENT AND OPERATIONS (30%)

OBJECTIVE 1 ~ (5%)	TARGET
Led in the development of Division Education Development Plan (DEDP) and operational plans for the schools division office and schools	100% of the AIP and operational plans were developed and implemented.

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Planning and Management Information System	2	a. Number of conducted planning conference	4	4	100%
	57	b. Number of reviewed approved OPCRFs	57	57	100%

FY 2021 CESPES INDICATORS
School Management Monitoring and Evaluation Section

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Planning and Management Information System	4	a. Number of conducted RMEA	4	4	100%
	4	b. Number of conducted DMEA	4	4	100%

MODE OF VERIFICATION

Unit/Section: Planning and Research Section

- Development of the Schools Division Strategic Plan (DEDP) -DEDP FY 2021-2022

PART 1 - EXECUTIVE SUMMARY

The Division Education Development Plan (DEDP) is a document containing the Strategic Directions of the SDO Malolos City for the Year 2021 and 2022. The synergic efforts from the top management down the school and learning centers level are well articulated to attain the urgent priority which is Quality .

Encapsulated in this document is the main management strategy of the top management which is TUTOK (T-asking and U-pskilling Towards O-utstanding K-ey Results) that gives premium to greater focus on the vital monitoring of division program implementation and division programs and projects . It is anticipated that the different strategic goals which are: Goal 1. On-Standards Learning Outcomes, Goal 2. Optimized Potentials of Human Resources, Goal 3. Continuous improvement and innovations, Goal 4. Quality assured ISO processes and Goal 5. Responsive partnerships and linkages will lead to the envisioned outcomes which are : 1. Quality learning outcomes 2. Capable and happy personnel 3. ISO certified processes and 4. Vibrant partnerships.

There is a greater emphasis on the organizational capability to operationalize the different strategies and interventions to attain the mentioned outcomes without sacrificing the Happy Disposition and Outstanding Satisfaction of the internal and external clienteles of the City Division. It is believing that when people are satisfied and happy and they grow in their career pathing, greater quality of performance outcomes is expected to be actualized. Happiness inspires productivity, thus the organization is expected to be productive.

The growing challenges of the New Normal are also captured in this DEDP as a result of a well-analyzed context of the SDO through the SWOT. The greater adaptability, flexibility and responsiveness of the City Division are essential in maintaining its plight towards the specified outcomes. All these will happen and be a reality through the TEAM (Together Everyone Achieves More) Effort of the entire SDO Malolos City.

PART 3 - STRATEGIC DIRECTIONS

The Schools Division City of Malolos encapsulates its Strategic Directions through the PROJECT TUTOK, every effort must be given the ample time, attention and focus until the desired end is attained.

Tutok is a management strategy of the leadership of Schools Division City of Malolos which means:

T-asking and

U-pskilling

T-owards

O-utstanding Completion of

K-ey Result Areas



AIP IMPLEMENTATION

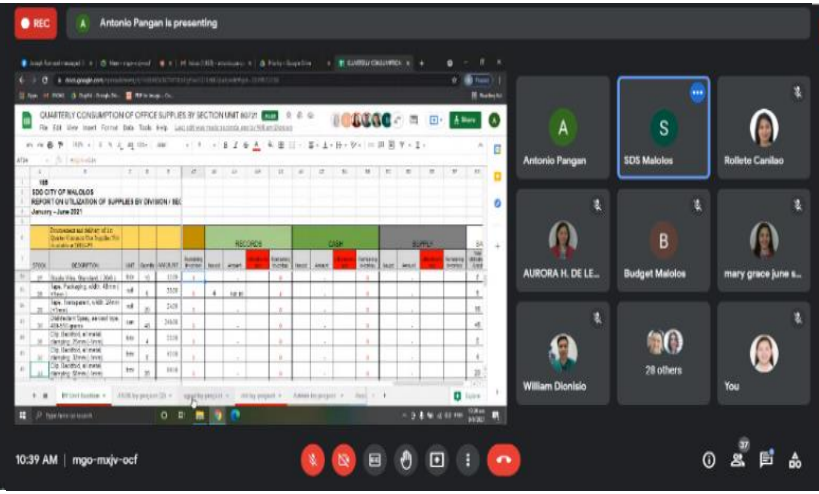
Quarter	Physical Accomplishment (%)		Funds Utilization rate (%)			
	Quarter	Cumulative	Allocated for the Quarter	Obligated	Disbursed	Cumulative
1st Quarter	94.24%	23.56%	25%	57%	90.72%	22.65%
2nd Quarter	97.92%	48.04%	25%	100%	100%	49.50 %
3rd Quarter	100 %	73.04%	25%	100%	100%	71.71 %
4th Quarter	100 %	100%	25%	100%	100%	99.77 %

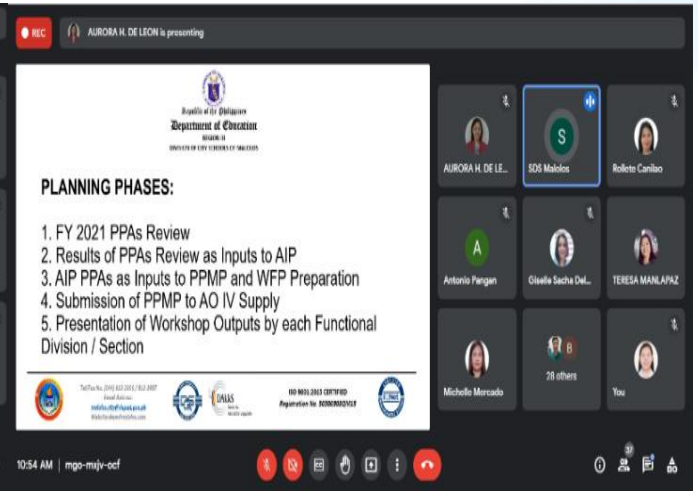
MODE OF VERIFICATION

Unit/Section: Planning and Research Section

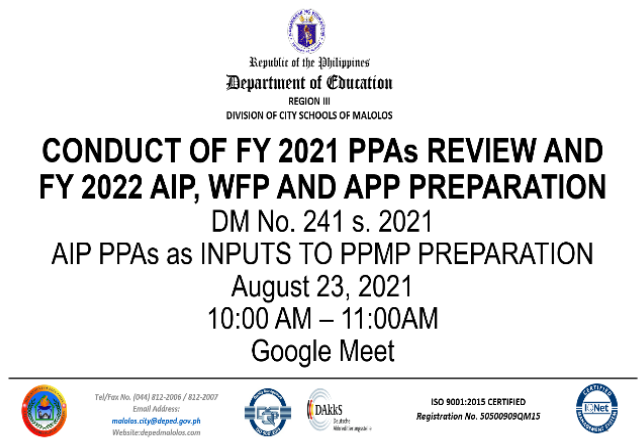
- Development of the indicative FY 2022 Annual Implementation Plan, PPMP and APP-CSE

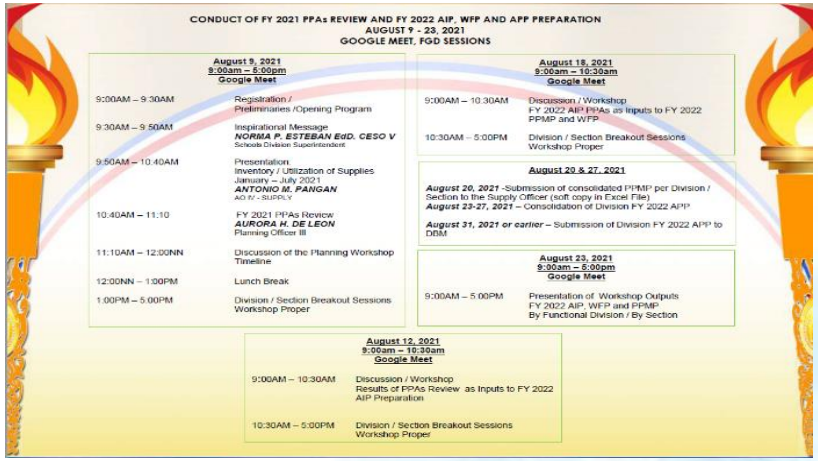








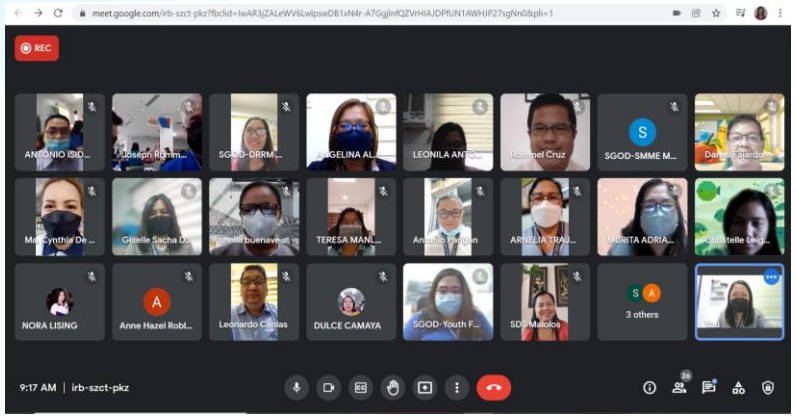


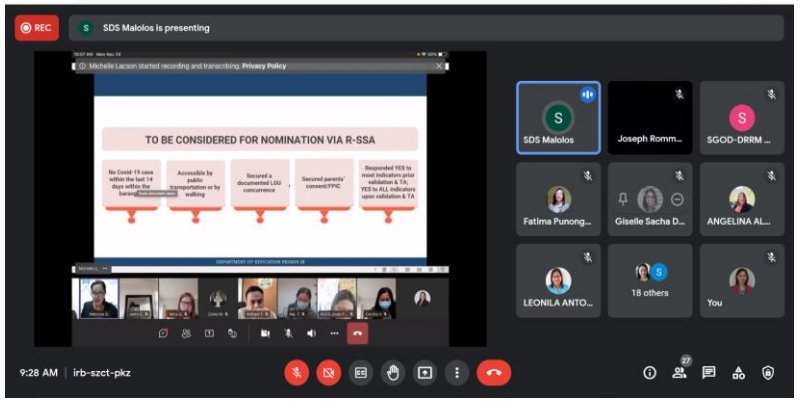


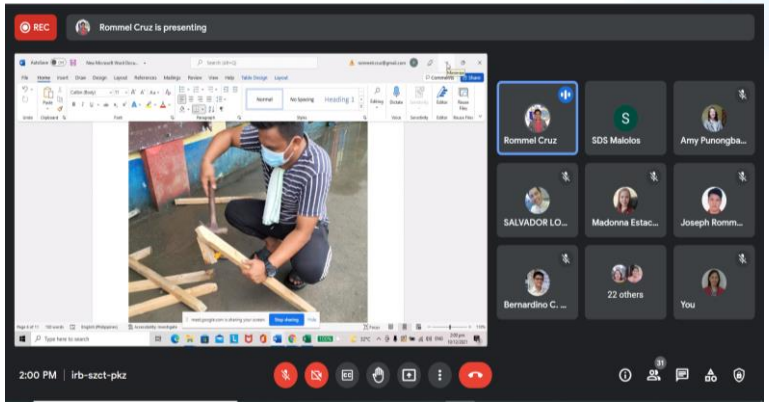
MODE OF VERIFICATION

Unit/Section: Planning and Research Section

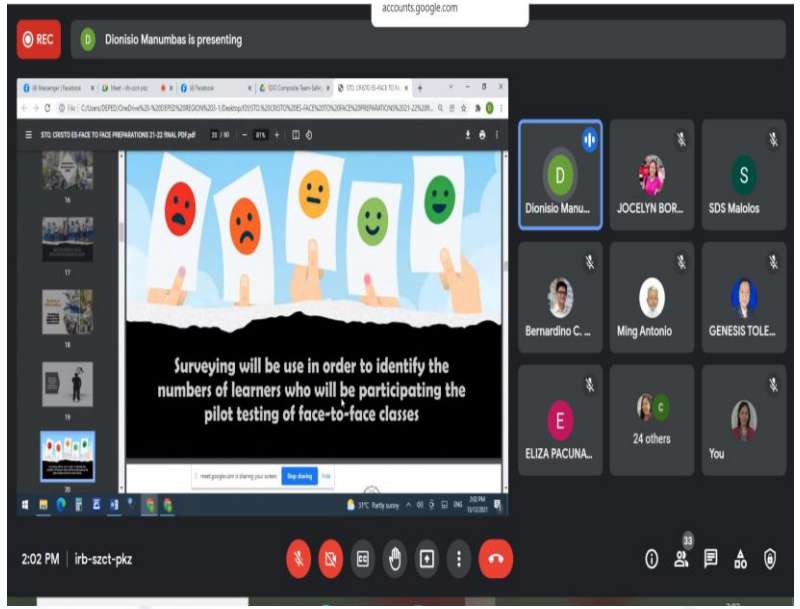
- Preparation of the SDO Implementation Plan on the Conduct of Mass Limited Face to Face Classes

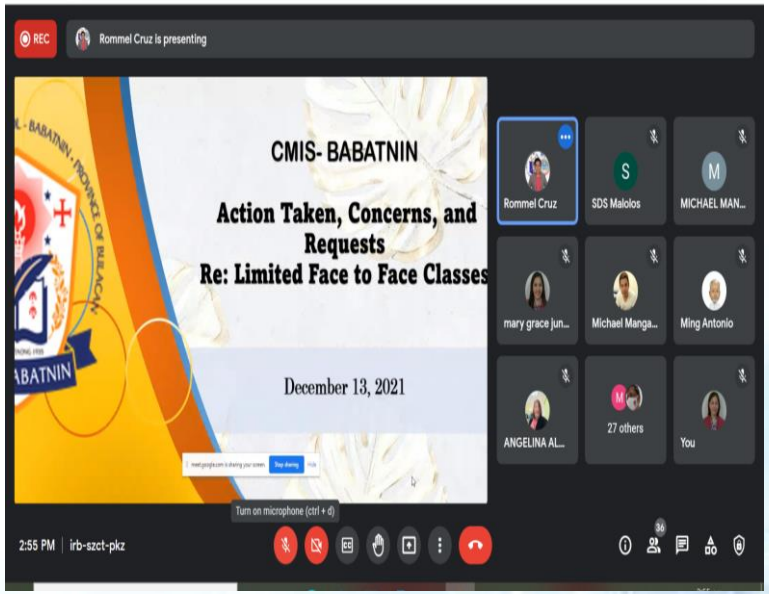












KRA 1: STRATEGIC MANAGEMENT AND OPERATIONS (30%)

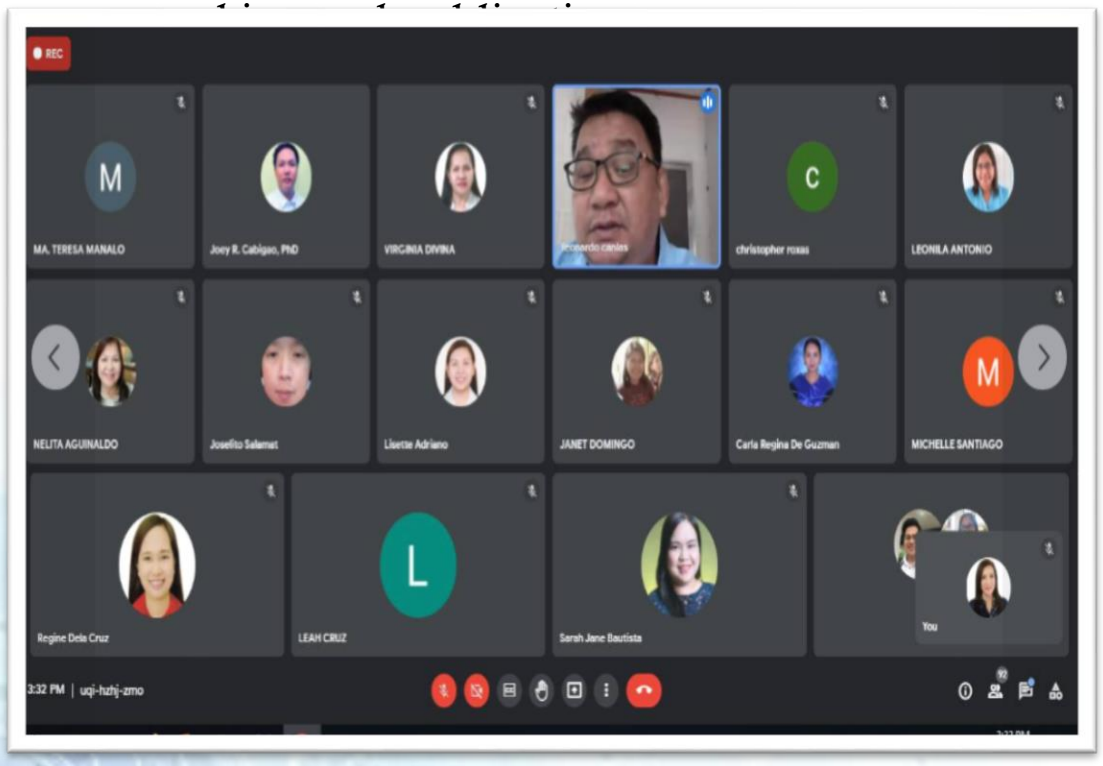
OBJECTIVE 2 ~ (5%)	TARGET
Led in the implementation of policies, research agenda, programs, projects and activities anchored on evidence-based planning.	100% of the policies, research agenda and PPAs under PREXC were implemented and accomplished

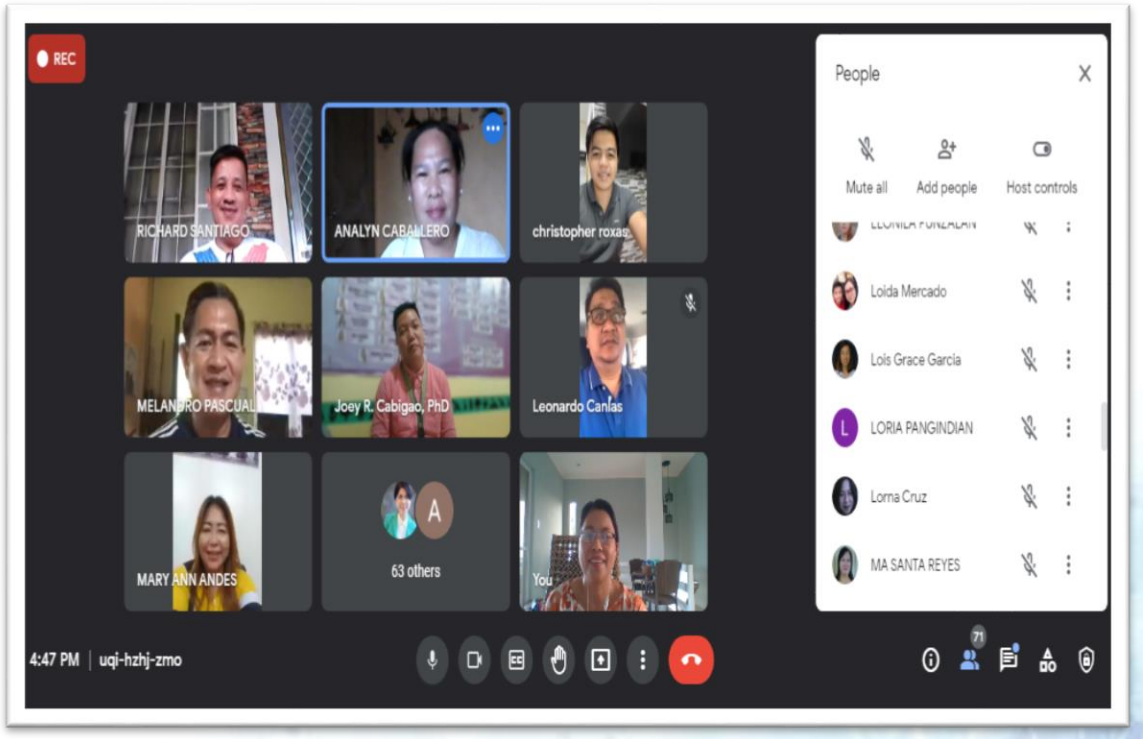
PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
	Output - 1.	Number of policies formulated, reviewed and issued	7	7	100%
	Output - 2.	Number of education researches completed	30	31	100%
	Output - 3.	Number of proposed policies reviewed	7	7	100%

ACCOMPLISHMENTS

Unit/Section: **SGOD Planning and Research**

- Virtual Technical Assistance to School Heads and Teachers through Project REACHED: Research Engagement, Assistance and Collaboration to Help in Evidence-based Decisions.
- This activity was first conducted last June 18, 2021 to connect the SDO to teachers in the field of technical assistance in research and to increase the number of researches completed as inputs for possible decision

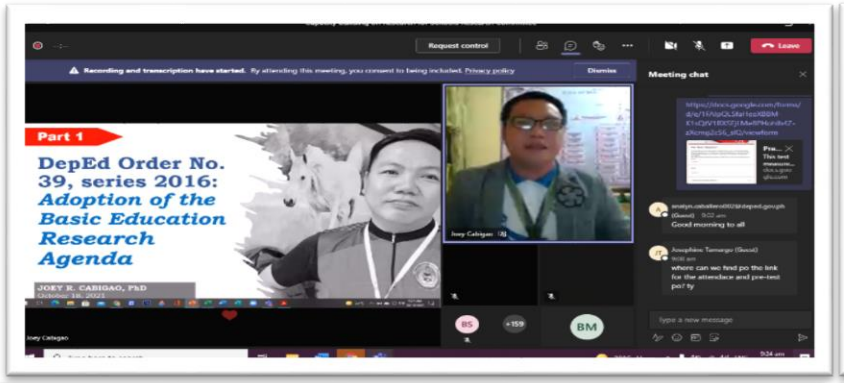


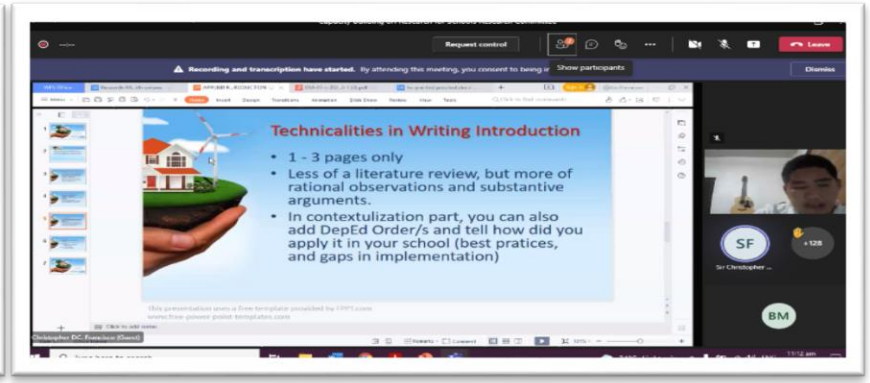


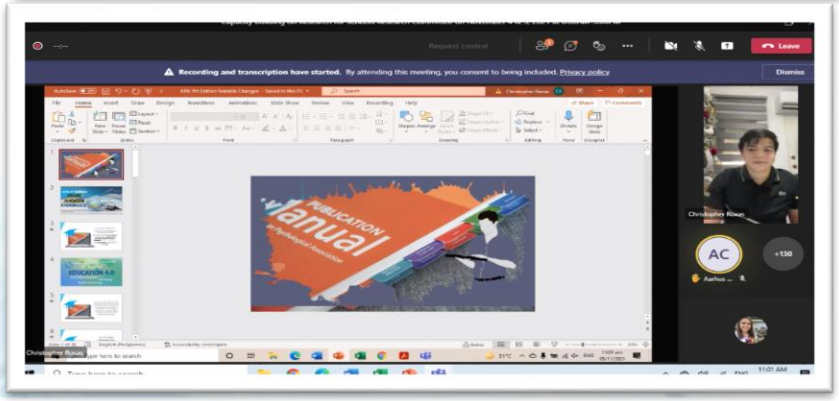
MODE OF VERIFICATION

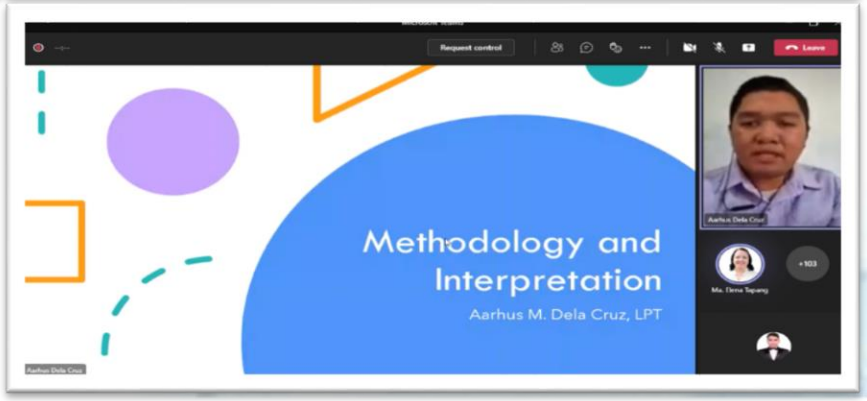
Unit/Section: SGOD Planning and Research

- ❑ Capacity Building on Research for Schools' Research Committee
- ❑ This NEAP recognized training was conducted 2nd week of October and 1st week of November for the Research Committee. And with that, it is important to have mentors and coaches that can guide them towards their research journey, which is the objective of this said program.







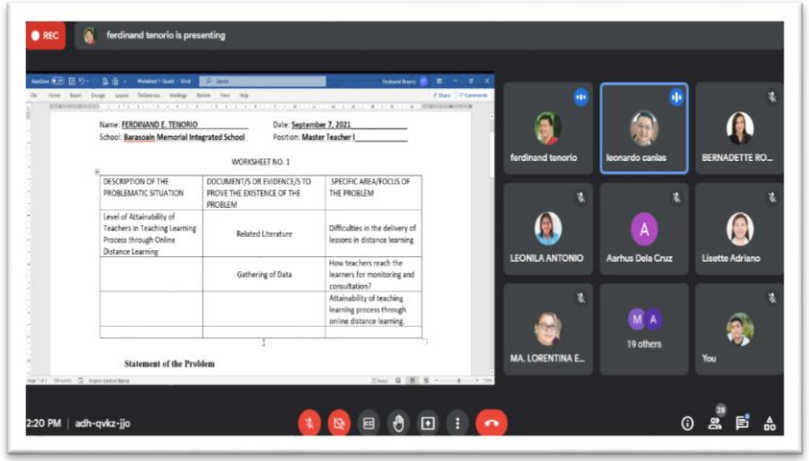


MODE OF VERIFICATION

Unit/Section: SGOD Planning and Research

- Schools Division Research Writeshop for Teaching and Non-Teaching Personnel
- The participants of research writeshop are the Master Teachers 1 &2 the activity was develop a plan in analyzing and interpreting data, prepare and evaluate tools to be used in data gathering, identify and use statistics necessary for the research undertakings.







The SDO ensures the compliance with the following policies:

(a) D.O. 40 s. 2012 (DepEd Child Protection Policy)
(b) R.A. 6713 (Code of Conduct of Ethical Standards of Public Officials and Employees
(a) R.A. 10173 (Data Privacy Act of 2012)
(b) E.O. No. 2 s. 2016 (Freedom of Information Program)
(c) R.A. 9485 (Anti-Red Tape Act of 2007)
(d) DepEd Education Facilities Manual of 2010
(e) DepEd Order No. 49 s. 2006 (Revised Rules of Procedure of the Department of Education in Administrative Cases)

MODE OF VERIFICATION

Unit/Section: **OSDS Legal Services**

Distribution of Information, Education and Communication (IEC) Materials Relative to Child Protection Policy to Grade 1-6 and SPED Students

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

SUMMARY OF PRINTING AND DISTRIBUTION OF INFORMATION, EDUCATION AND COMMUNICATION MATERIALS ON CHILD RIGHTS, INCLUDING CHILD PROTECTION AND POSITIVE DISCIPLINE AND POSITIVE PARENTING

IEC MATERIALS	Date Covered	Number of learners reached*
#BeCyberSafe sa PORNOGRAPHY *Dalir-Eskwela* Tip Sheets	May – August 2021	22,323
#BeCyberSafe sa CYBERBULLYING *Dalir-Eskwela* Tip Sheets	May – August 2021	22,323
#BeCyberSafety sa ONLINE GAMING *Dalir-Eskwela* Tip Sheets	May – August 2021	22,323

Annex C **Monitoring tool for the IEC Materials**

Digitally signed by Guison Anna Dominique Lopez
ATTY. ANNA DOMINIQUE L. GUISON
Attorney III

Digitally signed by Esteban Norma Pascua
Date: 2021.08.26
NORMA P. ESTEBAN, EDD, CESO V
Schools Division Superintendent





FY 2021 CESPES INDICATORS
ICT Services

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Basic Education Inputs Program	Outcome - 1.	Percentage of schools with computer package a. Elementary	100	100	100%
	Outcome - 2.	Percentage of schools with computer package b. Secondary	100	100	100%
		Number of equipment distributed: b. ICT	managed by CO	75	

ACCOMPLISHMENTS

Unit/Section: **OSDS ICT Services**

DCP Monitoring and Validation



















ACCOMPLISHMENTS

Unit/Section: **OSDS ICT Services**

Preventive Maintenance of Computers in the Division Office

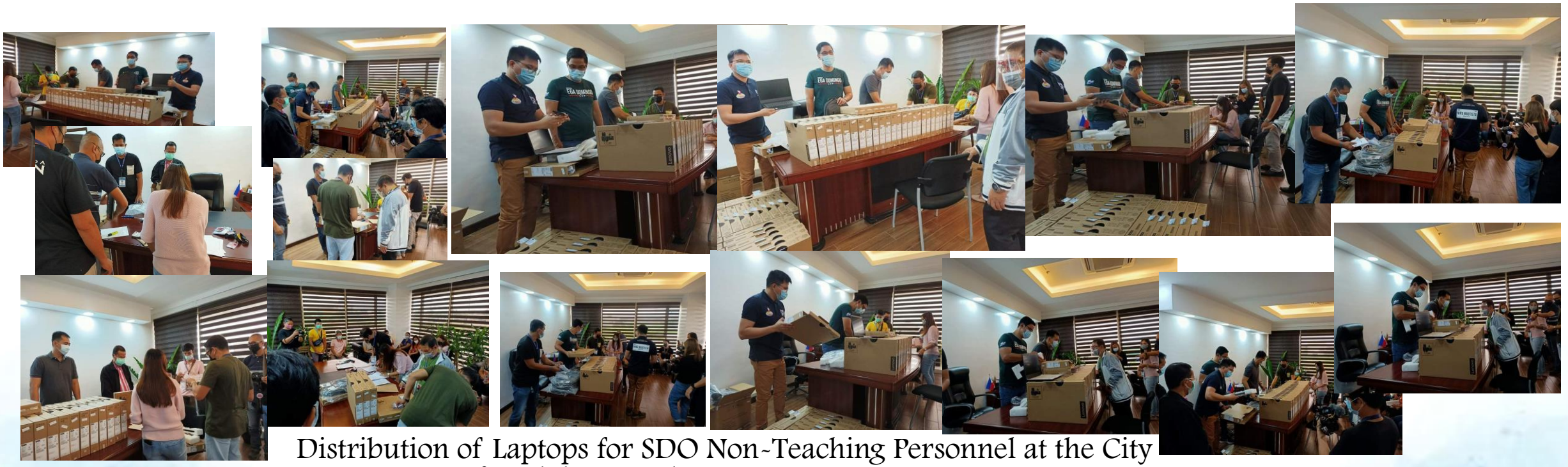








Provision of Laptops for SDO Non-Teaching Personnel



Distribution of Laptops for SDO Non-Teaching Personnel at the City Government of Malolos on July 30, 2021

FY 2021 CESPES INDICATORS
EPS – SGOD, Special Events

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Physical Fitness and School Sports	Output - 1.	Number of Schools with Physical Fitness and schools sports program	57	57	100%

ACCOMPLISHMENTS

Unit/Section: SGOD- Education Program Supervisor

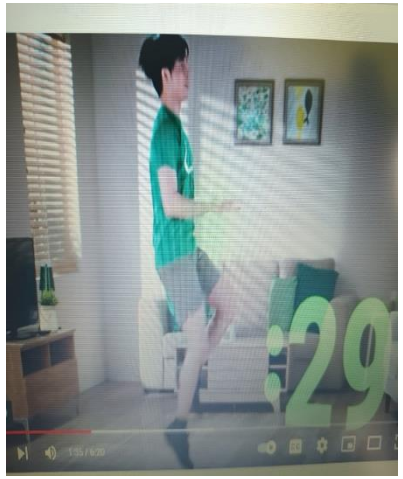
- PHYSICAL FITNESS
- MILO Champion Habit

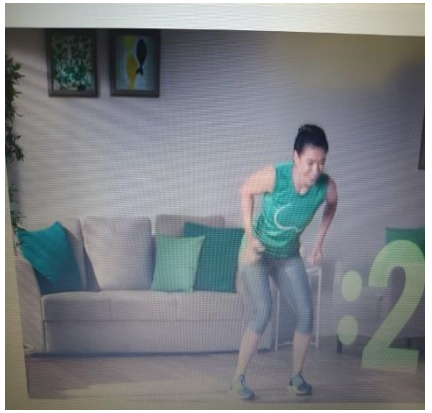










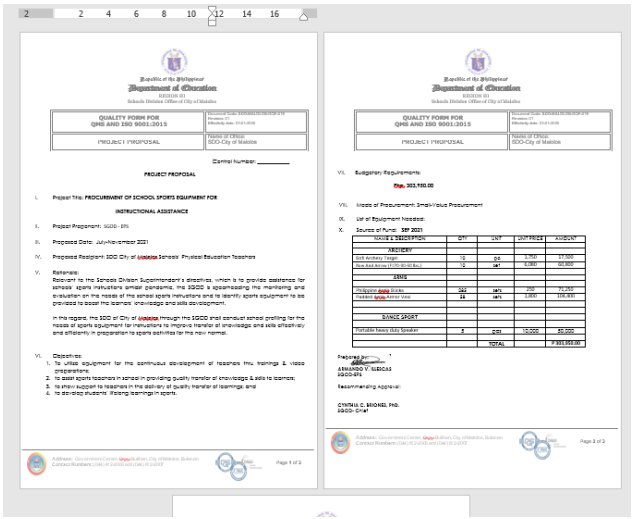


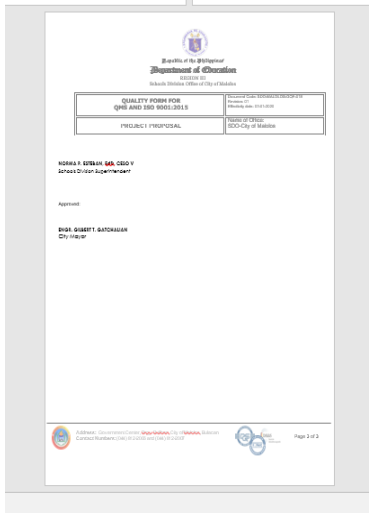
- Year-round fitness activities for learners and teachers done, which was sponsored by MILO Philippines. Teachers and learners were given the chance to do physical fitness activities at home to combat the effect of COVID-19 pandemic.
- Provisions of energy and nutritious drinks were also sponsored by Milo Philippines to have additional source of nourishment.

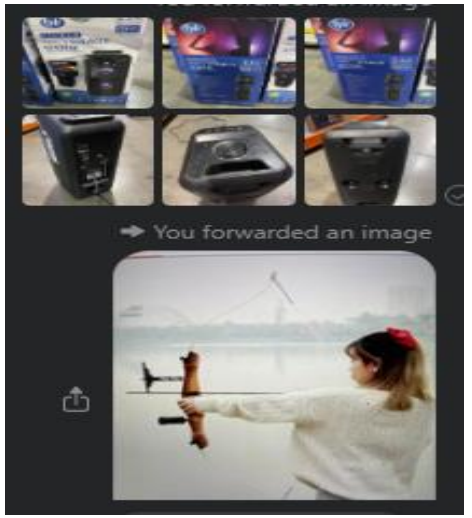
ACCOMPLISHMENTS

Unit/Section: SGOD- Education Program Supervisor

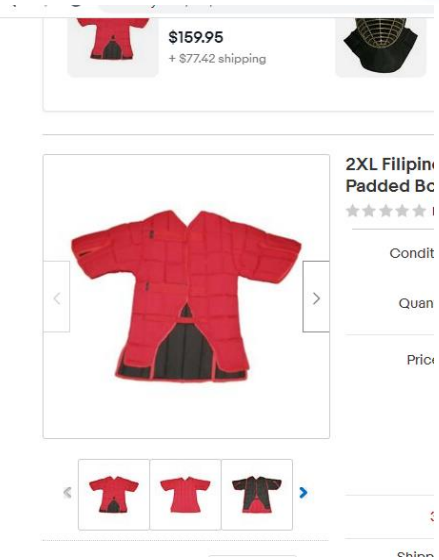
- Provision of sports equipment as assistance to school sports instructional needs from SEF











- Proposal was prepared for the possible provision of selected sports equipment to school sports instructional needs for the following purpose thru SEF 2021.

To utilize equipment for the continuous development of teachers thru trainings & video preparations;
to assist sports teachers in school in providing quality transfer of knowledge & skills to learners;
to show support to teachers in the delivery of quality transfer of learnings; and
to develop students' lifelong learnings in sports.

FY 2021 CESPES INDICATOR
Education Facilities

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Basic Education Inputs Program	Output - 1.	Number of: a. new classrooms constructed	Managed by the CO	36	

SCHOOL	BUILDING/CLASSROOM
Longos Elementary School	3 storey/ 9 classrooms
Bulihan National High School	3 storey/ 9 classrooms
Tikay Elementary School	3 storey/ 9 classrooms
Bungahan Elementary School	3 storey/ 12 classrooms
President Corazon Cojuangco Aquino National High School	3 storey/ 9 classrooms

MODE OF VERIFICATION

Unit/Section: **SGOD EDUCATION FACILITIES**

- CONSTRUCTION – Construction of New SDO Building



- The Construction of 2 storey Division Office amounting to Php. 30,131,111.44 and the savings amounting to Php. 6,371,435.51 are both 100% completed. The construction of additional Division Office is timely since there is a growing number of personnel, the space is much larger to accommodate the requirements for ISO, and the IATF restrictions for physical distancing.

MODE OF VERIFICATION

Unit/Section: **SGOD EDUCATION FACILITIES**

- CONSTRUCTION – Construction of Fencing and Electrification of New SDO Building



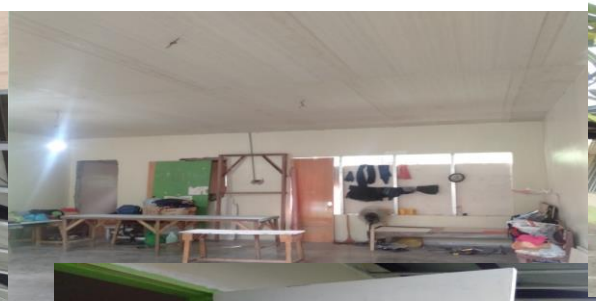



- The Construction of Fencing & Electrification of New SDO Bdlg. amounting to Php. 3,341,688.56 and the savings amounting to Php. 6,371,435.51 are both 100% completed.

MODE OF VERIFICATION

Unit/Section: **SGOD EDUCATION FACILITIES**

- FACILITIES REPAIR – BALAYONG ES





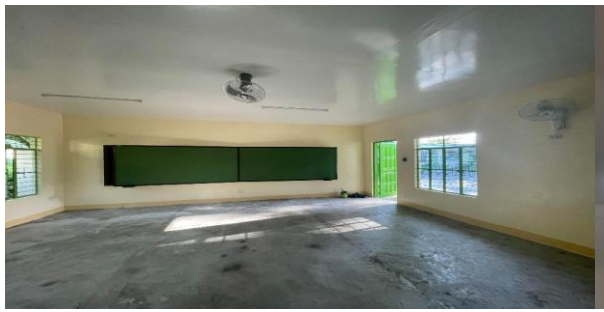


- The Repair of Balayong ES amounting to Php. 1,029,265.01 is 100% completed.

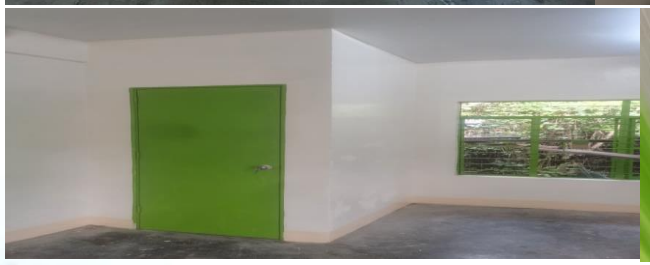
MODE OF VERIFICATION

Unit/Section: **SGOD EDUCATION FACILITIES**

- FACILITIES REPAIR – DAKILA ES










- The Repair of Dakila ES amounting to Php. 1,049,168.41 is 100% completed.

MODE OF VERIFICATION

Unit/Section: **SGOD EDUCATION FACILITIES**

- FACILITIES REPAIR – CONG. TEODULO NATIVIDAD HIGH SCHOOL



- The Repair of Cong. Teodulo Natividad High School amounting to Php. 1,659,737.13 is 100% completed.

MODE OF VERIFICATION

Unit/Section: **SGOD EDUCATION FACILITIES**

- QUICK RESPONSE FUND- REPAIR OF CLASSROOMS – CAINGIN ES



- The Repair of Caingin Elementary School amounting to Php. 1,841,861.90 is 100% completed.

FY 2021 CESPES INDICATORS
DRRM

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Disaster Preparedness and Response Program	Output - 1.	Number of Schools with Disaster Preparedness and Response	57	57	100%

MODE OF VERIFICATION

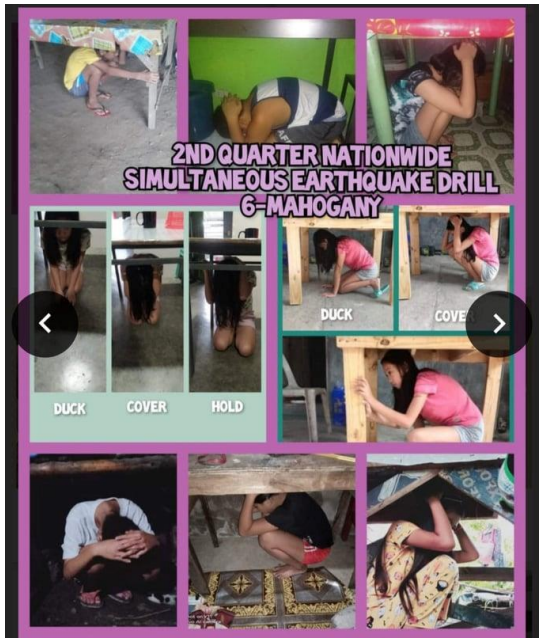
Unit/Section: SGOD DRRM

- Monitoring and participation in the quarterly conduct of the Nationwide Simultaneous Earthquake Drill



1st Qtr NSED
March 11, 2021.

2nd Qtr NSED
June 10, 2021





3rd Qtr NSED
September 9, 2021

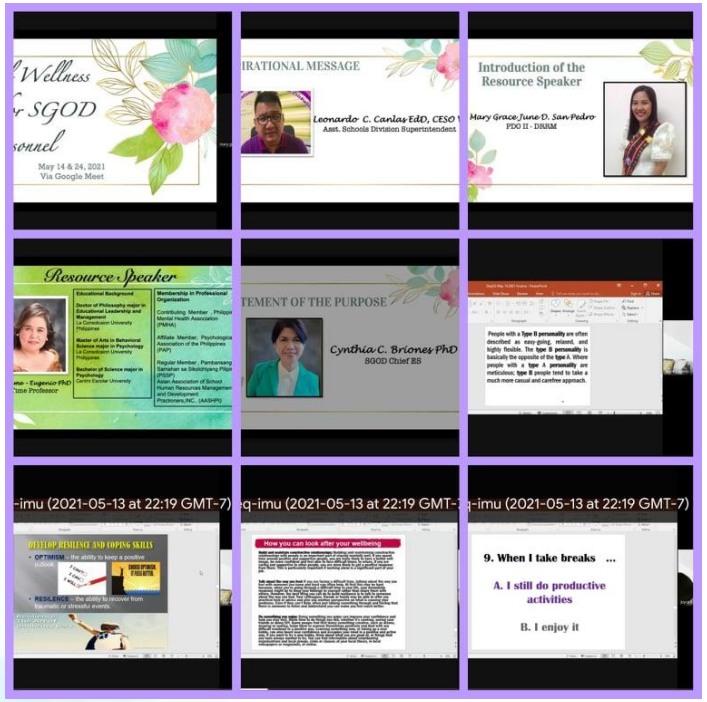
4th Qtr NSED
November 11, 2021



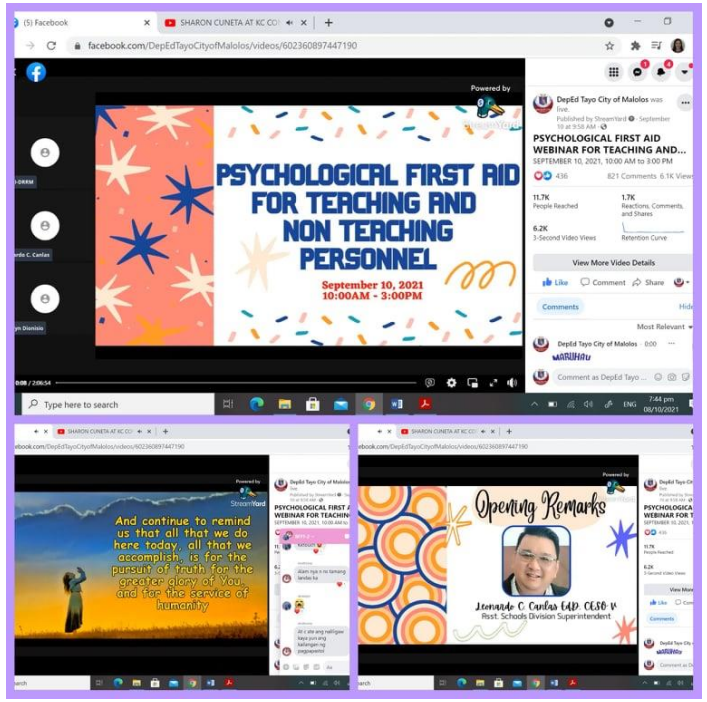
MODE OF VERIFICATION

Unit/Section: SGOD DRRM

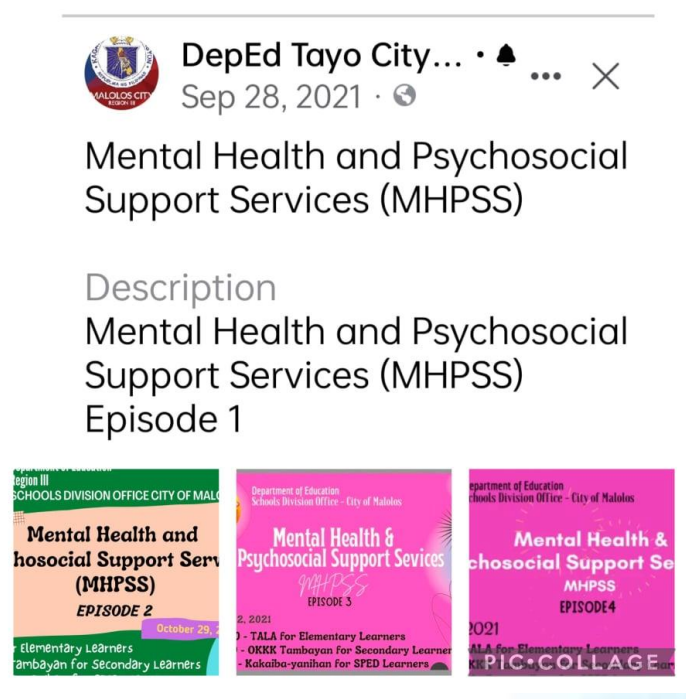
- ❑ Provision of Psychological First Aid interventions



Mental Wellness Check for SGOD Personnel
May 14 & 24, 2021



Psychological First Aid for Teaching. and Non-teaching Personnel
September 10, 2021



MHPSS Episodes 1-4
Sept 28, Oct 29
November 12 & 26, 2021

MODE OF VERIFICATION

Unit/Section: SGOD DRRM

- ❑ Hosting of the Regional Climate Change Caravan



Regional Climate Change Caravan Broadcast, October 28, 2021



Project ProTECT Tree Planting October 19, 2021



Project NaRRA Supplies distribution, October 22 & December 9, 2021

FY 2021 CESPES INDICATORS
School Health and Nutrition

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Support to Schools and Learners Program	Output - 1.	Number of learners benefiting from the School Based Feeding Program	5,064	5,064	100%

ACCOMPLISHMENTS

Unit/Section: **SGOD Health and Nutrition**



School-Based Feeding Program

MODE OF VERIFICATION

Unit/Section: **SGOD Health and Nutrition**



Hygiene and Health Supplies Distribution





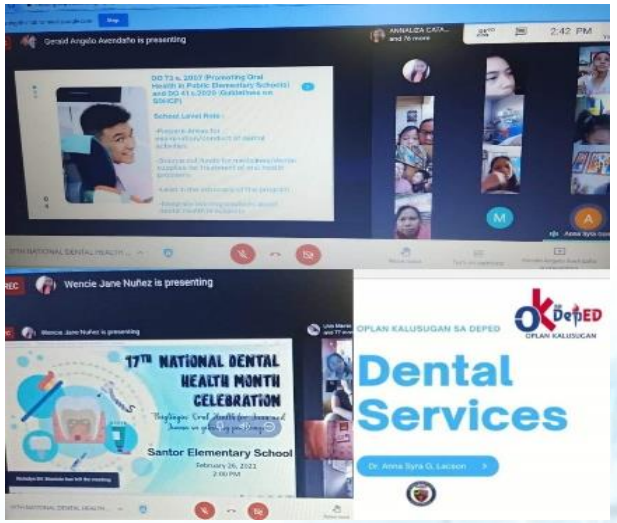
Tri-Partnership with PDA and LGU



Turnover and Distribution of Dental IEC Materials



OKD One Health Week Opening - January



Webinar on SDHCP during the NDHM

MODE OF VERIFICATION

Unit/Section: **SGOD Health and Nutrition**

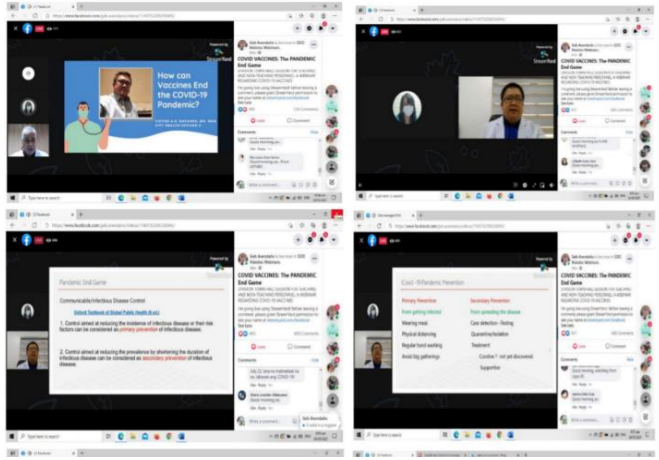




Universal Preventive Curricula



OKD 6 Flagships Orientation



One Health Week Virtual Launch



SBFP / SDHCP Hygiene Kit Distribution

MODE OF VERIFICATION

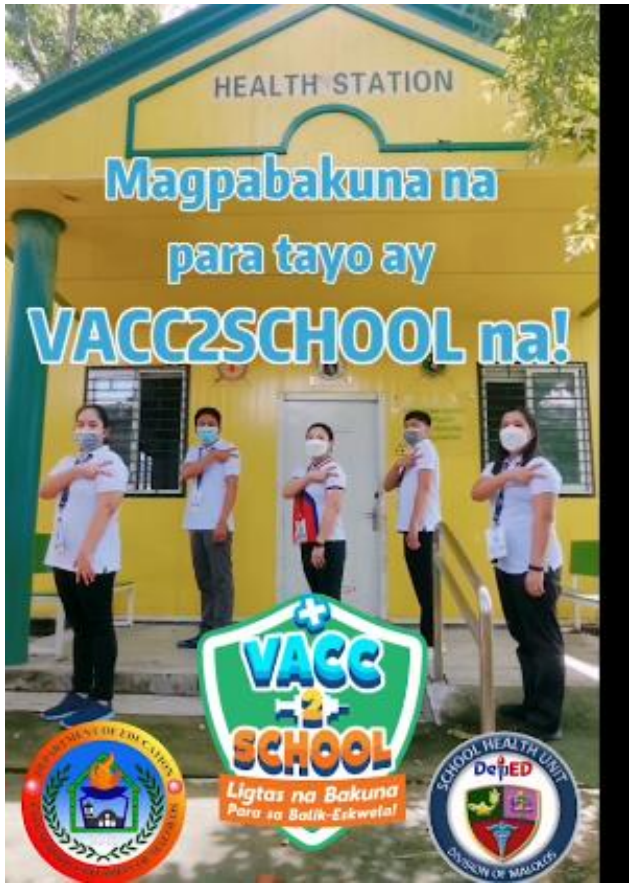
Unit/Section: **SGOD Health and Nutrition**



Medical/Dental Checkup/Services



Annual Physical/Dental Examination



Vaccination Program Promotion



Vaccination of DepEd Employees by SHN

KRA 1: STRATEGIC MANAGEMENT AND OPERATIONS (30%)

OBJECTIVE 3 ~ (5%)	TARGET
Led in the sustainability of quality management processes in the SDO	100% of the quality management processes were sustained.

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
General management and supervision	Output - 1.	Percentage of quality management processes sustained	100%	100%	100%
	Output - 2.	Percentage of updated Operations Manual	100%	100%	100%
Education Policy Development Program	Outcome - 1.	Percentage of satisfactory feedback from clients on issued policies	100	100	100%

ACCOMPLISHMENTS

Unit/Section: Management Review Committee

Revisiting of procedural manual and updating of processes

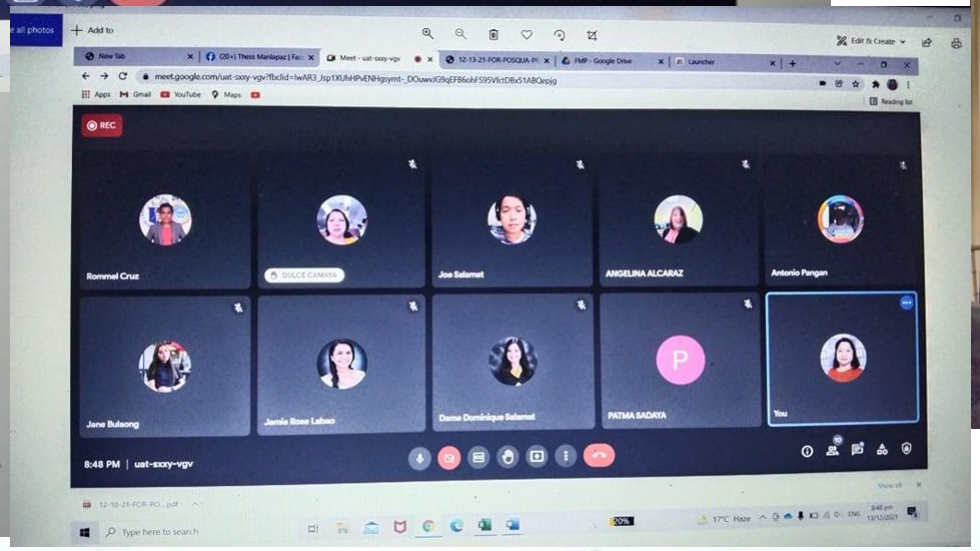


Date: November 15, 2021

This is to announce the conduct of Revitalizing Quality Management of Management Review Committee (MRC) on November 25, 2021 at 9:00am-3:00pm at DJ Paradise Resort, City of Malolos, Bulacan.

This activity aims to:

a. Review implementation related to ISO and continuously improve employee performance;
b. Monitor, measure and evaluate the effectiveness of quality management system;
c. Update MRC on ISO issues and concerns;

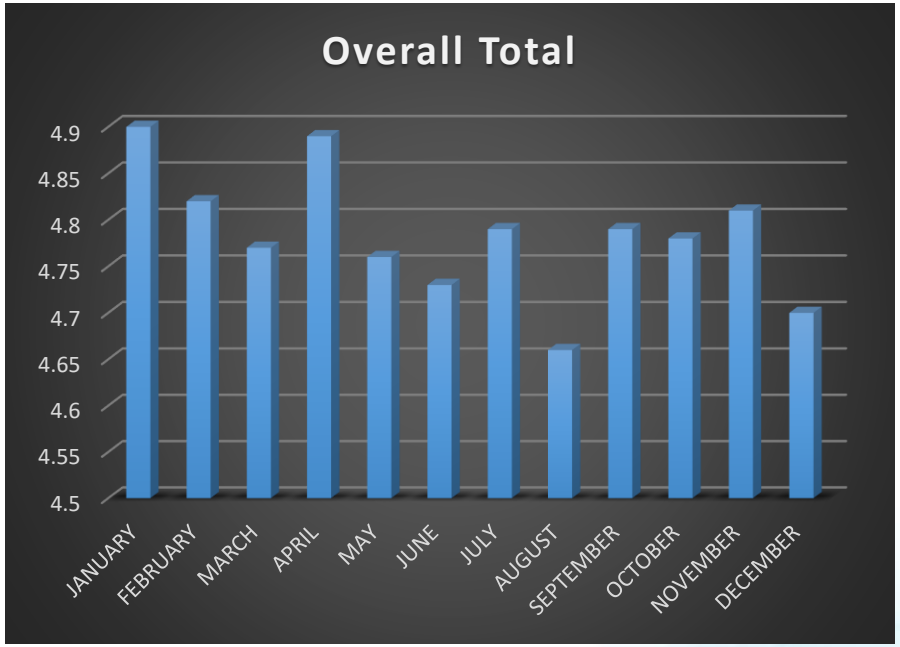






Client/Citizens Satisfaction Survey (CCSS) Result

Month	Number of Respondents	Overall Total	Description
JANUARY	12	4.9	Very Satisfied
FEBRUARY	7	4.82	Very Satisfied
MARCH	63	4.77	Very Satisfied
APRIL	137	4.89	Very Satisfied
MAY	193	4.76	Very Satisfied
JUNE	186	4.73	Very Satisfied
JULY	140	4.79	Very Satisfied
AUGUST	95	4.66	Very Satisfied
SEPTEMBER	93	4.79	Very Satisfied
OCTOBER	137	4.78	Very Satisfied
NOVEMBER	470	4.81	Very Satisfied
DECEMBER	223	4.7	Very Satisfied



KRA 1: STRATEGIC MANAGEMENT AND OPERATIONS (30%)

OBJECTIVE 4 ~ (5%)	TARGET
Overseen the operationalization of the Management Information Systems (MIS)	100% of the Management Information Systems (MIS) were updated

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Planning and Management Information System	Output - 1.	Percentage of updated Management Information System	100%	100%	100%

ACCOMPLISHMENTS

Unit/Section: **PLANNING AND RESEARCH SECTION**

PMIS

ACTIVITY	DATE	RESULTS / OUTCOME
1. Preparation of FY 2021 Expenditure Matrices for submission and approval of the Regional Office	January 2021	Ensured the timely reporting of status and progress report of plan implementation based on the approved Work and Financial Plan/s (WFPs) Total Activity Requests processed: First Quarter – 70 Second Quarter – 107 Third Quarter – 113 Fourth Quarter – 157 **Total: 447 Activity Requests**
2. Encoding and updating of Activity Requests	January – December 2021	
3. Preparation of PMIS Quarterly Accomplishment Reports	January – December 2021	
4. Preparation of FY 2021 Expenditure Matrices – Under Program Support Fund (PSFs)	January – December 2021	
4. Preparation of FY 2022 Expenditure Matrices for submission and approval of the Regional Office	December 2021	

ACCOMPLISHMENTS

Unit/Section: **PLANNING AND RESEARCH SECTION**

EBEIS/LIS

ACTIVITY	DATE	RESULTS / OUTCOME
1. Updating of the SY 2020-2021 Beginning of School Year (BOSY)	Jan – June 2021	All 108 schools participated in the BOSY updating resulting to an accurate schools reporting as well as total number of in-school (enrolled learners) in the Learner Information System (LIS).
2. Early Registration SY 2021-2022	April – June 2021	Ensured the 100% participation and compliance of public schools in the Early Registration collection data
3. School Profile Uploading SY 2020-2021	April – June 2021	Ensured the validation of uploaded schools profiles in the BEIS. Data provided here will be useful in the planning and resource allocation of the Central Office
5. Updating of the SY 2020-2021 End of School Year (EOSY)	July – Sept 2021	100% of the Schools facilitated the EOSY updating, with 84% of the schools achieving EOSY finalized status.
6. Updating of the SY 2021-2022 Beginning of School Year (BOSY)	Oct – Dec. 2021	100% of the schools participated in the BOSY updating. Total enrollment registered in the LIS (as of Nov. 15, 2021= 59,897. This is about 96.84% of the total enrollment of previous SY.

ACCOMPLISHMENTS

Unit/Section: Administrative- **Personnel**

ACTIVITY	DATE	RESULTS / OUTCOME
Monthly updating of PSIPOP.	January2021	▪ Filled and update 15 items
	February 2021	• Filled and update 14 items
	March 2021	▪ Filled and update 5 items
	April 2021	• Filled and update 2 items
	May 2021	• Filled and update 13 items
	June 2021	• Filled and update 59 items
	July 2021	• Filled and update 8 items
	August 2021	• Filled and update 3 items

ACCOMPLISHMENTS

Unit/Section: Administrative- **Personnel**

ACTIVITY	DATE	RESULTS / OUTCOME
Monthly updating of PSIPOP.	September 2021	• Filled and update 39 items
	October 2021	• Filled and update 21 items
	November 2021	• Filled and update 3 items
	December 2021	• Filled and update 20 items

KRA 1: STRATEGIC MANAGEMENT AND OPERATIONS (30%)

OBJECTIVE 5 ~ (5%)	TARGET
Ensured coordination with Division Field Technical Assistance Team (DFTAT) for the provision of technical assistance for the division and schools.	100% of the TA plan was implemented.

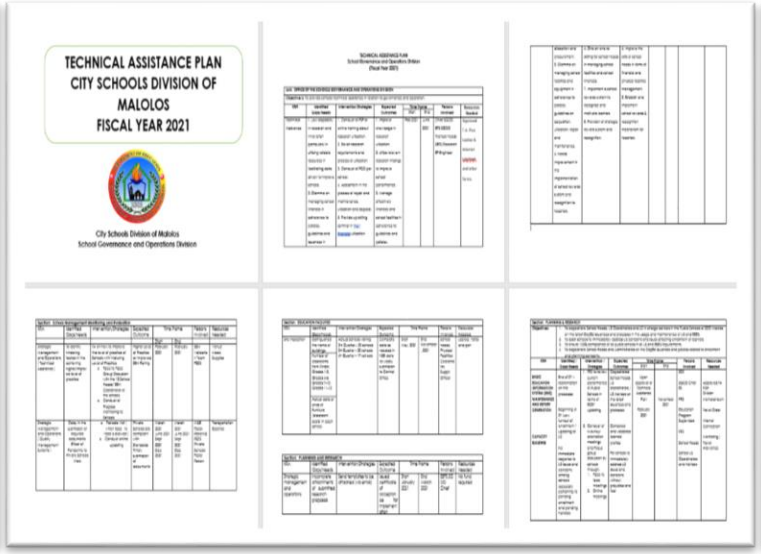
PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
General Management and Supervision	Output - 1.	Number of technical assistance provided to division and schools	66	66	100%

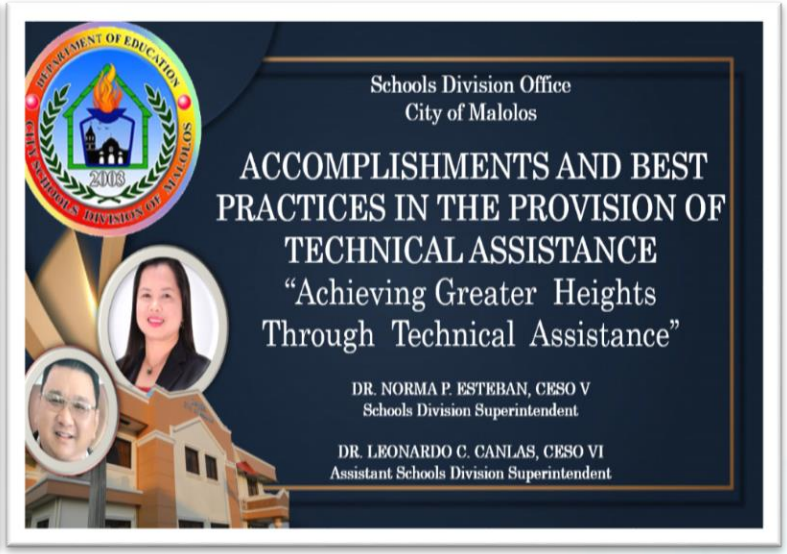
ACCOMPLISHMENTS

Unit/Section: **SGOD School Management, Monitoring and Evaluation**

- Provision of Technical Assistance to Schools and Learning Centers





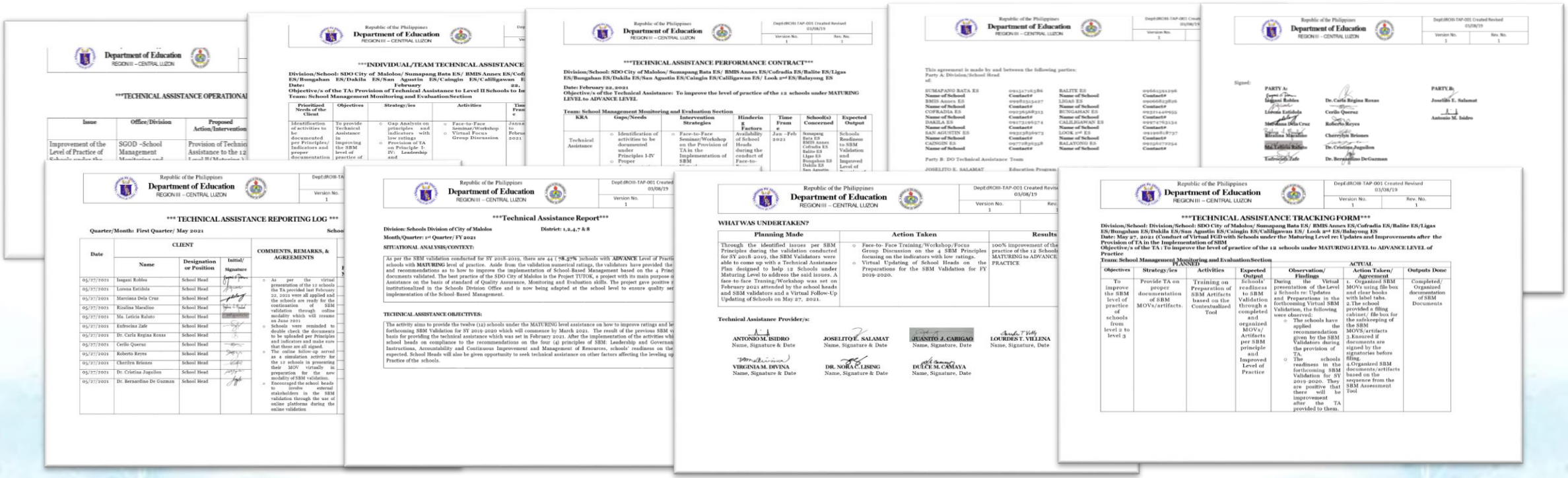


- OSDS – 5 Technical Assistance plans implemented.
- CID – 35 Technical Assistance plans implemented.
- SGOD – 26 Technical Assistance plans implemented.

MODE OF VERIFICATION

Unit/Section: **SGOD School Management, Monitoring and Evaluation**

- The Accomplished Technical Assistance forms are stored in the RFTAT Google drive repository where other Technical Assistance related documents such as TA Plans, consolidated TA accomplishments and other MOVs are uploaded for reference.



KRA 1: STRATEGIC MANAGEMENT AND OPERATIONS (30%)

OBJECTIVE 6 - (5%)	TARGET
Led the schools in ensuring compliance to standards.	25% increase in the no. of Schools with improved SBM level of practice compared to last year

MODE OF VERIFICATION

Unit/Section: SGOD School Management, Monitoring and Evaluation

- Result of School-Based Management Assessment of Level of Practice (SY 2019-2020)

SCHOOLS	LEVEL I	LEVEL II	LEVEL III
Elementary	0	0	42
Secondary	0	0	9
Integrated School	0	0	5

- Through the intensified Technical Assistance provided by the SDO to the 12 schools under the Maturing Level, all schools in the Division of Malolos City are in the ADVANCED level of practice in the implementation of SBM.

MODE OF VERIFICATION

Unit/Section: SGOD School Management, Monitoring and Evaluation

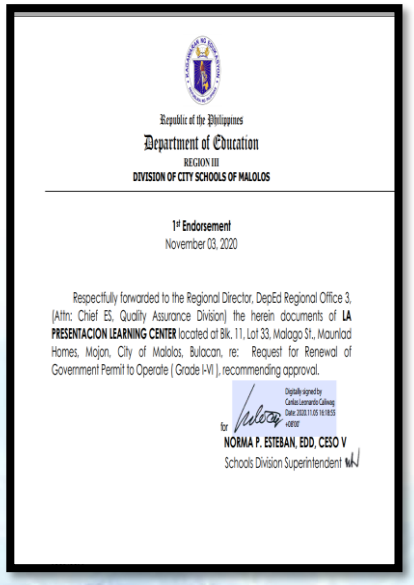


- 3 Secondary schools and 2 Elementary schools in the Division of City of Malolos were granted SBM Level 3 Accreditation by DepEd Region III Office after undergoing virtual validation last September 14-15, 2021.

ACCOMPLISHMENTS

Unit/Section: School Management, Monitoring and Evaluation Section

ACTIVITY	DATE	RESULTS / OUTCOME
Processing of Public and Private Schools' Requests	January – December 2021	Through the use of Online Platforms, the SMME Personnel were able to provide assistance to the schools in the evaluation and validation of submitted documentary requirements. Online meetings were also helpful to response to queries of School Administrators regarding different business related to Public and Private Schools

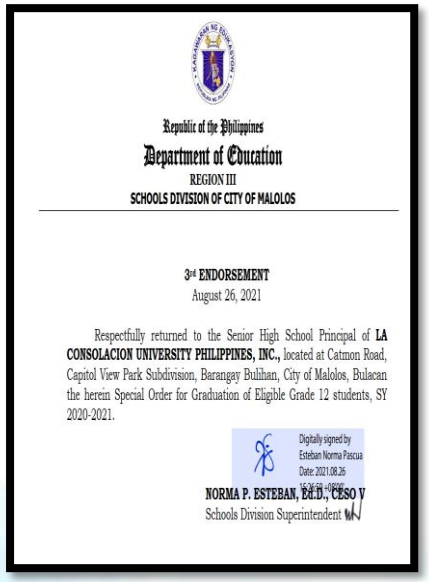


Republic of the Philippines
Department of Education
REGION III
DIVISION OF CITY SCHOOLS OF MALOLOS

1st Endorsement
November 03, 2020

Respectfully forwarded to the Regional Director, DepEd Regional Office 3, (Attn: Chief ES, Quality Assurance Division) the herein documents of **LA PRESENTACION LEARNING CENTER** located at Blk. 11, Lot 33, Malago St., Maunlad Homes, Mojon, City of Malolos, Bulacan, re: Request for Renewal of Government Permit to Operate (Grade I-VI), recommending approval.

for **NORMA P. ESTEBAN, EDD, CESO V**
Schools Division Superintendent



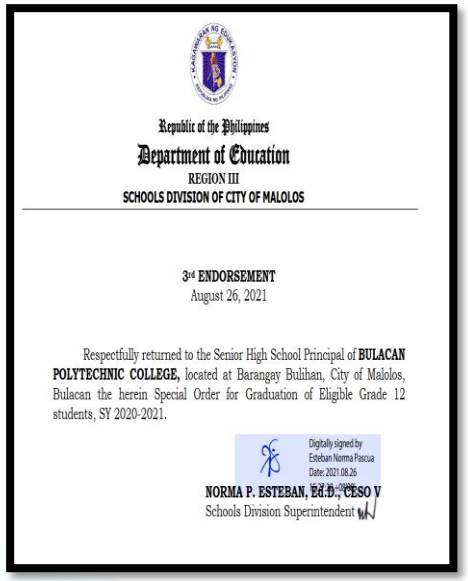
Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF CITY OF MALOLOS

3rd ENDORSEMENT
August 26, 2021

Respectfully returned to the Senior High School Principal of **LA CONSOLACION UNIVERSITY PHILIPPINES, INC.,** located at Catmon Road, Capitol View Park Subdivision, Barangay Bulihan, City of Malolos, Bulacan the herein Special Order for Graduation of Eligible Grade 12 students, SY 2020-2021.

Digitally signed by Esteban Norma Pascua
Date: 2021.08.26

NORMA P. ESTEBAN, Ed.D., CESO V
Schools Division Superintendent



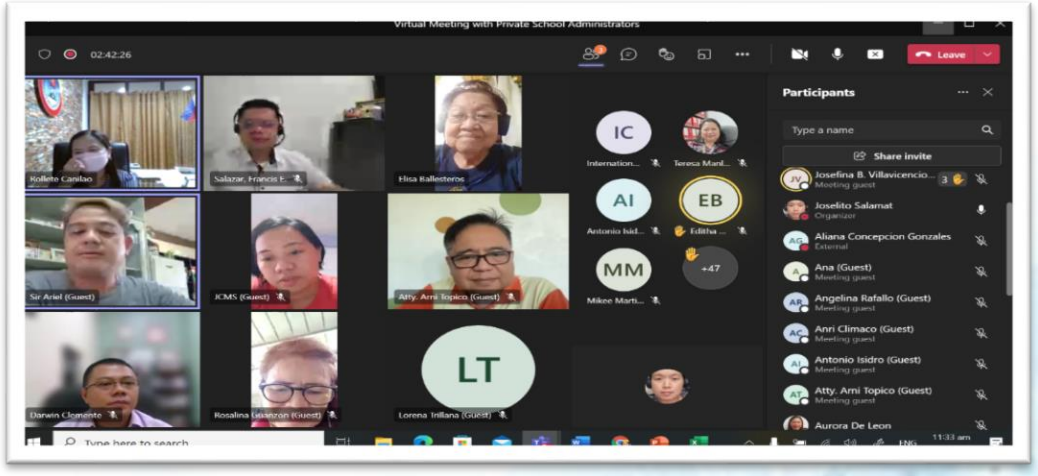
Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF CITY OF MALOLOS

3rd ENDORSEMENT
August 26, 2021

Respectfully returned to the Senior High School Principal of **BULACAN POLYTECHNIC COLLEGE,** located at Barangay Bulihan, City of Malolos, Bulacan the herein Special Order for Graduation of Eligible Grade 12 students, SY 2020-2021.

Digitally signed by Esteban Norma Pascua
Date: 2021.08.26

NORMA P. ESTEBAN, Ed.D., CESO V
Schools Division Superintendent



SELF-RATING
(KRA 1 – Strategic Management and Operations)

KRA	OBJECTIVE	PERCENTAGE	RATING	P X R
Strategic Management and Operations (30%)	Objective 1	5%	5	0.25
	Objective 2	5%	5	0.25
	Objective 3	5%	5	0.25
	Objective 4	5%	5	0.25
	Objective 5	5%	5	0.25
	Objective 6	5%	5	0.25
			TOTAL	1.50

KEY RESULT AREA 2:

Curriculum and Instruction

(25%)



KRA 2: CURRICULUM AND INSTRUCTIONS (25%)

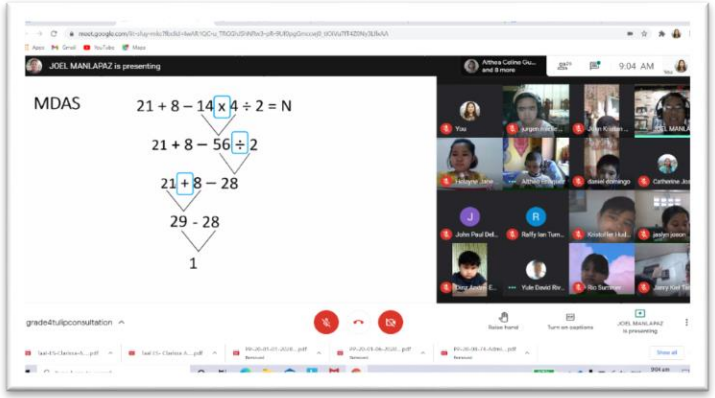
OBJECTIVE 1 - (10%)	TARGET
Led in the general supervision over basic education in managing programs for curriculum implementation, localization of curricula, and learning delivery	100% of the PAPs in the BELCP were implemented

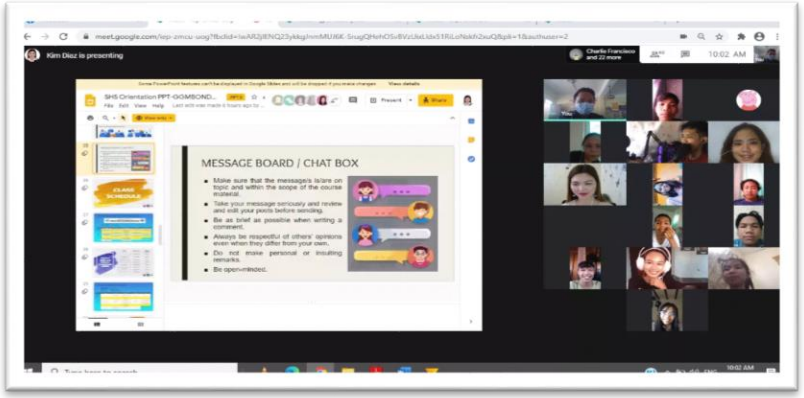
PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Basic Education Curriculum	Output - 1.	Percentage of PAPs implemented in the BE-LCP	100%	100%	100%

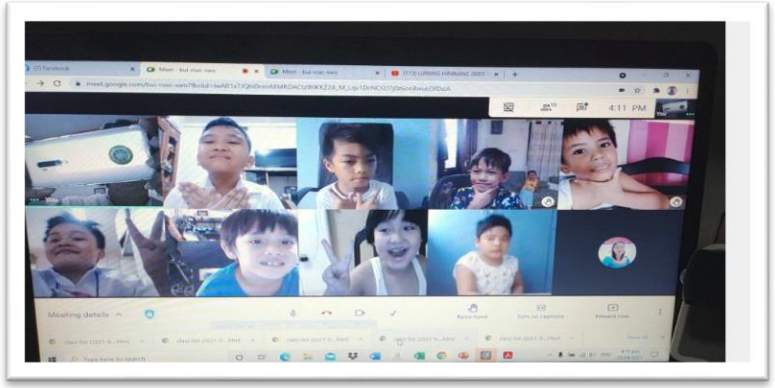
ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

- **IMPLEMENTED THE DIVISION BE-LCP FOR SY 2020-2021 (January to July 2021)**
- **CONDUCTED INSTRUCTIONAL SUPERVISION in 57 schools and 36 CLCs (ALS) FOCUSING ON THE STANDARDS FOR CURRICULUM IMPLEMENTATION TO IMPROVE INSTRUCTION**







- *From January to December, supervised teachers were given differentiated support and assistance to improve teaching and learning and to address the diversity in every situation implementing the Distance Learning Modality.* During the class observation, Supervisor helped teachers including ALS and Special Programs in the actual teaching and for other observed indicators, made suggestions/recommendations/on observation which need improvements, demonstrated how improvement can be done through direct instruction, informed the teacher of the overall results of the actual observations, informed the teacher where assistance can be delivered and provided instructional advice for the learners benefits.

ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

- **EDUCATION PROGRAM SUPERVISORS MONITORED THE DISTRIBUTION, LEARNING ENGAGEMENT PROCEDURES AND RETRIEVAL OF MODULES, FIND OUT ISSUES AND CONCERNS ON MELCs IMPLEMENTATION .**







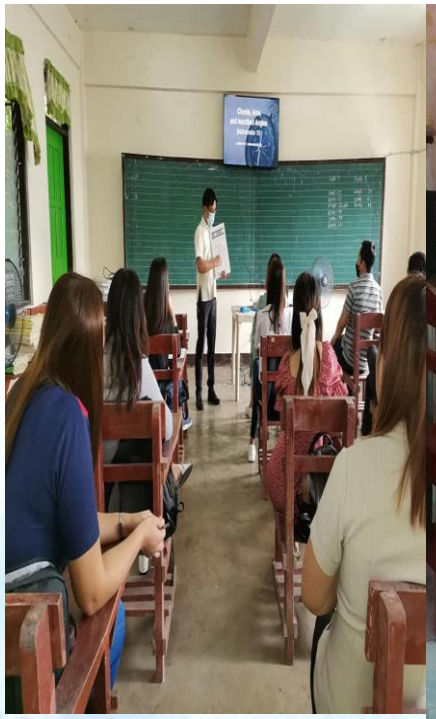




ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

- PSDSs provided appropriate guidance and instructional supervision leading to improved instructional leadership practices. They observed the development needs of teachers to improved teaching and learning delivery. And put in place an enabling environment for school heads and teachers to deliver quality education.








ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

ALS mobile teachers together with BLWs were monitored and supervised by EPS of ALS with the EPSALS

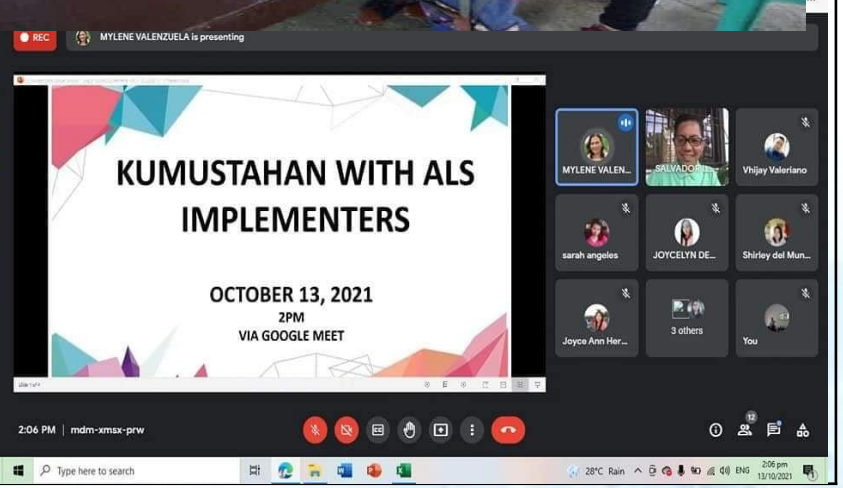










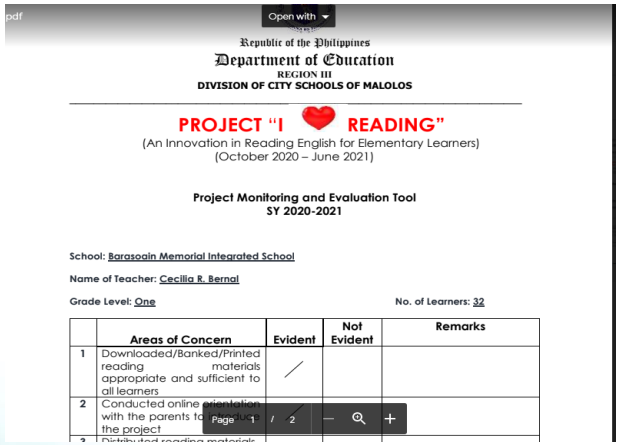


ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

❑ IMPLEMENTED LOCALIZED PPAs FOR CURRICULUM IMPLEMENTATION

Implemented Project I LOVE READING, Project Learning Math is Fun, Project ESSA, Project Kasayaw Ka, Project DASAL, Project Biyayang Bukid, Project Literasi, Project SAFE-ALS, Project Sining, Robotics, LR Digitization



Republic of the Philippines
Department of Education
REGION III
DIVISION OF CITY SCHOOLS OF MALOLOS

PROJECT "I ❤ READING"
(An Innovation in Reading English for Elementary Learners)
(October 2020 – June 2021)

Project Monitoring and Evaluation Tool
SY 2020-2021

School: Barasoain Memorial Integrated School

Name of Teacher: Cecilia R. Bernal

Grade Level: One

No. of Learners: 32

	Areas of Concern	Evident	Not Evident	Remarks
1	Downloaded/Banked/Printed reading materials appropriate and sufficient to all learners	/		
2	Conducted online orientation with the parents to the project			





❑ Implementation of the localized programs, projects and activities made the school heads and teachers implement interventions that addressed challenges in the localization of the curriculum and improvement of learning delivery. Constant monitoring and communication done by the EPSs in its implementation made it easy to gather feedback to focus on the needs of the teachers and learners.

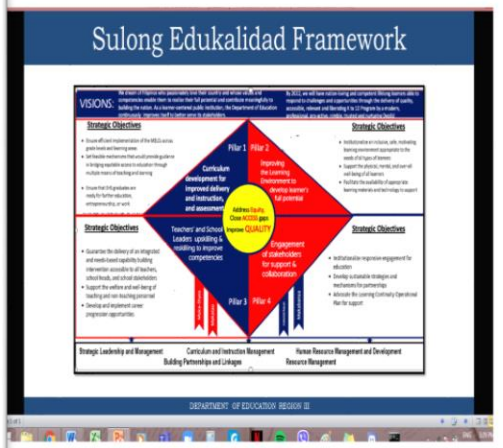
ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

- ❑ **DEVELOPED THE DIVISION BE-LCOP FOR SY 2021-2022 (July to Dec)**
- ❑ **IMPLEMENTED THE DIVISION BE LCOP**









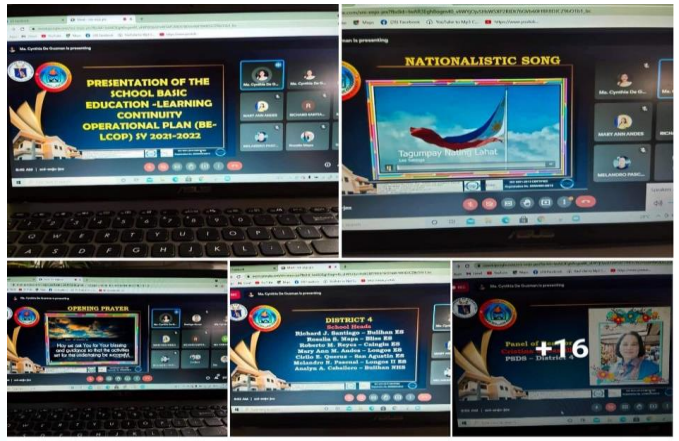


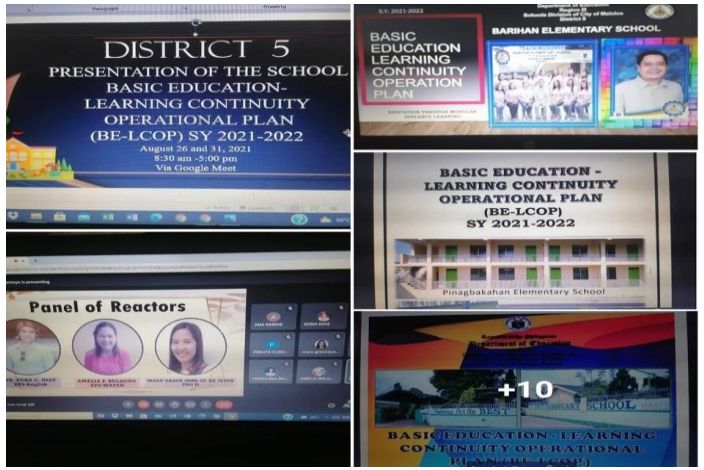
- ❑ The implementation of the Division BE LCOP in coordination with our Local government has assured our learners, parents, teachers and stakeholders for a committed duty to make education continuing and thriving even in the most difficult time.

ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

- **SCHOOL HEADS WERE ALSO ASSISTED ON THE CRAFTING OF THEIR SCHOOL BE LCOP AS PART OF THE DIVISION IMPLEMENTATION LAST AUGUST 26-27, 2021**







- Lessons learned from the last year's implementation of Distance Learning were considered as the basis of the adjusted LCOP. All units of the SDO (OSDS,SGOD, CID) have representative to assist school heads in the formulation of the plan.

KRA 2: CURRICULUM AND INSTRUCTIONS (25%)

OBJECTIVE 2 - (10%)	TARGET
Led and managed the development of local curriculum materials	100% out of the 384 target local curriculum materials were developed

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Management and Administration of Learning	Output - 1.	Number of developed and approved and distributed learning materials	384	846	220%

ACCOMPLISHMENTS

Unit/Section: CID (Curriculum /implementation Division)

❑Developed 846 out of the 384 target local curriculum materials.

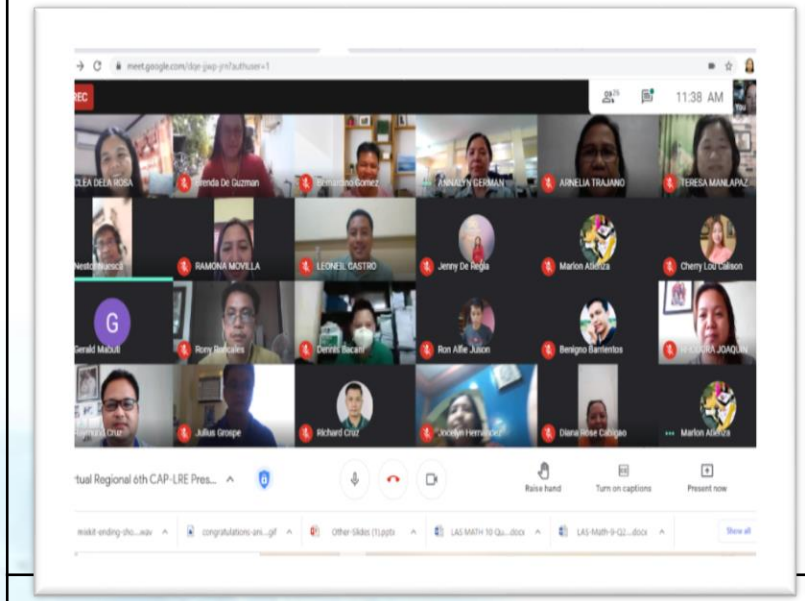
English	**57 video lessons**	Filipino	**80 video lessons**	TLE/EPP	**45 video lessons**	243	Self learning modules
Math	**116 video lessons**	AP	**77 video lessons**	MAPEH	**74 video lessons**	ALS	**22 video lessons**
Science	**67 video lessons**	ESP	**55 video lessons**	kINDER	**10 video lessons**	Total	**846 Curriculum materials**

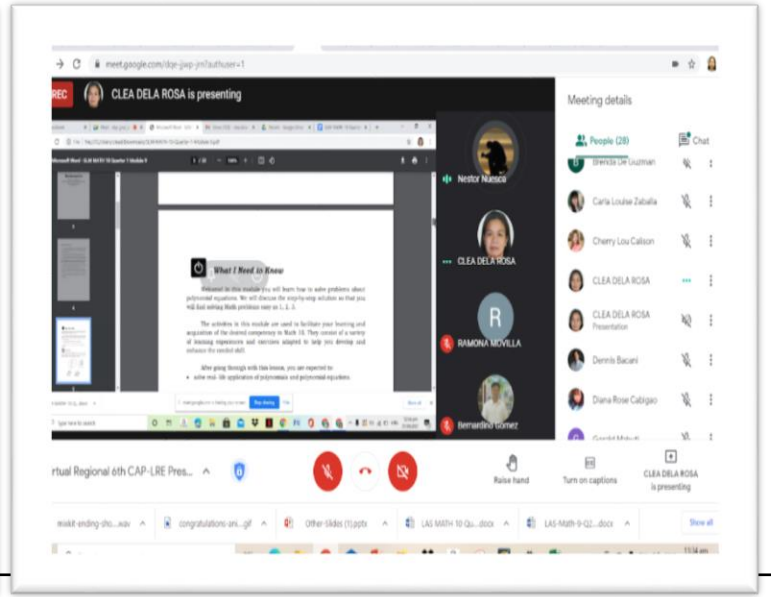
❑ Writers, developers of the developed local curriculum materials were recognized through a recognition program last Teachers' Day celebration on September 29, 2021and received certificates and cash incentive sponsored by the City Government

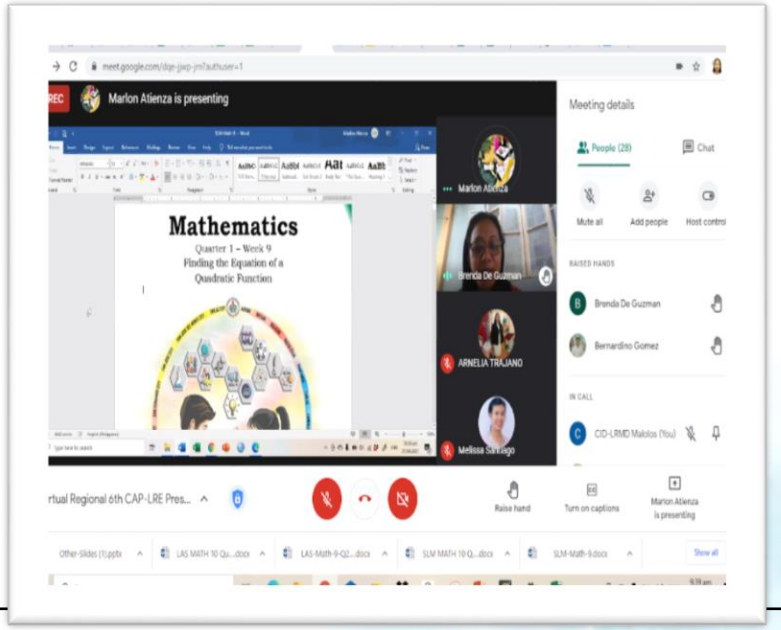
ACCOMPLISHMENTS

Unit/Section: CID (Curriculum /implementation Division)

- Development and Quality Assurance of Curriculum Materials was done during the 2nd Quarter of 2021. It was quality assured both at the division and others (grade 9 and 10) at the regional level.







KRA 2: CURRICULUM AND INSTRUCTIONS (25%)

OBJECTIVE 3 ~ (5%)	TARGET
Led in the development of contextualized assessment tools to measure learners' achievement	3 out of the 3 target contextualized learning assessment tools were developed

DEVELOPED AND PRODUCED 3 CONTEXTUALIZED LEARNING ASSESSMENT TOOLS

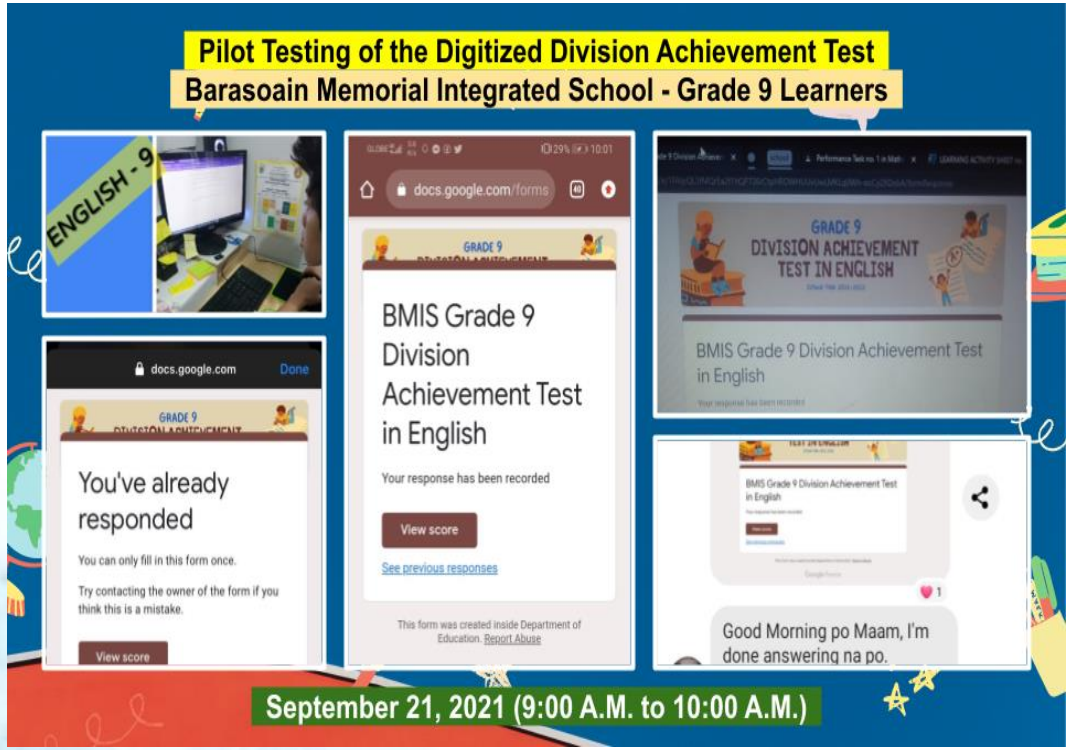
- ASSESSMENT TOOL for ELEMENTARY LEARNING OUTCOMES
- ASSESSMENT TOOL for JUNIOR HIGH SCHOOL LEARNING OUTCOMES
- ASSESSMENT TOOL for SENIOR HIGH SCHOOL LEARNING OUTCOMES

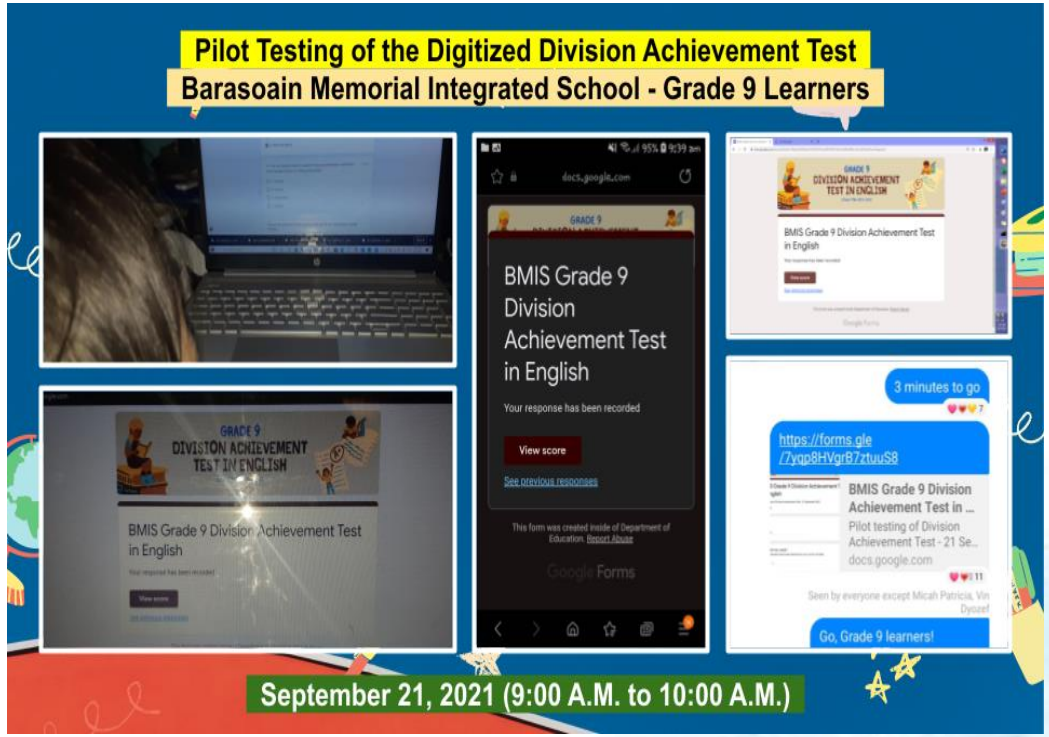
Done THROUGH PROJECT CREATE (CRAFTING, REPRODUCTION AND EVALUATION OF ASSESSMENT TOOLS FOR ENHANCEMENT)

ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

The developed tool was pilot tested and validated last Sept 21, 2021

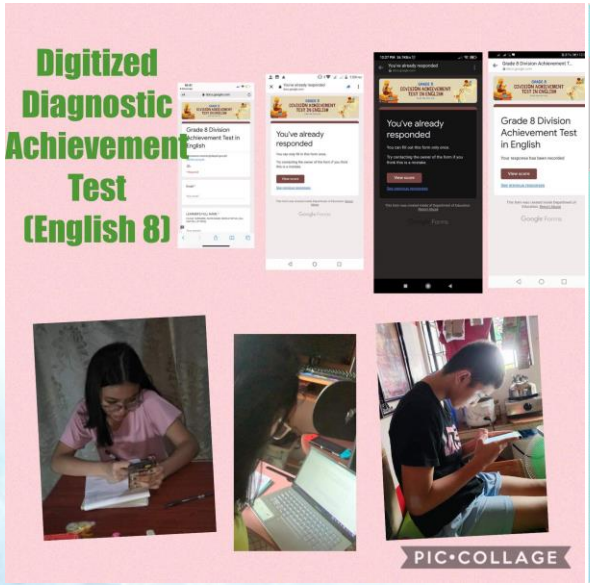


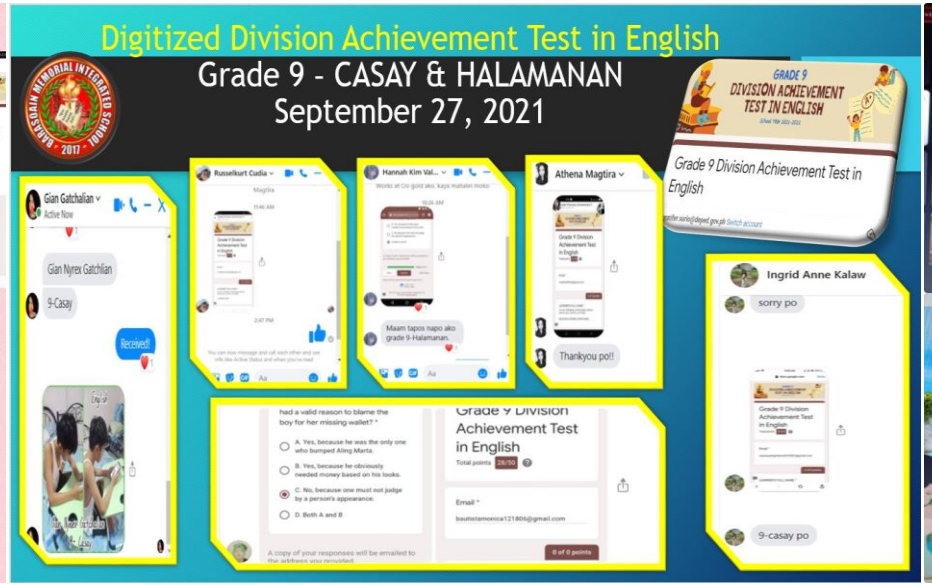


ACCOMPLISHMENTS

Unit/Section: CID-CURRICULUM IMPLEMENTATION DIVISION

The three tools were administered to Elementary, JHS and SHS last Sept 27-30 and consolidated results by grade level and learning area were gathered and analyzed for interventions.







SELF-RATING
(KRA 2 – Curriculum and Instructions)

KRA	OBJECTIVE	PERCENTAGE	RATING	P X R
Curriculum and Instructions(25%)	Objective 1	10%	5	0.5
	Objective 2	10%	5	0.5
	Objective 3	5%	5	0.25
			SUBTOTAL	1.25

KEY RESULT AREA 3:
Human Resource Development and Management
(20%)



KRA 3: HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
(25%)

OBJECTIVE 1 - (5%)	TARGET
Overseen adherence to the existing policies and guidelines on recruitment selection, placement and promotion/reclassification on teaching, teaching-related and non-teaching personnel including personnel actions	No complaints/cases were received and acted upon

ACCOMPLISHMENTS

Unit/Section: Office of the ASDS

ACTIVITY	DATE	RESULTS / OUTCOME
Conduct of Regular Feedbacking Meetings of RSPA with the HRMPSB on Compliance to Processes and Policies	January to December 2021	Sustain compliance to the CSC policies without complaints

- Conduct of Regular Feedbacking Meetings of RSPA with the HRMPSB on Compliance to Processes and Policies.









- Meetings were conducted for the consistently assured the full compliance of the SDO to existing policies and guidelines thus, attaining zero formal complaints.

KRA 3: HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (25%)

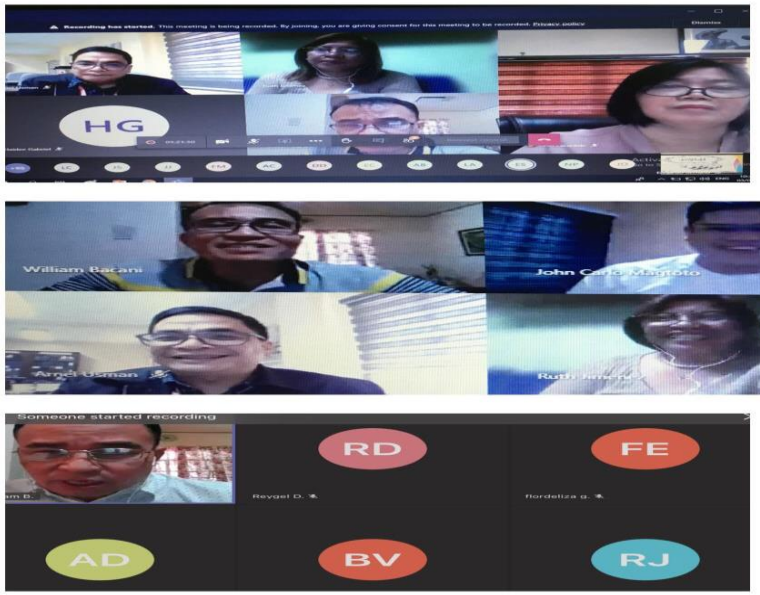
OBJECTIVE 2 ~ (5%)	TARGET
Spearheaded in the implementation of the approved Professional Development Plan for teachers, school leaders and non-teaching personnel in accordance with the procedures and standards of the Learning and Development System.	100% of the PPAs in the Professional Development Plan were implemented

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Education Human Resource Development Program	Output - 1.	Percentage of PPAs implemented in the Professional Development Plan	100%	100%	100%

MODE OF VERIFICATION

Development of the 5-Year HRMD Plan

Converge Human Resource (HR) practitioners at the SDOs and RO to align the proposed programs and projects (PAPs) in accordance with the identified priority strands for DepEd employees particularly the teaching personnel. Capacitate the different offices of the SDOs and RO across governance levels to develop, and manage the different core mandates of the HR Framework. Implement the different L & D activities for teachers, school heads, and supervisors in accordance with the NEAP evaluation and recognition. Observe strict adherence to the existing policies and guidelines relative to recruitment, selection, and placement issued by the Civil Service Commission, and Department of Education.





Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF CITY OF MALOLOS

SDO FIVE-YEAR HUMAN RESOURCE MANAGEMENT DEVELOPMENT (HRM

VISION:

Highly performing and happy people as they are nurtured in their growth and recognized equally and appropriately.

MISSION:

Division of City Schools of Malolos gives premium to the most important resources, its PEOPLE. As one **TEAM**, *we will realize this by providing them Liberating, Empowering, Nurturing and activities hinged with the principle of equal opportunities and objective processes.*

CORE VALUES: ***LENS:*** *Liberating,* ***E****mpowering,* ***N****urturing* ***and S****atisfying*

TERMINAL OBJECTIVES:

1. To heighten and nurture the level of competencies and to observe the desired level of work p
2. teaching-related and non-teaching personnel;
3. To implement rewards and recognition system for the exemplary contributions of personnel;
4. To provide caring programs and activities to ensure the welfare and complete well-being of S
5. Non-Teaching Personnel including solo parent, senior citizen and PWD employees;
6. To implement a systematic process in performance planning and evaluation of SDO Personne
7. To develop a clear and stable structure in succession planning to sustain the effective and eff
8. To strengthen the recruitment, selection, placement, and induction program of the SDO in ser objective competency-based processes.

MAJOR STRATEGIES:

1. Continuous, open and objective communications across levels of operations
2. Interconnectedness of different CORE HR SYSTEMS to ensure holistic implementation of PRIME-
3. Collaborative supports and other essential inputs of different key offices of the SDO and stakel and projects in the HRMD plan
4. Well- programmed capacity building support, strongly hinged with the principles of equal opp effective and efficient performance capability of SDO Personnel, Teaching and NTP
5. Periodic monitoring and evaluation to determine progress impact of programs

PROGRAM ROAD MAP: PHYSICAL TARGET AND RESOURCE REQUIREMENTS (2021-2025)

KRA 1:	PROFESSIONAL GROWTH AND DEVELOPMEN			
OBJECTIVE:	To heighten and nurture the level of competencies and to observe the desired le teaching-related and non-teaching personnel			
ROGRAMS, ROJECTS, ACTIVITIES	PHYSICAL TARGET			
	2021	2022	2023	
itle:	Planning Meeting/ Discussion of the PPSH and PPS	Revisiting/monitoring of the Implementation of PPSH and PPS	Assessment and Evaluation of PPSH and PPSS Implementation	Enhance of PPSH
arget Participants:	School Heads EPSs PSDSs	School Heads EPSs PSDSs	School Heads EPSs PSDSs	School Head Te
udget:	Php 74, 270.00	Php 100, 000.00	Php 100, 000.00	Php 100



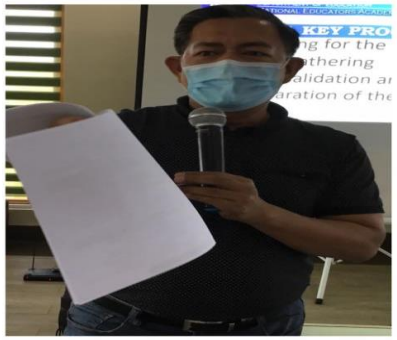
Learning and Development Needs Analyses for Teachers, School Heads, Supervisors and Non-Teaching Personnel

LDNA is the initial and crucial step to address the learning and development needs of DepEd non-teaching personnel. It aims to identify the competency gaps of the target personnel/job group; establish baseline data and track the progress towards desired levels of competencies; and quality assure the process and results of assessment against the prescribed LDNA rules, standards, and process. The LDNA Analysis is a significant part of the human resource management. This will help in creating a training plan by knowing the skills, knowledge, and abilities the management wants everyone to have and already have. This is a great way for drawing up training plans for the personnel for a certain period and allow savings on time and resources.

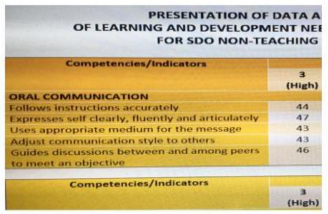




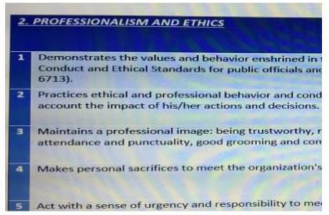




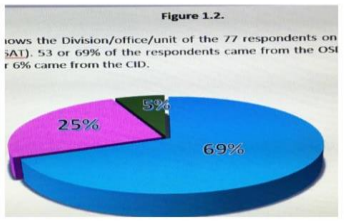


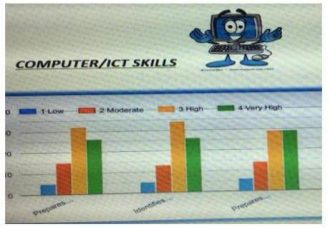


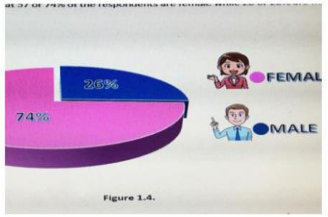


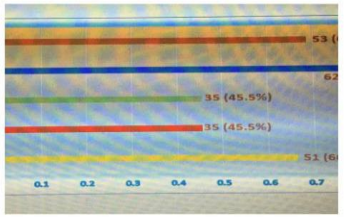










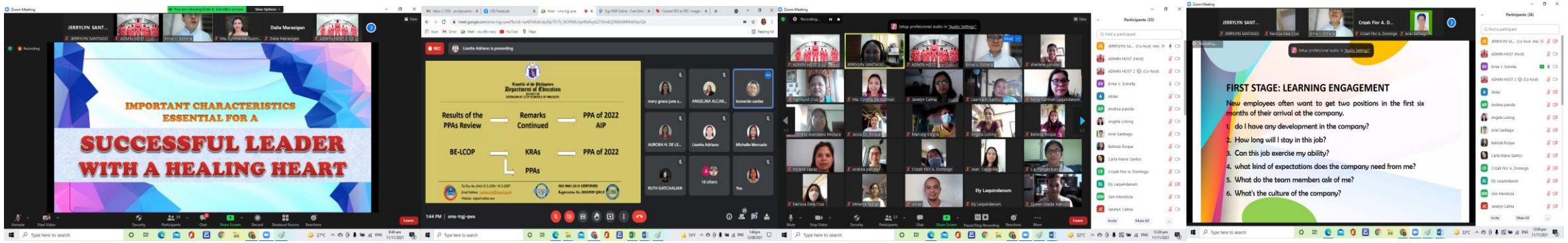




ACCOMPLISHMENTS

Unit/Section: SGOD Human Resource Development

Conducted **65** training and development programs for the teaching and non-teaching personnel in the Schools Division Office, 41 elementary schools, 5 Junior High Schools, 9 Integrated Schools (K to SHS), 1 Senior High School and 36 Community Learning Centers were implemented and managed efficiently and effectively.



❑ All were aligned to the following:

- DM 50, s. 2020 or the PDP (DepEd PDP for Teachers and School Leaders for SY 2020-2023)
- D.O. 42, s. 2017 (PPST)
- D.O. 24, s. 2020 (PPSSH)
- D.O. 25, s. 2020 (PPSS)
- D.O. 40, s. 2020 (Implementation of L & D for NTP in the Dept. of Education in View of the COVID-19 Pandemic

KRA 3: HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (25%)

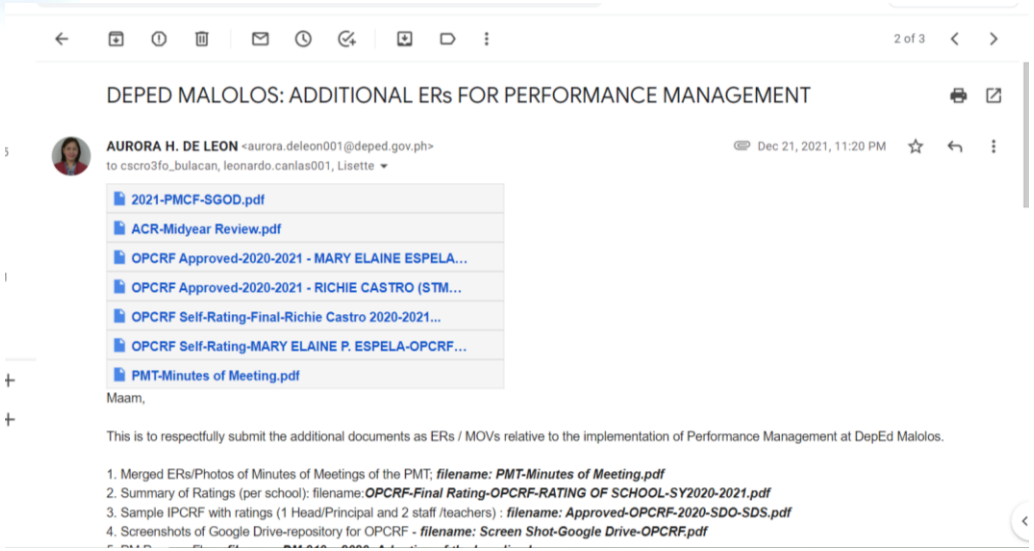
OBJECTIVE 3 ~ (5%)	TARGET
Managed the development and implementation of the performance management, rewards and recognition, employees welfare, and succession and exit programs.	100% of the PPAs under performance management, rewards and recognition, employees welfare, and succession and exit were implemented (4 pillars)

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
	Output - 1.	Percentage of PPAs implemented under performance management, rewards and recognition, employees welfare, and succession and exit	100%	100%	100%

ACCOMPLISHMENTS

Unit/Section: Planning and Research Section

- Submission of pertinent documents and MOVs to the CSC for validation of the accreditation request on Performance Management



DEPED MALOLOS: ADDITIONAL ERs FOR PERFORMANCE MANAGEMENT

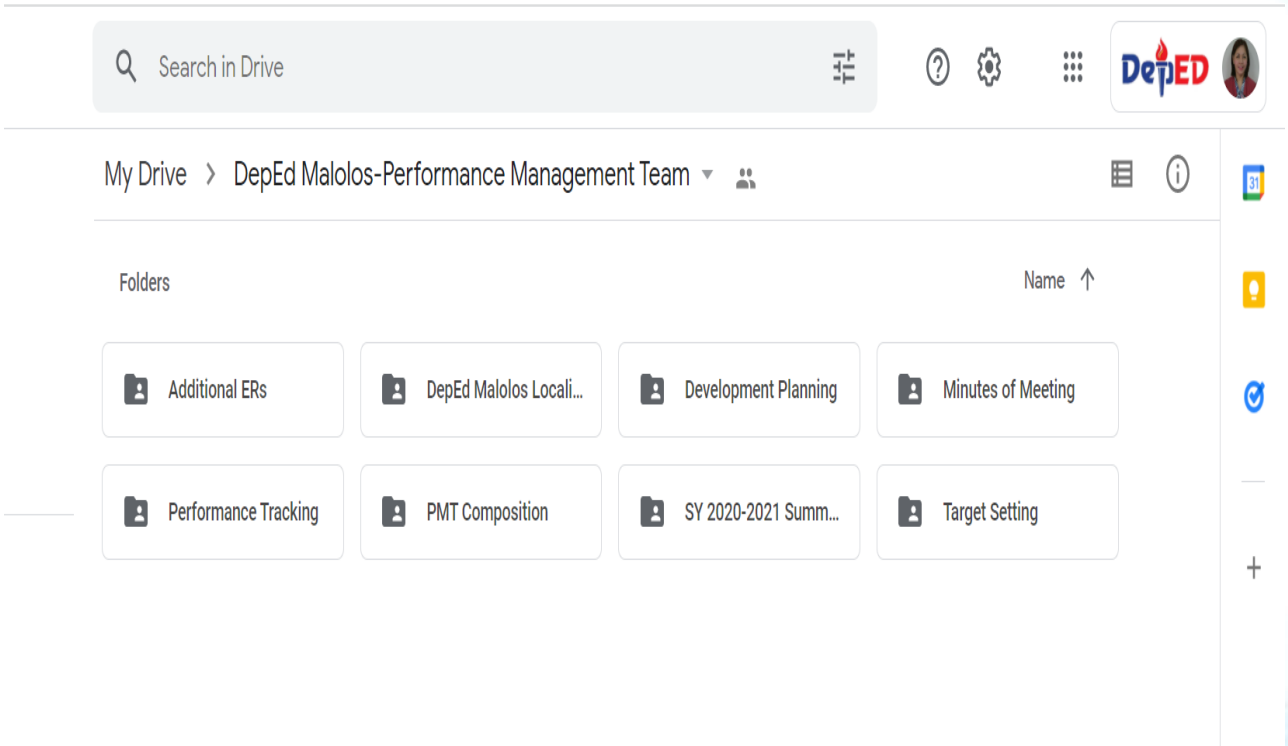
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- 2021-PMCF-SGOD.pdf
- ACR-Midyear Review.pdf
- OPCRF Approved-2020-2021 - MARY ELAINE ESPELA...
- OPCRF Approved-2020-2021 - RICHIE CASTRO (STM...
- OPCRF Self-Rating-Final-Richie Castro 2020-2021...
- OPCRF Self-Rating-MARY ELAINE P. ESPELA-OPCRF...
- PMT-Minutes of Meeting.pdf

Maam,

This is to respectfully submit the additional documents as ERs / MOVs relative to the implementation of Performance Management at DepEd Malolos.

1. Merged ERs/Photos of Minutes of Meetings of the PMT; ***filename: PMT-Minutes of Meeting.pdf***
2. Summary of Ratings (per school): filename:***OPCRF-Final Rating-OPCRF-RATING OF SCHOOL-SY2020-2021.pdf***
3. Sample IPCRF with ratings (1 Head/Principal and 2 staff /teachers) : ***filename: Approved-OPCRF-2020-SDO-SDS.pdf***
4. Screenshots of Google Drive-repository for OPCRF - ***filename: Screen Shot-Google Drive-OPCRF.pdf***



Search in Drive

My Drive › DepEd Malolos-Performance Management Team

Folders Name

- Additional ERs
- DepEd Malolos Locali...
- Development Planning
- Minutes of Meeting
- Performance Tracking
- PMT Composition
- SY 2020-2021 Summ...
- Target Setting

MODE OF VERIFICATION

1. Reskilling of School Heads and SDO Personnel on RPMS for Adaptability in the New Normal and Beyond (March 15-17, 2021)

Republic of the Philippines
Department of Education
Region III – Central Luzon
Schools Division of City of Malolos

Dept. of Malolos
RELEASED
Date: MAR 12 2021
CN: DM 865, 2021
Initial:

March 10, 2021

SCHOOLS DIVISION MEMORANDUM
No. 86 s. 2021

RESKILLING OF SCHOOL HEADS AND SDO PERSONNEL ON RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) FOR ADAPTABILITY IN THE NEW NORMAL AND BEYOND

To: Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
SGOD Chief Education Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce to the field the conduct of Reskilling of School Heads and SDO Personnel on Results-Based Performance Management System (RPMS) for Adaptability in the New Normal and Beyond on the following dates:

Date / Time	Participants	Venue
March 15, 2021 8:30am – 4:00pm	School Heads Districts 2, 3, 4, 5, 6 PSDSs	DJ Paradise Resort MacArthur Highway, City of Malolos, Bulacan
March 16, 2021 8:30am – 4:00pm	SDO Personnel	
March 17, 2021 8:30am – 4:00pm	School Heads Districts 1,7, 8, 9, 10 PSDSs	

2. This activity has the following objectives:

   1. To reskill School Heads and SDO Personnel on the facets and implementing guidelines of the four phases of RPMS;
   2. To ensure the full operationalization of RPMS in the Division and School Levels;





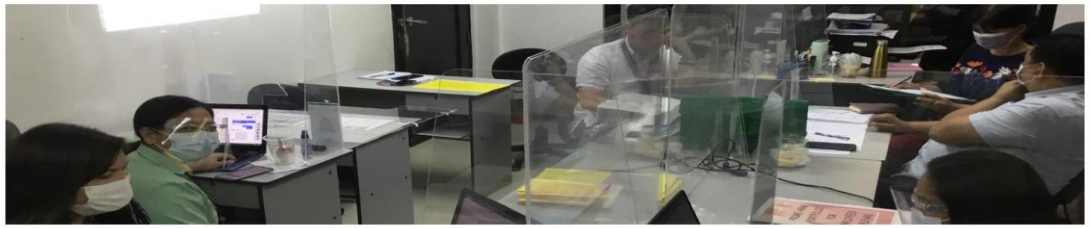
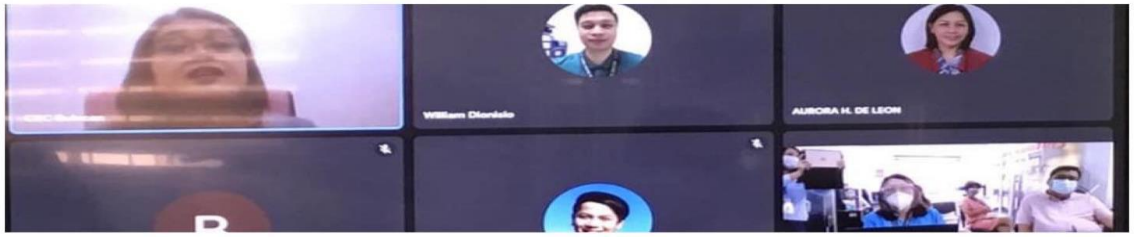






MODE OF VERIFICATION

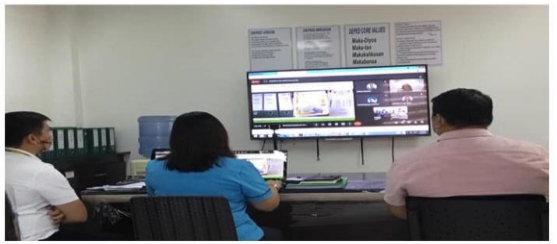
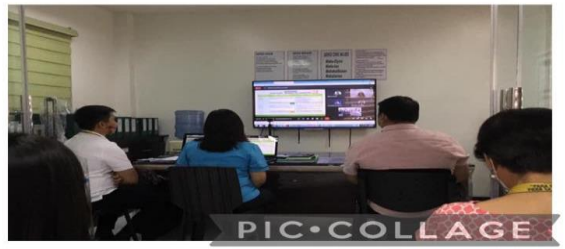
Hands-On Activities on the Assessments of the PRIME-HRM Core Systems (May 24 & 31, 2021)
Preparation of Action Plan for PRIME-HRM in L & D Core System, portfolio and tracking system
On-site and Virtual Technical Assistance on PRIME-HRM Focus on Performance Management (June 10, 2021)







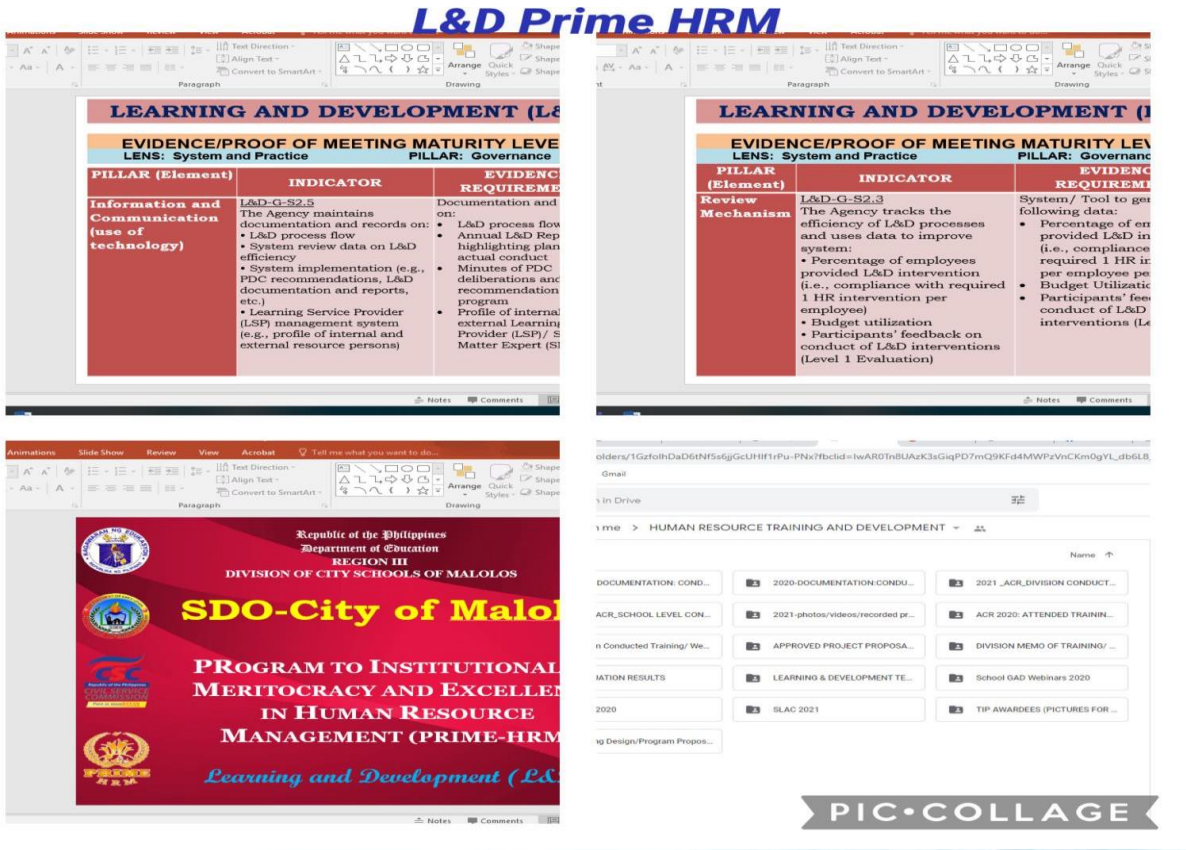




MODE OF VERIFICATION

Preparation of Action Plan for PRIME-HRM in L & D Core System, portfolio and tracking system
Submission of required documents for PRIME-HRM IN l & d Core System Recognition.

The Schools Division Office of City of Malolos aims to improve existing systems and procedures in the four (4) pillars of PRIME-HRM in order to achieve Maturity Level 2, thus improving the services to all SDO personnel.

Recommended Action Steps based on Assessment Tool results	Detailed Activities	Responsibilities	Timeline	Success Indicators
Learning and Development				
Enhanced Learning and Development (L&D) policies and EEOP	Incorporate educational opportunity program (EOP) in the agency L & D Policies Provide soft and hard copies of policies for reference	SEPS-HRD HRMO CID	May 12, 2021	L & D policies localized, contextualized and aligned to RPMS
Additional function of Human Resource Development	Prepare and issue Office Order to HRDC Members with additional functions	SEPS-HRD HRMO Head of Agency	May 13, 2021	Office Order, Orientation on added functions to HRDC



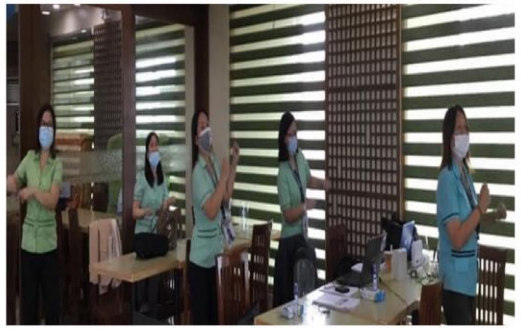
ACCOMPLISHMENTS

Unit/Section: Human Resource Development

REWARDS AND RECOGNITION

ACTIVITY	DATE	RESULTS / OUTCOME
Seminar-Workshop on Upskilling and Program Planning of Program on Awards and Incentives for Service Excellence (PRAISE) Committee Members	February 22, 2021	Provided the institutional mechanism for the recognitions and awards of employees who have proven the distinct and meritorious contributions in the organization.
Preparation, validation and implementation of rewards and recognition evaluation tool	May 2021	This tool helped to assessed, measured the nominees skills.
Approved the Implementation to Conduct RPMS Phase IV-School-Based Personnel (Rewards and Recognition) 4 Virtual Evaluation 1 Virtual Awarding for Teachers 1 Virtual Awarding for School Heads	August 2,5,6, September 2, 2021 September 20-23, 2021 September 8, 2021	Conducted virtual awarding of Outstanding Performances of School Heads
2021 Outstanding Teachers Paper Screening	September 21, 2021	Assessed the documents and filter out nominees that either meet/ don't meet the stated requirements.
2021 Division Search for Outstanding Teachers	October 4, 2021	Give recognition to employees contributions to the success of the department and helps employees motivating them to continue great work.
Participation in the 2021 Regional PRAISE Gawad Patnugot Awards Ceremony	December 10, 2021	Shared the best practices andincreases positive experience of the task for motivation and persistence.

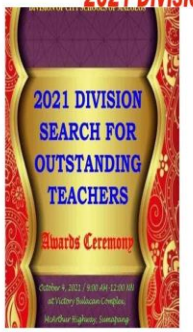
ACCOMPLISHMENTS



Paper Screening of Outstanding Nominees



2021 Division Search for Outstanding Teacher's





































ACCOMPLISHMENTS

Unit/Section: Human Resource Development

EMPLOYEES' WELFARE

ACTIVITY	DATE	RESULTS / OUTCOME
Zumba Sessions for Health and Wellness Minute Project	March 4,11, Nov. 10, 12, 17, 19, 24, 26, Dec. 1 & 3, 2021	Promoted the importance of physical wellness and increased participation of personnel on health and wellness program
Profiling Survey for Solo Parent and PWD	January 25, 2021	Gender Sensitive and Responsive Planning of PPAs
Participation to various GAD-related advocacy campaigns (National Women's Month, Cervical Cancer Consciousness Month, National Breastfeeding Awareness Month, Family Day/ Week, National Indigenous People's Month, International Men's Day & 18-Day Campaign to End Violence Against Women)	March to November 2021	Heightened awareness of both internal and external stakeholders
Procurement of Equipment, Supplies and Other Materials in Response to Gender Issues and Concerns Related to COVID-19 Pandemic	September 21, 2021	Ensured safety of 177 Non-teaching Personnel through the provision of supplies and other materials for COVID-19 prevention and mitigation as part of promoting employees' welfare

ACCOMPLISHMENTS

Unit/Section: Human Resource Development

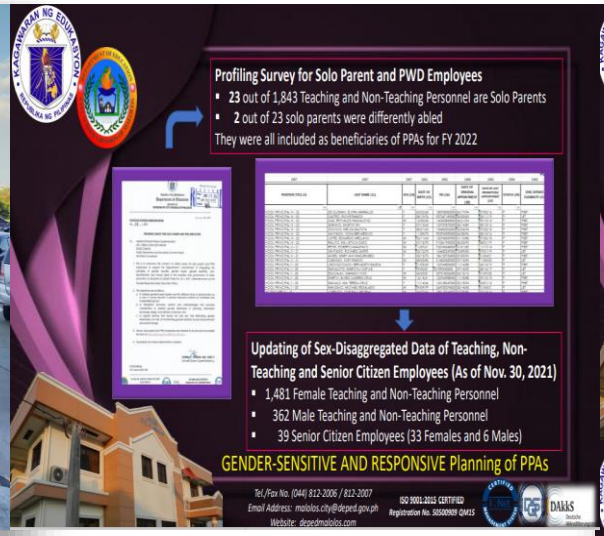
EMPLOYEES' WELFARE

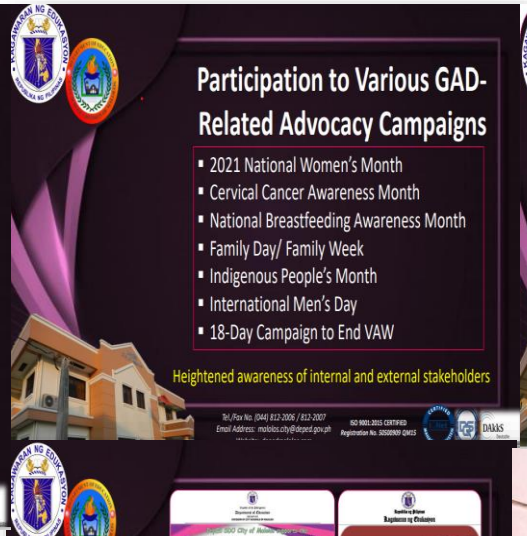
ACTIVITY	DATE	RESULTS / OUTCOME
Procurement, distribution and posting of No Smoking Signage to Support the Anti-Cigar Campaign (SAC-C) Project	May 31, 2021	Strict implementation and observance of tobacco control policies in schools and offices.
Presentation of SDO's Best Practices on GAD in the Regional Hybrid GAD Forum	Dec. 1-3, 2021	SDO City of Malolos ranked 7th Best GAD Implementer
Submission of the FY 2022 GAD Plan and Budget and FY 2021 Accomplishment Report on GAD	February 22, 2021	Gender Sensitive and Responsive PPAs
Review of School GAD Plans and Budgets for FY 2021	January to November 2021	Ensured alignment of school PPAs on the existing gender issues and mandates
Pre-Implementation of Project E-HATID (Extended Hand for Aged and Tireless Individuals with Disabilities)	December 28, 2021	Responsive Project to reduce impairment condition and to help the differently-abled employee attain a more meaningful, productive, and satisfying way of life.

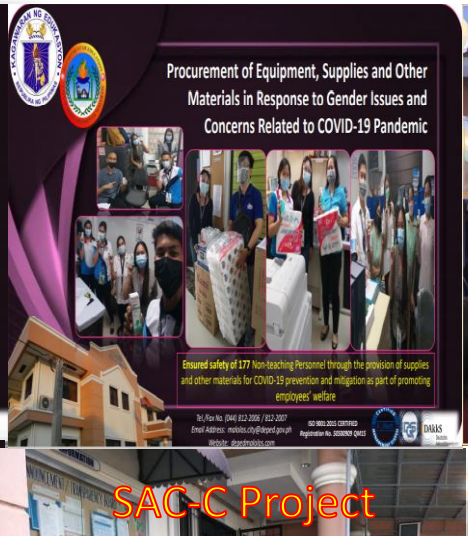
ACCOMPLISHMENTS

This Division supports the expansion of the scope of employee welfare as designed by the DepEd-BHROD on its Wellness and Welfare Framework. This is to give importance to the holistic wellness and well-being of the workforce through responding to the unique needs of our employees.



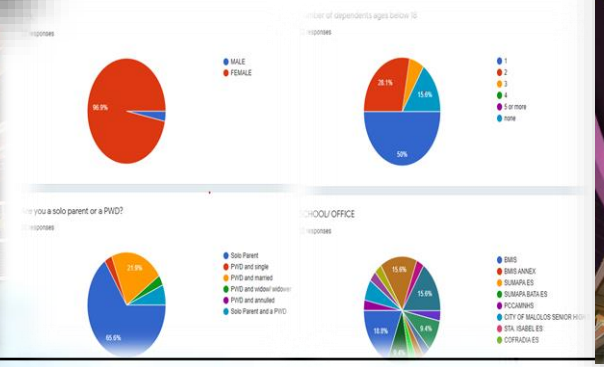


















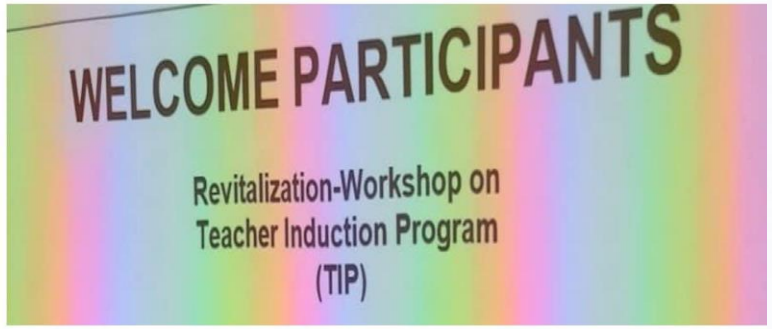
ACCOMPLISHMENTS

Unit/Section: Human Resource Development

SUCCESSION AND EXITS

ACTIVITY	DATE	RESULTS / OUTCOME
Revitalization-Workshop on Teacher Induction Program	March 8-9, 2021	Viewed change as a process of continuously renewing the capacity of an organization to adapt updated information.
Online Monitoring of Mentoring and Coaching of Newly-Hired Teachers	March-December 2021	Coaching support teachers to improve their capacity to reflect and apply their learning to their work with students, their work and portfolios.
Webinar on Pre-Retirement Innovations and Options for Result (PRIOR)	June 17, 2021	Equipped the prospective retirees on their retirement benefits.
Updating of Succession Plan	January-December 2021	Ensured the Division has the right key persons in place and to adapt immediately after the employees leave or pass away.
Conduct of Exit Interview for Resigned Employees	January-December 2021	Assessed the overall employee experience within the organization and identify opportunities to improve retention and engagement.
TIP Revalida of Inductees' Portfolios for Batch 2018	August 2021	Assessment of TIP inductees accomplishment.
Division Virtual Teacher Induction Program (TIP) Completion Ceremony	October 12, 2021	Awarded the certificate of completion who completed a 3-yr program to become full-pledge teacher.
2021 Division Online Teacher Induction Program (TIP) Orientation	December 2, 3 and 6, 2021	Equipped the newly-hired teachers on concise and accurate info .

ACCOMPLISHMENTS











Republic of the Philippines
Department of Education
REGION III
DIVISION OF CITY SCHOOLS OF MALOLOS

DepEd-Malolos RELEASE Date: MAR 04 2021 CN: DM 80 s 2021 Initial:

March 4, 2021

SCHOOLS DIVISION MEMORANDUM
No. 80, s. 2021

REVITALIZATION-WORKSHOP ON TEACHER INDUCTION PROGRAM

To: Assistant Schools Division Superintendent
OIC- Office of the CID Chief ES
SGOD Chief ES
All Others Concerned

1. Pursuant to DepEd Order No. 43, s. 2017 titled, "Teacher Induction Program Policy", this Division shall conduct a Revitalization-Workshop on Teacher Induction Program on March 8-9, 2021 from 8AM to 5PM at a venue to be announced.

2. The activity aims to:
   a. develop an induction cycle as basis for monitoring and provision of technical assistance to the newly hired teachers and
   b. identify the status of the newly hired teachers in terms of module completion.
3. Attached are as follows:
   a. list of participants;
   b. trainers/ learning facilitators with the program management team; and
   c. training matrix.

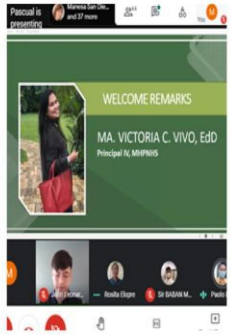
4. IATF Guidelines on the conduct of face to face activities shall be strictly observed.

5. Expenses relative to the conduct of the aforementioned activity shall be charged against Division MOOE 2021 subject to the usual accounting and auditing rules and regulations.

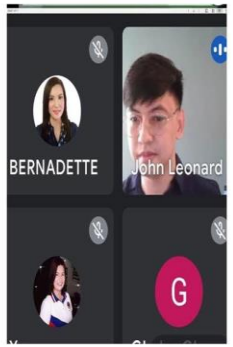
6. For information and guidance.

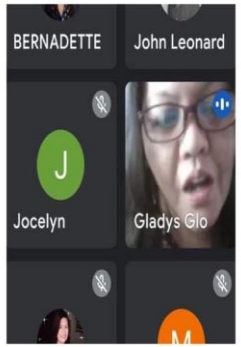
NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

SGOD/HRD/jls

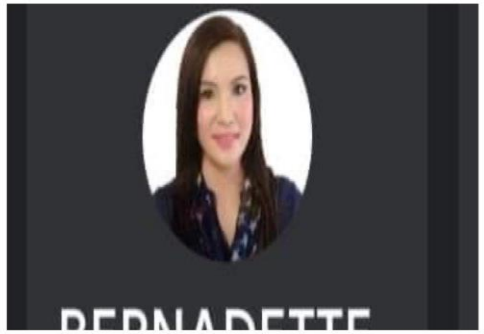


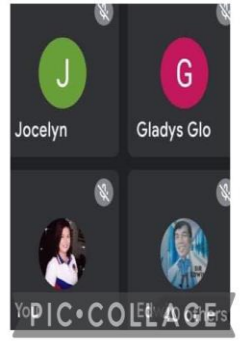












ACCOMPLISHMENTS

Succession Planning Status as of July 2021
Key Positions SG 18-24
For the Next Five (5) Years
For the Period October 2019- 2024

POSITION	SG	PROJECTED SUCCESSION DATE	PROPOSED/POSSIBLE SUCCESSORS	NU P SU
Chief, CID	24	Oct 2019-2024	EPS ***Fatima Punongbayan***	
ducation rogram upervisor	22	Oct 10. 2019	Rodrigo Roxas Principal/HT	
ublic chools istrict upervisor	22	2019-2024 December 1, 2019	Cristina S. Castillo Principal/HT	
chool rincipal III	21	2019-2024 January 2021	Mary Ann Andes Principal	
chool rincipal II	20	2019-2024	Principal/HT *Vacant (Cirilo Queruz)*	
ublic chools istrict upervisor	22	2019-2024 May 1, 2020	Nora Lising Principal, HTs	
ducation rogram upervisor	22	2019-2024 May 7, 2021	Armando Illescas Principal, HT, MT	
ocational chool dministrator	22	2019-2024 July 1, 2020	Rommel Evangelista Principal	
chool rincipal IV *converted osition of SA)*	20	2019-2024 November 3, 2020	Joey Cabigao Principal	
chool rincipal II	20	2019-2024 September 1, 2021	**Remar Cruz** Principal I	

Republic of the Philippines
Department of Education
REGION III
DIVISION OF CITY SCHOOLS OF MALOLOS

EXIT INTERVIEW TEMPLATE

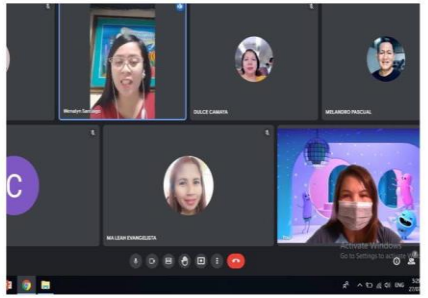
NAME: MARVIN R. SANTOS
JOB TITLE: ADMINISTRATIVE ASSISTANT I
DIVISION / UNIT: SDO MALOLOS (BUDGET OFFICE)
START DATE WITH ORGANIZATION: JANUARY 18, 2021
START DATE IN POSITION: JANUARY 18, 2021
SEPARATION DATE: JUNE 30, 2021
TOTAL LENGTH OF SERVICE: 5 MONTHS AND 18 DAYS
OTHER POSITIONS HELD WITH ORGANIZATION: NONE

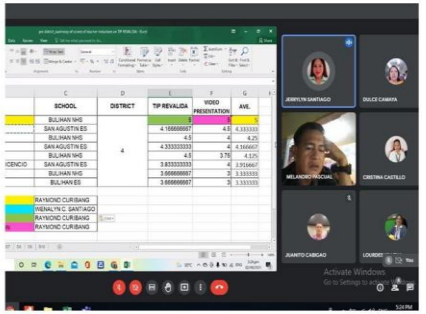
1. **Please state the primary reason(s) why you are leaving your current position.**
CONFLICT WITH THE SUPERVISOR

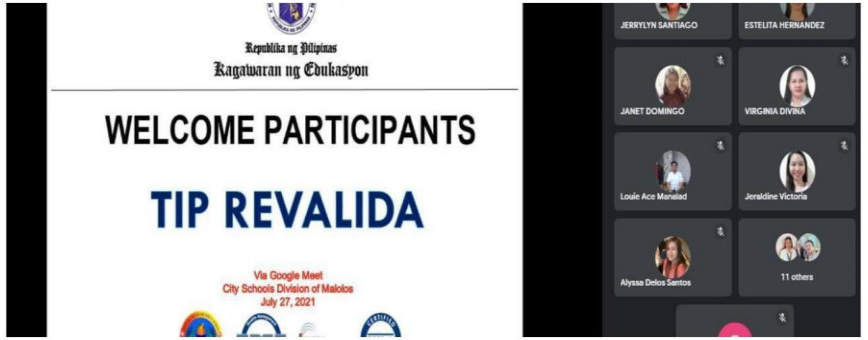
2. Did dissatisfaction with any of the following factors influence your decision to leave?	YES	NO
a. Type of work		
b. Working conditions (setting, schedule, travel, flexibility)		
c. Pay		
d. Supervisor		
e. Location		
f. Cost of living in area		

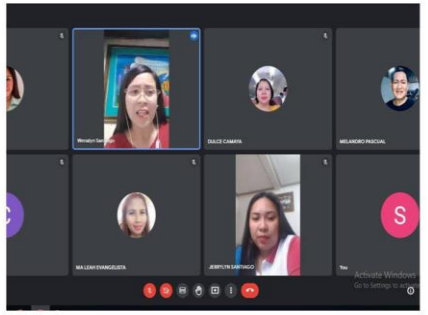
1. What led you to accept your current position with our organization?
- Due to pandemic and there's no other choice
2. Were your expectations of the job and this organization met? If not, why?
- No, maybe because I don't know exactly the field of work in the budget office.
3. How well were your talents and skills used in the completion of projects?
- I don't think so.
4. Was your career path and future with our organization made clear to you?
- Yes
5. What were the positive aspects about your job, and/or the organization that caused you to stay as long as you did?
- The need of money due to pandemic.
6. In your opinion, what were the top three barriers to productivity in your job or work?
- The management listens to both parties, Proper communications, and The right choose of words n asking your subordinates. Another thing.. (wag ka magsinungaling para lang bumango pangalan mo ahit ikakasama ng subordinate mo.
7. What would you suggest to management to make our organization a better place to work
- Listens to both parties, and make the righteous judgment.
8. Would you recommend this organization to others as a place to work? Why or why not?
- No, unless the supervisor change their behaviour.
9. Would you consider re-employment?
- It depends
10. What, if anything, could have been done to prevent you from leaving?
- Maybe if they listen to transfer me from other supervisor beforehand and if they show me how important a subordinate be.
11. Do you have any objection to our sharing your comments with management?
- No
12. Did you witness any violations of laws or policies?
13. Were you a victim of any type of harassment?
14. Do you have any other comments or suggestions?
- Sana hindi maapektuhan ang pagreretiro ng clearance dahil siya naman talaga dahilan ng pagreresign ko.

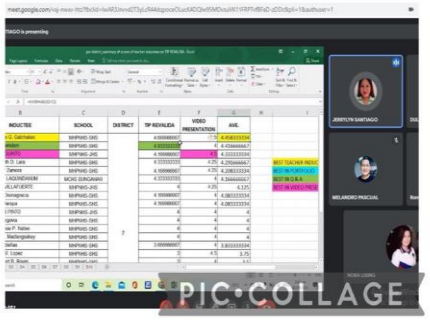
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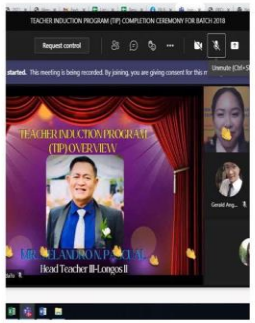




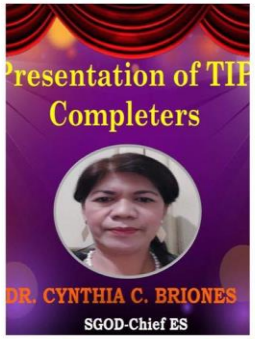
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ACCOMPLISHMENTS

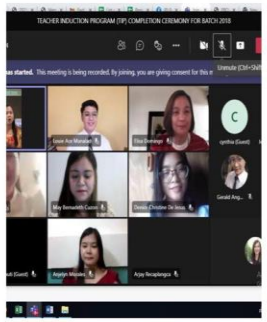


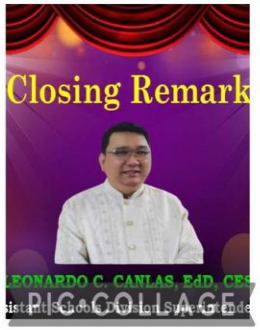


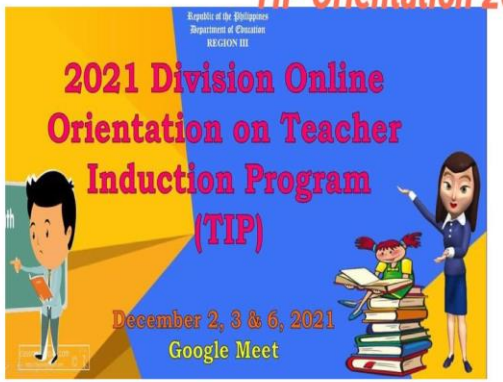




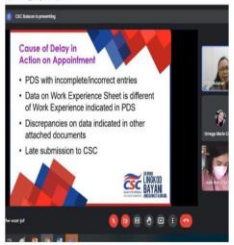






















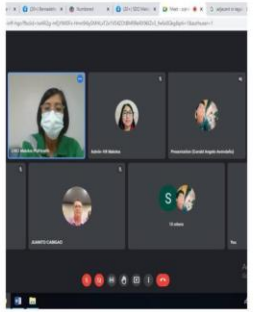














KRA 3: HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
(25%)

OBJECTIVE 4 - (5%)	TARGET
Led in the Professional Development of the employees within area of jurisdiction.	100% of the employees were provided with L&D opportunity

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Education Human Resource Development Program	Output - 1.	Percentage of PPAs implemented in the Professional Development Plan	100%	100%	100%

ACCOMPLISHMENTS

Unit/Section: Human Resource Development

ACTIVITY	DATE	RESULTS / OUTCOME
Established the Division Recognition Evaluation Committee in Professional Development Programs and Courses for Teachers and School Leaders	March 8-9, 2021	Established the Composition on the pre- assessment od PDP proposals
Division Assessment of PD Program proposals and Documents/ Attachments for NEAP-R3 Accreditation	June 15, 2021	Pre-assessment of PDP proposals in the Division.
Submitted 4 Professional Development Programs Proposals to NEAP-R3 for evaluation and recognition.	June 30, 2021	Complied for PDP Division requirement.
Conduct of NEAP-Recognized L&D Activities a. Division Level (4 activities) b. National Level (2 activities) c. International Level (4 Activities)	Oct. 13-15, 2021; Oct. 18, 19, 26, 27, Nov. 4-5, 2021; Nov. 2, 4, 5, 8, 9, 11, 15, 16, 22, 23, 24, 25, 26 & 29, 2021; & Dec. 6, 7 & 15, 2021 Oct. 22-24, 2021 & Nov. 26-28, 2021 Oct. 1-3, 2021; Oct. 8-10, 2021; Oct. 29-31, 2021; & Dec. 3-5, 2021	Heightened knowledge and skills of 671 Teachers and School Leaders with earned CPD Units

ACCOMPLISHMENTS

Unit/Section: SGOD Human Resource Development

4. Conducted the ff:

❖ **4 NEAP-Recognized Division Level L & D Activities**

1. ICT Capacity Building for School Heads (Oct. 13-15, 2021)
2. Capacity Building on Research for Schools' Research Committee (Oct. 18, 19, 26, 27, Nov. 4 and 5, 2021)
3. The Goodness of Being A School Leader: Anchoring Transformational Perspective (Nov. 2, 4, 5, 8, 9, 11, 15, 16, 22, 23, 24, 25, 26 and 29, 2021)
4. Virtual Capacity Building on Mathematics Modelling (Dec. 6, 7 and 15, 2021)

❖ **2 NEAP-Recognized National Level L & D Activities**

1. National Webinar-Workshop on Educating Diverse Learners with Special Needs (SPED) in the New Normal (Oct. 22-24, 2021)
2. National Webinar-Workshop on Educational Leadership and Management: The Role of Teachers and School Heads in Developing Educational Learning (Nov. 26-28, 2021)

❖ **4 NEAP-Recognized International Level L & D Activities**

1. International Webinar-Workshop on Mathematics Teaching in the 21st Century (October 1-3, 2021)
2. International Webinar-Workshop on Science Teaching in the 21st Century (October 8-10, 2021)
3. International Webinar-Workshop on Language Teaching: English, Filipino, and the Mother Tongue (Oct. 29-31, 2021)
4. International Webinar-Workshop on Conducting Distance Research: Qualitative, Quantitative and Mixed Methods (Dec. 3-5, 2021)

97.81% Utilization Rate of the 1M HRD Fund 2021

MODE OF VERIFICATION

Unit/Section: SGOD Human Resource Development

NO. OF PERSONNEL WITH EARNED CPD UNITS			
TEACHERS	SCHOOL HEADS	SUPERVISORS	TOTAL
606	57	8	**671**

MODE OF VERIFICATION

Unit/Section: SGOD Human Resource Development

No. of Training Activities Conducted	Enhanced Competencies/ Domains/ Strands	No. of Participants
1	2.2. Financial Management (PPSSH)	57 school heads
1	4.4. Performance Management (PPSSH)	57 school heads
4	4.5. Developing Leadership in Individuals and Teams (PPSSH)	57 school heads
1	5.4. Community Engagement (PPSSH)	57 school heads
11	2.2. Technical Assistance Provision (PPSS)	20 supervisors
4	2.3. Policy Review and Recommendation (PPSS)	20 supervisors
1	3.2. ICT-Based Innovations (PPSS)	20 supervisors
2	4.3. Professional Development/ 4.4. Learning and Development (PPSS)	20 supervisors
9	Core Behavioral Competencies (NTP per DO 40, s. 2020)	128 NTP
34	Sub-total	
65	**TOTAL**	**1,856**

MODE OF VERIFICATION

Unit/Section: SGOD Human Resource Development

NO. OF TRAINED PERSONNEL				
TEACHERS	SCHOOL HEADS	SUPERVISORS	NTP	TOTAL
1,651	57	20	128	1,856

Utilized Fund: 2,985,184.91 (MOOE, INSET & SARO)

KRA 3: HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
(25%)

OBJECTIVE 5 - (5%)	TARGET
Ensured that recruitment, selection and placement is implemented effectively and efficiently.	100% of the allocated and vacant items were filled-up.

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Number of newly-created teaching positions filled up	Outcome - 1.	Number of newly-created teaching positions filled up	25	25	100%

ACCOMPLISHMENTS

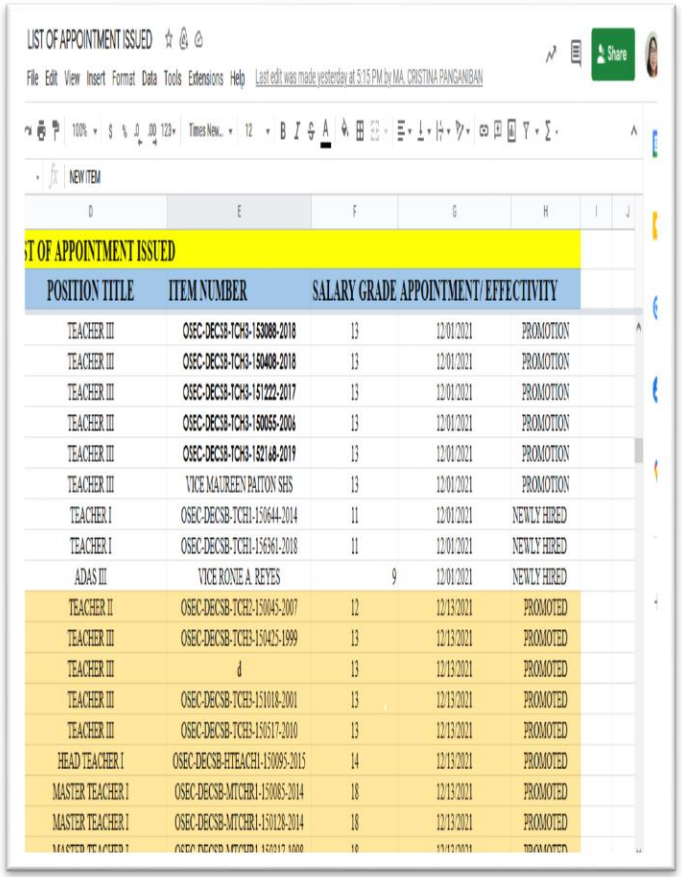
Unit/Section: Administrative- **Personnel**

ACTIVITY	DATE	RESULTS / OUTCOME
1.Conduct of Recruitment, Selection and Hiring of Applicants SY 2021-2022	April-July2021	❑ All positions were filled up based on merit and fitness. ❑ No complaints / cases received and acted upon
2. 226 Appointments issued for FY 2021 were submitted to Civil Service Commission based on the pick time schedule.	January- Dec 2021	❑ All appointments were submitted in compliance to Civil Service Commission laws, rules and regulations.
3. 228 Publication of vacant positions for FY 2021 were all posted to CSC Job portal and submitted hardcopy to CSC Bulacan Field Office.	January- Dec 2021	❑ All vacant positions were submitted to CSC Office and found to be compliant in the RA 7041 Publication Law and minimum Qualification Standards set by the CSC.

MODE OF VERIFICATION



Online Database Summary of Applicants for Open Ranking



Online Database List of Appointment Issued



Open Ranking – Teacher III, School Head, Master Teacher

ACCOMPLISHED 220 APPOINTMENTS SUBMITTED TO CSC FOR FY 2021

SELF-RATINGS
(KRA 3 – Human Resource Development and Management)

KRA	OBJECTIVE	PERCENTAGE	RATING	P X R
Human Resource Development and Management (20%)	Objective 1	5%	5	0.25
	Objective 2	5%	5	0.25
	Objective 3	5%	5	0.25
	Objective 4	3%	5	0.15
	Objective 5	2%	5	0.08
			SUBTOTAL	1.00

KEY RESULT AREA 4:

Resource Management

(15%)



KRA 4: RESOURCE MANAGEMENT (15%)

OBJECTIVE 1 - (5%)	TARGET
Led in budget preparation and equitable allocation of funds and resources at Division Office, Schools and Learning Centers	100% of the functional divisions and schools were given equitable allocation of funds and resources

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
General Management and Supervision	Output - 1.	Percentage of functional divisions given equitable allocation of funds and resources	100%	100%	100%
Operation of Schools	Output - 2.	Percentage of schools given equitable allocation of funds and resources	100%	100%	100%

ACCOMPLISHMENTS

Unit/Section: OSDS Finance Services-Budget Section

ACTIVITY	DATE	RESULTS / OUTCOME
Allocation of Funds FY 2021 in PMIS (OSDS, CID and SGOD)	January, 2021	All Offices were given the allocation for implementation of respective PPAs
Preparation of budget proposals for the Schools Division, by consolidating the proposals of the various units of the SDO, Schools and Learning Centers	February, 2021	Came up with SDO Budget Proposal for FY 2022 that was presented to RO.
Encoding and submission of Budget Proposal Forms (BP 201A Non-Interface Substitute, BP 201B MOOE - Tier 1 & 2, BP 204 Casual Non-Teaching and BP 205 Retirement – Optional and Mandatory) in DBM Online Submission of Budget Proposals (OSBP)	May, 2021	Encoded and submitted BP Forms in OSBP before deadline.

ACCOMPLISHMENTS

Unit/Section: **OSDS Finance Services-Budget Section**

ACTIVITY	DATE	RESULTS / OUTCOME	BUDGET
Review and Finalization of FY 2021 Work and Financial Plan / Budget Execution Document	November, 2021	Encoded and submitted consolidated BED 1 in URS before deadline.	None
Allocate funds in PMIS	December 2021	Program Implementers ready for preparation of PMIS -WFP for FY 2022 MOOE.	None
Review financial allocation in the PMIS Expenditure Matrix	December 2021	PMIS WFP ready for validation of RO.	None

KRA 4: RESOURCE MANAGEMENT (15%)

OBJECTIVE 2 - (5%)	TARGET
Supervised the division office management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources	99%-100% of the financial resources were utilized

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
	Output - 1.	Percentage of the financial resources utilized	100	99.77	100%

Budget Utilization Report per Quarter (FY 2021)

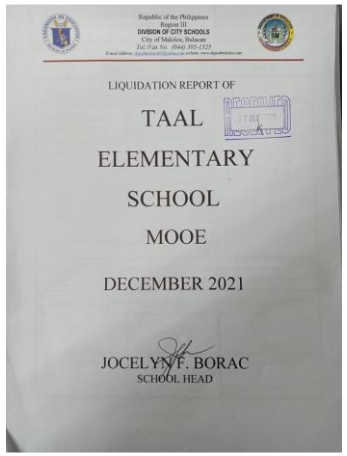
COVERAGE	CUMULATIVE PERCENTAGE (%)
1st Quarter	22.65%
2nd Quarter	49.50%
3rd Quarter	71.71%
4th Quarter	99.75%

ACCOMPLISHMENTS

Unit/Section: Accounting Section

ACTIVITY	DATE	RESULTS / OUTCOME
Orientation of the Implementation Guidelines for DepEd Provident Fund	September 28, 2021	Participants were informed on the streamlined processes relative to processing of loans, approval, release of loan proceeds, collection of loan amortizations, recording and reporting. As a result, loan applicants doubled after the conduct of this seminar.
ACCOUNTsultation: Consultation and Presentation on the alignment of tasks, updates, reports and forecasts of Accounting Personnel	Feb 5, March 5, April 23, May 18, May 27, June 4, June 11, June 18, July 12, August 9, Sept 3, Sept 17& 29, Oct 21, Nov 9, 2021	Accounting personnel were able to discuss issues and challenges encountered, important lessons learned and accomplishments. In addition, they were provided with constructive feedback, new ideas and strategies for improvement.
Critiquing and Review of Financial Reports of Fiscally Autonomous Schools	January 11 and July 09, 2021	Senior bookkeepers were given technical assistance on the preparation of financial accountability records and reports. As a result, no negative audit finding on the accuracy of financial reports was issued by COA.

MOV OF LIQUIDATION REPORTS AND MOOE DOWNLOADING


Republic of the Philippines
Region III
DIVISION OF CITY SCHOOLS
City of Malolos, Bulacan

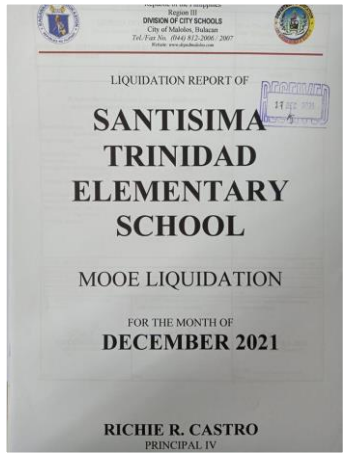
LIQUIDATION REPORT OF

TAAL
ELEMENTARY
SCHOOL

MOOE

DECEMBER 2021

JOCELYN F. BORAC
SCHOOL HEAD


Region III
DIVISION OF CITY SCHOOLS
City of Malolos, Bulacan

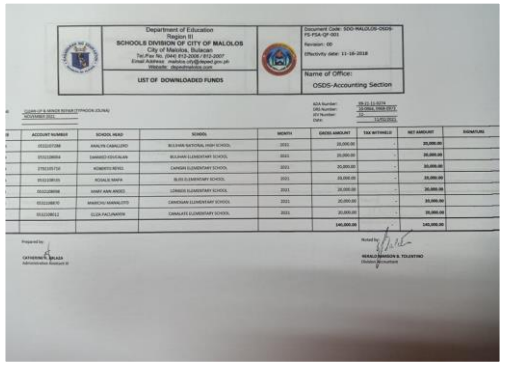
LIQUIDATION REPORT OF

SANTISIMA
TRINIDAD
ELEMENTARY
SCHOOL

MOOE LIQUIDATION

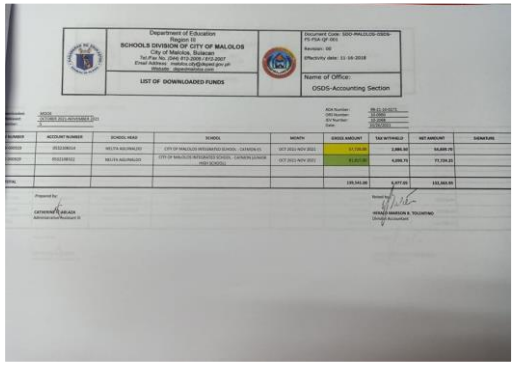
FOR THE MONTH OF
DECEMBER 2021

RICHIE R. CASTRO
PRINCIPAL IV


Department of Education
Region III
SCHOOLS DIVISION OF CITY OF MALOLOS
City of Malolos, Bulacan

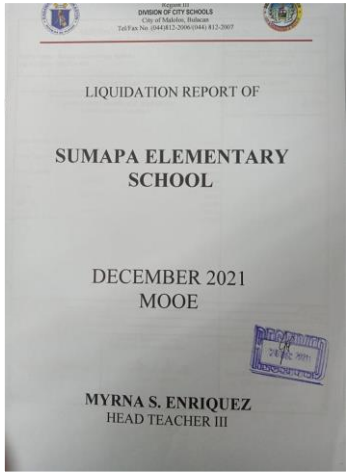
LIST OF DOWNLOADED FUNDS

Name of Office:
OSDS-Accounting Section


Department of Education
Region III
SCHOOLS DIVISION OF CITY OF MALOLOS
City of Malolos, Bulacan

LIST OF DOWNLOADED FUNDS

Name of Office:
OSDS-Accounting Section

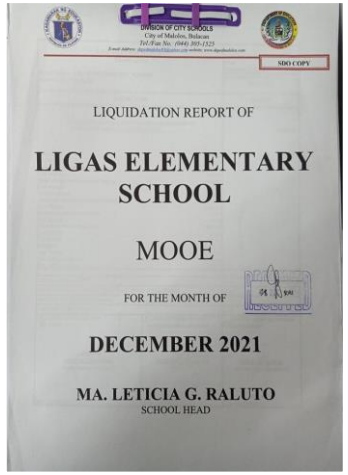

DIVISION OF CITY SCHOOLS
City of Malolos, Bulacan

LIQUIDATION REPORT OF

SUMAPA ELEMENTARY
SCHOOL

DECEMBER 2021
MOOE

MYRNA S. ENRIQUEZ
HEAD TEACHER III


DIVISION OF CITY SCHOOLS
City of Malolos, Bulacan

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LIQUIDATION REPORT OF

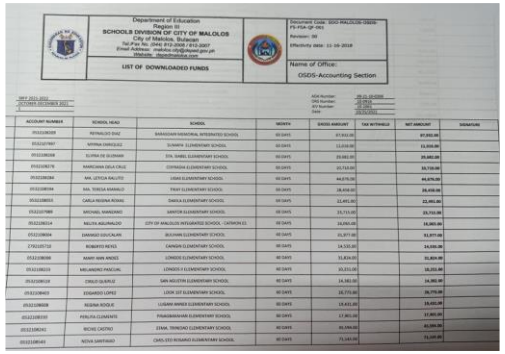
LIGAS ELEMENTARY
SCHOOL

MOOE

FOR THE MONTH OF

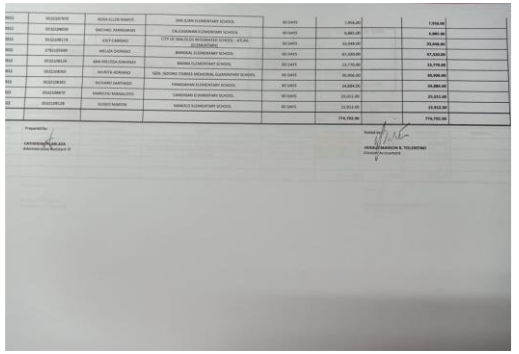
DECEMBER 2021

MA. LETICIA G. RALUTO
SCHOOL HEAD


Department of Education
Region III
SCHOOLS DIVISION OF CITY OF MALOLOS
City of Malolos, Bulacan

LIST OF DOWNLOADED FUNDS

Name of Office:
OSDS-Accounting Section



KRA 4: RESOURCE MANAGEMENT (15%)

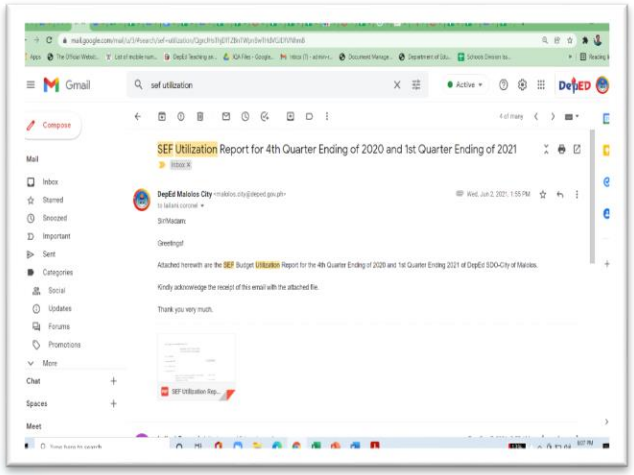
OBJECTIVE 3 - (5%)	TARGET
Led in the preparation and recommended approval of budgets of schools and all learning centers within the Division to the provincial/city board after conferring with them on matters affecting school appropriations and disbursements	100% of the PPAs in the Division Annual Implementation Plan included in the SEF budget were implemented.

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
	Outcome - 1.	Percentage of PPAs in the Division Annual Implementation Plan included in the SEF budget implemented	100%	100%	100%

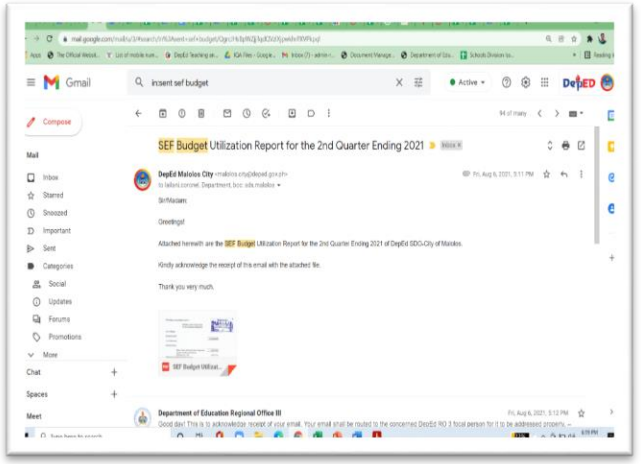
MODE OF VERIFICATION

Unit/Section: Administrative Services

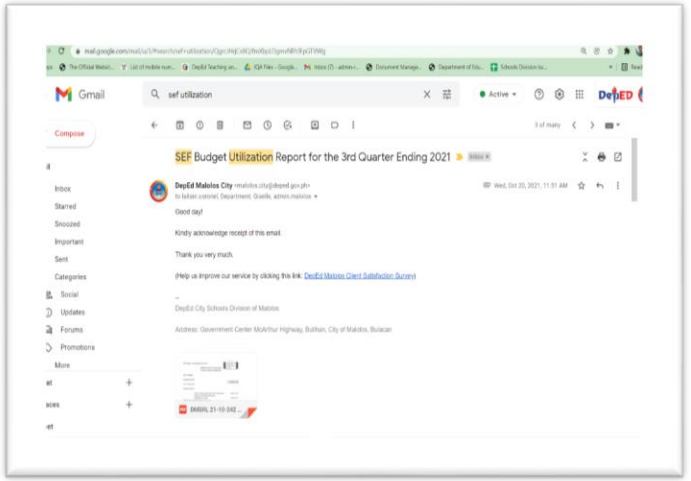
Submission of SEF Budget Utilization Report to DepEd Central Office



4th Quarter Ending 2020 and
1st Quarter Ending 2021



2nd Quarter Ending 2021



3rd Quarter Ending 2021

SELF-RATINGS
(KRA 4 – Resource Management)

KRA	OBJECTIVE	PERCENTAGE	RATING	P X R
Resource Management (15%)	Objective 1	5%	5	0.25
	Objective 2	5%	5	0.25
	Objective 3	5%	5	0.25
			SUBTOTAL	0.75

KEY RESULT AREA 5:

Partnership and Linkages

(10%)



KRA 5: PARTNERSHIP AND LINKAGES (10%)

OBJECTIVE 1 - (5%)	TARGET
Led in the generation of additional resources based on the needs of schools through partnership and linkages	100% of the identified school needs were addressed through partnerships.

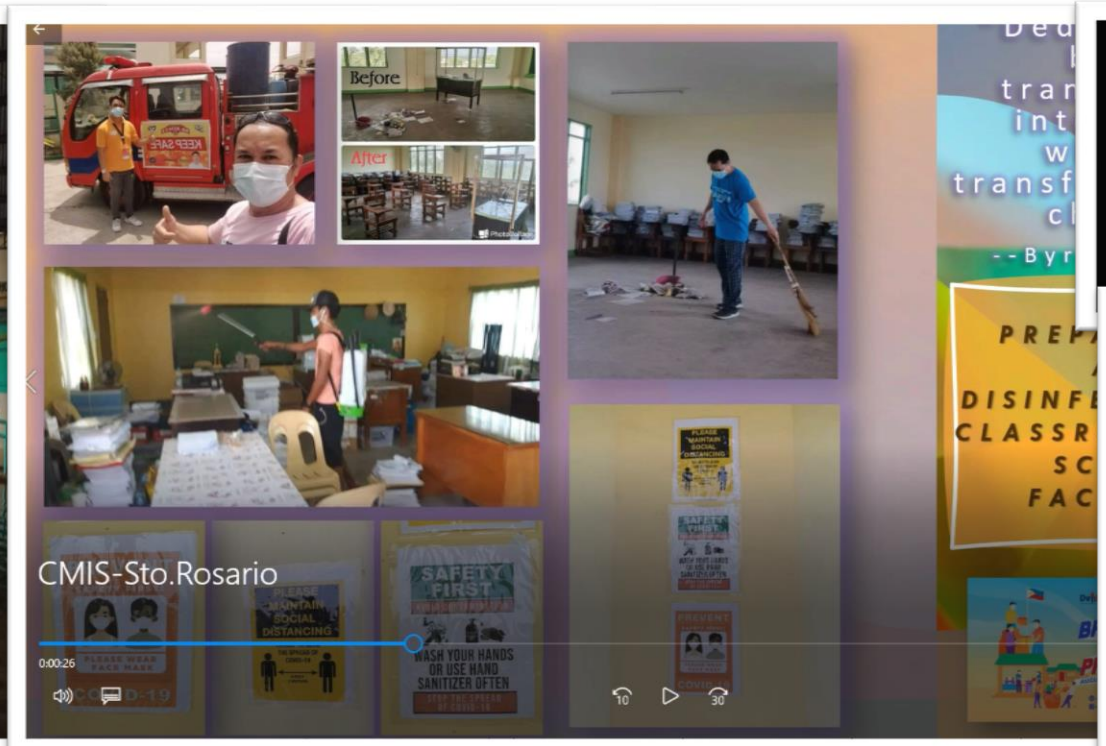
PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)	Target	Accomp	Target VS Accomp
Building Partnerships and Linkages Program	Outcome - 1. Percentage of identified schools needs addressed through partnerships	100%	100%	100%

MODE OF VERIFICATION

Unit/Section: SGOD Social Mobilization and Networking

- ❑ Continuous provisions of disinfecting materials including manpower services



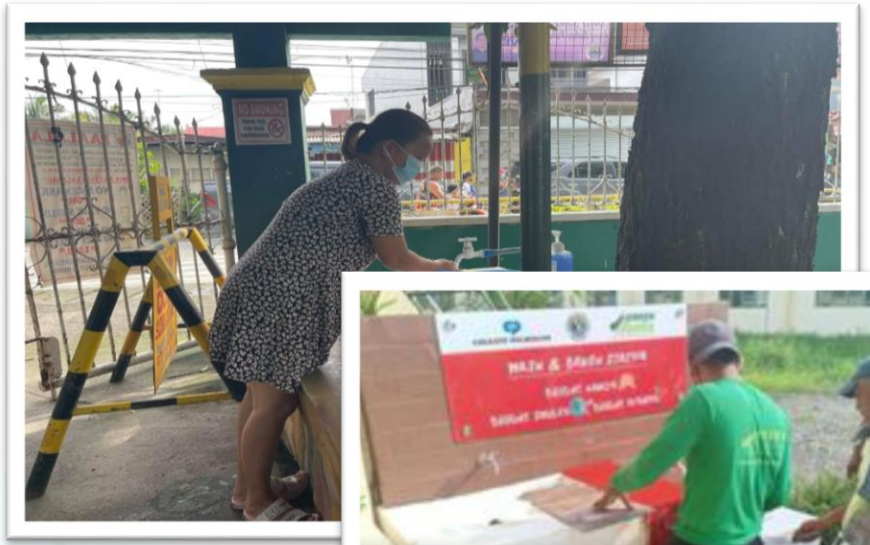




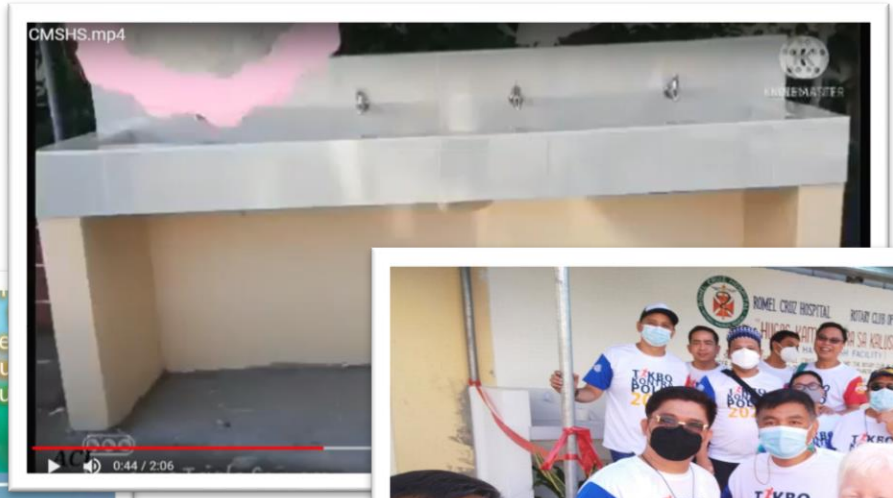
MODE OF VERIFICATION

Unit/Section: SGOD Social Mobilization and Networking

- Constructions of wash facilities in preparation to possible face to face classes









MODE OF VERIFICATION

Unit/Section: SGOD Social Mobilization and Networking

- Provision of internet connectivity for On-line Learning Modalities









MODE OF VERIFICATION

Unit/Section: SGOD Social Mobilization and Networking

- Continuous implementation of Brigada Pagbasa in Coordination with Curriculum Implementation Division (CID) with the provision of Funds from SMN 73.4% of funds as recommended by the Central Office through Memorandum OU-LAPP-Q-267 s. 2021 from other partners









KRA 5: PARTNERSHIP AND LINKAGES(10%)

OBJECTIVE NO 2 (3%)	TARGET
Spearheaded partnerships and linkages with Local Government Unit and Non-Government Organizations and other agencies/stakeholders on matters affecting schools/learning center and certain community development projects	At least 8-10 partnerships were established.

PROGRAM / SUBPROGRAM / SERVICE	Outcome / Output Indicators (as indicated in the NEP)		Target	Accomp	Target VS Accomp
Building Partnerships and Linkages Program	Outcome - 1.	Number of Schools with increased partnership	57	57	100%

MODE OF VERIFICATION

No	PARTICULARS	TYPE OF DOCUMENT	PURPOSE/IMPACT
1	GROLIERS INTERNATIONAL (Donation of Books for General References)	Memorandum of Agreement	To contribute to the learning enhancement of the students by providing reading materials that will widen the imagination, vocabulary and literacy experience of the students.
2	PHILIPPINE DENTAL ASSOCIATION/LOCAL GOVERNMENT UNIT (Sabayang Pag sisipilyo Program and Oral Information and Education)	Tri-Partnership Memorandum of Agreement	Students will receive extra and quality basic dental services from partners who are extending their technical services and expertise.
3	Needs Ink Sales and Services	Memorandum of Agreement	Printing of modules will be easier and faster
4	Polytechnic University of the Philippines	Memorandum of Agreement	Provision of their expertise in research shall help our teachers to create and understand research
5	Bulacan State University	Memorandum of Agreement	
6	Abundance Balut and Penoy Trading	Memorandum of Agreement	Provision of organic soil to the schools will help the Gulayan sa Paaralan program produce more healthy vegetables to be used in the SBFP

No	PARTICULARS	TYPE OF DOCUMENT	PURPOSE/IMPACT
7	Selected members of the Philippine Dental Association- Malolos Chapter		Provision of mobile WIFI units to selected students can continue their studies on line amidst the pandemic
8	Rotary Club of Metropolitan Malolos	Memorandum of Agreement	Provision of free 10 month internet load and mobile WIFI to selected students can continue their studies online amidst the pandemic
9	MCDRM ALUMNA		Provision of mobile WIFI units to selected students can continue their studies on line amidst the pandemic
10	Later-day Saints Charities	Deed of Donation and Acceptance	Our ALS Students were able to continue their online classes through the transistor radios they have given

KRA 5: PARTNERSHIP AND LINKAGES(10%)

OBJECTIVE NO 3 (2%)	TARGET
Ensured sustainability of existing partnership	At least 10 of the existing partnership were sustained.

NO	PARTICULARS	TYPE OF DOCUMENT	PURPOSE/IMPACT
1	LBC EXPRESS/LBC-HARI NG PADALA FOUNDATION (Learning modules for Learners)	Memorandum of Agreement	To assist the Division City Schools of Malolos City in providing the Kindergartens learners of a quality Basic Learning Education Materials during pandemic.
2	NESTLE PHILIPPINES INC (Nestle Wellness Campus Program)	Memorandum of Agreement	Promote healthy habits through learning modules covering topics on Nutrition, Immunity, Hygiene and Environment. It promotes Physical wellness even at home through Nestle Wellness campus song and dance presentations. The program advocates learning home physical education and sports program through digital platforms.
3	Atty. Dennis San Diego		Provision of free notarial services to the MOA/MOU of the schools and Division's generated resources will help to maintain a properly documented files
4	Rotary Club of Malolos Congreso	Memorandum of Agreement	Provision of mobile WIFI units to selected students can continue their studies on line amidst the pandemic
5	Atty. Vladimir Reyes and Atty. Christian Bautista	Memorandum of Agreement	Provision of free notarial services to the MOA/MOU of the schools and Division's generated resources will help to maintain a properly documented files
6	City Councilors of Malolos		Provision of mobile WIFI units to selected students can continue their studies on line amidst the pandemic
7	Meralco One Foundation	Deed of Donation and Acceptance	Provision of PPEs to our teaching force in school help us to protects ourselves from the COVID 19 virus

NO	PARTICULARS	TYPE OF DOCUMENT	PURPOSE/IMPACT
8	Redscope Philippines	Deed of Donation and Acceptance	Provision of PPEs to our learners as well as our teaching force in schools help us to protects ourselves from the COVID 19 virus
9	Globe Philippines	Deed of Donation and Acceptance	Additional support of modems to selected schools
10	Colgate –Palmolive Philippines	Deed of Donation and Acceptance	Helps our learners and staff to maintain healthy oral hygiene

SELF-RATING
(KRA 5 – Partnership and Linkages)

KRA	OBJECTIVE	PERCENTAGE	RATING	P X R
Partnership and Linkages (10%)	Objective 1	5%	5	0.25
	Objective 2	3%	5	0.15
	Objective 3	2%	5	0.10
			SUBTOTAL	0.50

SELF~RATING


DEPARTMENT OF EDUCATION
CITY SCHOOLS DIVISION OF MALOLOS
2003

FINAL SELF-RATING

KEY RESULT AREAS	RATING	PERCENTAGE X RATING
KRA 1 – Strategic Management and Operations (30%)	5	1.50
KRA 2 – Curriculum and Instructions (25 %)	5	1.25
KRA 3 – Human Resource Development (20%)	5	1.00
KRA 4 – Resource Management (15%)	5	0.75
KRA 5 – Partnership and Linkages (10%)	5	0.50
	FINAL RATING	5.00

INNOVATIONS

Project ODTS
Project MALOLOS
Project TUTOK



PROJECT ODTS (OSDS)

PROJECT ODTS (Online Document Tracking System) is a digital tracking of documents on Office transactions which is a part of streamlining and process improvement. This involves an application of systematic control of documents needed in the operation of the division transactions which served as modernized log book.

The project involves a system that uses google sheets as software. It is a free web-based spreadsheet application which was collaboratively used and edited in real time by multiple user-employees as collaborators of the SDO to track the status of the documents. It involves the use of a single document that can be edited by multiple users, convenient to quickly access content and find out where the documents from its receipt to release just by searching from the system.

To date, the different units of the SDO has assigned personnel to do the ODTS, following the process flow chart and procedural guidelines.

As a result, processes involving the record on communications for the different transactions of the office through this project made it an easier recording of received and released documents, easier tracking, better collaborations from the different units and simplified as it provides accessible and systematic control.

PROJECT MALOLOS (CID)

PROJECT MALOLOS (Multi- skilled and competent CID Personnel, School Heads and Teachers, Assess and Evaluate Learning Outcomes, Localization and Contextualization across subject areas, Onsite and Online Instructional Supervision, Lead Research, Okay Ole! On Learning Resources, Services on the go - Provision of TA) is a technical assistance mechanism to strengthen Schools Division Management of Curriculum PPAs

The project involves building a system of collaboration between the school Heads plus Department Heads and the CID supervisors that facilitates not just strengthened implementation of the programs, projects and activities on curriculum implementation but serves as guiding direction and orientation on the proper and best practices that will contribute to a hand in hand successful implementation.

As a result, difficulties in the light of pandemic became not a hindrance to continuously harness the potential of learners through the implemented PPAs because the project became a channel to boost and challenge the school heads, which was proven , characterized by duplicating in their schools the shared best practices during the series of conferences conducted as part of the activities of the project.

PROJECT TUTOK (SGOD)

I. **TITLE OF INNOVATION: PROJECT TUTOK.** The Schools Division Office of the City of Malolos gives high premium to quality delivery of services through a Project Tasking and Upskilling Towards Outstanding Completion of Key Result Areas (TUTOK).

PROJECT TUTOK is a mechanism to point attention to the utilization of the funds and resources to carefully study the growth of the schools division as to its implementation of programs and projects. This involves technical and systematic funding management which are participated by all the Units of the SDO as to its utilization of MOOE GASS and INSETs and downloaded SAROs and Sub AROs plus other resources in the operation of the organization.

The project involves a regular quarterly reporting cum analysis of the optimal utilization of the funds from its obligation data to its disbursements status

which provides the schools division clear picture of where the delays and freezing action happened as well as the best practices in its fund management. It's a collaborative way of looking into the process and system which at the same time reach out to particular end user for the commendations and recommendations. This project strengthened the schools division's firm move in its management to a right funding direction.

To date, the different units of the SDO ensure effective manner to manage each unit's funds through this Project Tutok. Extremely, each unit heads and Chiefs of CID and SGOD observed proper fund utilization, financial reporting and financial control as well. As a result, the learned concepts and skills related to financial management and utilization through this project is indeed a big factor and through this a maximization of the funds was made which brought the schools division a good standing as to obligation and disbursement rate.

FINAL SELF-RATING

PERFORMANCE/WEIGHT	RATING	PERCENTAGE X RATING
INDIVIDUAL PERFORMANCE COMMITMENT (80%)	5.0	4.00
INNOVATING AND INTERVENING ACCOMPLISHMENT (20%)	5.0	1.00
	FINAL RATING	5.00

Thank You!!



~ City Schools Division of Malolos