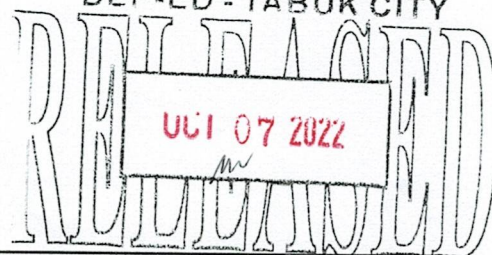




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DEP-ED - TABUK CITY



RECORDS UNIT

Office of the Schools Division Superintendent

Division Memorandum

No. 317 s, 2022

TO: ALL Public Elementary and Secondary School Heads
All others concerned

Date October 7, 2022

**ADJUSTMENT OF PERFORMANCE INDICATORS AND SUBMISSION OF SCHOOL'S OPCRIF FOR
SY 2022-2023**

1. This office informs adjustment of some Performance Indicators of the school's OPCRIF particularly in KRA 1 (Instructional Leadership). The adjusted performance indicators are as follows:

OBJECTIVE	PERFORMANCE INDICATOR		
	QUALITY	EFFICIENCY	TIMELINESS
Ensured the attainment of quality learning outcomes (for elem and sec	5 - Attained at least 75 MPS in post-test 4- ___ to ___ in MPS 3- ___ to ___ in MPS 2- ___ to ___ in MPS 1- ___ (result of pre-test) & below in MPS		5 - Pre-test result submitted 1 st week of October 4- 2 nd week of October 3- 3 rd week of October 2- 4 th week of October 1- November onward
Ensured the implementation of school reading program to improve the reading proficiency of struggling readers			5- School reading program submitted within 1 st week of October 4- 2 nd week of October 3- 3 rd week of October 2- 4 th week of October 1- November onward





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Led in the development and implementation of learning recovery plan				5- Learning recovery plan submitted on or before October 14 week of October. 4- 3rd week of October 3- 4th week of October 2- 1st week of November 1 – 2 nd week of November onward
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- Guidelines in setting the range, validating and appraising the accomplishment are found in the attached enclosure.
- Review and signing the School's Office Performance Commitment shall not be later than October 14, 2022.
- Immediate dissemination and compliance of this memorandum is desired.


IRENE S. ANGWAY, PhD, CESO VI
Schools Division Superintendent



Enclosure of Div. Memo # ____s. 2022

Guidelines relative to the objectives under instructional leadership

<p>Objective 1a: 1a. Ensured the attainment of quality learning outcomes (for elem and sec)</p>	<p>Setting the range</p> <ol style="list-style-type: none"> 1. This objective will be measured thru the administration of pre and post-test to all Grade 3, 6 and 10 learners. 2. The target should at least meet 75 as the MPS. 3. The range in giving the score for 4 to 1 shall be determined after the result of the pre-test is obtained. Ex: the overall MPS is 35. (steps: $\frac{75 - \text{MPS of pre test}}{3} = N \text{ (interval) }$) $\frac{75 - 35}{3} = 13 \quad 35 + 13 = 48, \quad 48 + 13 = 61, \quad 61 + 13 = 74$ <p>75 and above = 5 62 to 74 = 4 49 to 61 = 3 36 to 48 = 2 35 and below = 1</p> <ol style="list-style-type: none"> 4. Non-Senior High implementing schools will only take objective 1a. The weight will be 10%. 5. Score for this objective shall be given after the obtaining the result of the post test.
<p>Objective 1b: 1b. Ensured the attainment of quality learning outcomes (SHS)</p>	<p>Validating the participation and certification</p> <ol style="list-style-type: none"> 1. All senior high implementing schools will take this objective. The weight for this objective will be 5% and objective 1a will only have 5 %. 2. The basis for determining the percentage shall be the final enrolment of second semester. 3. The basis of determining the NC passers and takers will be the Registry of Workers Assessed and Certified (RWAC) from the TESDA. 4. Score for this objective shall be given after securing a copy of RWAC/ Assessor.
<p>2. Ensured the implementation of school reading program to improve the reading proficiency of struggling readers</p>	<p>Validating the result of the school reading program</p> <ol style="list-style-type: none"> 1. The outcome of the school reading program shall be determined by validating the reading level/abilities of Grades 1 to 3 learners and the identified struggling readers in Grades 4 to JHS. 2. School reading program shall be submitted online thru this link https://tinyurl.com/TbkRProg 3. The basis in determining the percentage shall be based on the submitted result of reading assessment. 4. Validation shall be done by the CID Personnel and the school head on staggered basis 5. Learners in grades 1 to 6 should be at their desired reading level while identified struggling readers in secondary should at least have an improvement of 3 reading level based on the initial reading level. 6. Score for this objective shall be given based on the result of the reading assessment conducted by the CID personnel.
<p>3. Led in the development and implementation of learning recovery plan</p>	<ol style="list-style-type: none"> 1. Signed canned copy of Learning recovery plan shall be submitted online. 2. Monitoring on the implementation of activities will be done by CID and other concerned office/personnel. 3. Status of implementation of the different PAPs shall be one of the focuses in the District MEA. 4. Score for this objective shall be given based on the monitoring on the implementation of learning recovery plan.

4. Led in the conduct of instructional supervision	Monitoring the conduct of Instructional supervision							
	1. The conducted instructional supervision shall be the basis in giving score for this objective.							
	2. Schools shall submit online their quarterly IS plan to their respective PSDS following the format below.							
	NAME OF TEACHER	OBJECTIVE	FOCUS	GRADE LEVEL/ SUBJECT	TARGET DATE	SUPERVISORY APPROACH (Clinical supervision, differentiated supervision - cooperative professional development, Self-directed development, administrative monitoring)		
	3. Schools shall submit there IS accomplishment report online to their respective PSDS.							
	Name of teacher observed	Date observed / Grade level and Grade level	Focus	SUPERVISION APPLIED (clinical supervision, cooperative professional development, Self-directed development, administrative monitoring)	Findings		Recommendation / Agreement	Signature
					Strengths	Weaknesses		
	4. Scores for this objective shall be given after determining the percentage of teachers provided instructional supervision.							
5. Led in the development of contextualized learning resource materials (print or non-print) for regular and inclusive/ interest programs	1. The submitted learning resource material shall be the basis for this objective. 2. The submission of learning resource materials shall be quarterly and not one time submission. 3. The learning resource material includes the following: <ul style="list-style-type: none"> a. activity sheets b. Modules c. instructional videos d. lesson exemplars e. storybooks f. Interactive multi-media materials g Learning package (IMs, and LP) 4. The scores for this objective will be base on the record of the LR section.							