



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

September 14, 2021

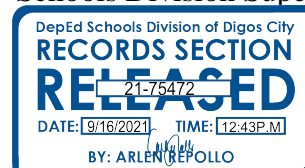
DIVISION MEMORANDUM
No. 541, s. 2021

**UTILIZATION OF THE REVISED OPCRF FOR SCHOOL HEADS STARTING
SCHOOL YEAR 2020-2021**

To: CID Chief
SGOD Chief
ELEMENTARY AND SECONDARY SCHOOL HEAD

1. The Civil Service Commission, through the issuance of Memorandum Circular No. 06, series 2021, sets the guidelines on the establishment and implementation of the Strategic Performance Management System (SPMS) on all government agencies. The SPMS gives emphasis to the strategic alignment of the agency's thrusts with the day-to-day operation of the units and individual personnel with the organization. It focuses on measures of performance targeted milestones and provides a credible and verifiable basis for assessing the organizational outcomes and the collective performance of the government employees (DO No. 2, s. 2015).
2. As an offshoot of the series of consultation among school heads, this Office advises all school heads to use the attached template with the targets on the different Key Result Areas (KRAs) and their corresponding weights starting School Year 2020-2021.
3. It is expected that school heads shall submit their OPCRFs (January-September, 2020 and SY 2020-2021) on or before October 1, 2021 for the review of Performance Management Team. School heads shall be given schedule (on a separate Memo) to discuss with the Rater (Assistant Schools Division Superintendent) their OPCRF as part of the Performance Management cycle.
4. For your information, guidance and strict compliance.

CRISTY C. EPE
Schools Division Superintendent



RESULT-BASED PERFORMANCE MANAGEMENT SYSTEM FOR SCHOOL PRINCIPAL

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Name of Employee:
 Position:
 Division: **Digos City**
 Rating Period: October 2020 - July 2021

Name of Rater: **DR. BASILIO P. MANA-AY, JR.**
 Position: Assistant Schools Division Superintendent
 Date of Review:

TO BUILD IN DURING PLANNING										TO BE FILLED DURING EVALUATION					
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE	
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave		
I	A. Instruction-al Leadership (30%)	1. Assessed and evaluated teachers in the implementation of K to 12 Curriculum-Distance Learning Delivery Modality (DLDM) through Alternative Class Observation (ACO).	October 2020 - July 2021	100% of the Teachers were observed twice in a school year through ACO.	5	Without lapses	100% of the teachers were observed twice in a school year.	Conducted class observations within the rating period.	5%						
					4		95% of the teachers were observed twice in a school year.	Conducted classroom observations 1 week after the rating period.							
					3	With lapses	90% of the teachers were observed twice in a school year.	Conducted classroom observations 2 weeks after the rating period.							
					2		85% of the teachers were observed twice in a school year.	Conducted classroom observations 3 weeks after the rating period.							
					1		80% of the teachers were observed in a school year.	Conducted classroom observations 4 weeks after the rating period.							
			2. Prepared and submitted required School Forms (SFs)	October 2020 - July 2021	100% of the required school forms were prepared and submitted on time and without lapses.	5	Without Corrections and Errors	100% of the required forms were prepared amnd submitted.	Submitted on time.	3%					
						4		95% of the required forms were prepared and submitted.	Submitted 1 day after the deadline.						
						3	With Corrections and Errors	90% of the required forms were prepared and submitted.	Submitted 2 days after the deadline.						
						2		85% of the required forms were prepared and submitted.	Submitted 3 days after the deadline.						
						1		80% of the required forms were prepared and submitted.	Submitted 4 days after the deadline.						
			3. Monitor the alignment of MELCs and supervise the implementation of the DLDM.	'2021	100% of the teachers were monitored and supervised in the implementation of the DLDM.	5	Without lapses	100% of the teachers were supervised in the implementation of the DLDM.	Monitored and supervised within the week.						
						4		95% of the teachers were supervised in the implementation of the DLDM.	Monitored and supervised 1 day after.						

TO BUILD IN DURING PLANNING									TO BE FILLED DURING EVALUATION					
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave	
			October 2020 - July 2021		3	With lapses	90% of the teachers were supervised in the implementation of the DLDM.	Monitored and supervised 2 days after.	7%					
					2		85% of the teachers were supervised in the implementation of the DLDM.	Monitored and supervised 3 days after.						
					1		80% of the teachers were supervised in the implementation of the DLDM.	Monitored and supervised 4 days after.						
		4. Achieved an 80% Proficiency Level in all learning areas in every quarter and submitted on time without lapses.	October 2020 - July 2021	Achieved an 80% Proficiency Level in all learning areas in every quarter and submitted on time without lapses.	5	Without lapses	Achieved 80% proficiency level.	Submitted the proficiency level report on time.	5%					
					4		Achieved 79% proficiency level.	Submitted the proficiency level report 2 days after the deadline.						
					3	Without lapses	Achieved 78% proficiency level.	Submitted the proficiency level report 4 days after the deadline.						
					2		Achieved 77% proficiency level.	Submitted the proficiency level report 6 days after the deadline.						
					1		Achieved 76% proficiency level.	Submitted the proficiency level report 8 days after the deadline.						
		5. Decreased the number of Frustration readers in all grade levels by 30% over the pretest results in Oral Reading both Filipino and English within the rating period (Pre-test VS. Mid-Year Assessment) in all schools.	October 2020 - July 2021	Decreased the number of frustration readers in all grade levels by 30% (English and Filipino)	5	Without lapses	Decreased by 30% the number of Frustration readers.	Submitted the reading report on time.	2%					
					4		Decreased by 25% the number of Frustration readers.	Submitted the reading report 1 week after.						
					3	With lapses	Decreased by 20% the number of Frustration readers.	Submitted the reading report 2 weeks after.						
					2		Decreased by 15% the number of Frustration readers.	Submitted the reading report 3 weeks after.						

TO BUILD IN DURING PLANNING										TO BE FILLED DURING EVALUATION				
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave	
					1		Decreased by 10% the number of Frustration readers.	Submitted the reading report 4 weeks after.						
		6. Increased/decreased performance indicators by 2% of the last year's (enrolment rate, completion rate, drop-out rate, cohort survival rate, participation rate)	October 2020 - July 2021	Increased/decreased performance indicators by 2% of the last year's (enrolment rate, completion rate, drop-out rate, cohort survival rate, participation rate)	5	Increased/decreased the average performance level by 2% and above	Increased/decreased the performance level by 2% in 5 performance indicators.		4%				0.000	
					4	Increased/decreased the average performance level between 1.66-1.99%.	Increased/decreased the performance level by 2% in 4 performance indicators.							
					3	Increased/decreased the average performance level between 1.34-1.65%.	Increased/decreased the performance level by 2% in 3 performance indicators.							
					2	Increased/decreased the average performance level between 1.00-1.33%.	Increased/decreased the performance level by 2% in 2 performance indicators.							
					1	Increased/decreased the average performance level by 1% and below.	Increased/decreased the performance level by 2% in 1 performance indicators.							
		7. Implemented and Monitored all 13 DepED PAs in school within the rating period. a. Remediation/Enrichment Program b. GPP c. YES – O d. LRMDS in School e. ADM f. GAD g. DRRM Health & Nutrition h. WATCH Program i. ICT Program j. Adopt – a – School Program (Brigada Eskwela) k. SBM l. IPED	2020 - July 2021	Implemented and monitored 100% of the PPAs within the school year on time without lapses.	5	Without lapses	100% of the PPAs were implemented and monitored.	Implemented and monitored on time.		4%				
					4		95% of the PPAs were implemented and monitored.	Implemented and monitored 1 week after the schedule.						
					3	With lapses	90% of the PPAs were implemented and monitored.	Implemented and monitored 2 weeks after the schedule.						

TO BUILD IN DURING PLANNING										TO BE FILLED DURING EVALUATION				
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave	
		m. SPED	October 20		2		85% of the PPAs were implemented and monitored.	Implemented and monitored 3 weeks after the schedule.						
					1		80% of the PPAs were implemented and monitored.	Implemented and monitored 4 weeks after the schedule.						
Sub total									30%					#REF!
II	B. Learning Environment (15%)	1. Improved the physical appearance of the school by doing at least 3 of the following tasks within the rating period: a. maintaining cleanliness of the school b. fencing c. re/painting the fence d. re/painting the classrooms e. planting & maintaining flowers' growth and attractiveness f. implementing repair g. Well-structured classroom	October 2020 - July 2021	Consistently improved the physical appearance of the school by doing 5 or more tasks indicated within the rating period.	5	consistently improved the physical appearance of the school within the rating period. (consistently - occurs constantly in the duration of the rating period)	5 or more tasks were done.		5%					
					4	frequently improved the physical appearance of the school within the rating period. (frequently - occurs oftentimes in the duration of the rating period)	4 tasks were done.							
					3	occasionally improved the physical appearance of the school within the rating period. (Occasionally - occurs irregularly in the duration of the rating period)	3 tasks were done.							

TO BUILD IN DURING PLANNING							TO BE FILLED DURING EVALUATION						
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD			Weight	ACTUAL RESULT				SCORE
					Rating	Quality	Quantity		Timeliness	Q	Q	T	
					2	rarely improved the physical appearance of the school within the rating period. (rarely - seldom occurs in the duration of the rating period)	2 tasks were done.						
					1	No physical improvements done in the school within the rating period.	1 or below task was done.						
		2. Provided/Installed any 3 of the following facilities/materials/equipment to properly implement the minimum health protocols within the rating period a. facemask/faceshield/ hand sanitizer/alcohol b. thermal scanner/logbook/ ___ c. footbath d. handwashing e. signages/floor markings f. holding area g. Ultra Violet box/sterilizer	October 2020 - July 2021	Consistently implemented the minimum health protocols properly by providing/ installing 5 or more facilities /materials/ equipment within the rating period.	5	Consistently implemented the minimum health protocols properly by providing/ installing facilities /materials/ equipment	5 or more facilities/materials/ equipment were provided/installed	5%					
					4	Frequently implemented the minimum health protocols properly by providing/ installing facilities /materials/ equipment	4 facilities/materials/ equipment were provided/installed						
					3	Occasionally implemented the minimum health protocols properly by providing/ installing facilities /materials/ equipment	3 facilities/materials/ equipment were provided/installed						
					2	Rarely implemented the minimum health protocols properly by providing/ installing facilities /materials/ equipment	2 facilities/materials/ equipment were provided/installed						
					1	No evidence of implementation of minimum health protocols	1 facilities/materials/ equipment were provided/installed						
					5	Maintained the functionality of the 5 or more areas indicated within 7 or more months	5 or more areas were functional and maintained						
					4	Maintained the functionality within 6 months only	4 areas were functional and maintained						
		3	Maintained the functionality within 5 months only	3 areas were functional and maintained									
		3. Make the following functional/available a. Internet connectivity b. Computer Laboratory c. SBM Corner d. School Library/Library Corner/Learning Resource Center/Corner	20 - July 2021	Maintained the functionality of the 5 or more areas indicated within 7 or more months	5	Maintained the functionality within 7 or more months	5 or more areas were functional and maintained	5%					
					4	Maintained the functionality within 6 months only	4 areas were functional and maintained						
					3	Maintained the functionality within 5 months only	3 areas were functional and maintained						

TO BUILD IN DURING PLANNING										TO BE FILLED DURING EVALUATION				
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave	
		e. Reading Center/Corner f. Heroes Park g. Values Park h. Math & Science Garden	October 2021		2	Maintained the functionality within 4 months only	2 areas were functional and maintained							
					1	Maintained the functionality within 3 month only	1 area was functional and maintained							
Sub total									15%					
III	Human Resource Management and Development	1. Conducted SLAC on current educational policies, programs, and projects geared towards learners' achievement and holistic development including ELLN-Digital	October 2020 - July 2021	Conducted 10 SLAC or more on current educational policies, programs, and projects geared towards learners' achievement and holistic development including ELLN-Digital without lapses within the rating period. with Action Plan and accomplishment report	5	With complete documentation	Conducted more than 10 SLAC	Conducted as scheduled	5%					
					4	Lacking 1 document	Conducted 10 SLAC	Conducted a day after the scheduled date						
					3	Lacking 2 documents	Conducted 8 -9 SLAC	conducted 2 days after the schedule						
					2	Lacking 3 documents	Conducted 6-7 SLAC	conducted 3 days after the schedule						
					1	Lacking 4 documents	Conducted 5 SLAC or below	conducted 4 or more days after the schedule						
		2. 100% of teachers registered and participated to online trainings/workshops/seminars on the target dates through HRD SBM, Health, DRRM, IPED and all DepEd required trainings/workshops/seminars without lapses within the rating period.	October 2020 - July 2021	100% of teachers registered and participated to online trainings/workshops/seminars on the target dates through HRD SBM, Health, DRRM, IPED and all DepEd required trainings/workshops/seminars without lapses within the rating period.	5	Without lapses	10 or more trainings/workshops/ seminars participated	Registered 4 days before the training/seminar /workshop(5%					
					4	With 1-2 lapses	9 trainings/ workshops/ seminars participated	Registered 3 days before the training/seminar /workshop						
					3	With 3-4 lapses	8 trainings/ workshops/ seminars participated	Registered 2 days before the training/seminar /workshop						
					2	With 5-6 lapses	7 trainings/ workshops/ seminars participated	Registered 1 days before the training/seminar /workshop						
					1	With 7 lapses or more	6 trainings/ workshops/ seminars participated	Registered on the day of the training/seminar /workshop						

TO BUILD IN DURING PLANNING									TO BE FILLED DURING EVALUATION					
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave	
		3. Attended all required meetings, conferences and trainings within the rating period.	October 2020 - July 2021	Attended all required meetings, conferences and trainings within the rating period and arrived at the hall or given link 15 minutes or more before the scheduled time	5	(fill -out here)	Attended all required meetings, conferences and trainings within the rating period.	Arrived at the meeting hall or given link 15 minutes or more before the scheduled time (delete)	5%					
					4		Absent in 1-3 meetings	Arrived at the meeting hall or given link 10-14 minutes or more before the scheduled time						
					3		absent in 4-5 meetings	Arrived at the meeting hall or given link 5-9 minutes or more before the scheduled time						
					2		Absent in 6-7 meetings	Arrived at the meeting hall or given link 1-4 minutes or more before the scheduled time						
					1		absent in 8-9 meetings	Attended late on the scheduled time						
		4. Conducted TIP Sessions to the newly hired teachers within 3 years upon the appointment with output as required in every module within the rating period	October 2020 - July 2021	Conducted TIP Sessions to the newly hired teachers within 3 years upon the appointment with output as required in every module within the rating period	5	Conducted and Completed TIP sessions with complete documentations/output	completed the modules	Conducted as scheduled	5%					
					4	Conducted TIP sessions with one lacking output/document	completed 1-4 modules	Conducted a day after the scheduled date						
					3	Conducted TIP sessions with two lacking outputs/documents	completed 1-3 modules	conducted 2 days after the schedule						
					2	Conducted TIP sessions with three lacking outputs/documents	completed 1-2 modules	conducted 3 days after the schedule						
					1	Conducted TIP sessions with four lacking outputs/documents	conducted 0-1 module	conducted 4 days after the schedule						
Sub total									20%					
		1. Implemented school partnership undergoing community engagement with at least 2 sectoral groups within the rating period	July 2021		5	School partnership with complete documentation	Partnered with 4 or more sectoral groups	Partnered with 2 sectoral group within rating period						
					4	School partnership with 3 documents	Partnered with 3 sectoral groups							

TO BUILD IN DURING PLANNING									TO BE FILLED DURING EVALUATION					
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave	
IV	D. Parents' Involvement and Community Partner-ships (9%)	period with complete documentation as follows: a. Meeting Minutes b. Attendance c. Letter of Invitation d. MOU/MOA/Donation Paper e. Accomplishment Reports f. Action Plan	October 2020 - July 2021	The school has partnered 2 Sectoral groups with complete documentation within the rating period	3	School partnership with 2 documents	Partnered with 2 sectoral group		3%					
					2	School partnership with 1 document	Partnered with 1 sectoral group							
					1	No school partnership	No school partnership	Partnered with 2 sectoral group after the rating period						
		2. Conducted 2 VIRTUAL PTA Homeroom and/or General Assembly with complete documentation as follows: a. Meeting Minutes b. Attendance c. Program d. Pictorials e. Other Document (e.g. Financial Reports) within rating period	October 2020 - July 2021	The school has conducted 2 virtual PTA General Assembly/ Homeroom Meetings within rating period	5	Conducted 4 V and above PTA Homeroom and/or General Assembly with complete documentation	4 and above PTA, Homeroom and /or General Assembly	As scheduled	3%					
					4	Conducted 3 PTA Homeroom and/or General Assembly with complete documentation	3 PTA, Homeroom and /or General Assembly	1-3 days delayed						
					3	Conducted 2 PTA Homeroom and/or General Assembly with complete documentation	2 PTA, Homeroom and /or General Assembly	1 week delayed						
					2	Conducted 1 PTA Homeroom and/or General Assembly with complete documentation	1 PTA, Homeroom and /or General Assembly	2 weeks delayed						
		3.PTA/ SGC (external stakeholders) initiated project within the rating period	October 2020 - July 2021	The school has initiated PTA/SGC(external stakeholders) project/repair within the rating period	5		2 or more PTA/ SGC initiated project has complete documentation	Completed the project/infrastructure based on the POW	4%					
					3		1 PTA/ SGC initiated project has complete documentation	Completed the project/infrastructure within the year						
					1		no PTA/ SGC initiated project has complete documentation	No completed project/infrastructure						
									10%					

TO BUILD IN DURING PLANNING							TO BE FILLED DURING EVALUATION							
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD			Weight	ACTUAL RESULT				SCORE	
					Rating	Quality	Quantity		Timeliness	Q	Q	T		Ave
		1. Observed good grooming and proper dress code throughout the year	October 2020 - July 2021	Compliance of good grooming and proper dress code through out the year.	5	compliance of good grooming and proper dress code	Observed good grooming and proper dress code all the time							
					4		3 -5 times of non compliance of proper dress code							
					3		6 -8 times of non compliance of proper dress code							
					2		9 -11 times of non compliance of proper dress code							
					1	Non compliance of good grooming and proper dress code	12 or more times of non compliance of proper dress code							
		2. Submitted the CSC Form 48 (Daily Time Record) without lapses within the rating period.	October 2020 - July 2021	Submitted 100% of the SH/Teachers' DTR	5		Submitted 100% of SH/Teachers' DTR	Submitted on the 1st, 2nd, 3rd day of the succeeding month						
					4			Submitted on the 4th day of the succeeding month						
					3			Submitted on the 5th day of the succeeding month						
					2			Submitted on the 6th day of the succeeding month						
					1		Non submission of SH/Teachers' DTR	Submitted on the 7th or onwards of the succeeding month						
		3. Completed the approval of AIP, APP, PPMP in collaboration with SPT and PT two weeks before the due date without revision.	October 2020 - July 2021	Completed the approval of AIP, APP and PPMP in collaboration with SPT & PT before the due date without revision.	5	Completed the approval of AIP, APP, PPMP in collaboration with SPT and PT without revisions	4 MOVs showing involvement of SPT & PT	Completed 4 weeks before the due date						
					4	Completed the approval of AIP, APP, PPMP in collaboration with SPT and PT with 1 revision	with 3 to MOVs showing involvement of SPT & PT	Completed 3 weeks before the due date						
					3	Completed the approval of AIP, APP, PPMP in collaboration with SPT and PT with 2 revisions	with 2 MOVs showing involvement of SPT & PT	Completed 2 weeks before the due date						
					2	Completed the approval of AIP, APP, PPMP in collaboration with SPT and PT with 3 revisions	with 1 MOVs showing involvement of SPT & PT	Completed 1 week before the due date						
					1	Completed the approval of AIP, APP, PPMP in collaboration with SPT and PT with 4 revisions	with NO MOV showing involvement of SPT & PT	Completed on or later the due date						
			21	Conducted self assessment of SBM Level of practice on the scheduled date and achieved Level 3 of practice.	5	Achieved Level 3	4 MOVs showing involvement of SGC, SPT & PT on the conduct of self assessment.	Conducted 2 or more weeks before the scheduled date						

TO BUILD IN DURING PLANNING							TO BE FILLED DURING EVALUATION							
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave	
V	E. School leadership, management and Operation (25%)	4. Conducted self - assessment of SBM Level of Practice on the scheduled date achieving at least level 2 per validation by the school level.	October 2020 - July 2021		4		with 3 MOVs showing involvement of SGC, SPT & PT on the conduct of self assesment.	Conducted 1 week before the scheduled date	2%					
				3	Achieved Level 2	with 2 MOVs showing involvement of SPT & PT on the conduct of self assessment	Conducted self - assessment on the scheduled date							
				2		with 1 MOVs showing involvement of SGC, SPT & PT	Conducted 1 week afetr the scheduled date							
				1	Achieved Level 1	with NO MOV showing involvement of SGC, SPT & PT on the conduct of self assesment.	Conducted 2 or more weeks after the scheduled date.							
		5. Conducted M & E/SMEA on AIP implementation involving the SGC, SPT, & PT with at least 80% accomplishments of targets on the scheduled date.	October 2020 - July 2021	M and E was conducted on the scheduled date and with 100% accomplishments of the targets.	5	100% accomplishment of target	Conducted 3 (100%) M & E/SMEA with the rating period.	M & E conducted on the scheduled date	2%					
					4	90 - 99% accomplishment of target								
					3	80 - 89% accomplishment of target	Conducted 2 M & E/SMEA within the rating period	M & E conducted later than the scheduled date						
					2	70 - 79% accomplishment of target								
					1	69% accomplishment or less	Conducted 1 M & E/SMEA within the rating period.	M & E was not conducted						
		6. Published School Report Card (SRC) twice in a year and disseminated it to the stakeholders	October 2020 - July 2021	Published and disseminated the SRC twice a year.	5	Disseminated the SRC twice in a year.	SRC Contained 100% of the needed data	Published the SRC on the scheduled date	2%					
					4		SRC contained 90 - 99% of the needed data							
					3	Disseminated the SRC once in a year	SRC Contained 80 - 89% of the needed data	Published the SRC later than the scheduled date						
					2		SRC contained 70-79% of the needed data							
					1	No Dissemination done	SRC contained 69% or less of the needed data	SRC was not published						
		7. Filed MOOE Request every last Monday of the preceeding month without lapses.	October 2020 - July 2021	Requested completely for 12 months	5		Requested completely for 12 months	Done on the scheduled date	3%					
					4		Requested for 10 or 11 months only.							
					3		Requested for 8 or 9 months only.	Done after the scheduled date						
					2		Requested for 6 or 7 months only.							
					1		Requested for 5 months or below	Not filed MOOE Request						

TO BUILD IN DURING PLANNING										TO BE FILLED DURING EVALUATION					
MFOs	KRAs	Objectives	Timeline	Performance Indicator	SCORING STANDARD				Weight	ACTUAL RESULT				SCORE	
					Rating	Quality	Quantity	Timeliness		Q	Q	T	Ave		
		8. Liquidated cash advances/MOOE without lapses AS scheduled of the following month within the rating period.	October 2020 - July 2021	Liquidated 100% of the CA for 12 months.	5	No correction/rectification on the liquidation documents	Liquidated 100% of the CA for 12 months.	3 days or more before the scheduled day.	3%						
	4					Liquidated 100% of the CA for 10 or 11 months.	1-2 days before the scheduled day								
	3					Liquidated 100% of the CA for 8 or 9 months.	On the scheduled day of liquidation								
	2					Liquidated 100% of the CA for 6 or 7 months.	1-2 days after the scheduled day								
	1					There are corrections on the liquidation documents	Liquidated 100% of the CA for 5 times or months.	3 days or more after scheduled day							
		9. Conducted and presented at least 1 action/basic research within the rating period	October 2020 - July 2021	Conducted and presented at least 1 action/basic research within the rating period	5	Conducted action research	Presented 1 research output.	Submitted action research on or before the deadline	2%						
	4					1 week after the deadline								
	3				Submitted a research proposal		Conducted some parts of the action research up to June 2021								
	2														
	1				Not conducted action/basic research		Not conducted/submitted an action research								
Sub Total								20%							
	1 point	1. Acted as trainer/facilitator in the division/regional/national level													
		2. Sent student/teacher participants in competitions in the national level													
		3. Hosted District/Division/Regional/National Activity (.25 ; .5 ; .75 ; 1 pt)													
		4. SBM Level 3 of practice													
	Sub Total								5%						
	Grand Total								100%						
										Overall total					
										Overall rating for accomplishments					