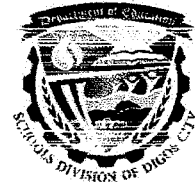




Republic of the Philippines
DEPARTMENT of EDUCATION
REGION XI
Schools Division of Digos City
City of Digos



June 23, 2016

DIVISION MEMORANDUM
NO. 311, s.2016

**REGIONAL QUALITY ASSURANCE MONITORING &
EVALUATION (RQAME) TOOLS FOR HRDD, SDOs' SGOD AND
SCHOOLS GATHERING OF DATA & PROFILING**

To:

Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads (Annexes & Extension Classes)
Department Heads (DiCNHS)
Unit/Section Heads

1. Attached are copies of the Regional Memorandum Number 120 series 2016 from Atty. Alberto T. Escobarte, CESO IV, Regional Director and Template 4- Analysis for Training Intervention for the Newly-Hired Teaching Personnel for the First Ninety (90) Days on the Job (Please use RPMS' IPCRF for Teachers and Teachers with Ancillaries).
2. School Heads shall take charge of the evaluation and rating of the first ninety (90) days of the newly-hired teachers and shall recommend training intervention, if any.
3. The Unit/Section Heads shall take charge of the Template 3-Analysis for Training Intervention for the Newly-Hired Employees' First Ninety (90) Days on the Job for Non-Teaching Personnel (IPCRF/Job Description of SDOs)
4. Results shall be submitted to the HR Focal Persons in the Division Office. The Division HR Focal Person shall consolidate and submit reports to the HRDD Regional Office every 2nd week of the month after each quarter.
5. For your guidance and compliance.

DepEd Schools Division of Digo:

RELEASED
4986
Date: JUN 23 2016 Time: 1:17
By: [Signature]

[Signature]
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

RBD-HRD



Republika ng Pilipinas
KAGAWARAN NG PANGKABUKLARAN
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) www.region11.depEd.gov.ph
Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

June 3, 2016

DepEd Schools Division of Digos



REGIONAL MEMORANDUM

No. Ro s. 2016

Date: JUN 20 2016 Time: 11:56 AM

By: *[Signature]*

Regional Quality Assurance Monitoring and Evaluation (RQAME) Tools for HRDD, SDOs' SGOD and Schools Gathering of Data and Profiling

To: Schools Division Superintendents
Region XI

Attention: HR Focal Persons and School Heads

Attached are the templates for Regional Quality Assurance Monitoring and Evaluation (RQAME) Tools for HRDD XI, SDOs' SGOD and Schools Gathering of Data and Profiling which were derived from the conference dated May 5, 2016, thus:

1. Template 1 –Quality Assurance and Monitoring Template 1
2. Template 2 – Quality Assurance and Monitoring Template 2
3. Template 3 – Analysis for Training Intervention for the Newly Hired Employees' First Ninety (90) Days on the Job for Non-Teaching Personnel (IPCRF/Job Description of SDOs)
4. Template 4 - Analysis for Training Intervention for the Newly Hired teaching personnel First Ninety (90) Days on the Job (Please use RPMS' IPCRF for Teachers and Teachers with Ancillaries)
5. School Heads shall take charge of the evaluation and rating of the first ninety (90) days of the newly hired teachers and shall recommend training intervention, if any.
6. Results shall be consolidated by the HR Focal Persons in the Division Offices and submit the consolidated report to the Regional Office.
7. Ratees who are rated (1) Needs Improvement and (2) Fair are the priority employees to be recommended for appropriate trainings.

Submission of the abovementioned templates to the HRDD, DepEd Region XI will be every 2nd week of the month after each quarter.

For your guidance and compliance.

[Signature]

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

ROHRDD/ROH1/ROH2

To be indicated in the perpetual index under the following headings

Training Workshop

Department of Education
Regional Office XI
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: 7/19/16 Time: 11:56 AM



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XI
SCHOOLS DIVISION OF DIGOS CITY



QUALITY ASSURANCE MONITORING AND EVALUATION

Analysis for Training Intervention for the Newly-Hired Teaching Personnel-First Ninety (90) Days on the Job

SG: 11-Teacher I Rating Scale	Key Responsibility Areas	Terms of Reference	Weight	Outstanding	Very Satisfactory	Satisfactory	Fair	Needs Improvement	Rating	Score
			35%	5	4	3	2	1		
		1. Prepares Daily Lesson Log in subject areas taught and submits them weekly.	20%							
		2. Submits to class observation by School Head/Department Head earning Highly proficient rating.	10%							
	Teaching-Learning Process	3. Maintains and enhances the learning environment through effective implementation of DepED/School Policies/Projects/Programs including celebrations (e.g. clean & green, room structuring, care of school, facilities/equipment, Brigada Eskwela, tree planting, SBM implementation, GAD, etc.	5%							

SG: 11-Teacher I	Key Responsibility Areas	Terms of Reference	Weight	Outstanding	Very Satisfactory	Satisfactory	Fair	Needs Improvement	Rating	Score
	Student's Outcome	1. Achieves the Class MPS of 85% in the quarterly examination in all subject areas taught.	30%							
		2. The pupils/students attain a General Scholastic Average (GSA) of 75% & above for General/Non/Smart Sections; 80% & above for SMART/Pilot/Special Programs; 85% for SPED-GT/SSIES/STEM pupils/students in every grading period.	15%							

SG 11-Teacher I	Key Responsibility Areas	Terms of Reference	Weight	Outstanding	Very Satisfactory	Satisfactory	Fair	Needs Improvement	Rating	Score
			10%	5	4	3	2	1		
	Special Task/Assignment	Performs the assigned tasks with complete documentation, approved action plan, approved matrix of activities/GANNT Chart, Duly Signed Minutes of Meetin, Transaction Journal, Test Materials Constructed with TOS, Accomplishment Reprt for every activity.	10%							
		OVERALL RATING FOR ACCOMPLISHMENTS								

REMARKS: _____

RATEE: _____

RATER: _____

APPROVED BY: _____

DATE: _____

DATE: _____

DATE: _____

Please use RPMS' IPCRF for Teachers and Teachers with Ancillaries

If the employee gets a 1-2 rating, she/he is the priority to undergo training as intervention

Computation Sample: Rating (1-5) x weight per item (score)