



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

April 25, 2018

Division Memorandum
No. 240 s, 2018

**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE BATCHES 1-3
APPLICATION PROJECT VALIDATION PROCESS**

**To: Public Schools District Supervisors
Elem/Sec. School Heads
All other concerned**

1. This office informs the field of the following activities, processes and dates of the School Heads Development Program (SHDP) Foundation Course Application Project Validation Process for batches 1 to 3.

Activity	Timeline
Division Orientation on the Application Project Validation Process	February 14 to 15, 2018
Submission of Application Project for Approval by the PSDS (for implementation)	March – April, 2018
Application Project Implementation	April – September, 2018
Validation Process by District Validating Team (DVT) Note: (no on site validation yet)	October 1 to 17, 2018
Planning Conferences to District, Division, and Regional Teams	May to November, 2018
Submission of Results to Division Office Validating Team (DOVT)	October 18-19, 2018
Division Office Validating Team (DVOT) on site Validation	October 22 to November 23, 2018
Colloquium with the Regional Validation Team (RVT)	November 26-29, 2018
Regional Validation Team (RVT) on site Validation of Top ten Qualifiers	December 3 to 7, 2018
Selection of Top 10 Regional Outstanding School Head	December 10-11, 2018
Completion Ceremony/Awarding	December 15, 2018

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-0186 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-0987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)

25 APR 2018



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2. Attached are the criteria for validating the application project, the rubrics, the SHDP application project validation template, and the expected MOV's.
3. Travelling and other incidental expenses of the Division Office Validating Team (DVOT) shall be charged against NIR HRTD Fund. Relative to the conduct of the validation of the application project is subject to the usual accounting and auditing rules and regulations.
4. Division Office Validating Team (DVOT) shall coordinate with District Validating Team (DVT) for their transportation during the colloquium and onsite validation.
5. A separate memorandum will be issued for the schedule of colloquium per district.
6. For queries, please contact **Dr. Karl T. Credo**, SHDP Coordinator, through cellular phone number 09771710078.


WILFREDA D. BONGALOS, Ph.D. CESO V
OIC, Office of the Schools Division Superintendent

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CRITERIA

EFFECTIVENESS - 45%

(Extent to which the objectives of the AP have been expressed in terms of percentage of accomplishments vs. targets)

Your Date

Your Footer Here

RUBRICS

EFFECTIVENESS – 45%

5	4	3	2	1
<ul style="list-style-type: none"> ✓ 100% accomplishment based on target ✓ The project represents an innovative way(s) of addressing the problem ✓ The project is logically linked to clients' problems and unmet needs and underlying causes 	<ul style="list-style-type: none"> ✓ Four indicators are present ✓ 90-99% accomplishment 	<ul style="list-style-type: none"> ✓ Three indicators are present ✓ 80-89% accomplishment 	<ul style="list-style-type: none"> ✓ Two indicators are present ✓ 70-79% accomplishment 	<ul style="list-style-type: none"> ✓ Mechanisms, reports and evidences are not present

EFFECTIVENESS – 45%

5	4	3	2	1
<ul style="list-style-type: none"> ✓ The project has logical link between the objectives and how project is implemented ✓ The project is directed towards accomplishment of educational outcomes and its collective contribution to the attainment of DepEd VMV 	<ul style="list-style-type: none"> ✓ Four indicators are present ✓ 90-99% accomplishment 	<ul style="list-style-type: none"> ✓ Three indicators are present ✓ 80-89% accomplishment 	<ul style="list-style-type: none"> ✓ Two indicators are present ✓ 70-79% accomplishment 	<ul style="list-style-type: none"> ✓ Mechanisms, reports and evidences are not present

EFFICIENCY OF IMPLEMENTATION -

40%

(Expressed in terms of timeliness and resources – human, money and materials used to attain AP objectives)

EFFICIENCY – 40%

5	4	3	2	1
1. TIMELINESS (20%) Application Project Implementation	Application Project is implemented d 1 month after the target date	Application Project is implemente d 2 months after the target date	Application Project is implemente d 3 months after the target date	Application Project is implemente d 4 months or more after the target date

EFFICIENCY— 40%

	5	4	3	2	1
2. RESOURCES (20%) (Human, Money, & Materials) MONEY & MATERIALS (10%)	✓ Application Project implementation utilized 100% of the budget	✓ Application Project implementation on utilized 95%-99% of the budget	✓ Application Project implementation utilized 90%-94% of the budget	✓ Application Project implementation utilized 85%-89% of the budget	✓ Application Project implementation utilized 84% and below of the budget/overspent

EFFICIENCY-- 40%

5	4	3	2	1
<p>HUMAN (5%) ✓ 100% utilization of human resources</p> <p>PARTNERSHIP/ (5%) LINKAGE ✓ 5 or more partners were involved in the program implementation</p>	<p>✓ 95%-99% utilization of human resources</p> <p>✓ 4 partners were involved in the program implementation</p>	<p>✓ 90%-94% utilization of human resources</p> <p>✓ 3 partners were involved in the program implementation</p>	<p>✓ 85%-89% utilization of human resources</p> <p>✓ 2 partners were involved in the program implementation</p>	<p>✓ 84% & below of the human resources utilized</p> <p>✓ 1 partner was involved in the program implementation</p>

APPLICATION OF LEARNING - 10%
*(Extent to which the project has integrated
learnings from SHDP)*

APPLICATION OF LEARNING (10 %)

5	4	3	2	1
<p>All 7 domains of NCBSH are integrated to the Application Project (AP).</p> <ul style="list-style-type: none"> ➤ School Leadership ➤ Instructional Leadership ➤ Creating a student-centered climate ➤ HR management and professional development ➤ Parents involvement and community linkages 	<p>Only 5-6 domains of NCBSH are integrated to the Application Project.</p>	<p>Only 3-4 domains of NCBSH are integrated to the Application Project.</p>	<p>Only 1-2 domains of NCBSH are integrated to the Application Project.</p>	<p>No domain of NCBSH is integrated to the Application Project.</p>

APPLICATION OF LEARNING (10 %)

5	4	3	2	1
<p>All 7 domains of NCBSH are being integrated to the Application Project (AP).</p>	<p>Only 5-6 domains of NCBSH are being integrated to the Application Project.</p>	<p>Only 3-4 domains of NCBSH are being integrated to the Application Project.</p>	<p>Only 1-2 domains of NCBSH are being integrated to the Application Project.</p>	<p>No domain of NCBSH is being integrated to the Application Project.</p>
<p>✓ School management and Operation</p> <p>✓ Professional and Interpersonal Effectiveness</p>				

APPLICATION OF LEARNING (10%)

5	4	3	2	1
<p>All 7 domains of NCBSH are being integrated to the Application Project (AP).</p>	<p>Only 5-6 domains of NCBSH are being integrated to the Application Project.</p>	<p>Only 3-4 domains of NCBSH are being integrated to the Application Project.</p>	<p>Only 1-2 domains of NCBSH are being integrated to the Application Project.</p>	<p>No domain of NCBSH is being integrated to the Application Project.</p>
<p>✓ School management and Operation</p>				
<p>✓ Professional and Personal Attributes and Interpersonal Effectiveness</p>				

REPLICABILITY - 5%

SHDP APPLICATION PROJECT VALIDATION TEMPLATE

Name of Proponent: _____ District: _____

School: _____ Division: _____

Project Title	Effectiveness (45%)	Efficiency (40%)			Application of Learning (10%)	Replicability (5%)	Total (100%)
		Timeliness (20%)	Resources (15%)	Partnership (5%)			

Validated by: _____

Date of Validation: _____

MEANS OF VERIFICATION (MOV's)

EXPECTED MOV's BUT NOT LIMITED TO:

- | | |
|--|--|
| <ul style="list-style-type: none"> • SIP/AIP/RPMS • School Memo/Letters • Training/Activity Design/AP • MOU/MOA/DDOD • Transparency Board • Minutes of the Meeting • Pictures • Program of Works • Copies of Program • Liquidation Report • NSBI • Teacher's Portfolio • ORVT/PHILIR/EGRA • Nutritional Status • SRYEA/ECCD | <ul style="list-style-type: none"> • School Form • Anecdotal Record • SPPD • NCBTS/TSNA/IPP • Performance Indicators • SBM Level of Practice • NCBSH • OPCRF/IPCRF • Attendance Sheets • Activity Completion Report • Inventory of Supply, Equipment, Books/Property/ICS • Logbook • Certificates • Etc. |
|--|--|