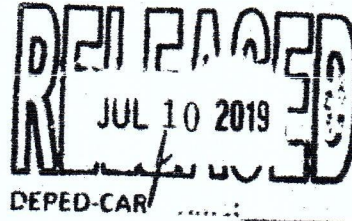
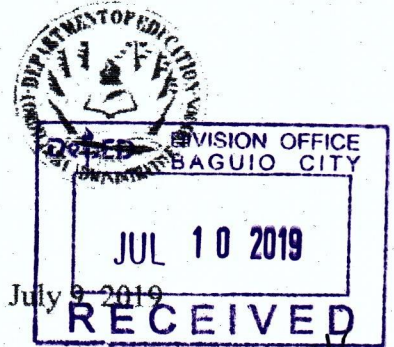




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM  
205-2019

**SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE APPLICATION PROJECT  
MONITORING AND EVALUATION**


**TO: Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned**

1. This has reference to the DepEd Order 192, s. 2016 re: *School Heads Development Program: (SHDP)* and implementation of application project as part of the requirements of the Foundation Course.
2. In line with this, the SDOs are requested to conduct progress monitoring and evaluation of the application projects using the attached criteria in *enclosure 1*.
3. Submitted application projects, completion reports, monitoring and evaluation templates shall be used in appraising the proposed and implemented projects.
4. Application projects of SHDP:FC participants for 2016 that were not yet monitored and evaluated can be included in this year's Monitoring and Evaluation upon the request of the school heads.
5. *Enclosure 2* outlines the completion report to be submitted with the approved application project during the monitoring and evaluation.
6. Summary of the results per division shall be submitted to the Regional Office through the Human Resource Development Division (HRDD) on or before September 2, 2019 and thus, be the basis in the post evaluation and finalization of entries for the Regional Colloquium.
7. The template for the summary of Monitoring and Evaluation results is attached in *enclosure 3*.
8. For information, guidance and compliance.

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

  
FEDERICO P. MARTIN, Ed.D., CESO VI  
Schools Division Superintendent

  
MAY B. ECLAR, PhD, CESO V  
Regional Director

|   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| cost  | resource requirement (labor cost)   |  |  |  | resources  |  |
| Encountered Issues and challenges within the milestone were addressed   | Risk Management plan<br>Accomplishment Report   | Addressed 96-100% of the issues and concerns encountered         | Addressed 75-95% of the issues and concerns encountered          | Addressed 50-74% of the issues and concerns encountered  | Addressed 49% and below of the issues and concerns encountered |  |
| Involvement of school and/or community was observed during the implementation   | Memoranda, Attendance, Minutes of meeting, Communication, Deed of Donation, Pictures, MOA/MOU, Others | Showed school/community partnership with at least 4 or more MOVs | Showed school/community partnership with at least 3 or more MOVs | Showed school/community partnership with at least 2 MOVs | Showed school/community partnership with at least 1 MOV        |  |
| <b>Total Score/20 x 30</b>  |   |  |  |  |  |  |
| <b>Application of Learning (20%) - extent to which the project has integrated learning from the SHDP:FC</b>   |   |  |  |  |  |  |
| The AP has addressed a specific problem in any of the areas of school operations (Curriculum, Core and Support Programs: Instructional Leadership, School Leadership: SBM, SIP, CI, Partnership; Strategic Human Resource Development; and Fiscal Management) | Completion Report   | 96-100% of the AP objectives attained                            | 90-95% of the AP objectives attained                             | 85-89% of the AP objectives attained                     | and below of the AP identified objectives attained             |  |
| The AP has applied target competency/ies improvement identified in the AP implementation paper in realizing the project   | Identified target competency/ies vis-à-vis accomplishment report                                      | Applied all the target competencies identified in the AP         | 1 target competency was not applied                              | 2 target competencies was not applied                    | 3 target competencies was not applied                          |  |
| The AP was utilized in solving Priority Improvement Area (PIA) in the SIP   | AIP/SIP AP completion report  | 96-100% of the PIA addressed                                     | 96-100% of the PIA addressed                                     | 85-89% of the PIA addressed                              | 84% and below of the PIA addressed                             |  |
| The AP has addressed the current situation in the school identified in the AP implementation paper as evidenced by specific, quantifiable, observable details and solutions   | AP completion report  | expected output fully attained                                   | expected output moderately attained                              | expected output fairly attained                          | expected output not attained                                   |  |
| <b>Total Score/16 x 20</b>  |   |  |  |  |  |  |

**Replicability/Sustainability (5%)** – quality of being duplicated or sustained at another location and time or having the potential for replication

|  |   |   |   |   |  |  |
|--|---|---|---|---|--|--|
| The school head has produced an AP with procedures/solutions that can be: <ul style="list-style-type: none"> <li>a. replicated in the other areas of operations of the school</li> <li>b. replicated by other schools in the district/division</li> <li>c. institutionalized as part of the school processes and benefits the school as a whole</li> <li>d. repeated in the future in similar or different situations</li> </ul> | Replication reports<br><br>Completion Report<br><br>Interview | Manifested 4 characteristics                  | Manifested 3 characteristics                  | Manifested 2 characteristics                  | Manifested 1 characteristic                |  |
| The school head has presented the AP in meetings/SLAC/DsLAC as a possible model in addressing similar school concerns  | Replication reports<br><br>Completion Report<br><br>Interview | shared the AP results/milestones to 4 schools | shared the AP results/milestones to 3 schools | shared the AP results/milestones to 2 schools | shared the AP results/milestones to school |  |
| <b>Total Score/8 x 5</b>   |   |   |   |   |  |  |
| <b>Final Rating</b>  |   |   |   |   |  |  |

Monitored and Evaluated by:

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Team Leader

Conforme: \_\_\_\_\_  
Signature Over Printed Name of Proponent

Date: \_\_\_\_\_

Enclosure 2.

### Completion Report Template

Proponent: \_\_\_\_\_ School: \_\_\_\_\_  
District: \_\_\_\_\_ Implementation Period: \_\_\_\_\_

I. Title of Application Project

II. Objectives:

III. Accomplishment vis-à-vis Objectives

| Objectives | Strategies done to meet the objectives | Actual Accomplishments | Date of Accomplishment |
|------------|--|------------------------|------------------------|
|            |  |                        |                        |

IV. Accomplishments vis-à-vis Beneficiaries

| Beneficiary/ies | Baseline | Actual Improvement |
|-----------------|----------|--------------------|
|                 |          |                    |

V. Management of Risks

| Identified Risks in the AP | Action Done | Effect of Action Done |
|----------------------------|-------------|-----------------------|
|                            |             |                       |

VI. Reflection:

Be guided by the following questions:

1. How do you intend to sustain the gains of the project?
2. How will you institutionalize the project in the school process?
3. Have you presented this project and its gains to stakeholders? How?
4. If you were to do another project, would you do the same? If no, why and how will you do it differently?

VII. Report on Resources used:

| Items                           | Planned Budget | Actual Cost |
|---------------------------------|----------------|-------------|
| A. Human Resources              |                |             |
| B. Material/Financial Resources |                |             |
|                                 | Total          | Total       |

VIII. Attachments (Memo), Attendance, Minutes of Meetings, Communications/letters, Deed of Donations, MOA/MOU, Pictorials, SIP/AIP photocopy of PAPs.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Proponent

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
SDS

