



January 25, 2016

DIVISION MEMORANDUM

No. 26 s. 2016

**CONDUCT OF ONSITE ACTUAL PERFORMANCE VALIDATION OF CANDIDATES
FOR DESIGNATION TO TEACHER-IN-CHARGE (TIC) AND PROMOTION AND
RECLASSIFICATION OF SCHOOL HEADS**

To: Assistant Schools Division Superintendents
Chief, SGOD/CID
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to RA 9155 or Governance Act of Basic Education that selection, promotion, reclassification and designation of school heads shall be based on merit and performance, the Schools Division Office (SDO) shall implement the conduct of Onsite Actual Performance Validation of Candidates for designation to Teacher-In-Charge (TIC) and promotion and reclassification of school heads.
2. The objectives of this undertaking are:
 - a. Corroborate the actual performance of personnel applying for designation as Teacher-In-Charge and promotion and reclassification of school heads;
 - b. Assess the potentials of personnel to be designated/promoted/reclassified to School Heads based on verification of authentic and onsite implementation and discharge of actual duties, responsibilities, functions and performance of his/her present position;
 - c. Verify the major outputs of the personnel to be promoted/reclassified based on his/her individual Key Result Areas (KRAs) as indicated in the Results-based Performance Management System (RPMS); and
 - d. Find out solutions to improve the performance of the school heads for promotion for future positions.
3. The following National Competency-Based Standards for School Heads (NCBSSH) and KRAs based on RPMS shall be assessed and need to pass by an applicant:
 - a. School Leadership
 - b. Instructional Supervision
 - c. Creating a Student-Centered Learning Environment
 - d. Human Resource Management and Development
 - e. Parents Involvement and Community Partnership
 - f. School Management and Operations
 - g. Personal and Professional Attributes and Interpersonal Effectiveness
4. The following are the stages of Validation:
 - a. **Short Listing.** After any ranking process for School Heads, the ASDS as Chair of the Personnel Selection Board (PSB) shall indorse to the SDS a short list of personnel for validation.

b. Verification. Conduct of on-site actual assessment of performance using the prescribed tool based on RPMS and NCBSH by a Division Team. In case, an applicant is assessed as conditional in the validation process, he/she has to comply the competency/ies identified as area for improvement/s during the prescribed period of completion.

c. Recommendation. After careful analysis of results of the Validation process, the Chair of the PSB shall recommend to the SDS the short-listed personnel who passed the Validation for final review and evaluation.

d. Approval. The SDS shall then select from recommended personnel who passed the Validation process, the most qualified applicant/s for possible appointment.

5. The following is the composition of the SDO Actual Performance Validation Team in the Elementary:

	Name	Areas to be Assessed	Weight
Chair:	ERICSON S. SABACAN	School Leadership	15%
Vice-Chair:	LUIS M. CALISON		
DIVISION TEAM			
<u>Integrated Members</u>			
ELVIE GAMBOA	JAYNE M. GARCIA	Instructional Supervision	20%
BENIGNO DIOZON	ORLANDO C. DE LEON	Learning Environment	20%
AGNES REYES	LULU B. DIAMANTE	HRMD	10%
BERNABE P. GAYA	CEASAR C. LOPEZ	Parents Involvement and Community Partnership	10%
GERTRUDES BUAN	ELIZABETH GALINDO	School Management and Operations	15%
<u>Provisionary Member:</u>			
PSDS of the Applicant	(To be determined by the PSB)	Personal and Professional Attributes and Interpersonal Effectiveness	10%
Total			100%

6. The members for Secondary shall be announced in a separate Memorandum.

7. For your information, guidance and compliance.



RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

Reference: DepED Records Management Manual

To be included in the Perpetual Index
under the following subjects:
PERFORMANCE EVALUATION
PROMOTIONS
SELECTIONS
VALIDATION



ESS_Memo_Performance_Validation
ASDS_002_01_25_2016