



DEP-ED-NUEVA ECIIJA
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DIVISION MEMORANDUM
No. 49 s. 2016

RECORDS SECTION

**CONDUCT OF ONSITE ACTUAL PERFORMANCE VALIDATION OF CANDIDATES
FOR PROMOTION AND RECLASSIFICATION OF SCHOOL HEADS**

To: Assistant Schools Division Superintendents
Chief, SGOD/CID
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 Officer-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 NCBSSH 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 Secondary:

Name	Areas to be Assessed	Weight
Chair: ERICSON S. SABACAN	School Leadership	15%
Vice-Chair: LUIS M. CALISON		
DIVISION TEAM		
<u>Integrated Members</u>		
CELIA T. INDUCIL	JAYNE M. GARCIA	Instructional Supervision 20%
ROWENA B. CAOILE	ORLANDO C. DE LEON	Learning Environment 20%
CELERINA DE GUZMAN	LULU B. DIAMANTE	HRMD 10%
APOLONIO T. DUMAYA	CEASAR C. LOPEZ	Parents Involvement and Community Partnership 10%
SEGUNDA B. MAYES	ELIZABETH GALINDO	School Management and Operations 15%
<u>Provisionary Member:</u> (To be determined by the PSB)	Personal and Professional Attributes and Interpersonal Effectiveness	10%
	Total	100%

7. For your information, guidance and compliance.

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

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



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