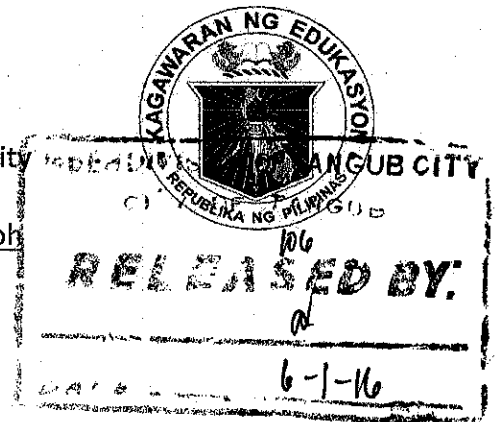




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
AnecitoSiete St., Mantic, Tangub City
Telefax: (088) 395-3372
Email: tangub.city@deped.gov.ph



DIVISION MEMORANDUM
NO. 102 s. 2016

TO : CID and SGOD Personnel
Coordinating Principals
Public Elementary and Secondary School Heads
Class Adviser
This Division

FROM : **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: SEARCH FOR STAR CLASSROOM AND ADMINISTRATOR'S OFFICE
AND BRIGADA ESKWELA IMPLEMENTATION

DATE : May 31, 2016

1. As part of the Division's initiative to prepare the schools for the opening of classes come June, 2016, this Division schedules the Evaluation of Administrators Office, School Ground classrooms and extent of Brigada Eskwela Implementation in all schools starting June 6 to June 9, 2016.
2. The activity aims to:
 - Provide avenue for School Heads and teachers to exhibit their best performance last school year (2015-2016) and their readiness for the coming school year.
 - Recognize the concerted effort of school's stakeholders with the leadership of the School Head who have made sacrifices/initiatives in constructing maintaining and improving projects that helped to sustain the cleanliness and orderliness of their school
 - Offer opportunity/ies for other School Heads/teachers to emulate the best practices of performing School Heads/teachers
3. Attached are the Rubrics for Evaluation and list of Evaluators
4. Each school head/teacher shall receive an Award corresponding to the points it derived from the evaluation.
5. Wide dissemination of this Memorandum is desired.

TEAM EVALUATORS

District to Evaluate

Team A			Central
Yolim	Danilo	S	
Mendoza	Winnie	T	Central
Team B			
Regidor	Myrna	T	Central
Canete	Wilfredo	L	
Team C			Central
Penonal	Lorna	C	
Rosalijos	Joselito	B	Central
Team D			
Jakosalem	Jomah Lee	U	Central
Epong	Leonardo Jr	T	
Team E			North
Huertas	Rommel	E	
Comison	Evelyn	M	North
Team F			
Bagaboyboy	Virginia	S	North
Lompayao	Ronald	L	
Team G			North
Jubay	Carmelita	A	
Antonio	Alden	M	North
Team H			
Amen	Margissa	T	North
Senarillos	Ronnie	E	
Team I			South
Duhaylungsod	Roger	F	
Tapao	Ninepie	M	South
Team J			
Mandawe	Gina	L	South
Monsubre	Cherynito	N	
Team K			South
Mosquera	Porferio	A	
Morales	Rhame	T	South
Team L			
Capuyan	Gloria	L	South
Macalisang	Christopher	C	
Team M			Southwest
Roxas	Rene Boy	G	
Neri	Dorothy	P	Southwest
Team N			
Decina	Relita	P	Southwest
Hinog	Randy	Y	
Team O			Southwest
Arsenal	Mario Esteban	C	
Tenebro	Joey	V	Southwest
Team P			
Carpio	Loromer	T	Southwest
Pangasian	Reynald	J	

RESERVED: To augment Central district evaluators

Tigol	Segundolito Jr.	N
Gomez	Nadura	M
Galvez	Marilou	S

DepEd TANGUB CITY

RUBRICS FOR EVALUATING THE ADMINISTRATOR'S OFFICE and SCHOOL GROUND

Rating

I- ADMINISTRATORS OFFICE		1	2	3	Rating
A. Framed School Data/Performance(Bulletin Board)					
1	NAT Result (2012-2013, '13-'14, '14-'15)	Incomplete , disorganized or inoperative data were in a temporary frame	Complete , operative but disorderly data were in a permanent frame	Complete ,operative and well-organized data were in a permanent frame	
2	Enrolment/year level(2013-2014, '14-'15, '15-'16)				
3	Organizational Chart(DepEd Officials,School Officials,				
4	SGC,PTA Officials,Profile of Teachers)				
5	Rights of a Child, School & classroom Policies				
6	HRPTA Proposed Projects				
7	Inventory of School Properties				
8	K to 12 BEC Updates & Guidelines				
9	Performance Indicators(2015-2016)				
B. Boards , Furnitures, Cabinets , Facilities ,logbook & frames					
1	Whereabout board (2 ft x 3 ft) in a strategic area	Fairly made and not displayed strategically	Properly made but not displayed strategically	Properly made and strategically displayed	
2	Transparency Board/Sheet in a strategic area	Outdated and less organized	Updated and organized	Updated, organized and strategically displayed	
3	Sala set, table & Chair	Needs major repair or replacement	Needs minor repair	Well-polished and maintained	
4	Philippine Flag with pole and stand	Substandard flag in a substandard pole & stand	Standard flag in a substandard pole or stand	Standard flag in a standard pole & stand	
5	Conference Table(at least good for 10 pax)	Substandard, but neat & clean	Standard,clean & appealing	Standard,clean & very appealing	
6	Funtional Filing Cabinet	Made of low quality material and disorganized	Made of high quality material and quite organized	Made of high quality material and very organized	
7	Drinking Facilities(glasses,water containers etc.)	inadequate, insanitary or kept in an unsecured area	adequate but insanitary or kept in an unsecured area	adequate, sanitary and kept in a very secured area	
8	Comfort Room, and Lavoratory	soiled or needs major repair	clean but needs minor repair	hygienic & luxurious	
9	Visitors logbook (2015-2016)	has 20 or less recorded visitors	has 21 to 30 recorded visitors	has 30 and above recorded visitors	
10	Logbook/record of attendance of Brigada Eskwela volunteers	Appears sullied with 100-300 volunteers	Neat and clean with 301-500 volunteers	Very neat,clean,presentable with 500 or more volunteers	
11	Record of Resources generated during BE	Generated Php 5,000-10,000	Generated Php 10,001-20,000	Generated Php 20,001 and above	
12	Framed or laminated (1.5ft x 2 ft)				
	12.1 Panunumpa sa Kawani ng Gobyerno	Presence of at least 2(well-framed) items	Presence of 3(well-framed) items	Presence of 4(well-framed) items	
	12.2 DepEd Vision and Mission				
	12.3 Portrait of the Philippine President				
	12.4 Portrait of DepEd Secretary				
13	Industrial Tools(e.g. garden tools,shop tools)	inadequate, poorly maintained and or unserviceable	adequate but poorly maintained	adequate, well- maintained and highly serviceable	
14	Water Supply and Facilities	Insufficient, temporary installed or unsafe	Sufficient but temporary installed or quite unsafe	Sufficient, permanently installed and very safe	
15	School Clinic	Incomplete Record of health status of students/pupiuls, limited medical supplies, and or non establishment of projects and herbal garden	Establishment of projects and herbal garden but incomplete Record of health status of students/pupils and limited medical supplies	Establishment of projects and herbal garden complete Record of health status and sufficient medical supplies	
C. Clenliness and Orderliness					
	2 trashcans>window curtains and 5 potted plants	Incomplete orPresence of 2 unsatisfactory items	Complete with 1 unsatisfactory item	Complete and all items are presentable	
	Doors, windows,Walls and ceiling(inside & outside)	Needs major repair	Needs minor repair	Well-painted and well-maintained	
II- SCHOOL GROUND					
	Waste Managemet(Functional compost heap/pit)	Substantial volume of waste are visible	Minimal volume of waste are visible	Absence of visible waste in the school ground	
	Landscaping (planted with flowering/ornamental plants)	Minimal and unattractive	Well-landscape with minimal plants	Extraordinarily landscaped full of full grown plants	
	Vegetable Gardens (fruit bearing, root crops,climbing plants)	Absence of or incomplete fence with few crops/plants	Complete fence with substantial crops/plants	Complete fence with diverse crops/plants	

Legend:
 40-48 - one star
 49-57 - two star
 58 & above three star

Rater: _____
 Signature over printed name

Total _____

Ratee: _____
 Signature over printed name

SEARCH FOR STAR CLASSROOM RUBRICS

		0	1	2	3	4	Rating
1. At the door		none	Present but non compliant to standard				
Teacher's Nameplate with recent ID picture							
Class Program							
Nameplate of Year & Section							
2. Near the door							
Attendance Chart(Actual Enrolment)							
Rack for DepEd Forms							
3. Infront of the Classroom							
Framed chalkboard with ledge,curtains and proper height for the children							
4. Above the chalkboard							
Framed portrait/copy of:							
4.1 Philippine president (Center)							
4.2 National Anthem (Lower right of President's portrait)							
4.3 Panunumpa sa Watawat(lower left of President's portrait)							
4.4 Motto of the month(right of National Anthem copy)							
4.5 Letters of the Alphabet(Elementary only)							
5. Facilities, Furnitures , Modules and Ornament							
5.1. Instructional Bulletin Board by learning area with readable & updated data							
5.2 Reading Corner/Mini Library with reading materials, mats/carpet,shelves/cabinet							
5.3 Personality/Health Corner with washing/ drinking facilities and personal hygiene facilities							
5.4 Framed,updated bulletin on class BEIS such as							
5.4a (Module A)Profile of Students							
5.4b (Module B)Organizational Chart of HRPTA Officers, Class/SSG/SPG Officers							
5.4c (Module C)Information on K to 12 Curriculum							
5.4d (Module D) Rights of Child,School/Class Policies							
5.4e(Module E)Inventory of Classroom Property/ies							
5.4f (Module F)HRPTA Proposed Projects							
5.4g (Module G)Community Involvement							
5.4h (Module H) Proficiency level per subject area							
5.5 Desk/Arm chairs with LRN and name of pupil/student							
5.6Trashcans (at least 2) with stand							
5.7 Divan/Broom Box with usable brooms & coco husks							
5.8 Window curtains and valance							
5.9 Healthy potted plants (at least 3 but not to exceed 5)							
6. Neatness/Cleanliness and Orderliness							
6.1 Window panes and frames							
6.2 Floor (inside and out)							
6.3 Ceilings and walls							
6.4 Electrical wirings/devices							
7. (Plus Factor) Presence of Teacher's Emergency Kit and Health and Hygiene Kit per DepEd Memo 35, s,2016(Annex C, Enclosure #1)							
(e.g. whistle, flashlight with batteries,boots,raincoats/umbrella emergency hotline list,evacuation guide, bottled water,soap,toiletries)							

Legend:

- 30-40 1 Star
- 40-50 2 Star
- 50-60 3 Star

Rater:

Signature above printed name

Total _____

Ratee:

Signature above printed name

School: _____

Kits' Menu

School Provision	Minimum contents
a. Emergency Kits/bags for Students	<ul style="list-style-type: none"> ✓ Whistle ✓ Tips/handy reference
b. Learner's Kit	<ul style="list-style-type: none"> ✓ Notebook (50 leaves) ✓ Pad Paper ✓ Pencil ✓ Ballpen ✓ Crayon ✓ Ruler ✓ Small Scissors ✓ Pencil Sharpener ✓ Paste ✓ Bag
c. Emergency Kit for School	<ul style="list-style-type: none"> ✓ First Aid Kit ✓ Contact numbers for emergencies ✓ Stretcher ✓ Flashlights/batteries ✓ Radio/batteries ✓ Bell/warning device ✓ Whistle ✓ Transistor Radio ✓ Electrical Tape ✓ Rope
d. First Aid Kit	<ul style="list-style-type: none"> ✓ Burn Ointment ✓ Betadine ✓ Band-Aid ✓ Bandage ✓ Gauze ✓ Plaster Tape ✓ Alcohol ✓ Agua oxynada ✓ Bottled water ✓ Gloves ✓ Cotton
e. Teacher's Kit	<ul style="list-style-type: none"> ✓ Manila paper ✓ Bond paper long (cactus) ✓ Pair of Scissors ✓ Cartolina ✓ Pilot pen (black and red) ✓ Pentel pen (black and blue) ✓ Bag ✓ Ruler (12 inches) ✓ Pencil Sharpener ✓ Lesson plan notebook ✓ Class record



Republic of the Philippines
 Department of Education
 Region X
 DIVISION OF TANGUB CITY
 Anecito Siete St., Mantic, Tangub City
 Telefax: (088) 395-3372
 Email: tangub.city@deped.gov.ph



Name of School: _____
 Date Conducted: _____

Teacher: _____

RATING SHEETS FOR THE SEARCH FOR SCHOOL CLINIC

CRITERIA	1 Star	Rating	2 Stars	Rating	3 Stars	Rating
1. Structuring & Functionality						
a. Clinic building	Within a classroom. With limited requirements met		Room within a building. Complied sufficient requirements ventilated and well-lighted		Separate building with toilet and water supply. Complied the 2 stars and requirements with properly ventilated.	
b. Toilet & water supply						
c. accessible to the school children						
d. well-lighted & properly ventilated						
2. Recording						
a. Nutritional Status	Complied the standard requirement		Complied and properly leveled and well-organized		Systematic safe-keeping and complying the 2 stars requirements	
b. Feeding						
c. Deworming						
d. Immunization						
e. Treatment Record						
3. Equipments/Furnitures						
a. office/ writing table with chair	Presence of furniture/ facilities		Presentable & complying the standard requirements		Complied the standard requirement with proper arrangement, glass covers, flower & vase. With clinic linens.	
b. medicine cabinet/ treatment cabinet						
c. dressing cart/tray						
d. weighing scale						
e. Snellen's chart						
f. examining table/bed with clinic linens (bed sheet, pillow, pillow cases, mattress, bath towels, hand /face towels						
g. Bulletin Board with health advisory and other health updates						
4. Supplies						
a. medicines/ other medical supplies	With limited requirements met		Complied sufficient requirements clean, functional and well organized		Complied the 2 stars and requirements with proper arrangement	
b. washing facilities						
c. drinking water container and drinking glass						
d. waste can with cover for solid and liquid waste	1 waste can, Labeled complied the needed requirement		Complying the requirements, clean & with enough capacity for waste		Presentable, usable complying 2 stars requirements	
5. Projects Initiated						
a. School Feeding Program, other projects	Complied the standard requirement		Complied with sufficient evidences, clear picture/print and level properly		Complied with complete evidences, varied clear pictures and properly leveled	
6. Herbal Garden						
a. located near the clinic/presence of herbal garden	Presence of 1-5 recommended medicinal plant & complied the standard requirements		Presence of 6-10 recommended medicinal plants		Complied more than 10 medicinal plants requirements, well cared plants	
b. presence of 10 more than recommended medicinal plants						
7. Neatness/Cleanliness and orderliness of clinic (inside and outside)						
*Flexible arrangement of chairs & other furniture	Meet 2 requirements		Standard requirements are met, painted w/ good color combination & w/ attractive curtains.		Complied 2 stars requirements plus factor inside & outside cleanliness	
*Painted walls and ceiling						
*Properly repaired/maintained windows with curtains						
*Floor area is properly maintained						
*Potted medicinal plants may be provided inside the clinic for aesthetic and medical uses at least 3	Presence of 1 potted medicinal plant & complied the standard requirements		Presence of 3 potted medicinal plants		Complied more than 3 potted healthy plants/well cared plants placed in presentable pots	

Legend:

- School Level - 1 Star
- Dist. Level - 2 Stars
- Div. Level - 3 Stars
- Div. Level - 3 + Stars

 Evaluator (Name & Signature)

SEARCH FOR BEST E-CLASSROOM

Criteria	1 Star	2 Stars	3 Stars
1. Physical Layout	Standards requirements met (with electrical installation, cleanliness and orderliness maintained)	Clean work surfaces, arrangement of PC's are organized, other ICT equipment such as printers are properly placed	Over-all Physical Layout is well organized, other ICT equipment are properly arranged, well-managed placement of outlets, wirings, cables, and cleanliness/orderliness sustained
- Structuring of the E-Classroom			
- Electrical System			
- PC Arrangements			
- Cleanliness and orderliness			
2. Amenities	Sufficient lighting and ventilation	Proper lighting, fully functional electric fans	Very well ventilated (presence of aircondition unit and well-lighted)
- Air condition units/electric fans			
- Proper Lighting			
3. Safety	Presence of E-classroom policy	E-classroom is secured with prescribe window grills	Framed E-classroom policy, windows and doors with grills with secure lock, circuit breakers in place and functional
- E-classroom policy			
- Windows and doors with grills			
- Circuit Breaker in place			
4. Functionality/Utilization	E-classroom schedule is posted	E-classroom schedule is posted with logbook to determine E-classroom users	E-classroom schedule is posted with logbook to determine E-classroom users and Narrative report on conducted trainings/seminars
- No. of students, teachers and other stakeholders who utilize the e-classroom			
5. ICT Integration	Application of ICT in one (1) subject area with lesson logs	Application of ICT in three (3) subject areas with lesson logs	Application of ICT in all subject areas using advanced multimedia techniques with lesson logs and with e-copy
- Subject area application			
6. Maintenance	Host PC/s and virtual desktops are in good working condition	Host PC/s, virtual desktops, and other ICT equipment such as projector are in good working condition with maintenance schedule	Host PC/s, virtual desktops, and other ICT equipment such as projector are in good working condition with maintenance schedule. Complete back-up installers and e-copy of lessons properly secured in a box/cabinet/shelves with proper label
- Properly maintained computers and other equipment			
- Back-up installers and E-copy of lessons properly secured			