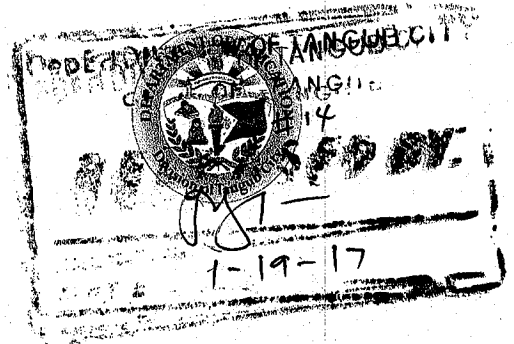




Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF TANGUB CITY  
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**DIVISION MEMORANDUM**

No. 13, s. 2017

**TO :** Curriculum and Implementation Division  
School Governance and Operations Division  
Coordinating Principals  
Principals and Head Teachers  
Elementary & Junior High and Senior High School  
This Division

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

**SUBJECT: SEARCH FOR STAR ADMINISTRATOR'S OFFICE AND SCHOOL GROUND  
WITH GULYAN SA PAARALAN**

**Date:** January 19, 2017

1. In order to strengthen the Division's Initiative on star awards, this Division announces the schedules of the Search for Star Administrator's Office and Ground with Gulayan sa Paaralan on the following dates:
  - February 14 -17, 2017 – District level
    - Central District - February 14, 2017
    - North District - February 15, 2017
    - South District - February 16, 2017
    - Southwest District – February 17, 2017
  - March 1 -3, 2017 – Division level
2. The first five (5) best Star Administrators Office and Ground in the district level search for elementary will be an entry for Division level search. For secondary school administrator's office will be evaluated during the division level search.
3. There will be one team of evaluators for all districts and rounds as listed below:
  - Chairman: Mr. Wilfredo L. Canete
  - Co-Chair: Mr. Mario Esteban C. Arsenal
  - Members: Mr. Rene Boy G. Roxas
  - Mr. Joselito B. Rosalijos
  - Engr. Amenodin U. Hadji Amer
4. Attached is the criteria for star administrator's office evaluation.
5. Immediate and wide dissemination of this memorandum is hereby desired.

**RUBRICS FOR EVALUATING THE ADMINISTRATOR'S OFFICE and SCHOOL GROUND W/ GULAYAN**

I- ADMINISTRATORS OFFICE		1	2	3	Score
<b>A. Framed School Data/Performance(Bulletin Board)</b>					
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	3
	Enrolment/year level(2014-15, '15-'16, '16-'17)				
	Organizational Chart(DepEd Officials, School Officials, SGC, PTA Officials, Profile of Teachers)				
	Rights of a Child, School & classroom Policies				
	HRPTA Proposed Projects				
	Inventory of School Properties				
	K to 12 BEC Updates & Guidelines				
	Performance Indicators( 2015-2016)				
<b>B. Boards , Furnitures, Cabinets , Facilities ,logbook &amp; frames</b>					
2	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	3
3	Transparency Board/Sheet in a strategic area	Outdated and less organized	Updated and organized	Updated, organized and strategically displayed	3
4	Sala set, table & Chair	Needs major repair & replacement	Needs minor repair	Well-polished and maintained	3
5	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	3
6	Conference Table( at least good for 10 pax)	Substandard, but neat & clean	Standard, clean & appealing	Standard, clean & very appealing	3
7	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	3
8	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	3
9	Comfort Room, and Lavoratory	soiled or needs major repair	clean but needs minor repair	hygienic & luxurious	3
10	Visitors logbook (2016-2017)	has 20 or less recorded visitors	has 21 to 30 recorded visitors	has 30 and above recorded visitors	3
11	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	3
12	Record of Resources generated during BE	Generated Php 5,000-10,000	Generated Php 10,001-20,000	Generated Php 20,001 and above	3
13	Framed or laminated (1.5ft x 2 ft)	Presence of at least 2(well-framed) items	Presence of 3(well-framed) items	Presence of 4(well-framed) items	3
	21.1 Panunumpa sa Kawani ng Gobyerno				
	21.2 DepEd Vision and Mission				
	21.3 Portrait of the Philippine President				
21.4 Portrait of DepEd Secretary					
14	Industrial Tools (e.g. garden tools, shop tools)	Inadequate, poorly maintain and or unserviceable	adequate but poorly maintained	adequate, well-maintained and highly serviceable	3
15	Water Supply and facilities	Insufficient, temporary installed or unsafe	Sufficient but temporary installed or quite unsafe	Sufficient, permanently installed and safe	3
16	School Clinic	Incomplete record of health status of students/pupils, 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	3
<b>C. Cleanliness and Orderliness</b>					
17	2 Trashcans, window curtains and 5 potted plants	Incomplete or Presence of 2 unsatisfactory items	Complete with 1 unsatisfactory item	Complete and all items are presentable	3
18	Doors, windows, Walls and ceiling( inside & outside)	Needs major repair	Needs minor repair	Well-painted and well-maintained	3
<b>II- SCHOOL GROUND</b>					
19	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	3
20	Landscaping ( planted with flowering/ornamental plants)	Minimal and unattractive	Well-landscape with minimal plants	Extraordinarily landscaped full of full grown plants	3
21	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	3

Total No. of item: 21 x 3 = 63

Total score : 63

**Legend:**  
 40 - 47 = one star  
 48 - 55 = two star  
 56 - 63 = three star  
 (interval = 8)

Ratee: \_\_\_\_\_  
 Signature over printed name

Rater: \_\_\_\_\_  
 Signature over printed name