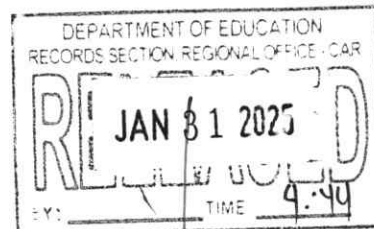




Republic of the Philippines
Department of Education
Cordillera Administrative Region



31 JAN 2025

REGIONAL MEMORANDUM

No. 078.2025

**FINALIZATION OF SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
FOUNDATION COURSE APPLICATION PROJECTS**

To: Assistant Regional Director
All Schools Division Superintendents
All Others Concerned

1. In relation to the completion of the Schools Heads Development Program for Batches 1, 2 and 3, this Office requests the designated Public Schools District Supervisors (PSDSs) to submit the final ratings of the SHDP Application Projects within their respective districts using the attached evaluation form.

2. SHDP Participants from all batches are required to complete their accomplishment reports following the provided template, accessible via given link or QR code. Participants must download the Word File and have these signed by authorized signatories, and once approved, compile the reports into a single **PDF file**. The file should follow the naming convention: **SDO_Complete Name** (e.g., *Abra_JuanDelaCruz.pdf*). Completed reports must be uploaded to the designated SDO folder using the same link. Only **complete, graded, and duly signed Application Project (AP) Completion Reports** will be considered for inclusion in the **roster of completers** and issued a **Certificate of Completion**.

<p>https://tinyurl.com/2024SHDPCompletion</p>	
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3. PSDSs are to make sure that the APs are evaluated objectively especially on the impact of the projects to the overall school performance. Supervisors may discuss the evaluation criteria to establish a common understanding and objective assessment of the submitted projects.

4. The Revalida for Batch 3 participants will be scheduled separately and communicated through a separate memorandum.

5. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or



through the email address car.neapr@deped.gov.ph or Dexter Andres via 09493656360.

6. Immediate dissemination of and strict compliance with this memorandum is directed.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV / Regional Director 

/HRDD/RCA/DexAn- Finalization of School Heads Development Program (SHDP) Foundation Course Application Projects
January 31, 2025

078.2025

Enclosure A to RM No. _____: Finalization of School Heads Development Program (SHDP) Foundation Course Application Projects

2024 SHDP: Foundation Course Application Project Evaluation Tool

Name: _____ Title of Application Project: _____
School: _____ Date: _____
Position/Designation: _____ Grade: _____

This instrument is designed to provide an objective scheme of rating the participants of the School Heads Development Program: Foundation Course based on the Application Project which serves as the final requirement of the three-module course. The Application Project requires the participant to identify a specific area of school operations that require improvement and that will deliver the best impact on school measures in three (3) to six (6) months. In this project, the school head is expected to apply learned competencies in improving the school. Participants who are not holding a school head position and are non-school-based may adopt a school for AP implementation.

NEAP-III shall evaluate the Application Projects with the support of Schools Division Offices (SDOs) with these criteria:

- A. Effectiveness - 45%**
(extent to which objectives of the APs have been attained expressed in terms of percentages of accomplishments versus targets)
- B. Efficiency of Implementation - 40%**
(expressed in terms of timeliness and resources which include human, time and money used to attain the AP Objectives)
- C. Application of Learning - 10%**
(extent to which the project has integrated learning from the SHDP: Foundation Course)
- D. Replicability - 5%**
(quality or state of being duplicated at another location and time)
- Total: 100%**

Direction: Please rate each criterion by checking the column which describes the extent to which each item is practiced or applied based on the Application Project presented. Use the following scale:

1	rarely evident	3	most of the time evident
2	sometimes evident	4	consistently evident

Consider the following for the individual rating:

- 4- if all the given indicators were consistently evident showing all or 100% of the number of Means of Verifications required (MOVs)
- 3- if only the given indicators were most of the time evident but not all the time showing at least 99%- 84% of the number of MOVs required
- 2- if only the given indicators were sometimes evident showing at least 83%- 70% of the number of MOVs required
- 1- if only the given indicators were rarely evident showing at least 69%- 55% below of the number of MOVs required

Note: The Monitoring and Evaluation Team shall identify the required Means of Verification (MOVs) before conducting the activity.

Below are the specific indicators per criterion. A sample computation of rating for Effectiveness is provided as a guide.

Effectiveness (45%)	Indicators The Application Project describes and shows that the School Head has...	4	3	2	1
		set quantifiable and observable indicators as objectives			
met the objectives as evidenced by the accomplishments					
enhanced the competencies of the beneficiaries as seen from the results					
contributed in improving Participation Rate (PR) and Achievement Rate (AR) and in reducing Dropout Rate (DR)					
Enhanced the effective delivery of educational services					
Total Score					
Rating (TS/20x .45x100%)					

Efficiency of Implementation (40%)	Indicators The Application Project describes and shows that the School Head has...	4	3	2	1
		achieved the target milestones by the end of 30 days and every 30 days after			
applied cost-saving measures in using material resources without sacrificing the quality of the outputs					
utilized the required human resources (labor) in accomplishing the project with minimal cost					
coordinated with the concerned head of office for funding requirement					
managed the identified risks that might affect the implementation of the project					
Total Score					
Rating (TS/20x .40x100%)					

Note: For Application Projects that do not require funding requirement, please write NA (Not Applicable). Hence, this item should not be included in the computation of the score in this area.

Application of Learning (10%)	Indicators The Application Project describes and shows that the School Head has...	4	3	2	1
		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)			
	applied the Target Competency/ies Improvement identified in the AP Implementation Paper in realizing the project				
	utilized the Application Project in solving a Priority Improvement Area (PIA) in the School Improvement Plan (SIP)				
	addressed the Current Situation in the school identified in the AP Implementation Paper as evidenced by specific, quantifiable and observable details and solutions				
	contributed in the over-all performance of the school in which the project is situated as shown by baseline data and actual accomplishments				
Total Score					
Rating (TS/20x .10x100%)					

Replicability (5%)	Indicators The School Head has...	4	3	2	1
		produced an Application Project with procedures/solutions that can be replicated in the other areas of operations of the school			
	produced an Application Project with procedures/solutions that can be replicated by other schools				
	produced an Application Project with procedures/solutions that can be repeated in the future in similar or different situations				
	presented the Application Project in meetings/seminars as a possible model in addressing similar school concerns				
	shared the results/milestones of the Application Project with other school heads for replication through activities such as school benchmarking, social media posting, and other means of communication				
Total Score					
Rating (TS/20x .5x100%)					

COMPUTATION OF APPLICATION PROJECT

EVALUATION CRITERIA	RATING PER CRITERIA
Effectiveness (45%)	
Efficiency of Implementation (40%)	
Application of Learning (10%)	
Replicability (5%)	
GRADE	

Note: A participant has to get at least a grade of 85% to pass.

Name and Signature of Assessor: _____

Date of Assessment: _____