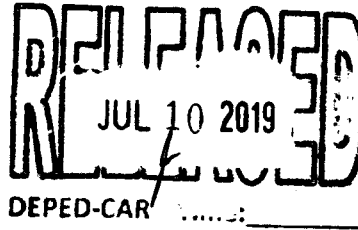




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet




July 9, 2019

REGIONAL MEMORANDUM
205-2019

**SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE APPLICATION PROJECT
MONITORING AND EVALUATION**

**TO: Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned**

1. This has reference to the DepEd Order 192, s. 2016 re: ***School Heads Development Program: (SHDP)*** and implementation of application project as part of the requirements of the Foundation Course.
2. In line with this, the SDOs are requested to conduct progress monitoring and evaluation of the application projects using the attached criteria in ***enclosure 1***.
3. Submitted application projects, completion reports, monitoring and evaluation templates shall be used in appraising the proposed and implemented projects.
4. Application projects of SHDP:FC participants for 2016 that were not yet monitored and evaluated can be included in this year's Monitoring and Evaluation upon the request of the school heads.
5. ***Enclosure 2*** outlines the completion report to be submitted with the approved application project during the monitoring and evaluation.
6. Summary of the results per division shall be submitted to the Regional Office through the Human Resource Development Division (HRDD) on or before September 20, 2019 and thus, be the basis in the post evaluation and finalization of entries for the Regional Colloquium.
7. The template for the summary of Monitoring and Evaluation results is attached in ***enclosure 3***.
8. For information, guidance and compliance.


MAY B. ECLAR, PhD, CESO V
Regional Director

Enclosure 1.

**2019 SHDP: Foundation Course Application Project
Monitoring and Evaluation Tool**

Name: _____ Position/Designation _____

School: _____ District: _____

Title of Project: _____ Project

Time Frame: _____ Project Completed: _____

Effectiveness (45%) – Extent to which the objectives of the Application project have been attained expressed in terms of accomplishment versus targets

Objectives	Means of Verification	4	3	2	1	Score
The AP is set in quantifiable and observable indicators as objectives	List of objectives in the AP	96-100% objectives are quantifiable and observable	90-95% objectives are quantifiable and observable	85-89% objectives are quantifiable and observable	84% and below objectives are quantifiable and observable	
The AP met the objectives as evidenced by accomplishments	List of accomplishments vis-à-vis milestone objectives	96-100% accomplished	90-95% Accomplished	85-89% Accomplished	84% and below accomplished	
The AP improved the competencies of beneficiaries as seen from the results	Approved Application Project Results of AP Implementation	96-100% of the targeted beneficiaries improved	90-95% of the targeted beneficiaries improved	85-89% of the targeted beneficiaries improved	84 and below of the targeted beneficiaries improved	
The AP has contributed to the effective delivery of Education Services	Photocopy of PAPS in the SIP/AIP	96-100% PAPS delivered	90-95% PAPS delivered	85-89% PAPS delivered	84 and below PAPS delivered	
Total Score/16 x 45						

Efficiency of Implementation (30%) expressed in terms of timeliness and resources which include human, time and money used to attain the AP objectives

The AP has achieved the target milestones .	Timeliness of milestones, Date of accomplishment	Achieved within the target date	Achieved after 1 month of the target date	Achieved 2 months after the target date	Achieved 3 months after the target date	
The AP has applied cost-saving measures in using material resources without sacrificing the quality of the outputs	Budget Proposal and Financial Report/Liquidation of the AP	Maximized exact specified budget	Went beyond the budget by 1-4%	Went beyond the budget by 5-8%	Went beyond the budget by 9-12%	
The AP has utilized the required human resources (labor) in accomplishing the project with minimal	Proposed and actual expenditures of the AP as to human	Utilized 96-100% of the identified human resources	Utilized 75-95% of the identified human resources	Utilized 50-74% of the identified human resources	Utilized 49% and below of the identified human	

cost	resource requirement (labor cost)				resources	
Encountered Issues and challenges within the milestone were addressed	Risk Management plan Accomplishment Report	Addressed 96-100% of the issues and concerns encountered	Addressed 75-95% of the issues and concerns encountered	Addressed 50-74% of the issues and concerns encountered	Addressed 49% and below of the issues and concerns encountered	
Involvement of school and/or community was observed during the implementation	Memoranda, Attendance, Minutes of meeting, Communication, Deed of Donation, Pictures, MOA/MOU, Others	Showed school/community partnership with at least 4 or more MOVs	Showed school/community partnership with at least 3 or more MOVs	Showed school/community partnership with at least 2 MOVs	Showed school/community partnership with at least 1 MOV	
Total Score/20 x 30						
Application of Learning (20%) - extent to which the project has integrated learning form the SHDP:FC						
The AP has 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)	Completion Report	96-100% of the AP objectives attained	90-95% of the AP objectives attained	85-89% of the AP objectives attained	and below of the AP identified objectives attained	
The AP has applied target competency/ies improvement identified in the AP implementation paper in realizing the project	Identified target competency/ies vis-à-vis accomplishment report	Applied all the target competencies identified in the AP	1 target competency was not applied	2 target competencies was not applied	3 target competencies was not applied	
The AP was utilized in solving Priority Improvement Area (PIA) in the SIP	AIP/SIP AP completion report	96-100% of the PIA addressed	96-100% of the PIA addressed	85-89% of the PIA addressed	84% and below of the PIA addressed	
The AP has addressed the current situation in the school identified in the AP implementation paper as evidenced by specific, quantifiable, observable details and solutions	AP completion report	expected output fully attained	expected output moderately attained	expected output fairly attained	expected output not attained	
Total Score/16 x 20						

Replicability/Sustainability (5%) – quality of being duplicated or sustained at another location and time or having the potential for replication						
The school head has produced an AP with procedures/solutions that can be: a. replicated in the other areas of operations of the school b. replicated by other schools in the district/division c. institutionalized as part of the school processes and benefits the school as a whole d. repeated in the future in similar or different situations	Replication reports Completion Report Interview	Manifested 4 characteristics	Manifested 3 characteristics	Manifested 2 characteristics	Manifested 1 characteristic	
The school head has presented the AP in meetings/SLAC/DsLAC as a possible model in addressing similar school concerns	Replication reports Completion Report Interview	shared the AP results/milestones to 4 schools	shared the AP results/milestones to 3 schools	shared the AP results/milestones to 2 schools	shared the AP results/milestones to school	
Total Score/8 x 5						
Final Rating						

Monitored and Evaluated by:

_____ Member

_____ Member

_____ Member

_____ Member

_____ Team Leader

Conforme: _____
Signature Over Printed Name of Proponent

Date: _____

Enclosure 2.

Completion Report Template

Proponent: _____ School: _____
District: _____ Implementation Period: _____

I. Title of Application Project

II. Objectives:

III. Accomplishment vis-à-vis Objectives

Objectives	Strategies done to meet the objectives	Actual Accomplishments	Date of Accomplishment

IV. Accomplishments vis-à-vis Beneficiaries

Beneficiary/ies	Baseline	Actual Improvement

V. Management of Risks

Identified Risks in the AP	Action Done	Effect of Action Done

VI. Reflection:

Be guided by the following questions:

1. How do you intend to sustain the gains of the project?
2. How will you institutionalize the project in the school process?
3. Have you presented this project and its gains to stakeholders? How?
4. If you were to do another project, would you do the same? If no, why and how will you do it differently?

VII. Report on Resources used:

Items	Planned Budget	Actual Cost
A. Human Resources		
B. Material/Financial Resources		
	Total	Total

VIII. Attachments (Memo), Attendance, Minutes of Meetings, Communications/letters, Deed of Donations, MOA/MOU, Pictorials, SIP/AIP photocopy of PAPs.

Prepared by: _____ Date: _____
Proponent

Accepted: _____ Date: _____
SDS

Results of SHDP:FC Application Projects Monitoring and Evaluation

Division: _____

Name	Position	School & District	Title of Project	Date Monitored	Facilitating Factors	Hindering Factors	TA Provided	Final Rating	Remark

Prepared by: _____

Reviewed by: _____

CID Chief _____

SGOD Chief _____

Noted: _____

SDS _____