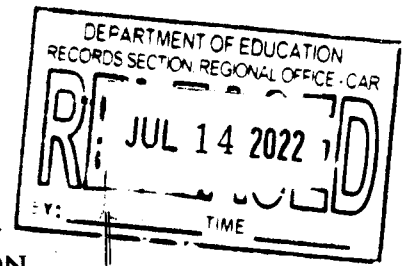




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



01 July 2022

REGIONAL MEMORANDUM

No. 344-2022

**CONTEXTUALIZED POLICY ON THE REPOSITORY OF SCHOOL-BASED
MANAGEMENT (SBM) BEST PRACTICES IN DEPED-CAR**

To: Assistant Regional Director
Schools Division Superintendents
Regional and Division Field Technical Assistance Teams
All Divisions
All others concerned

1. The Department of Education-Cordillera Administrative Region (DepEd-CAR) Regional Office issues this contextualized policy on the repository of best practices which aims to gather SBM best practices of schools, district offices and division offices.
2. This shall provide processes and concrete mechanisms on gathering and sharing best practices in the region.
3. This policy shall take effect immediately upon approval and shall continue to be in force unless repealed, amended, or rescinded.
4. Immediate dissemination of this Memorandum is desired.


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

FTAD/EET/rmmf



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DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

CONTEXTUALIZED POLICY ON REPOSITORY OF SCHOOL-BASED MANAGEMENT (SBM) BEST PRACTICES IN DEPED-CAR

I. RATIONALE

The E-Governance Act of 2020 declared the policy of the state to recognize the vital role of communication and information in nation building and the necessity of harnessing the power of information and communications technology in pursuit of national development and progress. The state hereby adopts a policy to create, foster, and sustain a digitally empowered and integrated government that provides responsive and transparent online citizen-centered services for a globally competitive Filipino nation. Relative to this Act, the Field Technical Assistance Division (FTAD) is operationalizing the establishment of best practices data management system across functional divisions. Hence, the policy on the repository of best practices in the region was developed.

The implementation of School-based Management (SBM) can generate good practices worthy of emulation. These best practices can be developed from its four principles, and it is suggested that good and successful practices be sustained and disseminated to other schools and other districts (Nurkolis, 2017).

This policy shall provide processes and mechanisms on the repository of best practices. It will institutionalize and provide guidelines in collecting, reviewing, storing, and sharing. The repository will function as a digital storage and will be made available and accessible to all DepEd personnel for ready sharing and benchmarking. Further, it will be the official portal for accessing best practices which can be contextualized and be applied to offices and schools.

Project Objectives:

- a. to create a repository of best practices for ready access and benchmarking purposes by schools in the region;
- b. to provide performing schools with appropriate online platform to share their best practices; and,
- c. to encourage sharing of best practices in the implementation of SBM in DepEd-CAR.

II. SCOPE

This implementing guidelines of DepEd-CAR on the repository of best practices shall cover the processes embodied hereto and shall apply to all public schools in the region.

III. DEFINITION OF TERMS

- a. **Leadership and Governance** refers to the dimension of SBM that describes how a network of leadership and governance guides the education system to achieve its shared vision, mission, and goals making them responsive and relevant to the context of diverse environments. This principle mandates that the school shall be managed through a shared leadership and governance. Shared leadership encompasses active participation of both internal and external stakeholders in the management of the school.

- b. **Curriculum and Instruction** refers to the curriculum and learning focus on the collaborative development of learning systems. The curriculum is contextualized to the learner's context and aspirations to make it more meaningful and applicable to life in the community. This principle requires that the contextualization of learning systems shall be attended by representatives of relevant internal and external stakeholders of the school. The learning system is regularly and collaboratively monitored by the relevant monitoring team to ensure its continuous improvement.
- c. **Accountability and Continuous Improvement** accounts for a clear, transparent, inclusive, and responsive accountability system. An accountability system is the set of policies and practices that is used to measure and hold schools responsible for raising learners' achievement for all learners, and to prompt and support improvement where necessary. This system shall be collaboratively developed by community stakeholders, which monitors expected and actual performance.
- d. **Management of Resources** is a dimension of SBM that describes how school resources are collectively and judiciously mobilized and managed with transparency effectiveness and efficiency. Regular resource inventory is collaboratively undertaken by learning managers, learning facilitators, and community stakeholders as basis for resource allocation and mobilization. There is also regular dialog for planning and resources programming that is accessible and inclusive to continuously engage stakeholders and support the implementation of community education plans.
- e. **Innovative practices** refer to the wide range of individual activities, policies, and programmatic approaches to achieve positive changes in learners' attitude and academic behavior and in organizational systems that contribute directly or indirectly to such positive changes.
- f. **Best Practices** are innovative practices which through continued implementation proves to be effective in continuously improving organizational systems.
- g. **Promising** are practices with measurable results and report successful outcomes. The positive outcomes are short term only or applicable only during specific period or situation. It is on its first year of implementation.
- h. **Validating** are practices with measurable results and report successful outcomes. The positive outcome or applicability has a potential for replication annually. These practices are on its second year of implementation.
- i. **Exemplary** are practices with measurable results and reports successful outcomes. The positive outcome or applicability is multi year and is self-renewing. The practice has passed through intensive validation. Its implementation is client friendly and is proven to be efficient relative to resources. These practices are on its 3 or more consecutive years of implementation.

- j. **Areas of Best Practice** are the areas in the SBM implementation where best and innovative practices are generated or observed.

IV. POLICY STATEMENT

All matters pertaining to the collection, review, storage, and sharing of best practices shall be coordinated with the Regional Office – Field Technical Assistance Division (FTAD) and shall also be coordinated with other functional divisions relative to the implementation of this policy.

V. PROCEDURES

- a. Guidelines on the collection, review, storage, and sharing of best practices are found in the following enclosures:

Enclosure 1: Repository of Best Practices Workflow

Enclosure 2: Executive Summary Template

Enclosure 3: Assessment Result Summary

Enclosure 4: Endorsement

Enclosure 5: Guidelines for the Regional Search for Best Practices

- b. The following documentary requirements, in hard copies, shall be completed and be duly signed prior to submission for review:

1. Executive Summary;
2. Assessment Result;
3. Endorsement Letter; and,
4. Audio-Video presentation.

- c. The executive summary shall be in a concise paragraph (maximum of 500 words) which includes the following contents in this order: Objectives, Methodology, Results/Output, and Impact. It shall conform with the following document format:

1. File Format: PDF
2. Size of paper: A4
3. Spacing: Single-spaced
4. Font Style: Bookman Old Style
5. Font Size: 11
6. Margins: 1" all sides
7. Header and Footer: Official School/Division Header and

- d. Video submission shall follow the following format to ensure quality audio-video presentation:

1. Must have at least HD 720p (1280X 720 pixels).
2. Must be saved in MP4 format.
3. Must have an introduction not exceeding 10 seconds.
4. Must have clear narration (no background noise; recording of narration must be made in a silent space/area).
5. Must consider transition timing and readability of texts/captions.
6. Must not exceed 5 minutes.
7. Must not use any copyrighted music.

8. Must not use text to speech voice feature.
 9. Must avoid long blocks of text.
 10. Must avoid flashy transitions (fade in, fade out transition is recommended)
 11. May use overlays, green screens, sound and video fix, storytelling, vlogging and other elements and techniques for effective presentation.
- Tip:** For easier preparation, first draft a script, record narration then set/layout relevant images and video clips accordingly.
- e. Review of the submitted documents and audio-video presentation encompasses screening, validating, and critiquing based on the criteria stipulated herein.
 - f. The best practices shall be categorized according to SBM principles (Leadership and Governance; Curriculum and Instruction; Accountability and Continuous Improvement; Management of Resources; Technical Assistance for SDO's, etc.) and shall be rated as promising, validating, and exemplary based on the criteria stipulated in Regional Memorandum 148, s. 2020, "*Guidelines for the Regional search for Best practices*".
 - g. Only scanned copies of **executive summaries** of all best practices under each area of SBM principles rated as **exemplary** shall be submitted with an audio-video presentation to the Field Technical Assistance Division (FTAD). Further, the assessment result summary shall also be submitted. Refer to Enclosure 2. Proposal/Write-up and implementation report with pictures shall be lodge to the school monitoring and management evaluation unit of the Schools Division Offices. Best practices adjudged as promising, and validating can be added to the division repository upon the approval of the division technical working group.
 - h. Digital repository of the best practices shall be made available on the regional database system, FTAD Management Information System. It shall be maintained by the FTAD in coordination with ICT unit.
 - i. All stored and archived best practices shall be available and accessible to all DepEd-CAR teaching and non-teaching personnel for reference and benchmarking to gain insights in improving SBM level of practice. Schools may fully adopt an appropriate best practice or may modify/contextualize according to their respective needs.
 - j. All best practices found in the repository shall not be copied by any individual for the purpose of crafting separate documents and submit as their own. These shall be protected by copyright laws and acknowledgement shall be credited to the respective original developers.
 - k. Categories
 - Level of Office*
 1. Elementary
 2. Junior High School
 3. Senior High School
 4. Alternative Learning System
 5. District Offices

6. Schools Division Offices

Area of Best Practice

1. Leadership and Governance
2. Curriculum and Instruction
3. Accountability & Continuous Improvement
4. Management of Resources
5. Technical Assistance (short-term TA; long-term TA)
6. Others

Years of Implementation

1. Promising (1 year)
2. Validating (2 years)
3. Exemplary (3 years)

1. A certificate of recognition shall be given to the proponent/s whose project is uploaded in the system.

VI. MONITORING AND EVALUATION

The regional and division offices shall form a committee to monitor and assess the documents submitted by each district. Guidelines for the regional best practices stipulated in Regional Memorandum 148, s. 2020 shall be used as the assessment tool.

The regional office committee shall be composed of personnel from the FTAD, ICT unit and Quality Assurance Division (QAD) for monitoring and Evaluation while the schools division office committee shall be composed of personnel from the School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID), the district committee shall also be composed and to be chaired by public schools district supervisor.

VII. EFFECTIVITY

This policy shall take effect immediately upon approval.

VII. REFERENCES:

Republic Act No.10533, *“Implementing Rules and Regulations of the Enhanced Basic Education Act of 2013.”* Retrieved May 6, 2022, from official.gazette.gov.ph

Republic Act 9155, *“Governance of Basic Education Act of 2001.”* Retrieved May 6, 2022, from official.gazette.gov.ph

DepEd Order 83, s.2012, *“Implementing Guidelines on The Revised School-Based Management (SBM) Framework, Assessment Process and Tool (Apat).”* Retrieved May 6, 2022 from www.deped.gov.ph.

Regional Memorandum 148, s. 2020, *“Guidelines for the Regional Search for Best Practices”*. Retrieved May 6, 2022 from www.depedcar.ph

Republic Act No. 11032, *“An Act Promoting EASE of Doing Business and Efficient Government Services Delivery Act of 2018”*. Retrieved May 6, 2022, from [official Gazette.gov.ph](http://official.Gazette.gov.ph)

REPOSITORY OF BEST PRACTICES WORKFLOW

Responsible Person/unit	Activity	When
Proponent	Proponent/Schools to submit best practice complete set of documents to the district.	1 st Week of August
District TWG Chairperson: PSDS Members: EPS and School Head	Conduct of District Assessment	2 nd week of August
PSDS	Submission of District Best practice to the Division	3 rd week of August
Division TWG Chairperson: SGOD and CID Chiefs Members: SMME-SBM Focal, PSDS, EPS	Conduct of Division Assessment	1 st week of September
SDO-SMME and Division ICT Unit/Section	Endorse and submit the executive summary and audio-video presentation to FTAD for review	2 nd week of September
RO SBM Task Force and Regional ICTU	Review and evaluate the executive Summary and Video Audio Presentation	Last week of September
FTAD Chief	Endorse the reviewed and evaluated documents for the Regional Directors Approval	1 st week of October
FTAD and Regional ICTU	Upload the approved documents in the FTAD-Management Information System (F-MIS)	2 nd week of October

Enclosure 2 of RM No. _____

EXECUTIVE SUMMARY TEMPLATE

Title of Best Practice: _____
Area of Best Practice: _____
Category: _____
No. of Implementing Years: _____
Proponent: _____
School: _____
Schools Division Office: _____

Best Practice Executive Summary

Enclosure 3 of RM No. _____

ASSESSMENT RESULT

Title of Best Practice: _____
Area of Best Practice: _____
Category: _____
No. of Implementing Years: _____
Proponent: _____
School: _____
Schools Division Office: _____

Component	Exemplary	Score	Remarks
1.Rationale/Background	5		
2.Objectives	5		
3.Methodology	5		
4.M&E MOVs	5		
5.Progress Report	5		
6.Advocacy MOVs	5		
7.Impact	60		
8.Accountability & Continuous Improvement	10		
Total	100		

Validated by:

Endorsed by:

Chief Education Supervisor
SGOD/CID

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent

Enclosure 4 of RM No. _____

TRANSMITTAL LETTER

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

Through: **ETHIELYN E. TAQUED**
Chief Education Supervisor
Field Technical Assistance Division

Madam:

Greetings!

After careful validation and quality assessment of the exemplary best practices submitted, the committee hereby attest that document submitted have met the set criteria. Relative to this, we endorse that said best practices be recommended for reviewing and uploading in the Field Technical Assistance Division-Management Information System (F-MIS).

Attached are the executive summaries and validation sheets for your perusal.

Title of the best practice	Proponent	Validating Team

Very truly yours,

Schools Division Superintendent

Reference: RM No.148, s. 2020, "Guidelines for the Regional Search for Best Practices."

ASSESSMENT TOOL FOR BEST PRACTICE

This assessment tool contains the tabulated components/ elements, indicators for success, and criteria for the selection of best practices. The practices are categorized into three: the Promising, Validating, and the Exemplary. These three categories of practices differ from each other in terms of the period of implementation.

The promising practice is that which has been implemented for a year and has observable effects on a certain performance while the validating practice has been implemented for two consecutive years and is verifying the observed effects during the first year of implementation. The exemplary practice has been implemented for three years or more and has confirmed its effects on improving performance.

Each component is given a percentage weight and indicators for success (Standards) while under each category are the criteria for the attainment of the identified indicators. The impact is given the most percentage weight since it measures the effectivity improvement in performance:

Component	Promising	Validating	Exemplary
1.Rationale/Background	10	5	5
2.Objectives	5	5	5
3.Methodology	10	5	5
4.M&E MOVs	5	5	5
5.Progress Report	5	5	5
6.Advocacy MOVs	5	5	5
7.Impact	40	60	60
8.Accountability & Continuous Improvement	20	10	10

Format of the Terminal Report for Submission to the Search for Best Practices

1. Title- it should be brief, simple, concise, and should not exceed 20 words including articles. It can also be catchy or ignite the interest of the reader, has relevance to the practice, and it could be indigenized or localized.
2. Rationale/Background - it should reflect the mandate of DepEd Order # 83, s. 2012 and present the actual need based on the situational analysis conducted supported by facts or data.
3. Objectives- it should be SMART: Specific and clear, Measurable, Attainable, Result-oriented, and Time-bound.
4. Methodology- it contains the necessary information necessary for the implementation of the practice like: Materials needed in the implementation of the practice, the procedure, or the step-by-step activities to be done in the implementation of the practice including M&E of immediate superior, how to measure the effectivity of the practice or how to determine the impact of the practice. It also includes the timetable for the practice implementation until the terminal reporting.
5. Monitoring and Evaluation- it contains the MOVs of the M&E activities conducted by immediate superior relative to the implementation of the practice like observation report and other means of doing the monitoring.
6. Progress Report- it contains the periodical report on the accomplishment of each activity provided in the methodology properly analyzed with emphasis on probable effect which could be qualitative or quantitative duly signed by immediate superior.
7. Advocacy- Modes of Verification on Advocacies conducted which can be pictorials, tarpaulin, Minutes of advocacy meetings and attendance, and others

8. Impact: -the impact of the implementation of the practice is measured in terms of the three out of four components of the school-based management (SBM) which are the following
 - a. Leadership and Governance
 - b. Curriculum and Instruction
 - c. Management of Resources
 - d. Accountability and Continuous Improvement
9. Accountability and Continuous Improvement
 - a. This contains a detailed report on the accomplishment of all identified activities/tasks in response to the objectives of the practice implementation and its result on processes for improvement gearing towards total quality management.

Note: Supporting documents should be packaged properly

CRITERIA FOR THE ASSESSMENT OF BEST PRACTICES

Components and Indicators	Promising (one year)	Validating (two years)	Exemplary (three years & more)
1. Rationale/ Background	Rationale/ Background (10%)	Rationale/ Background (5%)	Rationale/ Background (5%)
a) Reflects – SBM (DO 83, s. 2012)	Reflects school-based management as stipulated in DO # 83, S. 2012	Reflects school-based management as stipulated in DO # 83, S. 2012	Reflects school-based management as stipulated in DO # 83, S. 2012
b) Reflects the actual needs (identification of gaps/situational analysis)	Reflects the actual needs (identification of gaps/ situational analysis)	Reflects the actual needs (identification of gaps/ situational analysis)	Reflects the actual needs (identification of gaps/ situational analysis)
c) Based on facts (data based for the last 3 years)	Based on facts (Current data) within the first year of implementation of practice	Based on facts (Data based for the last 2 years)	Based on facts (Data based for the last 3 years)
2. Objectives (5%)			
The objectives should be Specific, measurable, attainable, results-oriented, and time-bound	The objectives should be specific, measurable, attainable, results-oriented, and time-bound	The objectives should be specific, measurable, attainable, results-oriented, and time-bound	The objectives should be specific, measurable, attainable, results-oriented, and time-bound
3. Methodology	Methodology (10%)	Methodology (5%)	Methodology (5%)
a. Processes and procedures are properly aligned with the objectives	4 - Four indicators have been met within the first year of implementation of the practice	4 - Four indicators have been met within each year for the last two consecutive years of implementation of the practice	4 - Four indicators have been met within each year for the last three or more consecutive years of implementation of the practice
b. Responsiveness to the problem/ identified needs	3-Three indicators have been met within the first year	3-Three indicators have been met within each year for the last	3-Three indicators have been met within each year for

or Effective in addressing needs	of implementation of the practice	two consecutive years of implementation of the practice	the last three or more consecutive years of implementation of the practice
c. Efficient or Cost-effective	2-Two indicators have been met within the first year of implementation of the practice	2-Two indicators have been met within each year for the last two consecutive years of implementation of the practice	2-Two indicators have been met within each year for the last three or more consecutive years of implementation of the practice
d. Implemented as planned	1-One indicator have been met within the first year of implementation of the practice	1-One indicator have been met within each year for the last two consecutive years of implementation of the practice	1-One indicator have been met within each year for the last three or more consecutive years of implementation of the practice
4. Mode of Verification (MOVs) for Monitoring and Evaluation conducted by Immediate Superior (5%)			
a) Duly signed schedule monitoring and evaluation activities conducted by immediate superior relative to the implementation of practice b) Reports from immediate superior on monitoring and evaluation relative to the implementation of best practice duly signed c) Pictorials during the conduct of monitoring and evaluation	Presence of the modes of verification within the first year of implementation	Presence of the modes of verification within two years of implementation	Presence of the modes of verification within the three years or more of implementation
5. Progress Report (5%)			
a) Done as planned (according to the Methodology) b) Contains basic information i.e., Actual Accomplishment, gaps, lessons learned, and recommendations	4 - All the three indicators are reflected in the periodical progress report within the first year of implementation of the practice	4 - All the three indicators are reflected in the periodical progress report within each year of the last two years of implementation of practice	4 - All the three indicators are reflected in the periodical progress report within each year of the last three years of implementation of the practice

c) Authenticity (pictorials of data)	<p>3 - Two indicators are reflected in the periodical progress report within the first year of implementation of the practice</p> <p>2 - One indicator is reflected in the periodical progress report within the first year of implementation of the practice</p> <p>1 - No progress report was prepared but the practice has been implemented</p>	<p>3 - Two indicators are reflected in the periodical progress report within each year of the last two years of implementation of practice</p> <p>2 - One indicator is reflected in the periodical progress report within each year of the last two years of implementation of practice</p> <p>1 - All the three indicators are reflected in the periodical progress report within ONE year only of the last two years of implementation of practice</p>	<p>3 - Two indicators are reflected in the periodical progress report within each year of the last three years if the implementation of the practice</p> <p>2 - One indicator is reflected in the periodical progress report within each year of the last three years of implementation of the practice</p> <p>1 - All the three indicators are reflected in the periodical progress reports within TWO YEARS only of the last three years of implementation of practice</p>
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6. Modes of Verification of Advocacies conducted (5%)

<p>a) Presence of Advocacy Plan b) Report on the implementation of the Advocacy plan c) Attendance of participants during the conduct of advocacy (if meetings are conducted) d) Pictorials per advocacy conducted found in the plan (Tarpaulin/ Posters/ meetings/ etc.</p>	<p>4 - Presence of the four MOVs within the first year of implementation of the practice</p> <p>3 - Presence of the three MOVs within the first year of implementation of the practice</p> <p>2 - Presence of the two MOVs within the first year of implementation of the practice</p> <p>1 - Presence of the one MOV within the first year of implementation of the practice</p>	<p>4 - Presence of the four MOVs within each year of the two years of the implementation of the practice</p> <p>3 - Presence of the three MOVs within each year of the two years of implementation of the practice</p> <p>2 - Presence of the two MOVs within each year of the two years of implementation of the practice</p> <p>1 - Presence of the one MOV within each year of the two years of implementation of the practice</p>	<p>4 - Presence of the four MOVs within each year of the three years of the implementation of the practice</p> <p>3 - Presence of the three MOVs within each year of the three years of implementation of the practice</p> <p>2 - Presence of the two MOVs within each year of the three years of implementation of the practice</p> <p>1 - Presence of the one MOV within each year of the three years of implementation of the practice</p>
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7. Impact: 60%

The practice: • is aligned with	Leadership and Governance (30%)	Leadership and Governance (10%)	Leadership and Governance (10%)
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<p>the Annual Improvement Plan (AIP)</p> <ul style="list-style-type: none"> involved internal and external stakeholders with their significant roles in the implementation of the practice resulted in improvement and has exceeded the target 	<p>4 - all indicators were met within the first year of implementation of the practice</p> <p>3 - 2 indicators were met within the first year of implementation of the practice</p> <p>2 - 1 indicator was met within the first year of the implementation of the practice</p> <p>1 - No indicators were met yet within the first year of implementation of the practice</p>	<p>4 - all indicators were met within the last two consecutive years of implementation of the practice</p> <p>3 - Two indicators were met within the last two consecutive years of implementation of the practice</p> <p>2 - One indicator was met within the last two consecutive years of implementation of the practice</p> <p>1 - all indicators were met for ONE year only</p>	<p>4 - all indicators were met within the last three or more consecutive years of implementation of the practice</p> <p>3 - All indicators were met within two years of the last three years or more consecutive years of implementation of the practice</p> <p>2 - All indicators were met in one year of the last three years or more consecutive years of implementation of the practice</p> <p>1 - Two indicators were met within the last three or more consecutive years of implementation of the practice</p>
<p>a. SCHOOL MPS (8%) Increased in School MPS based from preceding school year data</p>	<p>Beginning of the practice.</p> <p>No impact yet in terms of the performance indicators (PIs).</p> <p>The PIs during the first year of implementation shall be the baseline for the second year of practice implementation</p>	<p>4 - increased by 4 from baseline MPS</p> <p>3 - increased by 3 from baseline MPS</p> <p>2 - increased by 2 from baseline MPS</p> <p>1 - increased by 1 from baseline MPS</p>	<p>4 - increased by 4 from baseline MPS</p> <p>3 - increased by 3 from baseline MPS</p> <p>2 - increased by 2 from baseline MPS</p> <p>1 - increased by 1 from baseline MPS</p>
<p>b. PROMOTION (8%) Increased Promotion Rate based from preceding school year data</p>	<p>Beginning of the practice.</p> <p>No impact yet in terms of the performance indicators (PIs).</p> <p>The PIs during the first year of implementation shall be the baseline</p>	<p>4 - increased by 8 or more from baseline</p> <p>3 - increased by 6 from baseline</p> <p>2 - increased by 4 from baseline</p> <p>1 - increased by 2 from baseline</p>	<p>4 - increased by 8 or more from baseline</p> <p>3 - increased by 6 from baseline</p> <p>2 - increased by 4 from baseline</p> <p>1 - increased by 2 from baseline</p>

	for the second year of practice implementation		
c. FAILURE RATE (8%) Decreased Failure Rate based from preceding school year data	Beginning of the practice. No impact yet in terms of the performance indicators (PIs). The PIs during the first year of implementation shall be the baseline for the second year of practice implementation	4 - decreased by 4 and or more from baseline 3 - decreased by 3 from baseline 2 - decreased by 2 from baseline 1 - decreased by 2 from baseline	4 - decreased by 4 and or more from baseline 3 - decreased by 3 from baseline 2 - decreased by 2 from baseline 1 - decreased by 2 from baseline
d. COHORT RATE (8%) Increased Cohort Survival rate based on preceding school year data	Beginning of the practice. No impact yet in terms of the performance indicators (PIs). The PIs during the first year of implementation shall be the baseline for the second year of practice implementation	4 - increased by 8 or more from baseline 3 - increased by 6 from baseline 2 - increased by 4 from baseline 1 - increased by 2 from baseline	4 - increased by 8 or more from baseline 3 - increased by 6 from baseline 2 - increased by 4 from baseline 1 - increased by 2 from baseline
e. DROP-OUT RATE (8%) Decreased drop-out rate based from preceding school year data	Beginning of the practice. No impact yet in terms of the performance indicators (PIs). The PIs during the first year of implementation shall be the baseline for the second year of practice implementation	4 - decreased by 2 and or more from baseline 3 - decreased by 1.5 from baseline 2 - decreased by 1 from baseline 1 - decreased by 0.5 from baseline	4 - decreased by 4 and or more from baseline 3 - decreased by 3 from baseline 2 - decreased by 2 from baseline 1 - decreased by 0.5 from baseline
Improved Performance in the Management of Resources in terms of: Partnership/linkages (10%) Indicators: -Networking	4 - Has accomplished all the five indicators within the first year of best practice 3 - Has accomplished at least four indicators within the first year	4 - Has accomplished all the five indicators within two consecutive years of best practice 3 - Has accomplished at least four indicators within two consecutive years of	4 -Has accomplished all the five indicators within two consecutive years of best practice 3 - Has accomplished at least four indicators within three or more

<p>generated resources</p> <p>-Liquidation and accomplishment report was disseminated to sponsors</p> <p>-Fund utilization was captured in the transparency board</p> <p>-Acknowledging letter sent to donors</p> <p>-Presence of MOU/MOA/Deed of Donation</p>	<p>of best practice</p> <p>2 - Has accomplished at least three indicators within the first year of best practice</p> <p>1 - Has accomplished at least two indicators within the first year of best practice</p>	<p>best practice</p> <p>2 - Has accomplished at least three indicators within two consecutive years of the best practice</p> <p>1 - Has accomplished at least two indicators within the two consecutive years of the best practice</p>	<p>consecutive years of best practice</p> <p>2 - Has accomplished at least three indicators within three or more consecutive years of the best practice</p> <p>1 - Has accomplished at least two indicators within the three or more consecutive years of the best practice</p>
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8. Accountability and Continuous Improvement

<p><i>Accountability and Continuous Improvement in terms of:</i></p> <p>1. M&E report M&E reports indicate that all identified objectives, tasks, or activities in the methodology/ procedure were accomplished resulting to the improvement of a process</p>	<p>M&E report (10%)</p>	<p>M&E report (5%)</p>	<p>M&E report (5%)</p>
	<p>4 - M&E reports within the first year indicate that all identified objectives, tasks, or activities in the methodology were accomplished which has a potential effect in improving a process</p>	<p>4 - M&E reports within the last two years indicate that all identified objectives, tasks, or activities in the methodology were accomplished strengthening the effectiveness of practice in improving a process</p>	<p>4 - M&E reports within the last three or more years indicate that all identified objectives, tasks, or activities in the methodology were accomplished resulting to the effectiveness of practice in improving a process</p>
	<p>3 - M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for one objective/task/ activity but has a potential effect on improving a process</p>	<p>3 - M&E reports within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for one objective/task/ activity but still strengthen the effectiveness of practice in improving a process</p>	<p>3 - M&E reports within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for one objective/task/ activity but still resulting in the effectiveness of practice in improving a process</p>
	<p>2 - M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/</p>	<p>2 - M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/</p>	<p>2 - M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/</p>

	<p>activities but has a potential effect on improving a process</p> <p>1- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities</p>	<p>activities</p> <p>1- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities</p>	<p>activities</p> <p>1- M&E report within the first year indicates that all identified objectives, tasks, or activities in the methodology were accomplished except for two objectives/tasks/activities</p>
<p><i>Accountability and Continuous Improvement in terms of:</i></p> <p>2. Process Flow</p> <p>At least one process improves, with approved process flow during the implementation of the Best practice</p> <p>(Please identify the process)</p>	<p>Process Flow (10%)</p> <p>There is at least one potential process for improvement and for process flow development during the implementation of the practice</p>	<p>Process Flow (5%)</p> <p>There is at least one process improved for validation with approved process flow during the implementation of the practice</p>	<p>Process Flow (5%)</p> <p>There is one process improved with approved process flow and disseminated for reference/or benchmarking during the implementation of the practice</p>
<p>Total points</p>	<p>100 %</p>	<p>100 %</p>	<p>100 %</p>