



Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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April 2, 2014

Division Memorandum

No. 144, s. 2014

PERFORMANCE APPRAISAL SYSTEM FOR TEACHERS for SY 2013-2014

To : All Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In Charge
Elementary & Secondary School Heads

1. One of the mechanisms which our agency has institutionalized is the conduct of the performance appraisal system to teachers.
2. This appraisal system is aimed at providing our teachers with objective information about how they are perceived in the organization.
3. Further, this will also provide them developmental feedback on their strengths that they should capitalize and on the weaknesses where improvement may be required.
4. For 2013-2014 performance appraisal of teachers, the attached tool shall be used.
5. All School Heads through their PSDS/DIC's must see to it that all teachers accomplish the 2013-2014 Performance Appraisal System for Teachers (PAST) and submit the same to the Division Office for the signature of the undersigned through the District Consultants not later than April 30, 2014.
6. Wide dissemination of this memorandum is desired.


SALUSTIANO T. JIMENEZ, LI. B.
Schools Division Superintendent

02 APR 2014

Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
 DIVISION OF NEGROS ORIENTAL
 Dumaguete City

PERFORMANCE APPRAISAL SYSTEM FOR TEACHERS

Rating Period: _____

Name: _____ School: _____

Position: _____ District: _____

I. INSTRUCTIONAL COMPETENCE

A. Lesson Planning and Delivery (45% for Teachers, 40% for Master Teachers)

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self 0.4	SH 0.6
1. Formulates/adopts objectives of lesson that are within the experiences and capabilities of the learners							
2. Selects content and prepares appropriate IM's/Teaching Aids integrating available ICT resources for planning and designing teaching and learning activities							
3. Relates new lesson with previous knowledge/skills by delivering accurate and updated content knowledge using appropriate methodologies and approaches and strategies							
4. Provides appropriate motivation and explains learning goals, instructional procedures and content clearly and accurately to students							
5. Addresses individual differences by aligning lesson objectives, teaching methods, learning activities, and instructional materials or resources appropriate to the learners							
6. Conveys ideas clearly by engaging and sustaining learners' interests in the subject by making content meaningful and relevant to them (ex. Localizing curriculum)							
7. Utilizes the art of questioning by creating situations that would encourage learners to use higher order thinking skills through the use of local language among others if needed							
8. Ensures pupils/students participation and establishes routines and procedures to maximize instructional time							
9. Provides appropriate learning tasks, portfolio and projects that support development of good study habits by making sure that students are given assignments/tasks to do as a way to enrich lessons learned in the classroom							
10. Shows mastery of the subject matter and linking the current content with the past and future lessons							
11. Handles behavior problems quickly with due respect thereby creating a situation that develops a positive attitude among learners towards the the subject and the teacher							
12. Addressing learners' needs by constructing valid and reliable formative and summative tests with Table of Specification (ToS)							

Assessment

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self 0.4	SH 0.6
13. Evaluating learning outcomes after identifying teaching-learning difficulties and possible causes and interpreting and using test results to improve teaching and learning results							
14. Keeping accurate records of grades/performance levels including anecdotal records of learners and providing timely and accurate feedback to them on their learning growth							

Management of Time and Learning Environment

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self 0.4	SH 0.6
15. Maintains a safe, orderly, updated, environment friendly and well-structured classroom free from distraction							
16. Maximizes instructional time and submits grades and other requirements on time							
TOTAL SCORE							
Sub-Rating (Total Score/16) x 45% or 40%							

B. Technical Assistance (for Master Teachers only 15%)

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self 0.4	SH 0.6
1. Provides assistance to teachers in improving their teaching experience through evidences in the form of mentoring or coaching sessions							
2. Prepares prototype instructional materials with evidences that these had been used by other teachers (1 year/grade level for MT 1 & 2 year/grade levels for MT 2)							
3. Assists in the conduct of in-service training/conference by presenting a matrix of specific training, certificates or other relevant MOV's)							
4. Serves as demonstration teacher on Innovative teaching techniques, classroom management, materials development (with evidences to be presented)							
Total Score							
Sub-Rating (Total Score x 20% or 10%)							

C. Leamer's Achievement (20% for Teachers, 10% for Master Teachers)

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self 0.4	SH 0.6
1. % of readers (50%)							
100 % of the students/pupils are readers - 10							
80% of the students/pupils are readers - 8							
60% of the students/pupils are readers - 6							
40% of the students/pupils are readers - 4							
less than 40% of the students/pupils are readers - 2							

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self	SH
						0.4	0.6
2. % of students passing in the subject (50%)							
100% with average grades above 75% - 10							
80% with average grades above 75% - 8							
60% with average grades above 75% - 6							
40% with average grades above 75% - 4							
less than 40% of learners with average grades above 75% - 2							

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self	SH
						0.4	0.6
C. Learner's Achievement (20% for Teachers, 10% for Master Teachers)							
1. % of readers							
100 % of the students/pupils are readers - 10							
80% of the students/pupils are readers - 8							
60% of the students/pupils are readers - 6							
40% of the students/pupils are readers - 4							
less than 40% of the students/pupils are readers - 2							

D. School, Home & Community Involvement (5%)

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self	SH
						0.4	0.6
1. Organizes and maintains functional homeroom PTA by calling regular PTA meetings as evidenced by minutes of meetings							
2. Disseminates school policies/plans/programs/accomplishments to the learners and parents							
3. Involves parents and community stakeholders in school programs and activities							
4. Uses the community as a laboratory for teaching and learning by using varied and available community resources (human, materials) to support learning							
5. Participates in community projects/activities and in civic organizations							
Total Score							
Sub-Rating (Total Score/5) x 5%							

III. PROFESSIONAL AND PERSONAL CHARACTERISTICS (20%)

Following are the scaled chances for raising the frequency by which the teacher demonstrated/manifested the specified personal/professional characteristics	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self	SH
						0.4	0.6
1. Maintains stature and behaviour that upholds the dignity of teaching							
2. Manifests personal qualities like enthusiasm, flexibility, caring attitude, collegiality among others							
3. Demonstrates education philosophy of teaching in the classroom							
4. Updates with recent developments in education							
5. Participates actively in professional organizations							

	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self 0.4	SH 0.6
6. Improves teaching performance based on feedback from mentors, learners, peers, superiors and others							
7. Uses self-assessment to enhance strengths and correct weaknesses							
8. Accepts accountability for learners' outcomes							
9. Abides by the Code of Ethics of Professional Teachers							
10. Abides by and implements school policies and procedures							
Total Score							
Total Rating (Total Score/10) x 20%							

III. PUNCTUALITY AND ATTENDANCE (10%) (including meeting and required school activities)	O 10	VS 8	S 6	US 4	P 2	RATING	
						Self 0.4	SH 0.6
1. Demonstrates punctuality in accomplishing tasks and attendance on all occasions (number of times tardy during the rating period)							
2. Demonstrates enthusiasm and professionalism in work by his attendance (number of days absent during the rating period)							
Total Score							
Total Rating (Total Score/2) x 10%							
GRAND TOTAL:							

PLUS FACTOR: .5 for every item but not to exceed 2.0

- @ Membership/Officership in Scouting
- @ Implementation of programs & projects of the Department (i.e. Iped, GAD, DORP, Library Hub, Journalism, SPED & other related activities)
- @ Chairmanship of Curricular & Co-Curricular Committees
- @ Trainer/Adviser/Coach of winning contestants

Legend:

- O- Outstanding
- VS- Very Satisfactory
- S- Satisfactory
- US - Unsatisfactory
- P- Poor

PERFORMANCE APPRAISAL SYSTEM FOR TEACHERS

Rating Period: _____

SUMMARY

	Score	Wgt		RATING	
		Tchrs	MT	Self 0.4	SH 0.6
I. INSTRUCTIONAL COMPETENCE					
A. Lesson Planning & Delivery/Assessment/Mgt of Time & Lrng Environ		.45	.40		
B. Technical Assistance (for Master Teachers only)			.15		
C. Learner's Achievement		.20	.10		
D. School, Home & Community Involvement		.05	.05		
II. PROFESSIONAL & PERSONAL CHARACTERISTICS					
		.20	.20		
III. PUNCTUALITY & ATTENDANCE					
		.10	.10		
TOTAL SCORE					
Add: PLUS FACTOR					
OVER-ALL RATING					
Descriptive Rating					

Prepared by:

SIGNATURE OVER PRINTED NAME OF TEACHER

Conforme:

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD

SIGNATURE OVER PRINTED NAME OF PSDS/DIC

SIGNATURE OVER PRINTED NAME OF DISTRICT CONSULTANT

Approved:

SALUSTIANO T. JIMENEZ, LI. B.
Schools Division Superintendent

KEY TO DESCRIPTIVE RATING:

- 9.5-10.00 *Outstanding*
- 7.7- 9.499 *Very Satisfactory*
- 6.0- 7.6999 *Satisfactory*
- 3.6- 5.999 *Unsatisfactory*
- 3.5999- below *Poor*