



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran

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December 10, 2018

Division Memorandum
No. 718 s. 2018

YEAR END ASSESSMENT

To: Chiefs, SGO & CID,
Education Program Supervisors/Area Consultants
SGOD Personnel & Staff
Division Support Staff Personnel – Regular, Contractual and City Paid of the ff:
Administrative & Finance
Accounting
All others concerned

1. This coming December 18-19, 2018, Tagbilaran City Division Personnel will be conducting a two (2) day live-in Year End Assessment as basis for Planning activities for 2019. This Year – End assessment will be held at Alta Bohol Mountain Resort, San Isidro, Baclayon, Bohol.
2. The purpose of this year-end assessment is to review each unit's achievements against targets, celebrate successes, and document the progress made. It also a tool for all non-teaching employees to clearly understand how their accomplishments contributed to the vision, mission and goals of the Department of Education being as front liners to effect reform in the education sector in general and to fairly assess the employees' contribution to the Divisions Targets in particular.
3. Attach is the template for your data gathering and the program matrix for your guide. Reporting per unit/section will presented through power point presentation.
4. Participants to this Year End Assessment includes all rank and file employees in the Division Office (Regular, Contractual & City Paid).
5. Expenses relative to and in the conduct of this Year End Assessment is chargeable to Division HRDD Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination and compliance of this memorandum is desired.


MARCELO K. PALISPIS, Ed. D
OIC, Asst. Schools Division Superintendent

YEAR END ASSESSMENT TEMPLATE

I. Accomplishments

a. Level of accomplishments of Targets

Accomplishments versus Target Major Areas	Year 1		
	Target (Number)	Accom- plishment (Number)	% (Acc. / Target) X 100
Provision of Access			
1. Personnel (Administrative Group/SGOD)			
2. Physical & Ancillary Services (SGOD)			
3. Instructional Materials and Equipment (CID)			
Quality and Relevance			
1. Learner Performance (CID & SGOD)			
2. Curriculum Development (CID)			
3. Personnel Development (SGOD)			
Educational Management			
1. Stakeholders Participation (SGOD)			
2. Instructional Supervision (CID)			
3. Resource Mobilization and Management (SGOD)			
Total			

3 - Year SIP Accomplishments

% of Accomplishment Year 1	% of Accomplishment of Year 2	% of Accomplishment of Year 3	Total	Average (Total/3)

b. Trend Analysis of Division Performance Indicators

Performance Indicators	School Performance Indicators					Remarks Trend Analysis For 3 SY (e.g. decreasing/increasing/ fluctuating)
	Baseline 2015-2016	2016- 2017	2017- 2018	2018- 2019	Variance Compare Baseline and 2018-2019 indicator	
Gross Enrolment Rate						
Net Enrolment Rate						
Graduation Rate						
Participation Rate (Division Level)						
Survival Rate						
Failure Rate						
Drop Out Rate						
Repetition Rate						
Completion Rate						

c. Trend Analysis of Learner's Achievement (Grade 6 MPS for Elementary and Grade 10 MPS for Secondary)

Subject	School Performance Indicators				Variance Compare Baseline and 2018-2019	Remarks Trend Analysis For 3 SY (e.g. decreasing increasing fluctuating)
	Baseline 2015-2016	2016-2017	2017-2018	2018-2019		
English						
Math						
Science						
Filipino						
Hekasi						
Average						

II. SBM Implementation (Source of Information: Division SBM Assessment Result)

a. Current level of SBM Practices of Schools

1 st Assessment		2 nd Assessment	
Quantitative (Numerical)	Qualitative (Descriptive Rating)	Quantitative (Numerical)	Qualitative (Descriptive Rating)

b. SBM Indicators needing technical assistance:

Note: Refer to your SBM Assessment Tool (Write down all SBM indicators not implemented/met)

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Use another sheet if necessary

III. DIMEA REPORTS

a. List of delivered and undelivered targets

List of Delivered Targets	List of Undelivered Targets

b. List of outputs to be carried to the next QUARTER;

List of Undelivered Targets to be carried out to the Next SIP
Provision of Access
Quality and Relevance
Educational Management and Administration

Note: Use separate sheet if necessary

IV. Sustainability Strategies Applied (Select from the 11 Proven Sustainability Strategies as follows:

1. Fit within Partner;
2. Participation;
3. Counterpart Contribution;
4. Information Dissemination and Networking;
5. Training;
6. Management and Organization;
7. Integrate and Build on Existing Gov't. Operation and Process;
8. Technology;
9. Social, Gender & Culture;
10. External Political & Economic Factor and
11. Anti-Fraud & Corrupt Strategy)

<i>Sustainability Strategy Applied</i>	<i>Action Taken to Apply the Strategy</i>	<i>Result</i>

V. Lessons Learned (Source of Information: Progress M&E Reports School Annual Reports)

<i>Summary of Facilitating Factors</i>	<i>Summary of Hindering Factors</i>	<i>Lessons Learned</i>

Note: Use separate sheet if necessary

V. Recommendations for Continuous Improvement of the School necessary for the formulation of the Year End Report 2018

Sources of information: SQMT Reports, School Annual Report, BEIS, SF 4 & 5

YEAR END ASSESSMENT

December 18-19, 2018

Alta Mountain Resort, San Isidro, Baclayon

Schedule	Day 1	Day 2
	December 18, 2018	December 19, 2018
8:00 AM – 9:00 AM	Shuttle to the Venue	○ Morning Praise
9:00 AM – 10:00 AM	Registration & Check In	○ Opening Preliminaries
10:00 AM – 10:30 AM	Opening Program ○ Opening Prayer ○ Singing of Hymns ○ Welcome Message Dr. Marcelo K. Palispis ○ Rationale and Purpose – Dr. Beatriz Luga, Chief, SGOD ○ House Rules – Dr. Felomina Tanggan	○ Management of Learning – REPORTING OF ACCOMPLISHMENTS: 1. SGOD 2. CID 3. ADMINISTRATIVE 4. FINANCE
10:00 AM – 12:00 NN	Advent Talk: The Beatitudes: The Road for a Christian Life. By Rev. Fr. Jose Conrado A. Estafia, IHMS Formator	
12:00 NN – 1:00 PM	LUNCH	Check out & LUNCH
1:00 PM – 3:00 PM	Situational Analysis: Current Trends & Updates – by Artemio Alo, PO III Session I: Measuring Accomplishments vs. Targets for 2018 & Resetting of Direction for 2019 By: Liza E. Maquiling Planning Officer II	Home Sweet Home
3:00 PM – 5:30 PM	Free Session (Group Preparation for the Christmas Party)	
5:30 PM – 9:00 PM	DINNER and CHRISTMAS PARTY	