



# DepEd – DIVISION OF QUEZON

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Registration Number:  
QAC/R63/0216

March 19, 2019

## DIVISION MEMORANDUM

DM No. 085, s. 2019

### TECHNICAL ASSISTANCE TO THE SCHOOL HEADS FOR THE APPLICATION PROJECT IMPLEMENTATION PLAN IN PREPARATION FOR THE COLLOQUIUM

To: **Public Schools District Supervisors, Elementary and Secondary Schools Heads, All  
Others Concerned**

1. Attached herewith is the Regional Memorandum No. 177, s. 2019 titled Technical Assistance to the School Heads for the Application Project Implementation Plan in Preparation for the Colloquium.
2. Immediate dissemination of this Memorandum is desired.

**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

cid/ims/asw/rqn/03/19/2019

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By:	<u>Bommel</u>
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Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** DIOSDADO M. SAN ANTONIO  
Director IV

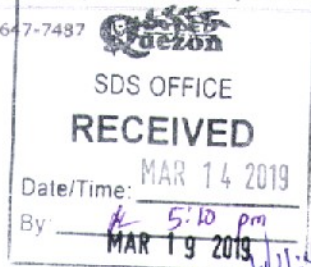
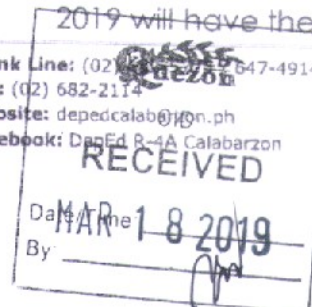
**SUBJECT :** TECHNICAL ASSISTANCE TO THE SCHOOL HEADS FOR THE  
APPLICATION PROJECT IMPLEMENTATION PLAN IN PREPARATION  
FOR THE COLLOQUIUM

**DATE :** March 14, 2018

1. As an offshoot of the School Heads Development Program (SHDP): Foundation Course, the school heads are required to implement their Application Implementation Project doable within 3 – 6 months from the time they finished Module 3 of the said course, for them to receive the Certificate of Completion.
2. In this regard, this Office requests each SDO to provide technical assistance to school heads as regard to their project to be presented during the colloquium.
3. The school heads' project should be aligned to their roles and responsibilities in any of the following areas:
  - a. Curriculum, Assessment and Support Program
  - b. Instructional Leadership
  - c. School Leadership: SBM, SIP, CI
  - d. Strategic Human Resource Development
  - e. Fiscal Management
4. School Heads who finished the course in November 2018 will have their colloquium in July 2019 and those who finished the course in February 2019 will have their colloquium in September 2019.



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5. Only those who will receive a passing grade of 85% during the colloquium will receive a Certificate of Completion.
6. Attached is the criteria for evaluation.
7. Dissemination of this Memorandum is required.





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**SCHOOL DEVELOPMENT PROGRAM: FOUNDATION COURSE**  
**Application Project Implementation Paper (APIP)**  
**Evaluation Sheet**

Presenter's Code No: \_\_\_\_\_ Name of School \_\_\_\_\_

SDO: \_\_\_\_\_ Date: \_\_\_\_\_ Average \_\_\_\_\_

Score: \_\_\_\_\_

**Direction:** Rate the APIP of School Head based on the following criteria and indicators based on DepEd Memo 192 s. 2016.

CRITERIA FOR EVALUATING APIP		Percentage	Score
<b>EFFECTIVENESS (45%)</b> <i>(The extent to which the objectives of the Application Project have been attained and expressed in terms of percentage of accomplishments vs. targets.)</i>			
a. Objectives Specific(5%), measurable(5%), attainable(5%), result-oriented(5%) and within timeframe(5%) (SMART):25% if all indicators are met.		25%	
b. Milestones 1. Significant changes achieved: 10% if 100% of the target is achieved. 2. Major steps taken towards achieving desired improvement: 10% if strategies and interventions are appropriate in achieving the desired results.		20%	
<b>EFFICIENCY (40%)</b> <i>(Expressed in terms of timeliness and resources – human, money and materials used to attain Application Project objectives.)</i>			
a. Time Resource (Implementation of the project is time bound) a. Presented partial implementation results: 5% if partly b. Presented full implementation results: 10% if fully		10%	
b. Financial Resources Expenses are within the declared budget: 10% if reasonably/ judiciously spent		10%	
c. Human Resources 1. Identified appropriate human resources to carry out the project implementation plan: 10% if human resource has the appropriate competence to perform the assigned tasks. 2. Maximized the involvement of Human Resources in the implementation of the project plan: 10% if the human resources assigned have 100% involvement.		20%	
<b>AREAS OF APPLICATION OF LEARNING AS OFFSHOOT OF SHDP (10%)</b> <i>(Extent to which the project has integrated learnings from SHDP; at least three from the following areas of concerns.)</i>			
a. Curriculum, Assessment and Support Program b. Instructional Leadership c. School Leadership; SBM, SIP, CI d. Strategic Human Resource Development e. Fiscal Management		10%	
<b>POSSIBILITY OF APIP FOR REPLICATION (5%)</b> <i>(Expressed significant points to benchmark.)</i>			
Significant point/s worthy of imitating		5%	
TOTAL (100%):			
Note: As per DepEd Memo 192 s. 2016, a participant has to get at least a grade of 85% to pass.			

Evaluated by: \_\_\_\_\_

Signature over Printed Name \_\_\_\_\_

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