



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Cagayan de Oro City

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November 11, 2015

**DIVISION MEMORANDUM**

No. 425 s.2015

**For** : Public Schools District Supervisors  
Secondary School Principals  
This Division

**ATTENTION: OPEN HIGH SCHOOL COORDINATORS**

**From** :  CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

**Subject** : CONFERENCE OF ALL OPEN HIGH SCHOOL COORDINATORS

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The field is hereby informed on a conference of all Open High School Coordinators on November ~~12~~, 2015 (Thursday) in the Division Office Conference Hall at exactly 1:00 o'clock in the afternoon.

In addition, you are required to attend the said meeting and submit the following reports/data mentioned.

1. Statistical Data on Enrolment rate, Drop-Out Rate, Completion Rate, Cohort Survival Rate and NAT Rate. (EBEIS Generated Data duly signed by the School Head).
2. Executive Summary based on Implementation (Not more than Two pages)
3. Photographs of Classes with caption (3" x 5" size/photo)
4. School Plan for Open High School Program with clear direction (for S.Y. 2016-2017)
5. Advocacy Materials used in promoting Open High School Program
6. Researches/Studies Undertaken (if available)
7. Observation Reports of School Head

Immediate and widest dissemination of this memorandum is highly desired.

CLL/aft



**Regional Memorandum**

No. *86,* s 2015

**2015 Regional Search for the Most Outstanding Division Implementer  
in Alternative Delivery Mode (ADM)**

To :

- : Schools Division Superintendents
- : Assistant Schools Division Superintendents
- : Regional Chiefs of the Operational Divisions
- : This Region

1. DepEd Regional Office thru the Field Technical Assistance Division (FTAD) announces the 2015 Regional Search for the Most Outstanding Division Implementer on Alternative Delivery Mode (ADM) to cover Instructional Management by Parents, Community and Teachers (IMPACT), Modified In-School Off School Approach (MISOSA) and Open High School Programs (OHSP).
2. Aside from giving recognition to the Best Practices in the Implementation Alternative Delivery Mode (ADM) in the different divisions of the Region, it specifically, intends to:
  - 2.1 Intensify awareness and interest to the internal and external stakeholders of ADM as a way of realizing the key performance targets in both the Division and Regional Offices;
  - 2.2 encourage the development and replication of Innovative and Creative practices of one division to the other divisions in the region; and
  - 2.3 bestow honor and recognition to the Field Implementers for their Efficiency and Effectiveness contributory to the realization of the Vision and Mission of the Department of Education.
3. Enclosed are the following documents as reference:
  - 3.1 Enclosure No. 1 Guidelines for the Regional Search of the Most Outstanding Division Implementer in ADM
  - 3.2 Enclosure No. 2 Criteria for the Evaluation
4. For more details, please contact *Ms. Ma. Salome M. Manlapig, EPS, FTAD @ 09173059228.*

5. Immediate dissemination of this Memorandum is highly desired.

*MWAH*  
**ATTY. SHIRLEY D. CHATTO**  
Chief Administrative Officer *Shirley*  
OIC/Office of the Regional Director

**Enclosure No. 1**

**GUIDELINES FOR THE 2015 REGIONAL SEARCH FOR THE MOST OUTSTANDING  
DIVISION IMPLEMENTER ON ALTERNATIVE DELIVERY MODE (ADM)**

**I. Scope of the Program**

The search shall apply to all Division Implementers in the Region of Alternative Delivery Mode (ADM) covering IMPACT and/or MISOSA from Grades I to VI and Open High School Program from Grades VII to X for the last three (3) School Years namely; *2012-2013; 2013-2014 and 2014-2015.*

**II. Criteria for the Evaluation shall be as follows:**

- 2.1 Presented statistical data should be EBEIS generated specially on *Enrolment Rate, Drop Out Rate, Completion Rate, Cohort Survival Rate and NAT;*
- 2.2 All documents should be duly signed by the proper authorities;
- 2.3 Judging of entries will come in two (2) phases, namely;

**2.3.1 1<sup>st</sup> Phase (Paper Evaluation)**

A panel of evaluators composed of Regional Supervisors coming from identified operational divisions will determine three (3) out of possible 14 entries qualified to proceed to the 2<sup>nd</sup> phase of the evaluation.

**2.3.1 2<sup>nd</sup> Phase (On-site Evaluation)**

The designated panel of evaluators will be tasked to validate and/or verify the veracity of the submitted documents on site thru interviews of internal and external stakeholders thereat on a specified date serving as basis for selecting as well as ranking entries as to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placers. **Further, the decision of the Panel of Evaluators is Final and Executory.**

**III. Documentary Requirements**

The following should be submitted as part of the folio/entry.

- 3.1 A clear, concise and understandable *Executive Summary* of not more than 3 pages in an A4 Bond Size double spaced describing the implementation based on the criteria set for the purpose.
- 3.2 3 Copies of the Division Folio/entry of not more than 40 pages in A4 Bond Size, double spaced containing only relevant documents and data including photographs at 3" x 5" not to exceed 10 pieces.

- 3.3 Documents should be arranged according to the sequence set in the criteria properly ear- marked.
- 3.4 A Video Documentation depicting the conduct of the facilitation of sessions under each of IMPACT, MISOSA and OHSP in a particular school.
- 3.5 Nomination Folders inclusive of support documents be addressed to:

**ATTY. SHIRLEY O. CHATTO**  
**Chief Administrative Officer**  
**OIC/Office of the Regional Director**

*c/o The Chief, Field Technical Assistance Division (FTAD)*  
*DepEd-Region X*  
*Fr. Masterson's Ave., Zone 1, Upper Balulang*  
*Cagayan de Oro City*

- 3.6 The participating division shall be held liable of any misrepresentation made on the data submitted including the signing authorities thereat.
- 3.7 Deadline for the submission of nomination/documents shall be on November on 20, 2015. Entries received by this Office on a later date shall no longer be evaluated.

**IV. Awards and Prizes**

Winners shall receive prizes in the form of Cash Gifts and Plaques of Recognition as follows:

- 1<sup>st</sup> Place – P30,000.00 and Plaque of Recognition  
 2<sup>nd</sup> Place – P25,000.00 and Plaque of Recognition  
 3<sup>rd</sup> Place – P20,000.00 and Plaque of Recognition

Other participating Divisions (non-winning) shall also be given a Plaque of Participation.

**V. Timetable (Last Week of October to December 2015)**

| <b>Period</b>   | <b>Activity</b>                         |
|---|---|
| Last Week of October                                    | Dissemination of Information            |
| 1 <sup>st</sup> & 2 <sup>nd</sup> Week of November 2015 | Preparation/Consolidation of Documents  |
| November 20, 2015                                       | Deadline on the Submission of Documents |
| November 23 to 27, 2015                                 | Paper Evaluation                        |
| December 1-5, 2015                                      | On Site Evaluation                      |
| 2 <sup>nd</sup> Week of December 2015                   | Awarding of Winners                     |

Enclosure No. 2

Criteria for the 2015 Regional Search for the Most Outstanding Division Implementer  
On Alternative Delivery Mode Inclusive of IMPACT, MISOSA AND OHS Programs

| Criteria for Evaluation   | Percentage Weight   | Weight |
|---|---|--------|
| <b>A. Rationale for the Program</b>   | <b>10%</b>  |        |
| 1. <b>Planning &amp; Development</b>  | <b>(3)</b>  |        |
| <p><b>Situation Analysis</b><br/>Community/Division Mapping with background information on:</p> <ul style="list-style-type: none"> <li>• Total Number of School Aged Population (Male/Female; ages of different specific groups IP, Street Kids, etc) in Basic Education</li> <li>• Socio Economic Status, Education Profile of Target Groups/Community/Beneficiaries</li> <li>• Total Number of School Leaver/OSYs/OSAs/Drop Outs</li> </ul> <p>Identification of Implementing Schools and their respective descriptions/Percentage of the Implementing schools from the Total Number</p> <p>2. <b>DEDP (Goals/Objectives/Strategies) inclusive of</b></p> <ul style="list-style-type: none"> <li>• Division Plan for ADM/Setting Up of Clear Directions</li> <li>• Annual Calendar/Gantt Chart of Activities</li> <li>• SIPs of the Implementing Schools</li> </ul> <p>3. <b>Organized Division Policies</b><br/>(Division Orders/Memos/Advisory etc)</p>   | <p>(3)</p> <p>(3)</p> <p>(4)</p>                          |        |
| <b>B. Program Management and Implementation</b>   | <b>40%</b>  |        |
| <p>1. <b>Conduct of Advocacy</b><br/>(Copy of the Communication Plan/Advocacy Materials used in promoting ADM)</p> <ul style="list-style-type: none"> <li>• Relevant and Effective Approaches</li> <li>• Coverage (Grades 1 to 10)</li> <li>• Relevance/Responsiveness to City/Provincial Needs</li> <li>• Partnership with GOs/NGOs/POs and other groups</li> <li>• Support Mechanisms (e.g. Networks, volunteer program, NSTP, donations, civic activities)</li> </ul> <p>2. <b>Monitoring &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>• Performance Improvement on <i>Enrolment Increase, Drop Out Rate, Completion Rate, Cohort Survival Rate and NAT(EBEIS Generated) and computed Participation Rate</i></li> <li>• Observation Reports of Schools Heads/Supervisors of the Implementing Schools</li> <li>• Researches/Studies Undertaken</li> <li>• Publication of Results</li> </ul> <p>3. <b>Organizational Structure and Management</b></p> <ul style="list-style-type: none"> <li>• Designation of Division ADM Coordinators</li> <li>• Deployment of Teachers/Support Staff</li> <li>• Schedule of Classes of Implementing Schools</li> </ul> <p>4. <b>Capacity Building (Technical Assistance)</b></p> <ul style="list-style-type: none"> <li>• Conduct of In Service Training/Skills Enhancement For teachers, School Heads, Supervisors and other personnel</li> </ul> | <p>(5)</p> <p>(10)</p> <p>(10)</p> <p>(5)</p> <p>(10)</p> |        |

|  |  |                                  |
|--|--|----------------------------------|
| <ul style="list-style-type: none"> <li>Nature of Technical Assistance Provided</li> </ul>  |  |                                  |
| <b>C. Action Research Conducted</b>  |  | <b>10%</b>                       |
| <b>1. Undertook action research on the Implementation</b> <ul style="list-style-type: none"> <li>Have just started</li> <li>50% Completed</li> <li>100% Completed, disseminated and used as Reference</li> </ul>   |  | (2)<br>(5)<br>(10)               |
| <b>D. Management &amp; Leadership</b>  |  | <b>30%</b>                       |
| <b>1. Resource Generation</b> <ul style="list-style-type: none"> <li>Sources/Utilization of Funds</li> <li>Infrastructures/Classrooms/Learning Kiosks</li> <li>Availability of Learning Materials/Modules</li> <li>Database Management</li> </ul> <b>2. Sustainability/CI Process</b>                      |  | (5)<br>(5)<br>(5)<br>(5)<br>(10) |
| <b>E. Impact on the Implementing Schools/Division/Community</b>  |  | <b>10%</b>                       |
| <ul style="list-style-type: none"> <li>SBM Accreditation of the Implementing Schools</li> <li>Resolutions to Emerging Issues re attained Performance Targets contributory to that of the Division</li> <li>Attitude of Key Program Implementers</li> <li>Collaborative Ownership of the Program</li> </ul> |  | (3)<br>(2)<br>(3)<br>(2)         |
| <b>Total</b>   |  | <b>100%</b>                      |