



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VIII  
**DIVISION OF CATBALOGAN CITY**



November 14, 2018

**DIVISION MEMORANDUM**

No. 416 s.2018

**TO: Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Heads, Public Elementary and Secondary Schools**  
**All others concerned**

**COLLOQUIUM FOR THE INSTRUCTIONAL LEADERSHIP PROGRAM FOR DIVISION AND DISTRICT SUPERVISORS (ILPDDS)**

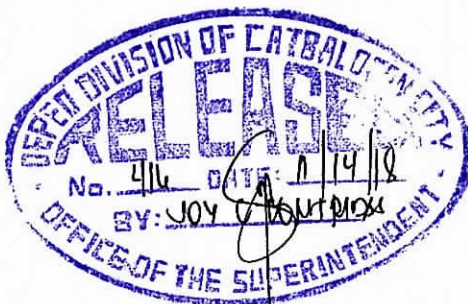
1. This is to inform the field that Catbalogan City Division will conduct a Colloquium for the Instructional Leadership Program for Division and District Supervisors (ILPDDS) on November 15, 2018 at LR Catbalogan City Division.
2. This activity aims to identify specific division and district concern that needs to be addressed and to provide a venue to report the initial gains of their Application Project (AP).
3. The AP will be evaluated and rated during the Colloquium wherein each supervisor-presenter will be given 5-10 minute presentation.
4. Enclosure are the Criteria for Evaluating the Application Paper.
5. Expenses to be incurred in conducting this activity shall be charged against Division HRD Fund, subject to the usual accounting and auditing rules and regulations
6. Immediate dissemination of this memorandum desired.

**CARMELINO P. BERNADAS, Ph.D., CESO VI**  
*OIC-Schools Division Superintendent*

For the Schools Division Superintendent:

**MA. LUZ I. ORBE**

*Chief Education Supervisor - CID*



Enclosure No. 3 of RM No. \_\_\_\_\_, s. 2018

**RUBRICS IN EVALUATING THE APPLICATION PROJECT**

<b>CRITERIA</b>	<b>Below Standard</b>	<b>Approaching Standard</b>	<b>At Standard</b>
<b>EFFECTIVENESS (45%)</b>	<b>25%</b>	<b>35%</b>	<b>45%</b>
	-does not present information, arguments, ideas, or findings clearly, concisely and logically, argument lacks supporting evidence; evaluators cannot follow the line of reasoning as to the percentage of accomplishments and targets of AP -selects information, develops ideas and uses a style inappropriate to the objectives, tasks, and audience (may be too much or too little information, or the wrong approach) -does not address alternative perspectives	-presents information, findings, arguments and supporting evidence in a way that is not always clear, concise, and logical; line of reasoning is sometimes hard to follow of AP -attempts to select information, develop ideas and use a style appropriate to the objectives, task, and audience but does not fully succeed -attempts to address alternative perspectives, but not clear or complete	-presents information, findings, arguments and supporting evidence clearly, concisely and logically; evaluators can easily follow the line of reasoning as to the percentage of accomplishments and targets of AP -selects information, develop idea and uses style appropriate to the objectives, task, and audience -clearly and completely addresses the priority need of the school
<b>EFFICIENCY OF IMPLEMENTATION (40%)</b>	<b>20%</b>	<b>30%</b>	<b>40%</b>
	-does not meet requirements for what should be included in the Application Project -has project content, action steps,	-meets most requirements for what should be included in the Application Project	-meets all requirements for what should be included in the Application Project -has a clear and interesting project

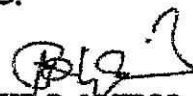
	<p>required resources, and risk management plan, but they are not clear and interesting</p> <p>-disorganize flow of the application project</p> <p>-AP objectives cannot be attained</p>	<p>-has project content, action steps, required resources, and risk management plan, but they are not clear and interesting</p> <p>-organizes the flow of the project, but may spend too much or too little on a topic or idea</p> <p>-project is unclear and/or metrics are vague or not thought out in order to attain the AP objectives</p>	<p>content, action steps, required resources, and risk management plan</p> <p>-organizes well the flow of the project</p> <p>-project has clear and measureable goals and has a clear metric to measure its impact and reach to attain the AP objectives</p>
<b>APPLICATION OF LEARNING (10%)</b>	<b>4%</b>	<b>7%</b>	<b>10%</b>
	<p>-does not exhibit appropriate qualification to implement the project and/or has no support structure in place beyond him/herself</p>	<p>-has the potential to implement project but is in need of certain qualifications</p>	<p>-has the capacity to implement plan. Application Project has clear implementation plan that includes staff leadership, qualified advisors and sound financial management</p>
<b>REPLICABILITY (5%)</b>	<b>1%</b>	<b>3%</b>	<b>5%</b>
	<p>-project has no potential for expansion and replicability</p>	<p>-project has the potential to be replicated, but are not well articulated</p>	<p>-project has the potential to be replicated in other schools or institutions as it address universal issues and concerns</p>
<b>TOTAL - 100%</b>			

Prepared by:



**HARVIE D. VILLAMOR, Ed.D.**  
Chief, HRDD

APPROVED:



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OIC-Regional Director