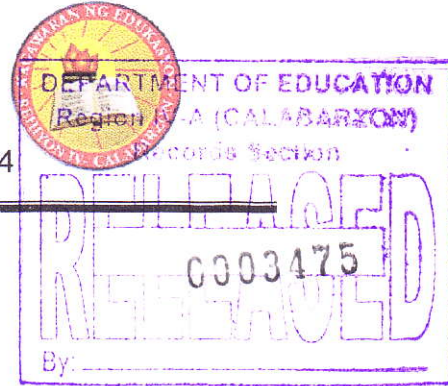




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
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REGIONAL MEMORANDUM

To : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

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

Subject : **MONITORING OF THE CONDUCT OF THE IMPLEMENTATION OF NCBSSH-TDNA TO ALL SCHOOL HEADS AT THE SDO LEVEL**

Date : March 4, 2015

In view of the conduct of the *NCBSSH-TDNA Implementation to all SHs at the SDO level* as part of the activity for *Principal's Training Program* and as stipulated in the Regional Memorandum No. 6379 dated February 11, 2015, this Office will conduct Monitoring and Evaluation (M&E) of the scheduled activity on March 17, 2015.

Said activity aims to :

1. observe the process of NCBSSH-TDNA completion by the School Heads
2. ensure proper implementation of NCBSSH-TDNA in the SDOs by the Regional TDNA-WG

The following are the RO monitoring officials:

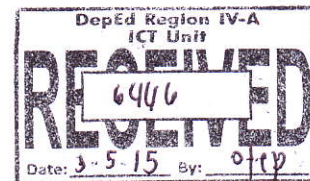
SCHOOLS DIVISION OFFICE	VENUE	MONITORING OFFICIAL
1. Antipolo City	SDO	Leonardo Cargullo
2. Batangas City	SDO	Dominador Villafria
3. Batangas Province	SDO	Jisela Ulpina
4. Bacoor City	SDO	Ferdinand Marquez
5. Cavite Province	SDO	Andrea Mabel Abrencillo
6. Cavite City	SDO	Jennifer De Villa
7. Calamba City	SDO	Pablito Alay
8. Dasmariñas City	SDO	Manuel Gibas

9. Imus City	SDO	Angelina Umali
10. Laguna Province	SDO	Fe Enguero
11. Lipa City	SDO	Lourdes Catolico
12. Lucena City	SDO	Nolan L. Santoalla
13. Rizal	SDO	Jennifer Lopez
14. Quezon Province	SDO	Job Zape Jr.
15. Sta. Rosa City	SDO	Viernalyn Nama
16. San Pablo City	SDO	Nadina Gaton
17. Tanauan City	SDO	Elaine Balaogan
18. Tayabas City	SDO	Danilo Ilagan
19. *Any Division	-	Dr. Erico Habijan
20. *Any Division	-	Dr. Beatriz Torno

Attached herewith are the NCBSSH-TDNA Forms 1 & 3 as monitoring tool to be used by the monitoring officials during the activity.

Immediate dissemination of this Memorandum to all concerned is earnestly desired.

HRDD/nls



NCBSSH-TDNA-M&E Form 1: Division Monitoring & Evaluation of the Conduct of NCBSSH-TDNA

TDNA Administrator Monitored: _____ **Dates:** _____

Activity Monitored: School Head completion of NCBSSH-TDNA

Please consider the administration of the NCBSSH-TDNA in line with the indicators listed below. Please check (✓) the appropriate column to indicate your level of agreement for each of the statements.

	Strongly Agree	Agree	Disagree	Strongly Disagree
Administration of the NCBSSH-TDNA				
Materials for conducting the NCBSSH-TDNA were organized and prepared in advance				
Respondents were informed of the purpose for conducting the NCBSSH-TDNA				
Clear instructions were provided on the process to be followed				
Clarification was provided by the NCBSSH-TDNA Administrator when necessary				
Answer Sheets were collected and checked to ensure respondent information is complete and answers have been provided for all indicators/competencies				
Results Analysis				
Results have been accurately analysed to identify the TDNA results of the school heads.				
Results have been accurately profiled for individual School Heads				
Results have been accurately consolidated and profiled for clusters of School Heads				
Results have been submitted to the School Head, Cluster Lead School Head and TDNA-WG Chair in a timely manner				
General Comments				
Recommendations to improve processes				

NCBSSH-TDNAM&E Form 3:

Documentation Tool for Division Implementation of NCBSSH-TDNA

This form is to be used to support Regional monitoring of the NCBSSH-TDNA process at the Division level and Division monitoring of district and level activities. It is expected that the assessment will be based on observations, discussions with the implementing team and review of relevant documents.

Division/District _____

Date: _____

Rating Guide:

Numerical Rating	Interpretation	Description
4	Very High Extent	In a very significant way
3	High Extent	In a meaningful way
2	Low Extent	In a limited way only
1	Very Low Extent	Not in any meaningful way

Use the scale above to evaluate the extent to which the conduct of NCBSSH-TDNA documentation adhered to the following:

To what extent		1	2	3	4
1.	was thorough planning conducted prior to the NCBSSH-TDNA orientation?				
2.	were participants oriented to the competencies expected of a School Head?				
3.	was the purpose of the NCBSSH-TDNA explained?				
5.	was a clear explanation provided on how to accomplish the NCBSSH-TDNA tools e.g. manual and/or e-version				
6.	was the scoring system for the NCBSSH-TDNA tool explained; e.g. 4-pt scale				
8.	were the steps involved in consolidating NCBSSH-TDNA results for a group of school heads explained?				
9.	was an explanation on how to interpret individual and consolidated profiles provided ?				
10.	was technical assistance provided when required?				
11.	were the M&E tools and processes implemented?				
12.	was evidence of team work and collaboration amongst the NCBSSH-TDNA Implementers observed?				
13.	were recommendations for improving the NCBSSH-TDNA administration processes identified?				

Recommendations:

Name: _____

Designation: _____

Date: _____