



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal

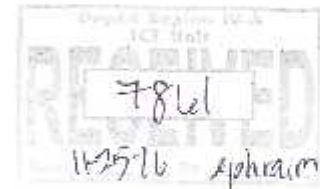


**REGIONAL MEMORANDUM**

No. 395 s, 2016

To: ALL SCHOOLS DIVISION SUPERINTENDENTS

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



Subject: **SCHOOL TO SCHOOL PARTNERSHIP PROGRAM YEAR END ACTIVITIES 2016**

Date: **November 24, 2016**

In line with DepEd Order NO. 44, s. 2016 and as embedded in the Regional School to School Partnership Program Work and Financial Plan, the year end activities are as follows:

- **December 9, 2016** - Deadline of submission of entries for the following search
  - Division School to School Partnership Program Best Implementer
  - Outstanding Leader School and Partner School SSP Implementer
  - Outstanding Research on School to School Partnership ProgramAll entries must be submitted in a hard copy to the Regional Field Technical Assistance Division, Region IV – A CALABARZON.
- **December 14 – 15, 2016** – Conference and Program Refinement on School to School Partnership Program, NEAP, Malvar, Batangas.
- **December 27, 2016**–School to School Partnership Forum (Culminating Activities) NEAP, Malvar, Batangas.

Attached herewith are the guidelines and criteria for the selection of the on School to School Partnership Implementation.

For inquiries, you may call us at (02) 682 – 5773 loc. 112 or 09985631928.

Immediate dissemination of this Memorandum is earnestly desired.





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**GUIDELINES ON THE SELECTION FOR THE BEST SCHOOL TO SCHOOL PARTNERSHIP PROGRAM IMPLEMENTER**  
**2016**

The Department of Education Region IV – A CALABARZON strongly believes that high – performing schools can be instruments for reform to improve their school performance. The School to School Partnership Program aims to generate short – term positive outcomes among schools involved in partnerships which are enabling mechanisms of effective schools.

Thus, this Office, through the Regional Field Technical Assistance Division will give incentives to the Schools Division and Schools who have been successfully implemented and supported the school to school partnerships as embedded in the DepEd Order No. 44, s. 2016 and Regional School to School Partnership Program Work and Financial Plan will conduct a the First Region – Wide Search for the Division and School Best Implementer for the School to School Partnership Program in recognition for their invaluable support and implementation of the said program that geared to uplift the quality of schools in the Region and Division.

Participants for the aforementioned search is requested to submit their entries following this guidelines and criteria attached herewith.

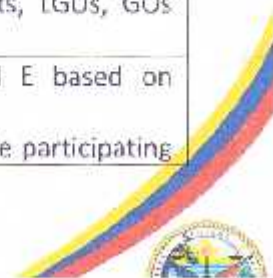
- 1) Each Schools Division is encouraged to submit entry for the following categories:
  - a. Best Schools Division on School to School Partnership Implementer
  - b. (1) One Best School on School to School Partnership Implementer
  - c. (1) One Outstanding Research on School to School Partnership
- 2) Letter of Intent by the participants
- 3) Endorsement Letter coming from the Schools Division Superintendent
- 4) Documents with pictures and narratives of the activities held during the conduct of the SSPP Implementation (Initial, Sustaining and  
  - a. Font Size 12
  - b. Font Arial
  - c. Font Color is black
  - d. Should be in short bond paper
  - e. White short folder
- 5) All documents must be submitted in a hard and soft copy following the sequence in the criteria attached herewith.
  - a. Efficiency in SSP Program Implementation
  - b. Quality of School to School Partnership
  - c. Efficiency of Liquidation
- 6) Deadline of submission is on December 9, 2016 at the DepEd Region IV – A CALABARZON, Field Technical Assistance Division





**CRITERIA FOR THE DIVISION BEST SCHOOL – TO – SCHOOL PARTNERSHIP PROGRAM IMPLEMENTATION 2016**

Criteria	Performance Standards	Activities
40% Efficiency in SSP Program Implementation	SDO conducted progress monitoring, coaching, mentoring and technical assistance to both leader and partner school	<ul style="list-style-type: none"> <li>- Provided Orientation on SSP</li> <li>- Mentored and coached the leader and partner schools in planning, problem solving, action research and resource mobilization and SSP Program Implementation</li> <li>- Looked into the relativity of the needs of partner schools on the SIP</li> <li>- Ensured that the resources (materials, technical, human resources) that the schools need arrive according to the schedule of their proposed activities;</li> <li>- Monitored the progress and milestones of the partnership activities and projects.</li> <li>- Provided technical assistance based given feedback</li> <li>- Formed communities of practice and professional learning sessions (LAC session) to facilitate sharing of good practices and lessons learned</li> <li>- Appraised Division wide program implementation of school to school partnerships program</li> <li>- Created advocacy activities and materials on school to school partnership to gather the support of stakeholders</li> <li>- Mobilized Civil Society Organization partners in strengthening school to school partnerships through participation in the monitoring and evaluation of the program</li> <li>- Engaged stakeholders in the implementation of the programs and projects (Parents, LGUs, GOs and NGOs)</li> </ul>
40% Quality of School to School Partnerships	80% of randomly monitored school – to – school partnerships attain any of the	<ul style="list-style-type: none"> <li>- Conducted M and E based on action plan</li> <li>- identified defect to the participating</li> </ul>





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	short term outcomes at the end of the school year	<p>schools</p> <ul style="list-style-type: none"><li>- Provided solutions on factors affecting the implementation of the program</li><li>- Crafted and implemented the SSPP action plan</li></ul>
20% Efficiency of Liquidation	90% of funds for school to school partnerships are fully liquidated by December 31, 2016	<ul style="list-style-type: none"><li>- One – time 100% downloading of SSP Funds to identified s schools</li><li>- Submitted Liquidation report to RO following the format given</li><li>- Has fully liquidated the eligible activities on or before December 31, 2016</li></ul>





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CRITERIA FOR THE BEST SCHOOL – TO – SCHOOL PARTNERSHIP PROGRAM IMPLEMENTATION 2016

Criteria	Performance Standards	Activities
40% Efficiency in SSP Program Implementation	Leader and Partner School are engaged in collaborative professional development activities and jointly undertook planning, problem solving, and resource mobilization activities to address the community – wide educational problems.	<ul style="list-style-type: none"><li>- Has organized teams from its roster who provided the TA and support needed by the partner school and appointed a focal person who will liaise with the partner school</li><li>- Oriented its teaching and non – teaching personnel about their school's involvement and participation in the school – to – school partnership</li><li>- Assessed the needs of the partner school based on their SIP</li><li>- Identified its organization strengths and capacitated to support its partner school</li><li>- Has prepared a WFP based on the needs of the partner school and the scope of support that will be provided</li><li>- Monitored the outcomes of the activities and processing the insights and learnings gained by its teams involved in the partnership</li><li>- Engaged in collaborative professional development activities such as CI, LAC and action research</li></ul>





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		<ul style="list-style-type: none"><li>- Jointly undertook planning, problem solving and resource mobilization activities to address community wide educational problems</li></ul>
40% Quality of School to School Partnerships	80% attain any of the short term outcomes at the end of the school year based on the WFP	<ul style="list-style-type: none"><li>- Has submitted the WFP, action plan</li><li>- Has submitted reportorial requirements on time</li><li>- Developed best practices</li><li>- Improved partner school performance in terms of Curriculum , Instruction and Assessment, Leadership and Governance and Disaster Risk Reduction.</li><li>- Engaged in collaborative professional development activities such as CI, LAC and action research</li></ul>
20% Efficiency of Liquidation	90% of funds for school to school partnerships are fully liquidated by December 31, 2016	<ul style="list-style-type: none"><li>- Has submitted fully liquidated reports.</li></ul>





**SCORE SHEET FOR BEST RESEARCH ON SCHOOL TO SCHOOL PARTNERSHIP PROGRAM  
IMPLEMENTATION**

<b>CRITERIA</b>	<b>POINTS</b>	<b>Content</b>
A. Clear Focus	20%	<ol style="list-style-type: none"><li>1. Clear and relevant</li><li>2. Key elements reflected in the title</li><li>3. Way to improve situation</li><li>4. Extend and limitation</li><li>5. Body and conclusion are related to topic</li></ol>
B. Research	25%	<ol style="list-style-type: none"><li>1. Appropriate research design</li><li>2. Enough information</li><li>3. Questions was addressed</li><li>4. Data analysis is evident</li><li>5. Enough sources of information</li><li>6. Recent</li><li>7. Varied and balanced</li></ol>
C. Reasoning and Organization	25%	<ol style="list-style-type: none"><li>1. Key concepts are defined</li><li>2. Follow a logical outline</li><li>3. Coherent parts</li><li>4. Logically connected</li><li>5. Information clearly presented</li><li>6. Tables, graphs properly labelled</li><li>7. Author cites its source</li></ol>
D. Documentation	15%	<ol style="list-style-type: none"><li>1. Information documented</li><li>2. Sources citing using APA style</li><li>3. Literature review identified</li></ol>
E. Writing Mechanics	15%	<ol style="list-style-type: none"><li>1. Free of grammatical errors</li><li>2. Spelling and typo error free</li><li>3. Brief and precise sentences</li><li>4. Paper follows prescribed format</li></ol>
<b>TOTAL</b>	<b>100%</b>	

