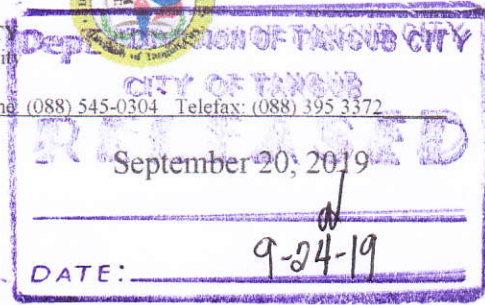




Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY
 necito Siete St., Mantie, Tangub City



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DIVISION MEMORANDUM
 No. 253 s., 2019

CONDUCT OF 2019 SEARCH FOR 5-STAR CLASSROOM, 5- STAR OFFICE AND 5 STAR LEARNING RESOURCE CENTER

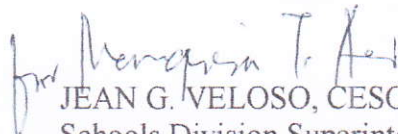
To: All School Principals
 All School Heads / TICs / SICs
 Both Elementary and Secondary
 This Division

1. This Office announces schedule for the conduct of the First Round 2019 SEARCH FOR 5-STAR CLASSROOM, 5-STAR OFFICE AND 5-STAR LEARNING RESOURCE CENTER is scheduled this coming October 7-11, 2019.
2. The Division Evaluating Teams are composed of the following:

TEAM	PERSONS –IN-CHARGE
NORTH DISTRICT TEAM ALPHA	SHERLY C. ALIVIO
	CARMELITA A. JUBAY
	LORNA C. PEÑONAL
	PURIZA L. LEGASPI
	ARNIEL B. MEHOY
	WILFREDO B. CAÑETE
CENTRAL DISTRICT TEAM BRAVO	WILSON M. OZARAGA
	ELEAZAR B. PENONAL
	MYRNA T. REGIDOR
	MARIO ESTEBAN C. ARSENAL
	DANILO U. OMEGA
	RENE BOY G. ROXAS
SOUTH DISTRICT TEAM CHARLIE	GINA L. MANDAWÉ
	VIRGINIA S. BAGABOYBOY
	SHIELDON F. HONCULADA
	RELITA P.DECINA

	LIEGH S. ENAYO
	DOROTHY P. NERI
	BRIDE JOY M. CANDANO
	MARILOU S. GALVEZ
	RONIE E. SENARILLOS
SOUTH WEST DISTRICT TEAM DELTA	JOLITO P. VINCE
	PORFERIO A. MOSIQUERA
	ROMEL E. HUERTAS
	EFLEDA D. ENERIO
	JOMAH LEE U. JAKOSALEM
	REDEEMER D. DENAPO
	ALDEN M. ANTONIO

3. For more details please see attached 5 Star Evaluation Rubrics for your reference.
4. Immediate and wide dissemination of this memorandum is desired.


 JEAN G. VELOSO, CESO VI
 Schools Division Superintendent
 OIC - 9-23-19

To be included in the Perpetual Index
 Under the following subjects:
 EMPLOYEES OFFICIALS TEACHERS
 SCHOOL PROGRAMS ACTIVITIES

DepEd TANGUB CITY					Rating
RUBRICS FOR EVALUATING THE ADMINISTRATORS OFFICE AND SCHOOL GROUND					
I.- ADMINISTRATORS OFFICE STRUCTURING		20%			
		2	4	5	
A.	Framed School Data/ Performance (Bulletin Board)				
1	ENROLMENT				
2	Organizational Chart (DepEd Officials, School Officials)				
3	SGC,PTA, Officials, Teachers Portfolio				
5	Rights of the child, School and classroom policies				
6	HRPTA Accomplished projects/ Completed				
7	Inventory of school properties				
8	K to 12 Updates and Guidelines				
9	Performance indicators (2016-2019)				
		Total Score/9x20 %			
B.	Boards, Furnitures, Cabinets, Facilities, logbook & frames	20%			
1	Whereabouts Board (2 ft x 3 ft.) in a strategic area	Fairly made and not placed in a	Well made but data not updated	Well made and placed in a	
2	Tranparency Board/ Sheet in a strategic area	Outdated and unaccessible by stakeholders	Updated , organized but non accessible by stakeholders	Updated,organized, and accessible by stakeholders	
3	Sala set, table and chair,	Poorly maintained	Well maintained	Attractive and well maintained	
4	Philippine Flag with pole and stand	Substandard flag in a substandard pole & stand	Standard Flag in a substandard pole or stand	Standard flag in a standard pole and stand	
5	Conference table (at least good for 10 pax)	Substandard but neat & clean	Standard ,clean & appealing	Standard , clean & very appealing	
6	Functional Filing Cabinet	Made of low quality material & disorganized	Made of high quality material and quite organized	Made of high quality material & very organized	
7	Drinking Facilities (glasses,water container,etc.)	Inadequate, unsanitary or kept in unsecured area	adequate but unsanitary or kept in unsecured area	adequate ,well sanitized & kept in secured area	
8	Comfort Room and lavatory	soiled or needs major repair	clean but needs minor repair	hygienic & luxurious	
9	Visitors Log book	has 5 to 20 recorded visitors	Has 21 to 30 recorded visitors	Has 31 and above recorded visitors	
10	Log book/record of attendance of Brigada Eskwela volunteers	Appears sullied with 100-300 volunteers	Neat and clean with 301- 500 volunteers	Very neat, clean, presentable with 500 or more volunteers	
11	Record of Resource Generated during BE from January- June 4,2018	Generated 5000 to 99,999	100,000-299,999	300,000-1,000,000	
12	Framed /laminated (1.5 ft x 2 ft.)				
	12.1 Panunumpa sa Kawani ng Gobyerno	Presence of at least 1 (well framed)item	Presence of 2(well framed)items	Presence of 3(well framed) items	
	12.2 DepEd Vision and Mission				
	12.3 Portrait of Philippine Hero				
		Total Score/14 x 20%			

C.	Cleanliness and Orderliness	30%			
1	3 trash cans, window curtains and 5 potted plants	Incomplete or presence of 2 unsatisfactory items	Complete with 1 unsatisfactory item	complete and all items are presentable	
2	Doors , windows, walls and ceiling (inside & outside)	Needs major repair	Needs minor repair	Well painted and well	
		Total Score/2 x 30%			
D.	SCHOOL GROUND AND PLANT FACILITIES	30%			
1	Solid Waste Management (Material Recovery Facility)	Proper segregation of waste is not evident	Proper segregation of waste is partly evident	Proper segregation of waste is evident	
2	Landscaping Painted with flowering/ ornamental plants)	Minimal & unattractive	Well landscape with minimal plants	Extra ordinary - landscape full of full grown plants	
3	Water supply facilities	Insufficient ,temporarily installed or unsafe	Sufficient but temporarily installed or quite unsafe	Sufficient,permanently installed and very safe	
4	School Clinic (record of Nutritional Status implementation of health development projects, medical supplies,establishment of herbal garden.	2 or 3 items are incomplete or unsatisfactorily prepared	1 item is incomplete or unsatisfactorily prepared	Has all the items prepared satisfactorily	
5	Emergency Kit/ bags for learners (whistle, Leaflets of information of the kits)	absence of all items	absence of one item	all items are evident	
6	Hand Tools in a locker/shop room (e.g. garden tools, shop tools)	Inadequate (10 and below are serviceable)	Adequate (11-20 are serviceable)	Adequate (more than 21 are serviceable)	
7	Sustainable Gulayan sa Paaralan Presence of Climbing Plants with trilish, root crops,Green Leafy Vegetables, fruit bearing vegetable plants (Guayabano, Calamansi, Malungay Avenue) with water supply access.	Presence of fence, poor lay-out of garden plots, Guayabano, Calamansi, Malungay Avenue is not evident	presence of fence, well lay-outed garden plots, has GCM but no permanent water supply access	Presence of all items are evident	
		Total Score/7 x 30%			
		Grand Total (A+B+C+D)			
	Legend:				

Ratee: _____

Signature over Printed Name

32-74- 2 Stars
75-117 4-Stars
118-160 5-Stars

Rater: _____

Signature over Printed Name

DepEd TANGUB CITY
2019 SEARCH FOR 5 STAR CLASSROOM RUBRICS

1 CLASSROOM STRUCTURING (20%)		2	4	5
A.	At the door Teacher's Name Plate with Recent ID Picture Class Program	Complied the standard but improperly framed/covered	Complied the standard but with minor defects	Complied the standard and properly framed/covered
B.	Near the Door Attendance Chart Rack for DepEd Forms			
C.	Infront of the Classroom . Framed chalkboard with lines and chalkledge, curtains and proper height for the children Teacher's Table with glass pad and Chair Lesson Plans/ DLL / Curriculum Guides/ Teacher's Guide			
D.	Above the Chalkboard Framed portrait copy of : 4.1 National Hero (center) 4.2 National Anthem (Lower right of Hero's portrait) 4.3 Panunumpa sa Watawat (Lower left of Hero's portrait) 4.4 Motto of the Month (Right of the National Anthem) 4.5 Letters of the Alphabet (Elementary Only)	In a temporary frame and /or appears grimy/ tatty	Clean , clear but temporarily framed	Clean , clear and properly framed.
E.	Facilities ,Furnitures,Modules,Ornaments			
	E.1 Instructional bulletin board by learning area with readable and updated data.	Did not comply the standard requirement and not properly labeled	Complied the standard requirement but not properly labeled	Complied the standard requirement and properly labeled
	E. 2 Reading Corner/ Mini Library with reading materials, mats/ carpets, shelves/ cabinets			
	E.3 Personality /Health Corner with washing and drinking facilities and personal hygiene facilities			
	E.4 Cabinet / Aparador w/ instructional Materials & textbooks ready for ditribution.	Did not comply the standard requirement and	Cpmplied the standard requirement but not	Complied the standard and
	E.5 Framed and updated bulletin board on class BEIS such as			
	E.5.a (Module A) Profile of Students	Did not comply the standard requiremnet and appears dusty or ragged	Complied the standard requirement but appears dusty or ragged	Complied the standard requirements and splendidly presented
	E.5.b (Module B) Organizational Chart of HRPTA Officers, Class/SSG/SPG Officers			
	E.5.c (Module C) Information of the K to 12 Curriculum			
	E.5.d (Module D) Rights of Child, School/ Class Policies			
	E.5.e (Module E) Inventory of Classroom Properties			
	E.5.f (Module F) HRPTA Accomplished Projects			
	E.5.g (Module G) Community Involvement			
	E.5.h (Module H) Proficiency level per subject			
	E.6 Desk/ Arm chairs with LRN and name of pupil/ student	Did not comply the standard requirements and appears dusty/ragged	Complied the standard, but the items were poorly labeled and or not placed strategically	Complied the standard where item/s were very presentable/usable/ properly labeled and or
	E.7 Trashcans (at least 2) with stands			
	E.8 Divan/ Broom Box with usable brooms and coco husks			
	E.9 Healthy potted plants (at least 3) but not to exceed 5			
		Total Score/27x 20%		
2	F, Teacher's and Learner's Kit with proof of utilization (25%)			
G.	Teacher's Kit (Manila Paper,Bond Paper Long, Pair of scissors,cartolina ,Pen[black and red], Permanent marker[black and blue], Bag , Ruler [12 inches], Pencil Sharpener, DLL/ DLP Test notebook, class record)	presence of 2-4 items	Presence of 5-7 items	Presence of all items
H.	Learner's Kit (Notebook, pad paper, pencil, ball pen, crayon. Ruler, small scissors, pencil sharpener, Paste, Bag)	presence of 2-4 items	Presence of 5-7 items	Presence of all items
		Total Score/2 x 25%		
3	I. Learners and Teacher's Performance in CNR (25%)			
		evident of 3-5 non-	evident of 1-2 non	evident of 0 none
	Plus Factor:	Total Score/1 x 25%		
		Number of Wins in contests @ 0.2/ win		
4	J. School Safety (15%)			
K.	Emergency Kit/ bags for learners (whistle, Leaflets of information of the kits)	absence of all items	absence of one item	all items are evident
L.	First Aid Kit (Burn Ointment,Betadine, Band-aid, Bandage ,gauze,Plaster Tape, Alcohol, Agua Oxigenada, Bottled water,gloves,cotton.)	presence of 2-4 items	Presence of 5-7 items	Presence of all items
M.	Teacher's Emergency Kit (Whistle, Flashlights/ batteries,Boots, Raincoats/umbrella, Radio/ Batteries, Emergency Hotline list, Evacuation guide,Toiletries, Bottled Water)	presence of 2-4 items	Presence of 5-7 items	Presence of all items
		Total Score/ 2 x 15%		
5	N. Water Sanitation and Hygiene in School (15%)			
O.	Health and Hygiene Kits (Soap, Toothpaste,toothbrush,Sanitary Pads for female high school learners, Drinking water [1 liter)	presence of 2-4 items	Presence of 5-7 items	Presence of all items
		Total Score /1 x15%		
		Grand Total		

Legend:
54-94 1 Star
95- 135 3 Star
136-175 5 Star

Ratee: _____
Signature over Printed Name

Rater: _____