



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
GRACEVILLE ELEMENTARY SCHOOL
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

October 27, 2021

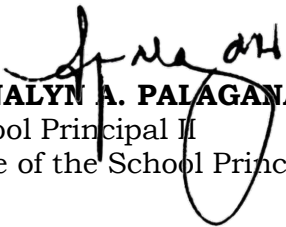
SCHOOL M E M O R A N D U M

No. 102 s. 2021

**GUIDELINES FOR THE BEST SCHOOL-AREAS OF THE DIFFERENT SCHOOL
TEACHERS ANCILLIARY/ ADMINISTRATIVE ASSIGNMENTS S.Y. 2021-2022**

To: Teaching Personnel
School Administrative Officer

1. The school will conduct a search for BEST SCHOOL-AREAS OF THE DIFFERENT SCHOOL TEACHERS ANCILLIARY/ ADMINISTRATIVE ASSIGNMENTS. As stipulated in the School Memorandum No.088 s. 2021 SCHOOL-BASED CLASSROOM EVALUATION S. Y. 2021-2022.
2. As mandate of this office it is appropriate to strengthen the implementation of the different programs to fully evaluate the effectiveness in the learning process of pupils to improve the health educational system despite of the pandemic.
3. Be guided with the contested programs which are suitable in the schools that convey its own goal in the achievement of better-quality education.
4. Enclosed are the criteria preliminary evaluation shall start during this month of November and finally on the month of December, awarding of winners will be this December during the School Search of Outstanding Teacher.
5. For information guidance and compliance.


DIANALYN A. PALAGANAS, PhD
School Principal III
Office of the School Principal



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CRITERIA FOR THE BEST SCHOOL-BASED FEEDING IMPLEMENTER

Activity/Program	
A. Preparation and Availability of Data	<ol style="list-style-type: none">1. Validated Nutritional Status of Beneficiaries2. Updated Weekly Attendance3. School Work and Financial Plan4. Project Procurement Management Plan5. Orientation of SBFP & Involvement of Parents6. Partnership with stakeholders
B. Program Management	<ol style="list-style-type: none">1. Time Feeding Started2. Distribution Area3. Proper Storage of food supply inspection report4. Observance of proper hygiene & sanitation procedure5. Observance of proper food handling6. Proper attire of food handlers
C. Complementary Activities	<ol style="list-style-type: none">1. Percentage of beneficiaries dewormed
D. Liquidation Process	<ol style="list-style-type: none">1. Submission of complete liquidation report



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CRITERIA FOR JUDGING THE BEST IMPLEMENTER OF THE NATIONAL DRUG EDUCATION PROGRAM (NDEP)

Components	
A. Curriculum and Instruction	1. Integration of drug concepts in relevant subject areas Classroom 2. Functional Action Plan
B. Co-Curricular Activities and ancillary Services	1. Peer counselling program 2. Functional Guidance Office 3. Functional school clinic 4. Functional pupils' organization
C. Teachers Organization	1. NDEP committee is formed with the respective duties and function NDEP coordinators/Guidance counselor are trained
D. Parent Education and Community outreach	1. Close coordination with the Barangay Anti-Drug Education Council 2. Drug Abuse Prevention Education is conducted during PTA meetings



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CRITERIA FOR JUDGING THE MOST FUNCTIONAL SCHOOL GARDEN

Criteria	
A. Nursery	<ol style="list-style-type: none">1. Presence of sand beds/boxes2. Presence of varied seedlings3. No. of seedling produced/ distributed4. Presence of planting calendar5. Use of inorganic systematic application of fertilizers, pesticides, insecticides.6. Seedbank with labels7. inventory of produce seedlings and distribution
B. Vegetable Production	<ol style="list-style-type: none">1.Total yield2.Varieties of vegetable planted3.Technology adopted in gardening
C. Composting	<ol style="list-style-type: none">1. Presence of logbook2. Narrative Reports3. Pictorials/ Documentation
D. Vegetable Garden	<ol style="list-style-type: none">1. Lay-out2. Water supply3. Drainage
E. Garden Tools	<ol style="list-style-type: none">1. Presence of garden tools



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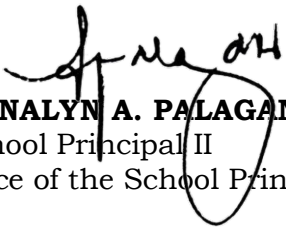
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CRITERIA FOR JUDGING BEST HALLWAY AND STAIR AREAS OF THE SCHOOL
THEME: MAKAKALIKASAN

Criteria	Percentage
A. Creativity	20%
B. Cleanliness	20%
C. Originality	20%
D. Relevance to the Theme	20%
E. Overall Design	10%
F. Presence of Mini Library Hub	10%
Total	100%

CRITERIA FOR JUDGING BEST SCHOOL-AREAS FOR ANCILLIARY/ADMINISTRATIVE
ASSIGNMENTS

Criteria	Percentage
A. Comfortable	20%
B. Safe	20%
C. Secure	20%
D. Accessible	10%
E. Well- illuminated	10%
F. Well- ventilated	10%
G. Aesthetically pleasing	10%
Total	100%


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