



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

29 March 2022

SCHOOL MEMORANDUM
NO. s.2022

To: All Teachers

**MIDYEAR ASSESSMENT OF INDIVIDUAL MONITORING, EVALUATION AND ADJUSTMENT
(IMEA)**

1. This office announces the conduct of midyear assessment of Individual Monitoring, Evaluation and Adjustment (IMEA) on April 7, 8, 11, 12, and 13.
2. This activity aims to:
 - a. Determine the progress in achieving the individual objectives as reflected in IMEA/ RPMS;
 - b. Provide coaching feedback and appropriate interventions when necessary; and
 - c. Discuss other related matters.
3. Attached to this memo are Enclosure #1: List of Validators
Enclosure #2: IMEA Form
4. For information and guidance.


DIANALYN A. PALAGANAS PhD
Principal II



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VALIDATORS

Chairman:	DIANALYN A. PALAGANAS
Kinder and Grade 1:	WELMER T. SERRANO and CHERYL RODRIGUEZ
Grade 2:	JEFFREY HERRERA and ANNALEE GOMEZ
Grade 3 and 4:	ROCHELLA ESGUERRA and MAYLYN SUNGA
Grade 5 and 6:	SYCHE TABUZO and MARICEL ALCAZAREN



**INDIVIDUAL MONITORING, EVALUATION AND ADJUSTMENT
SY 2021-2022**

Name of Teacher:

Position:

Objective	Means of Verification	Status			Remarks
		Done	On-going	To be done	
KRA 1: Content Knowledge and Pedagogy					
1. Applied knowledge of content within and across curriculum teaching areas (2)	Classroom Observation Tool rating sheet or inter-observer agreement form				
2. Used research-based knowledge and principles of teaching and learning to enhance professional practice (1)	1 lesson plan with annotations identifying the research-based knowledge and/or principles of teaching and learning used as basis for planning/designing the lesson				
3. Displayed proficient use of Mother Tongue, Filipino and English to facilitate teaching and learning (2)	Classroom Observation Tool rating sheet or inter-observer agreement form				
4. Used effective verbal and non-verbal classroom communication strategies to support learner understanding, participation, engagement and achievement (2)	Classroom Observation Tool rating sheet or inter-observer agreement form				
KRA 2: Learning Environment					
5. Established safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures (2)	Classroom Observation Tool rating sheet or inter-observer agreement form				
6. Maintained learning environments that promote fairness, respect, and care to encourage learning (2)	Classroom Observation Tool rating sheet or inter-observer agreement form				
7. Maintained learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning SET A (2) SET B (2)	SET A Any supplementary material (in print/digital format) made by the ratee and used in the lesson delivery that highlights a range of strategies that maintain learning environments that motivate learners to work productively by assuming responsibility for their own learning * activity sheets * one lesson from a self-learning module * lesson plan * video lesson * other learning materials in print/digital format with client learner feedback on how the material encouraged the learners to participate, cooperate and collaborate.				
	SET B Classroom Observation Tool rating sheet or inter-observer agreement form				

Objective	Means of Verification	Status			Remarks
		Done	On-going	To be done	
8. Applied a range of successful strategies that maintain learning environments that motivate learners to work productively by assuming responsibility for their own learning SET A (2) SET B (2)	SET A Any supplementary material (in print/digital format) made by the ratee and used in the lesson delivery that highlights maintaining learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning * activity sheets * one lesson from a self-learning module * lesson plan * video lesson * other learning materials in print/digital format				
	SET B Classroom Observation Tool rating sheet or inter-observer agreement form				
KRA 3: Diversity of Learners, Curriculum Planning, & Assessment and Reporting					
9. Designed, adapted and implemented teaching strategies that are responsive to learners with disabilities, giftedness, and talents SET A (2) SET B (2)	SET A Classroom Observation Tool rating sheet or inter-observer agreement form				
	SET B Teacher Reflection Form on designing, adapting, and/or implementing teaching strategies that are responsive to learners with disabilities, giftedness and talents and a certification from the school head that the ratee's classes have no identified learner/s with disabilities, giftedness and/or talents				
10. Adapted and used culturally appropriate teaching strategies to address the needs of learners from indigenous groups (2)	SET A Classroom Observation Tool rating sheet or inter-observer agreement form				
	SET B Teacher Reflection Form on adapting and using culturally appropriate teaching strategies to address the needs of learners from indigenous groups and a certification from the school head that the ratee's classess have no identified learner/s from indigenous groups				
11. Adapted and implemented learning programs that ensure relevance and responsiveness to the needs of all learners	1. Proof of evaluation on the implementation of adapted/contextualized learning program 2. Progress Report on the implementation of the adapted/contextualized learning program 3. Accomplishment / completion / technical report on the implementation of an adapted/contextualized learning program 4. Action plan / activity proposal / activity matrix that shows adapted/contextualized learning program				

Objective	Means of Verification	Status			Remarks
		Done	On-going	To be done	
12. Utilized assessment data to inform the modification of teaching and learning practices and programs	<p>A list of identified least / most mastered skills based on the frequency of errors / correct responses with any of the ff supporting MOV</p> <ol style="list-style-type: none"> 1. accomplishment report for remedial / enhancement activities 2. intervention material used for remediation / reinforcement / enhancement 3. lesson plan / activity log for remediation / enhancement utilizing of assessment data to modify teaching and learning practices or programs 4. Communication letter about a program / project / activity that maintains a learning environment 				
KRA 4: Community Linkages and Professional Engagement & Personal Growth and Professional Development					
13. Maintained learning environments that are responsive to community contexts	<ol style="list-style-type: none"> 1. Accomplishment report of a program / project / activity that maintains a learning environment 2. Program / Project / Activity plan on maintaining a learning environment 3. Minutes of a consultative meeting / community stakeholders meeting about a program / project / activity that maintains a learning environment with proof of attendance 4. Communication letter about a program / project / activity that maintains a learning environment 				
14. Reviewed regularly personal teaching practice using existing laws and regulations that apply to the teaching profession and the responsibilities specified in the Code of Ethics for Professional Teachers	<ol style="list-style-type: none"> 1. Annotated video / audio recording of one's teaching that shows impact of regularly reviewing one's teaching practice/s 2. Annotated teaching that shows impact of regularly reviewing one's teaching practice/s <ul style="list-style-type: none"> * lesson plan * activity sheet * assessment materials * others 3. Personal reflection notes as outputs from participation in review of personal teaching in four quarters 4. Proof of attendance (with date) in LAC or coaching and mentoring sessions for review of personal teaching practices 				
15. Complied with and implemented school policies and procedures consistently to foster harmonious relationships with learners, parents, and other stakeholders	<ol style="list-style-type: none"> 1. Proof of participation / involvement in a school-community partnership for the implementation of a school policy / procedure 2. Minutes of parent-teacher conference / stakeholders' meeting about an implemented school policy / procedure with proof of attendance 3. Communication letter about an implemented school policy / procedure sent to parent / guardian 				
16. Applied a personal philosophy of teaching that is learner-centered	One lesson plan with annotations explaining the application of a learner-centered teaching philosophy				

Objective	Means of Verification	Status			Remarks
		Done	On-going	To be done	
17. Adopted practices that uphold dignity of teaching as a profession by exhibiting qualities such as caring, attitude, respect and integrity	1. Documented feedback from superiors, colleagues, learners, parents/ guardians, or other stakeholders directly reflecting the ratee's good practices that uphold the dignity of teaching as a profession 2. Annotated evidence of practice indirectly linking to the upholding of the dignity of teaching as a profession by exhibiting qualities such as caring, attitude, respect and integrity * Screenshot of text message / chat / email / any forms of communication with parents / guardian or learners * Remarks from mentor / master teacher / school head about one's qualities * Recognition from the school / school community about one's qualities * Others				
18. Set professional development goal based on the Philippine Professional Standards for Teachers	1. Updated IPCRF-DP from Phase II 2. Mid-year Review Form 3. IPCRF-DP 4. Certification from the ICT Coordinator / School Head / Focal Person in-charge of e-SAT				
KRA 5: Plus Factor					
19. Performed various related works / activities that contribute to the teaching-learning process	Any proof of: * committee involvement * advisorship of co-curricular activities * book or journal authorship / contributorship * coordinatorship / chairpersonship * coaching and mentoring learners in competitions * serving as reliever of classes in the absence of teachers * mentoring pre-service teachers * participation in demonstration teaching * participation as technical working group member * others				

SCHOOL SCREENING COMMITTEE

DIANALYN A. PALAGANAS, PhD
Chairman

SYCHE S. TABUZO, PhD
Member

WELMER T. SERRANO, MAEd
Member

ROCHELLE T. JUNIO
Member

JEFFREY DC. HERRERA
Member