

PERFORMANCE APPRAISAL SYSTEM FOR TEACHERS (PAST)

Name: _____
 District/Division: **Catanduanes**
 School Year: _____

Designation/Position _____

Year Level Handled: _____
 School: _____
 Region: **V (Bicol)**

PERFORMANCE INDICATOR	Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor	RATING
	10	8	6	4	2	
I - INSTRUCTIONAL COMPETENCE (70%)						
A. Lesson Planning and Delivery (45% for Teachers, 40% for Master Teachers)						
1	Formulates/adopts objectives of lesson plan					
2	Selects content and prepares appropriate instructional materials/teaching aids					
3	Selects teaching methods/strategies					
4	Relates new lesson with previous knowledge/skills					
5	Provides appropriate motivation					
6	Presents and develop lessons					
7	Conveys ideas clearly					
8	Utilizes the art of questioning to develop higher level of thinking					
9	Ensures pupils/students participation					
10	Addresses individual differences					
11	Shows mastery of the subject matter					
	Assessment					
12	Diagnoses learner's needs					
13	Evaluates learning outcomes					
14	Assesses lesson to determine desired outcomes within the allotted time					
	Management of Time Learning Environment					
15	Maintains clean and orderly classroom					
16	Maintains classroom conducive to learning					
	Total Score					
	Sub-Rating (Total score/16x45% or 40%)					
B. Technical Assitance (For Master Teachers only - 15%)						
1	Provides assistance to teacher in improving their teaching competence					
2	Prepares prototype instructional materials for use					
3	Assists in the conduct of in-service training/conferences					
4	Serves as demonstration teacher on innovative teaching techniques, classroom management, materials development					
	Total Score					
	Sub-Rating (Total Score/4 x 15%)					
C. Learner's Achievement (20% for Teachers, 10% for Master Teachers)						
1	Improves learners achievement level over pretest					
	Total Score					
	Sub-Rating (Total score x 20 % or 10%)					
D. School, Home and Community Involvement (5%)						
1	Organizes and maintains functional homeroom PTCA					
2	Conducts homeroom PTCA meeting to report learner's progress					
3	Disseminates school policies/plans/programs/accomplishments to the schools' clientele					
4	Participates in community projects and in civic organization					
5	Encourages involvement of parents in school programs and activities					
	Total Score					
	Sub-Rating (Total score/5 x 5 %)					
II. PRPFSSIONAL AND PERSONAL CHARACTERISTICS (20%)						
	<i>Following are the scaled choices for rating the frequency by which the teacher demonstrated / manifested the specified personal/professional characteristics</i>					
1	Decisiveness					
2	Honesty/Integrity					
3	Dedication/Commitment					
4	Initiative/Resourcefulness					
5	Courtesy					
6	Human Relations					
7	Leadership					
8	Stress Tolerance					
9	Fairness/Justice					
10	Proper Attire/Good Grooming					
	Total Score					
	Sub-Rating (Total score/10 x 20 %)					

III - PUNCTUALITY AND ATTENDANCE (10%) Including meetings and Required school activities)							
1	Punctuality - number of times tardy during the rating period						
2	Attendance - number of days absent during the rating period						
Total Score							
Sub-Rating (Total score/2 x 10 %)							
GRAND TOTAL							

PLUS FACTOR

(0.5 for each indicator but not exceed 2 points for the total)

For Teachers

1 Rendered the following technical assistance:

- 1.1 Provided assistance to co-teachers in improving their teaching competence _____
- 1.2 Assisted school administrators in planning and managing in-service trainings _____
- 1.3 Served as consultant in the preparation of supplementary instructional materials _____
- 1.4 Served as demonstration teacher on innovative teaching techniques, classroom management _____
- 2 Conducted action research whose findings and recommendations have been adopted by the school/district _____
- 3 Subject area coordinator/chairman in district/division _____
- 4 Served as demonstration teacher on innovative teaching techniques, classroom management _____

For Master Teachers

- 1 Published at least one (1) article in professional magazines/periodicals related to field of specialization
- 2 Served as resource person/consultant in seminar/workshop/training related to field of specialization
- 3 Conducted action research(es), the findings/results of which were utilized within the rating period
- 4 Designed evaluation and monitoring program for the district/division

SUMMARY OF RATINGS

I Instructional Competence (70%)

A. Lesson Planning and Delivery (45% for Teachers, 40 % for MT's)

B. Technical Assistance (For Master Teachers only - 15%)

C. Learner's Achievement (20% for Teachers, 10 % for Master Teachers)

- 1. Record the corresponding points of the PL _____
- 2. Indicated the Numerical Equivalent for Descriptive Rating (NEDR) _____
- 3. Get the average of NEDR _____
- 4. Average Point x 0.20 = Learner's Achievement _____

PL	NEDR	Tests:	PL	NEDR
81 - 100	10			
61 - 80	8	NAT Yr. II		
41 - 60	6			
21 - 40	4			
1 - 20	2			
		TOTAL		Ave. NEDR _____

D. School, Home and Community Involvement (5%)

II **Professional and Personal Characteristics** (20%)

III **Punctuality and Attendance** (10%)

Total	_____
Plus Factor	_____
Over-All Rating	_____
Descriptive Rating	_____

Remarks:

RATEE:

CONFERRED WITH:

Secondary School Principal

CONFORME:

Signature of Ratee

RECOMMENDING APPROVAL:

Asst. School Division Superintendent

APPROVED:

Schools Division Superintendent

KEY TO DESCRIPTIVE RATING

- 8.60 - 10.00 - Outstanding
- 6.60 - 8.59 - Very Satisfactory
- 4.60 - 6.59 - Satisfactory
- 2.60 - 4.59 - Unsatisfactory
- 2.59 - Below - Poor