

Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

July 10, 2018

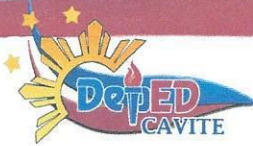
DIVISION MEMORANDUM
No. 197, s. 2017

**SUBMISSION OF POST-TEST SURVEY QUESTIONNAIRE IN LEARNING –
FOCUSED SCHOOL LEADERSHIP**

TO: OIC, Asst. Schools Division Superintendent
OIC, Office of the Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC-Chief, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Selected School Heads
All concerned

1. One of the elements required to create and nurture high levels of academic achievement among the pupils and students in the schools is the presence of competent school heads who extend top priority to learning.
2. This is the reason why efforts to install a Learning – Focused School Leadership framework in DepEd Region IV-A have been exerted.
3. In this regard, the heads of the schools listed below shall accomplish the survey questionnaire for school head and facilitate the survey questionnaire for ALL G6 teachers who teaches English, Science and Mathematics.

	CODE	School	School ID
a.	53C	Indang East ES (Indang)	107995
b.	57C	Paligawan Es (Silang)	108129
c.	58C	FVR ES (GMA)	107939
d.	59C	Sungay ES (Tagaytay)	108153
e.	63C	Mataas na Burol ES (Silang)	108116
f	74C	Sta. Mercedes ES (Patungan ES) (Maragondon)	108049



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4. Submit the accomplished questionnaire to the Office of the Asst. Schools Division Superintendent on or before **July 12, 2018, Thursday** and look for Mr. Neil Ivan P. Lontoc at telephone no: (046) 419 – 1739.
5. Survey questionnaires for school heads and G6 teachers are attached herewith.
6. The prompt submission of questionnaires of the identified schools is desired.

by ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
CHERRYLOU D. REPIA
Schools Division Superintendent



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RESEARCH STUDY ON LEARNING - FOCUSED SCHOOL LEADERSHIP

Questionnaire for SCHOOL HEAD

Part I. Respondents Profile

Direction: Supply the information requested below by checking (/) the appropriate space which corresponds to your profile.

Gender: Male () Female ()
 Position: Principal () Head Teacher () TIC ()
 Age: 21-30 years () 31-40 years () 41-50 years () 51 years & older ()
 Drop - Out Rate SY 2016 - 2017: _____ SY 2017 - 2018: _____

Part II. Learning-Focused School Leadership Domains

Directions: Check the appropriate box which corresponds on your understanding on Learning-Focused Leadership in your school.

Rest assured that all informations obtained in this study will be treated with utmost confidentiality.

ACTIVITIES	6	5	4	3	2	1
	Strongly Agree	Agree	Slightly Agree	Slightly disagree	Disagree	Strongly Disagree
I, being the School Head...						
A. MAINTAINING PRESENCE AND VISIBILITY IN MONITORING INSTRUCTIONAL ACTIVITIES						
1. create & manage a school process to ensure student progress is conveyed to students and parents/guardians, regularly						
2. assist in implementing an existing, coherent and responsive school-wide curriculum						
3. implement programs for instructional improvement such as introduction of curriculum initiatives, curriculum review and curriculum innovation and enrichment with the use of technology						
4. ensure that the classroom priorities of teachers are consistent with the goals and direction of the school						
5. review student work products when evaluating classroom instruction						
6. organize teams to champion instructional innovation programs toward curricular responsiveness						
10. point out specific weaknesses in teacher instructional practices in post-observation feedback (e.g. in conferences or written evaluations)						
B. PROVIDING PROFESSIONAL DEVELOPMENT ACTIVITIES						
3. align professional development activities with school improvement efforts that are tied to real students' needs						
5. implement and monitor mid-year professional development/ monthly Learning Action Cell (LAC) activities						
6. evaluate impact of professional development activities						
7. ensure adequate resources for training and development						
8. help teachers focus on and improve their competence through coaching and mentoring						
9. encourage attendance to post graduate courses and other seminars/workshops as well as membership in professional organizations						
10. capacitate teachers in using ICT enabled teaching practices						

C. PROVIDING TECHNICAL ASSISTANCE TOWARDS INNOVATIVE TEACHING-LEARNING INTERVENTIONS

1. provide support to enhance teacher's strengths						
2. provide support to overcome teacher's weaknesses						
3. provide TA using Appreciative Inquiry						
5. guide teachers in designing strategic intervention materials (SIM)						
6. monitor and evaluate the implementation of strategic intervention materials (SIM)						
7. provide rewards and incentives for teachers' innovative practices						
10. utilize diverse approaches in providing TA						

D. EXEMPLIFYING GOOD LEADERSHIP BEHAVIOR

1. involve internal and external stakeholders in achieving school vision, mission, goals and objectives						
2. utilize EBEIS and baseline data of all performance indicators in						
3. involve all stakeholders in developing SIP/AIP and decision making						
4. demonstrate fairness and objectivity in resolving problems and conflicts at the school level						
5. clarify roles and functions of school committees						
7. allocate and utilize resources (time, fiscal, human, etc.) in Transparent, Ethical and Accountable manner.						
10. empower teachers and personnel.						

E. EMPOWERMENT

1. Is confident about my ability to do my work						
2. Believes that the work that I do is important to me.						
3. Have significant autonomy in determining how I do my work.						
4. Believes that my impact on what happens in my school is large.						
5. Believes that my work activities are personally meaningful to me						

F. COMMITMENT

1. Am willing to put in a great deal of effort beyond that normally expected in order to help this school be successful						
2. Talk up this school to my friends as a great place to work for						
3. Find that my values and the school's values are very similar						
4. Feel as if this school's problems are my own						
5. Feel a strong sense of belonging to my school						

G. TRUST

1. Keep my word.						
2. Provides fair treatment with all the teachers.						
3. Have faith with the integrity of the teachers.						
4. Anticipate problems and prevent them.						
5. Respect the opinion of other stakeholders of the school.						

"Thank you!"

RESEARCH STUDY ON LEARNING - FOCUSED SCHOOL LEADERSHIP
Questionnaire for TEACHER

Part I. Respondents Profile

Direction: Supply the information requested below by checking (/) the appropriate space which corresponds to your profile.

Gender: Male () Female ()
Position: T1 - T3 () Master Teacher () TIC ()
Age: 21-30 years () 31-40 years () 41-50 years () 51 years & older ()
Subject Taught: English () Science () Mathematics ()

Part II. Learning-Focused School Leadership Domains

Directions: Check the appropriate box which corresponds on your understanding on Learning-Focused Leadership in your school.

Rest assured that all informations obtained in this study will be treated with utmost confidentiality.

ACTIVITIES	6	5	4	3	2	1
	Strongly Agree	Agree	Slightly Agree	Slightly disagree	Disagree	Strongly Disagree
A. MAINTAINING PRESENCE AND VISIBILITY IN MONITORING INSTRUCTIONAL ACTIVITIES						
Our School Head...						
1. Creates and manages a school process to ensure student progress is conveyed to students and parents/guardians, regularly.						
2. Assists in implementing an existing, coherent and responsive school-wide curriculum.						
3. Implements programs for instructional improvement such as introduction of curriculum initiatives, curriculum review and curriculum innovation and enrichment with the use of technology.						
4. Ensures that the classroom priorities are consistent with the goals and direction of the school.						
5. Reviews student work products when evaluating classroom instruction.						
6. Organizes teams to champion instructional innovation programs toward curricular responsiveness.						
10. Points out specific weaknesses in teacher instructional practices in post-observation feedback (e.g. in conferences or written evaluations)						
B. PROVIDING PROFESSIONAL DEVELOPMENT ACTIVITIES						
Our School Head...						
3. Aligns professional development activities with school improvement efforts that are tied to real students' needs.						
5. Implements and monitors mid-year professional development/monthly Learning Action Cell (LAC) activities.						
6. Evaluates impact of professional development activities.						
7. Ensures adequate resources for training and development.						
8. Helps teachers focus on and improve their competence through coaching and mentoring.						
9. Encourages attendance to post graduate courses and other seminars/workshops as well as membership in professional organizations.						
10. Capacitates teachers in using ICT enabled teaching practices.						
C. PROVIDING TECHNICAL ASSISTANCE TOWARDS INNOVATIVE TEACHING-LEARNING INTERVENTIONS						
Our School Head...						
1. Provides support to enhance teacher's strengths.						
2. Provides support to overcome teacher's weaknesses.						
3. Provides TA using Appreciative Inquiry.						
5. Guides teachers in designing strategic intervention materials (SIM).						
6. Monitors and evaluates the implementation of strategic intervention materials (SIM).						
7. Provides rewards and incentives for teachers' innovative practices.						
10. Utilizes diverse approach in providing TA.						

D. EXEMPLIFYING GOOD LEADERSHIP BEHAVIOR**Our School Head...**

1. Involves internal and external stakeholders in achieving school vision, mission, goals and objectives.							
2. Utilizes EBEIS and baseline data of all performance indicators in.							
3. Involves all stakeholders in developing SIP/AIP and decision making.							
4. Demonstrates fairness and objectivity in resolving problems and conflicts at the school level.							
5. Clarifies roles and functions of school committees.							
7. Allocates and utilizes resources (time, fiscal, human, etc.) in Transparent, Ethical and Accountable manner.							
10. Empowers teachers and personnel.							

E. EMPOWERMENT**Our School Head...**

1. Is confident about my ability to do my work.							
2. Believes that the work that I do is important to me.							
3. Have significant autonomy in determining how I do my work.							
4. Believes that my impact on what happens in my school is large.							
5. Believes that my work activities are personally meaningful to me.							

F. COMMITMENT**Our School Head...**

1. Is willing to put in a great deal of effort beyond that normally expected in order to help this school be successful.							
2. Talk up this school to my friends as a great place to work for.							
3. Finds that my values and the school's values are very similar.							
4. Feels as if the school's problems are my own.							
5. Feels a strong sense of belonging to my school.							

G. TRUST**Our School Head...**

1. Keep my word.							
2. Provides fair treatment with all the teachers.							
3. Have faith with the integrity of the teachers.							
4. Anticipate problems and prevent them.							
5. Respect the opinion of other stakeholders of the school.							

"Thank you!"