**(Sample template for SMEA)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Areas of Concern | CIGP/s | Cause of Occurrence | Proposed Corrective Action | Time Frame to Resolve/Address | Proposed Preventive Measure/s |
| 1.Classroom Instruction |  |  |  |  |  |
| 1.1 Curriculum Management |  |  |  |  |  |
| 1.2 Learning Delivery |  |  |  |  |  |
| 1.3 Learning Resources |  |  |  |  |  |
| 1.4 Assessment of Learning |  |  |  |  |  |
| 2. Learning Outcomes for the 1st Quarter of the School Year |  |  |  |  |  |
| 3. Partnership/Linkages |  |  |  |  |  |
| 4. LARDOs |  |  |  |  |  |
| 5. Other related activities |  |  |  |  |  |

Name of Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject Handled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level: \_\_\_\_\_\_\_\_\_\_

6. Best Practices which ought to be replicated and adopted (this may be verbally done during FGD or during LAC sessions)

6.1 Classroom Management (emphasis on physical environment/ classroom plant, classroom routine - supervised recess/lunch break, getting in and out of the classroom for flag ceremony and participation in any school initiated activity, orderliness and cleanliness of the classroom, good grooming and personal hygiene, etc.)

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6.2 Teaching Strategy (emphasis on critical content, preparation of LP/DLP/iPlan for newly hired)

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6.3 Forging Stakeholders (emphasis on attendance during classroom/school PTA meetings, planned homeroom projects, student discipline, etc)

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6.4 Student Discipline (emphasis on positive/constructive discipline, greetings utterances and gestures, etc.)

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6.5 Other related activities to support attainment of the desired learning outcomes. (newly hired teachers -preparation of records and forms of the learners, computation of grades, supplies and materials, etc.)

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