**Annexure D 3**

**QUALITY MANAGEMENT SYSTEM (QMS)**

**COMPOSITE SCORE SHEET: PL 4**

**Principal**

(To be submitted to the District Office by the end of the 4th quarter)

|  |  |  |  |
| --- | --- | --- | --- |
| **Educator**  |  | **Date** |  |
| **Persal Number** |  | **School** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***NO.*** | ***PERFORMANCE STANDARD*** | ***MAXIMUM SCORE*** | **PRINCIPAL’S SCORE** | ***PRINCIPAL’S*** ***SCORE as a percentage******(P 1A)*** | ***PRINCIPAL’S*** ***SCORE as a percentage******(P 1B)*** |
|  |  | ***P 1A or P 1B*** |  |  |  |
| 1. | Leading the learning school **(Weighting: P 1A – 40%**  **P 1B – 20%)**  | **60** | **(A)**  | **(A)**  % | **A)**  % |
| 2. | Shaping the direction and development of the school | 52 |  |  |  |
| 3. | Managing quality and securing accountability | 44 |  |  |  |
| 4. | Developing and empowering self and others | 36 |  |  |  |
| 5. | Managing the school as an organisation | 56 |  |  |  |
| 6. | Managing human resources (staff) in the school | 20 |  |  |  |
| 7. | Management and advocacy of extra-mural activities | 16 |  |  |  |
|  | **Sub-Total (PS 2 – 7)****(Weighting: P 1A – 60%**  **P 1B – 80%)** | **224** | **(B)**  | **(B)**  % | **(B)**  % |
|  | **TOTAL: ANNUAL SCORE (A + B)** | **284** |  |  |  |
|  | **Percentage (A + B) =** |  |  | **%** | **%** |

**Comments:**

|  |
| --- |
|  |

I agree / do not agree with the overall performance rating.

**SIGNATURES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **DESIGNATION** | **SIGNATURE** | **DATE** |
|  | **Appraisee (Principal)** |  |  |
|  | **Resource person (if applicable)** |  |  |
|  | **Appraiser (Circuit Manager)** |  |  |
| **VALIDATED BY:** |
|  | **District Director** |  |  |

|  |
| --- |
| *CIRCUIT / DISTRICT STAMP* |