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ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION



Excellence in Service

RCSC/LS-63/2019/3893

March 27, 2019

**NOTIFICATION**

The Royal Civil Service Commission during its 154<sup>th</sup> and 159<sup>th</sup> Commission meeting held on 22<sup>nd</sup> January 2019 and March 26, 2019 has approved the following changes in the implementation of Managing for Excellence (MaX) System for civil servants in school based on the findings of the Taskforce members and recommendation of the 259<sup>th</sup> HRC meeting of the Ministry of Education held on 19<sup>th</sup> February, 2019. This shall be implemented for ModEx conducted from 2019 onwards including 2018 performance appraisal.

**1. Performance Appraisal Form (IWP)**

To provide clarity and consistency in the assessment of performance, Section B of the Performance Appraisal Form (IWP) shall hereafter be assessed as per the rubrics developed by the Ministry of Education for all the categories of civil servants in schools. The weighting is allocated for each output area as detailed in **Annexure I**. Descriptors against rubrics have been prepared to guide in preparing and assessing IWP for output areas (**Annexure II**). The documentation required shall consists of mandatory requirements such as yearly plan, block plan, lesson plans, teaching-learning materials, assessment and other records as specified in the rubrics.

**2. Moderation Exercise (ModEx) : Types of schools groups for conduct of ModEx**

Based on the number of employees in the school, ModEx shall be conducted as a) "Independent" school – Group 1, b) "Independent" school with feeder school(s) – Group 2 and c) cluster of small schools – Group 3. Employee size shall be based on the number of staff from Position from S5 to ES1. Staff who have been recruited as substitute teachers for those on Maternity Leave & EOL shall not be included in staff strength.

**2.1 ModEx of "Independent" School - Group 1**

Schools with 18 or more employees.

**2.2 ModEx of "Independent" School with Feeder School(s) - Group 2**

This category consists of a combination of an "independent" school with smaller school(s) in the same TRC cluster which do not meet the threshold number for conduct of ModEx independently.

**2.3 ModEx of Cluster Schools – Group 3**

This category consists of 3 or more smaller schools in the same TRC cluster that do not meet the threshold number for conduct of ModEx independently.

Refer **Annexure III** for listing of schools into the above group for conduct of ModEx. The grouping of school shall be reviewed and changed, when necessary, every year by RCSC and MoE.

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**ModEx Committee (MC) Member**

The formation of the MC for conducting the ModEx for the above three groups shall be as follows:

MC Members	Independent School Group 1	Combined with Feeder School Group 2	Cluster School Group 3
Chairperson	Principal	Principal of host school	Chief DEO/TEO/Offtg Chiefs
Member	<ul style="list-style-type: none"> <li>Vice Principal</li> <li>Head of Departments **</li> </ul>	<ul style="list-style-type: none"> <li>Principals/Offtg. Principal of Schools</li> <li>Vice Principals of host school</li> </ul>	Principal/Offtg Principal of all Schools
Member Secretary	One of the Vice Principals	One of the Vice Principals of the host Schools	HR Officer of Dzongkhag/Thromde

\*\* The Principal shall identify a relevant Head of Department as MC Member.

The number of MC Member shall range from 3 to 7 including Chairperson and Member Secretary. However, exception is made for Group 3 ModEx, where there can more than 7 MC members depending on the number of schools clustered.

The Commission has approved the following exceptions for MC Members in schools:

- 3.1 P3 and above for Officiating Principal;
- 3.2 P3 and above for Head of Department;
- 3.3 As an interim measure, full-fledged principal at P4 ( 12 Nos. listed in **Annexure IV**)

**3. Proxy Rating for ModEx Committee (MC) Members**

The IWP and School PMS Score shall be the basis for proxy rating for MC Members. The proxy rating for MC Members shall be as follows.

MC Members	Independent School – Group 1	Combined with Feeder School – Group 2	Cluster School – Group 3
Chairperson**	School PMS Score	Average School PMS Score	Dzongkhag/Thromde APA Score
Member	50% each from IWP and School PMS score	<ul style="list-style-type: none"> <li>Average School PMS Score for Principals</li> <li>50% each from IWP and Average School PMS Score (for Vice Principals of host school)</li> </ul>	Average School PMS Score

\*\* Principal who have been transferred after 31<sup>st</sup> December 2018 shall receive the School PMS/Average School PMS Score from his/her previous school as his/her proxy rating.



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4. Proxy Rating for Cluster/Master Lead Teacher (for cluster level only)

The proxy rating for Cluster/Master Lead teacher shall be the average PMS Score of his/her school and TRC cluster schools' PMS score. This will be ascertained by taking 50% each from host School's PMS Score and 50% from the average of TRC cluster Schools' PMS Score.

5. General instruction

- 6.1 The Member Secretary shall submit "Employee Distribution Form" (**Annexure V**) to the RCSC for endorsement before the conduct of the ModEx.
- 6.2 The result of the ModEx shall be submitted to the Dzongkhag/Thromde HRC for information within 5 working days after the conduct of the ModEx.
- 6.3 The Member Secretary shall calculate the proxy score of the ModEx Committee.

(Karma Hamu Dorjee)

**COMMISSIONER**

Copy to:

1. Hon'ble Minister, Ministry of Education, Thimphu for kind information
2. Hon'ble Secretary, Ministry of Education, Thimphu for kind information and necessary action
3. Director General, Department of School Education, Ministry of Education for necessary action
4. Director, DoS, MoE for information and necessary action
5. Task force Members, IWP Review of MoE, for information and necessary action
6. CDEOs/DEOs of 20 Dzongkhag and 4 Thromde for information and necessary action
7. CHRO, HRD, MoE for information and necessary action
8. HROs of 20 Dzongkhag and 4 Thromde for necessary action

**Annexure**

- I. Allocation of Weighting for Output Areas
- II. Rubrics and Descriptors for Output Areas
- III. Listing of schools into Group 1, 2 and 3 for conduct of ModEx
- IV. List of full-fledged Principal at P4 eligible to sit as MC Member
- V. Employee distribution Form