
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: SDO, Angeles City

July 1, 2019

DIVISION MEMORANDUM

No. 200 S. 2019

**Utilization of the Updated RPMS Manual and Tools Based on the First 12
PPST Indicators for S.Y 2019-2020**

To : Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 Chief, Schools Governance Operations and Division
 All Heads of Public Elementary and Secondary Schools

RELEASED

JUL 02 2019

By DepEd Angeles City
 Division of City Schools

1. The Division Office through the Schools Governance Operations Division - Human Resource Development Unit informs the Utilization of the Updated RPMS Manual and Tools Based on the First 12 PPST Indicators for S.Y 2019-2020 which can be accessed via: [http:// deped.in/ RPMSManualver2019](http://deped.in/RPMSManualver2019). Likewise, there is an updated version of tools that can be accessed through <http://deped.in/RPMS2TOOL2019>.
2. A supplemental document containing list of significant clarifications, additions and amendments to the Results-based Performance Management System (RPMS) Manual 2018 is also available at: <http://deped.in/RPMSSupplemental>. Please see the enclosure for reference.
3. School heads are advised to use the updated version of the tools because they have simpler presentations. However, the users have an option to use the 2018 version because the content is the same as the updated version.
4. Schools are also requested to submit the schedule and activity report on the conduct of the School -Based Re-orientation on RPMS PPST at the SGOD-HRD unit. See attached Activity Report ISO-HRD Quality Form.
5. Immediate dissemination and compliance with this Memorandum is earnestly desired.

LEILANI SAMSON CUNANAN, CESO V
 Schools Division Superintendent

agg/seps/hrd

CN 2019-171

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SUPPLEMENTAL DOCUMENT TO THE RPMS MANUAL 2018

This document provides you the list of significant clarifications, additions or amendments to the Results-based Performance Management System (RPMS) Manual 2018. These are already included in the Updated RPMS Manual, which can be accessed at <http://deped.in/RPMSManualver2019>.

There is an updated version of the RPMS Tools, including Classroom Observation Tools (COT) and Self-Assessment Tools (SAT), which can be accessed through <http://deped.in/RPMSTools2019>. We recommend that you use the updated version of the tools because they have a simpler presentation. However, you can still use the 2018 version because the content is the same as the updated version.

ON RPMS TOOLS AND SELF-ASSESSMENT TOOLS

Page	Part of the Manual	Change	Details
11	1.2.1	Clarification	The RPMS Tool for Teacher I-III (Proficient Teachers) is for Teacher I, Teacher II and Teacher III (TI-TIII), which include: implementers of Alternative Learning System (ALS); Madrasah Education teachers/Asatidz; Indigenous Peoples Education (IPEd) teachers; Special Education Teacher I-IV; Senior High School teachers (including those who are in probationary status), and Special Science Teacher I.
12	1.2.2	Clarification	The RPMS Tool for Master Teacher I-IV (Highly Proficient Teachers) is for Master Teacher I to Master Teacher IV, which include: implementers of Alternative Learning System (ALS); Madrasah Education teachers/Asatidz; Indigenous Peoples Education (IPEd) teachers; Special Education Teacher V; Senior High School teachers (including those who are in probationary status)
83	6.1.3	Addition	Step 2: Accomplish Part III: Core Behavioral Competencies by shading the behavioral indicators that you demonstrated during the performance cycle.

ON RPMS CLASSROOM OBSERVATION TOOLS AND PROCESSES

Page	Part of the Manual	Change	Details
5	Glossary	Addition	Observers School Heads, Assistant Principals, Head Teachers, Master Teachers who conduct the classroom observation for RPMS.
97	6.2.2.2	Clarification	Observation Notes Forms should not be submitted with the COT Rating Sheet or the Inter-Observer Agreement Form as part of the Main MOV.
99	6.2.2.4	Amendment: Revised Form	When the Inter-Observer Agreement Form is used as Main MOV, the individual COT rating sheets should no longer be submitted. There is a updated Inter-Observer Agreement Form in which the ratings of the individual observers are not shown.

101	6.2.4	Addition	At the beginning of the RPMS cycle, the Rater and the Ratee must plan and agree on the schedule of classroom observations for the whole rating period. In the event that the agreed observation did not push through due to unforeseen circumstance, they must reschedule the soonest possible time.
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ON RPMS PORTFOLIO PREPARATION

4	Glossary	Amendment	Authenticate Raters do not need to affix his/her signature in each document/ evidence to prove valid and genuine copies of the original. Instead, Raters may just affix his/her signature on a sheet of paper to attest that all documents in the RPMS Portfolio are valid. See Addendum 4 for sample template.
25	2.2	Addition	Step 6. Provide a cover page in your Portfolio indicating the following: name of your school, name of Rater, name of the Approving Authority and current school year. With an agreement with your approving authority, you may digitize your physical documents and submit an electronic copy of your Portfolio to minimize printing costs.

ON RPMS PORTFOLIO ASSESSMENT

11	1.1	Clarification	Raters refer to the School Heads (e.g. Principals, Teachers-in-Charge), Assistant Principals, Head Teachers and/or Master Teachers who rate teacher portfolios to assess teacher performance. Ratees are the teachers who submit their portfolios as evidence of their teaching performance. This refers to Teacher I-III and Master Teacher I-IV, including: implementers of Alternative Learning System (ALS); Madrasah Education teachers/ Asatidz; Indigenous Peoples Education (IPEd) teachers; Special Education Teachers; Senior High School teachers (including those who are in probationary status, and Special Science Teacher I).
N/A	To be added to Chapter 3	Addition	At the end of the RPMS performance cycle, the Ratee must submit the accomplished and duly signed IPCRF to the School Head. The IPCRF includes the following parts: <ul style="list-style-type: none"> • Part I: Individual Performance Commitment and Review Form with computed final rating; • Part II: Core Behavioral Competencies; • Part III: Summary of Ratings for Discussion; and • Part IV: Development Plans

Addendum 1: Matrix of Forms/Tools used by Teachers and Master Teachers

Position	Forms/Tools to be Used
Teacher I-III	RPMS Tool/IPCRF for Proficient Teachers
Special Education Teacher I-IV	
ALS Implementers	
Madrasah Education Teachers (Teacher I-III)	
Indigenous Peoples Education (IPEd) Teachers (Teacher I-III)	
Special Science Teacher I (SHS)	RPMS Tool/IPCRF for Highly Proficient Teachers
Master Teacher I-IV	
Special Education Teacher V	
Madrasah Education Teachers (Master Teacher I-IV)	
Indigenous Peoples Education (IPEd) Teachers (Master Teacher I-IV)	

Addendum 2: Matrix of Forms/Tools used by Personnel with Administrative Functions

Position	Forms/Tools to be Used
Head Teacher (designated as School Head)	Office Performance Commitment and Review Form (OPCRF)
Head Teacher with teaching load	Individual Performance Commitment and Review Form (IPCRF), capturing the expected administrative tasks and objectives in the Highly Proficient Tools for Master Teacher I-IV
Head Teacher without teaching load	IPCRF anchored on the OPCR of the School Head
Assistant Principal	
School Head/ designated Teacher-in-Charge	Office Performance Commitment and Review Form (OPCRF)

Addendum 3: Matrix of Ratee, Rater and Approving Authority

Principal/School Head	Assistant Superintendent	Schools Division Superintendent
Head Teacher/Master Teacher	Principal/School Head	Superintendent (Small and Medium Divisions)
Assistant Principal		Assistant Superintendent (Large and Very Large Divisions)
Teacher	Principal/School Head	Superintendent (Small and Medium Divisions)
	Master Teacher/Head Teacher/ Assistant Principal	Assistant Superintendent (Large and Very Large Divisions)
ALS Implementers (school-based)	Master Teacher/Head Teacher	Principal/School Head
ALS Implementers (Community learning centers-based)	Education Program Supervisors for ALS	Chief of Curriculum Implementation Division (CID)

Addendum 4: Sample Template

Mariano Ponce National High School
B.S. Aquino Ave., Bagong Nayon,
Baliwag, Bulacan

TO WHOM IT MAY CONCERN

I, _____ (Name of Ratee) _____, certify on my honor that the documents in this portfolio are certified true copies of the original.

Signature over Printed Name/Date
RATEE

Signature over Printed Name/Date
RATER



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City
Jesus Street, Pulungbulu, Angeles City
ACTIVITY REPORT



Document Code: SDO-QF-SGOD-HRD-011

Revision: 00

Effectivity date: 10/31/2018

Name of Office: **SDO Angeles City**

ACTIVITY REPORT

I. Rationale

II. Activity

III. Venue

IV. Date

V. Objective

VI. Summary/Highlights

VII. Documentation/Pictures
(Please see attachments)

Prepared by:

Proponent

Noted by:

School Head

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