



July 16, 2018

DIVISION MEMORANDUM

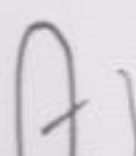
No. 53 s. 2018

DISTRICT ROLL-OUT ON THE USE OF RESULTS BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) TOOLS AND PPST RESOURCE PACKAGE FOR TEACHERS AND SCHOOL HEADS

TO :

- OIC-Assistant Schools Division Superintendent
- OIC-Chief, Curriculum Implementation Division
- OIC-Chief, School Governance and Operations Division
- Education Program Supervisors
- Public School District Supervisors
- Concerned SGOD Personnel
- Elementary and Secondary School Heads, OIC-Antipolo City SHS
- All Teaching Personnel
- All Others Concerned

1. Relative to DepEd Order No. 42 s. 2017 "*National Adoption and Implementation of Philippine Professional Standards for Teachers*" and DepEd Order No. 2 s. 2015 "*Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education*" and in order to incorporate the standards in the PPST in the performance appraisal of teachers, a **District Roll-out on the Use of Results-Based Performance Management System (RPMS) Tools and PPST Resource Package for School Heads and Teachers** will be conducted on **July 18-20, 2018 (Batch 1)** and **July 23-25, 2018 (Batch 2)**.
2. The roll-out aim participants to:
 - a. Identify the different RPMS Tools and PPST Resource Package that will be used to evaluate and improve performance
 - b. Demonstrate understanding of the use of RPMS Tools and PPST Resource Package through careful examination and analysis of its content
 - c. Prepare IPCRF for SY 2018-2019 and means of verification (MOVs) for review and evaluation.
3. Participants to this district roll-out are the elementary, secondary and senior high school teachers. Specific venue shall be agreed upon by the school heads within their district.
4. School heads are advised to make necessary arrangement on the classes of teachers who will be affected due to their attendance to this activity.
5. Expenses relative to the conduct of this roll-out such as training materials and food of participants and program management team shall be charged against School MOOE subject to the usual accounting and auditing rules and procedures.
6. Attached herewith are the following enclosures for your reference;
 - Enclosure 1 – Number of Participants per district
 - Enclosure 2 – Program/Training Management Team
7. Widest dissemination and participation of all concerned to this activity is enjoined.


Dr. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



Enclosure 1 to Division Memorandum No. 53 s. 2018

**NUMBER OF PARTICIPANTS PER DISTRICT
BATCH 1
July 18-20, 2018**

District I-A	District I-B	District I-C	District I-D	District II-A	District II-B	District II-C	District II-D	District II-E	District II-F
Sta Cruz ES- 109 ANHS	320	264	263	228	191	243	176	232	129

**NUMBER OF PARTICIPANTS PER DISTRICT
BATCH 2
July 23-25, 2018**

District I-A	District I-B	District I-C	District I-D	District II-A	District II-B	District II-C	District II-D	District II-E	District II-F
Sta Cruz ES- 109 ANHS	327	257	358	230	190	244	176	230	130

TOTAL NUMBER OF PARTICIPANTS (BATCH 1 & 2)

District I-A	District I-B	District I-C	District I-D	District II-A	District II-B	District II-C	District II-D	District II-E	District II-F
Sta Cruz ES- 218 ANHS - 386	646	521	621	458	381	487	352	462	259



Enclosure 2 to Division Memorandum No. 53 s. 2018

EXECUTIVE COMMITTEE

Chairperson: **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent

Vice-Chairperson: **Dr. Gloria C. Roque**
OIC-Asst. Schools Division Superintendent

Members:

Lito A. Palomar, OIC-Chief-CID
Anselmo C. Celeste Jr., OIC-Chief, SGOD
Dr. Jonathan P. Domingo, EPS-SGOD
Arlene L. Tayona, SEPS-HRD
Gayle J. Malibiran, EPS II-HRD

PROGRAM/TRAINING MANAGEMENT TEAM

ROLE	TERMS OF REFERENCE
CLASS MANAGERS	<ul style="list-style-type: none"> • Checks the availability of materials to be used • Assists the facilitators in the distribution of materials during the session • Facilitates the Management of Learning and presentation of matrix for the day • Gives announcements and reminders especially on the house rules • Oversees the smooth flow of activities during the day • Attends the daily debriefing for feedback giving and reporting
PROCESS OBSERVERS	<ul style="list-style-type: none"> • Observes the procedure on how facilitators conduct or run their sessions • Gives feedback after the facilitator's session or during the debriefing • Attends the debriefing for feedback giving
MONITORING & EVALUATION TEAM	<ul style="list-style-type: none"> • Orients participants on the process of evaluation of the training • Prepares the link for the evaluation of the training • Harvests results of the evaluation • Attends daily debriefing and reports results gathered
FACILITATORS	<ul style="list-style-type: none"> • Reviews the slide decks of the assigned topics to run • Edits or enhances the slide decks if needed • Coordinates with the class managers the needed materials for the session • Coordinates with the ICT the compatibility of gadgets to the projector and needed materials • Runs the assigned session • Attends the daily debriefing for feedback and sharing



PROGRAM/TRAINING MANAGEMENT TEAM

DISTRICT	TRAINING MANAGER	ASSISTANT TRAINING MANAGER
I-A	Reynaldo M. Andrade Jr. Gayle J. Malibiran	Vivienne C. Martinez
I-B	Dr. Arnel T. Buena Merlita O. Sayago	Luz C. Cayanong
I-C	Bernadette I. Berber Mary Grace F. Santiago	Marlyn D. Zapanta
I-D	Dr. Jonathan P. Domingo	Dr. Gloria A. Benedicto
II-A	Lito A. Palomar Dolores J. Agong	Marilou M. Lico
II-B	Cristina C. Salazar	Jocelyn A. Perez
II-C	Melanie F. Burgonia	Dr. Nimrod A. Tupas
II-D	Anselmo C. Celeste Jr. Dr. Isabel M. Gonzales	Jennie G. Casauay
II-E	Priscilla V. Salo Esteben B. Casauay	Dr. Emily M. Concio
II-F	Arlene L. Tayona	Michael T. Tayona