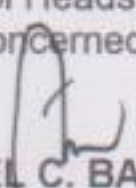




MEMORANDUM

TO : OIC-Asst. Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
OIC-Chief, School Governance & Operations Division
Public School District Supervisors
Select School Heads, Master Teachers, Head Teachers/Key Teachers
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **DIVISION TRAINING OF TRAINERS ON THE USE OF RESULTS BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) TOOLS FOR AND SCHOOL HEADS AND TEACHERS**

DATE : July 4, 2018

In order to incorporate the standards indicated in DepEd Order No. 42 s. 2017 "*National Adoption and Implementation of Philippine Professional Standards for Teachers*" in the performance appraisal for teachers following DepEd Order No. 2 s. 2015 "*Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education*", DepEd Division of Antipolo City will conduct the **Division Training of Trainers on the Use of Results Based Performance Management System (RPMS) Tools for Teachers and School Heads** on July 10-13, 2018 at Loreland Farm Resort Antipolo City.

The training aims to achieve the following:

- a. Capacitate pool of trainers from the division and/or school level on how to effectively conduct the training in their respective clusters/districts
- b. Familiarize and examine the RPMS Manual and PPST Resource Packages for School Heads and Teachers
- c. Craft action plan for the effective conduct of the training in their respective clusters/districts.

Participants to this **live-out** training are the select Elementary and Secondary School Heads, Master Teachers, Head Teachers and Key Teachers. Food, materials, and use of session venues in this activity shall be charged against HRD Fund (OSEC-4A-18-5512) subject to the usual accounting and auditing rules and procedures.

First meal to be served is AM snack of the first day and last meal will be PM snack of Day 4. Registration will be from 7:30 to 8:30 AM while opening program will start at 8:30 AM.

Participants are also advised to bring laptop, extension cord and pocket wifi. Teachers under medication are also requested to bring their medicine while others may bring medicine for headache, fever, LBM, cough and the like.

Attached are the following enclosures for your reference;

- Enclosure 1 – Working Committee
- Enclosure 2 – List of Participants
- Enclosure 3 – Program of Activities
- Enclosure 4 - Program

Immediate dissemination of this Memorandum and participation of all concerned to this activity is earnestly desired.



Enclosure 1 to Memorandum No. 295 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
Cristina C. Salazar, ESP-English
Dr. Jonathan P. Domingo, EPS-SGOD
Dr. Nimrod A. Tupas, PSDS II-C
Michael T. Tayona, PSDS II-F
Alfonso L. Abogado, SEPS-Planning & Research
Arlene L. Tayona, SEPS-HRD
Gayle J. Malibiran, EPS II-HRD

Mary Grace F. Santiago, Principal II, Peace Village ES
Esteban B. Casauay, Principal II, Maximo LGMNHS

TECHNICAL WORKING COMMITTEE

Assignment	IN-CHARGE	TERMS OF REFERENCES
Registration Committee	Dr. Emily M. Concio Marilyn D. Zapanta Rose Ambus	<ul style="list-style-type: none"> Prepares the Registration and Meal Attendance Form Facilitates the daily signing of the Registration and Meal Attendance Form Prepares and submits accomplished and completed forms to the in-charge
Logistics	Michael P. Glorial Rona Villette Joyce Ann Bulos	<ul style="list-style-type: none"> Plans and secures logistics to support the activity Prepares materials and deliver it to the venue
Certificates Committee	Jennie G. Casauay Arman Caasi Raymond P. Villaraza	<ul style="list-style-type: none"> Prepares the draft of the certificate and have it checked by the in-charge Prints the number of needed certificates (participants and members of the TWG) Presents the certificates to the SDS for signing Assists in the distribution of the certificates during the Closing Program
Documentation Committee	Vivienne C. Martinez Luz C. Cayanong Selected Teachers from District I-A & I-B	<ul style="list-style-type: none"> Documents the activities of the events in all the 3 classes Prepares Post Program Narrative/Evaluation Report together with pictures and submit to program in-charge a week after the activity
Food and Refreshment Committee	Dr. Gloria A. Benedicto Jocelyn A. Perez Class Managers	<ul style="list-style-type: none"> Checks the availability of the food before its serving time Facilitates if all participants were able to have their food
Physical Arrangement/Sound System/Technical Committee	Michael T. Tayona Maria Florabel M. Tolentino Ross Paras Staff of the assigned venue	<ul style="list-style-type: none"> Checks the preparedness and order of the venue/session halls Checks the proper functioning of the sound system and projector throughout the sessions Assists the facilitators in the setting up of their laptops/gadgets Assists the M&E in the evaluation of the training



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Health and Wellness Committee	Irma Talavera Michael Martires	<ul style="list-style-type: none"> Ensures that health and wellness of participants are taken care of
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none"> Oversees the efficient allocation of funds and timely release as well as documentation for liquidation
Monitoring and Evaluation Committee	Dr. Isabel M. Gonzales Flordeliza O. Mendiola	<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
Process Observers	Class 1: Reynaldo M. Andrade Jr. Dr. Amel T. Buena Class 2: Bernadette I. Berber Melanie F. Burgonia Class 3: Priscilla V. Salo Dolores J. Agong	<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
Class Managers	Class 1: Marilyn D. Zapanta Dr. Gloria A. Benedicto Class 2: Luz C. Cayanong Jennie G. Casauay Class 3: Vivienne C. Martinez Merlita O. Sayago	<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
Facilitators	Lito A. Palomar Dr. Jonathan P. Domingo Cristina C. Salazar Dr. Nimrod A. Tupas Alfonso L. Abogado Michael T. Tayona Arlene L. Tayona Gayle J. Malibiran Esteban B. Casauay Mary Grace F. Santiago	<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



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Enclosure 2 to Memorandum No. 295 s. 2018

LIST OF PARTICIPANTS

DISTRICT I-A	DISTRICT I-B	DISTRICT I-C	DISTRICT I-D
Adelaida San Diego	Dr. Flora Cahapay	Ronaldo Ata	Anna Lyn Raymundo
Bernadette Songalia	Dr. Fely Aminoso	Riza Pereyra	Wilma Doctor
Carmelita Caldito	Dr. Rowena Sison	Sam Edillo	Nenita Acorda
Darwin Bargo	Erwin Acorda	Terry Mirana	Dr. Romeo Rodriguez Jr.
Mara Angeli Banares	Maricel Cruz	Jonathan Canales	Philip Prudenciado
Christian Pimentel	Liza Banayo	Beverly Abuan	Jerome Hilario
Belinda Orlain	Dulce Lasconia	Lilibeth Eligan	Irene Domingo
Girle Nombres	Algie Bonite	Virgilio Paat Jr.	Rowel Gerente
Shiela Manabat	Robert Olvida	Evangeline Quibuyen	Evelina Gabayan
Josephine Reynoso	Elvin Rodriguez	Luningning Tapales	Mary Ann Zaragoza
Joyanny Gutierrez	Jasmine Lauzon	Edgar San Juan	Claudes Sanjuan
Jocelyn Campos	Mary Ann Fortin	Shirley Alea	Ian Marces
Celina Cezar	Renante Tamayo	Mildred Saldivar	Rachel Abejero
Jhoana Olivo			
Francisco Muyana			
Elnora Millan			
Mildred Villamor			

DISTRICT II-A	DISTRICT II-B	DISTRICT II-C	DISTRICT II-D	DISTRICT II-E	DISTRICT II-F
Josephine Primo	Teresa Amido	Dr. Mervin Tortoza	Dr. Jocelyn Montes	Ana Maria Rivas	Ceres Joy Cabrera
Jean San Juan	Martin Rumbaoa	Fortunato Quibuyen II	Dr. Marilyn Rodriguez	Erwena Covera	Dr. Maricel Tortoza
Efren Villaester	Casagan, Paz	Carla Sacristia	Nixon Maximo	Margie Namora	Mark Gabion
Lydia Madriaga	Jean Danga	Carolina Tapar	Jason Jocson	Patrick Olano	Racob Hinaloc
Antonio Padua	Mary Jane Halili	Celso Bagunu	Shiela Gaviola	Esperanza, Mandal,	Michelle Arevalo
Edith Haral	Teresa Barcelo	Leslie Maglalang	Merliza Pagatpatan	Christian Viernes	Marcel Alejandro
Marites Paloyo	Jeanette Maalindog	Precy Yim	Cristina Mercado	Ma. Germie Gain	Rodrigo Ditarro
Dr. Ferdinand Millan	Jezreelyn Mirambel	Christine Bajo	Marco Llego	Rodien Dunhill Arnaiz	Rey Lozano
Rowena Apelo	Manette Alejandro	Jollibee Torres	Auben Alfonso	Lerma Regalario	George Tabao
Cristina Arellano	Osana Raviz	Rod Gonzales	Ursula Marzan	Kathylene Sernio	Quinly Mercado
James Pacificar	Maybel Obula	Rizalvy Pineda		Pricilla Leyble	Digna Orge
Sheilah May Maguad-Villamor	Josephine Junio	Donnabel Bihasa			Abegail Banaga
Cherriel Roquino		Randy Santiago			Jinky Martinez



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GROUPINGS

CLASS 1 (44)	CLASS 2 (45)	CLASS 3 (45)
District I-A	District II-F	District II-C
District II-E	District II-D	District II-A
District II-B	District I-C	District I-D
	District I-B Dr. Flora Cahapay Dr. Fely Aminoso Mary Ann Fortin Renante Tamayo Algie Bonite Robert Olvida Maricel Cruz Elvin Rodriguez	District I-B Dr. Rowena Sison Erwin Acorda Liza Banayo Dulce Lasconia Jasmine Lauzon



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Enclosure 3 to Memorandum No. 295 s. 2018

Division Training of Trainers on the Use of Results-Based Performance Management System (RPMS) Tools for School Heads and Teachers

Time	DAY 1	Time	DAY 2	DAY 3	DAY 4
7:30-8:30	Registration	7:30-8:00	Energizer/MOL/Recap <i>Presentation of the Matrix for the Day/Reminder of the House Rules</i> (Class Manager)	Energizer/MOL/Recap <i>Presentation of the Matrix for the Day/Reminder of the House Rules</i> (Class Manager)	Energizer/MOL/Recap <i>Presentation of the Matrix for the Day/Reminder of the House Rules</i> (Class Manager)
8:30-9:00	Opening Program	8:00-8:30	Reporting of Electronic SAT Results (Break-out Session) C1: ALFONSO L. ABOGADO C2: Dr. JONATHAN P. DOMINGO C3: MARY GRACE F. SANTIAGO	Session 5: Module 4: Portfolio Preparation and Organization (Break-out Session) C1: Dr. JONATHAN P. DOMINGO C2: MARY GRACE F. SANTIAGO C3: Dr. NIMROD A. TUPAS	Strategic Planning for Cluster/District Roll-out Ways Forward (Plenary)
9:00-10:00	Preliminaries Presentation of the Program Matrix/House Rules Overview/Rationale Introduction of the RPMS Manual for Teachers and School Heads ARLENE L. TAYONA	8:30-10:00	Orientation-Workshop on the Use of PPST Resource Package C1: MICHAEL TAYONA C2: DR. ISABEL M. GONZALES C3: ARLENE L. TAYONA	Continuation of Module 4	↓
10:00-10:15	BREAK	10:00-10:15	BREAK	BREAK	BREAK
10:15-12:00	Session 1: The Philippine Professional Standards for Teachers (PPST) (Plenary) LITO A. PALOMAR	10:15-12:00	↓	Session 6: Module 5: Annotation (Break-out Session) C1: ALFONSO L. ABOGADO C2: ARLENE L. TAYONA C3: LITO A. PALOMAR	Presentation of Action Plan
12:00-1:00	LUNCH BREAK	12:00-1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00-3:00	Session 2: Module 1: RPMS Tools (Plenary) CRISTINA C. SALAZAR	1:00-3:00	Session 4: Module 3: Classroom Observation Tools (COT-RPMS) (Break-out Session) C1: LITO A. PALOMAR C2: CRISTINA C. SALAZAR C3: ESTEBAN B. CASAUAY	Session 7: Module 6: Portfolio Assessment (Break-out Session) C1: Dr. JONATHAN P. DOMINGO C2: ALFONSO L. ABOGADO C3: MARY GRACE F. SANTIAGO	CLEARING HOUSE Closing Ceremonies • Closing Remarks • Message of Thanks • Awarding of Certificates



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3:00-3:15	BREAK	3:00-3:15	BREAK	BREAK	
3:15-4:45	Session3: Module 2: Self-Assessment Tools (SAT) <i>(Plenary)</i> Electronic SAT <i>ALFONSO L. ABOGADO</i>	3:15-4:45	Continuation of Module 3	Continuation of Module 6	
4:45-5:00	PROFESSIONAL REFLECTION C1: Dr. Gloria A. Benedicto Marilyn D. Zapanta C2: Luz C. Cayanong Jennie G. Casauay C3: Vivienne C. Martinez Merlita O. Sayago	4:45-5:00	PROFESSIONAL REFLECTION C1: Dr. Gloria A. Benedicto Marilyn D. Zapanta C2: Luz C. Cayanong Jennie G. Casauay C3: Vivienne C. Martinez Merlita O. Sayago		



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Enclosure 4 to Memorandum No. 295 s. 2018

OPENING PROGRAM <i>Part 1</i>		CLOSING PROGRAM (PER CLASS)	
National Anthem	Mr. Michael T. Tayona PSDS, District II-F	Nationalistic Song	<i>Participant</i>
Prayer	Dr. Arnel T. Buena EPS-EsP	Prayer	<i>Participant</i>
		Impression	<i>Participant</i>
		Challenge	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent Dr. Gloria C. Roque OIC-ASDS Mr. Anselmo C. Celeste Jr. OIC-Chief, SGOD
		Acceptance of Challenge	<i>Participant</i>
CALABARZON March Mabuhay Rizal Antipolo Hymn	Mr. Michael T. Tayona	Awarding of Certificates	Dr. Rommel C. Bautista Dr. Gloria C. Roque Mr. Lito A. Palomar Mr. Anselmo C. Celeste Jr.
Checking of Attendance	Ms. Gayle J. Malibiran EPS II-HRD		
Opening Remarks	Dr. Gloria C. Roque. OIC-Asst. Schools Division Superintendent		
Inspirational Message	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent		
Statement of Purpose	Mrs. Arlene L. Tayona SEPS-HRD	Closing Remarks	Mr. Anselmo C. Celeste Jr. OIC-Chief, SGOD Mr. Lito A. Palomar OIC-Chief, CID Dr. Jonathan P. Domingo EPS-SGOD
M&E Orientation	Dr. Isabel M. Gonzales SEPS-M&E		
<i>Part 2</i> <i>Training Proper</i>			
Mr. Esteban B. Casauay Emcee		Participant Emcee	