



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

30 June 2020

DIVISION MEMORANDUM

No. 146, s. 2020

**UPDATES ON THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM
FOR SCHOOL YEARS 2019-2020 AND 2020-2021**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Senior Education Program Specialist, HRD
Education Program Specialist, HRD
Information Technology Officer I
Administrative Officer IV (HRMO II)
All Public Elementary and Secondary School Heads
Human Resource Development Coordinators
All Others Concerned
This Division

1. As regards the Memorandum from Jesus L.R. Mateo, Undersecretary, DepEd Central Office dated June 16, 2020, this has reference to Section 10.j of DepEd Order No. 11, s. 2020 indicating the completion of the Results-based Performance Management System (RPMS) requirements of the School Year (SY) 2019-2020 as one of the work priorities anchored on the operationalization of the Basic Education Learning Continuity Plan (BE-LCP) and School Calendar and Activities for SY 2020-2021.
2. In view of the above, all public elementary and secondary schools can resume the RPMS Portfolio submission and evaluation with recalibrated Efficiency component stipulated in DepEd Memorandum (DM) No. 45, s. 2020, and the data collection and consolidation of IPCR rating for school-based personnel following the adjusted timeline (see Annex A). Meanwhile, the commencement of the RPMS Cycle for SY 2020-2021 shall resume only until comprehensive guidelines are issued. Attached is the preliminary guidelines relative to the next cycle (see Annex B).
3. Guided by the community quarantine declarations in the different areas of the country and by the alternative work arrangement (AWA) issuances by the Department, all **school heads** and **human resource development coordinators** are directed to employ all possible and available modalities in the resumption of RPMS Portfolio submission and evaluation with due diligence and caution following protocols:





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1. Alternative strategies and online platforms shall be utilized.
2. In cases when physically reporting to school is necessary (e.g. retrieval of Means of Verifications (MOVs) from school premises, face-to-face assessment), minimum public health standards and stringent physical distancing measures shall be strictly observed.
4. Priority shall be given to the conduct of **year-end assessment of Senior High School (SHS) teachers on provisional status** in view of the renewal of their respective appointments, subject to applicable DepEd guidelines and Civil Service Commission (CSC) rules and regulations.
5. The prescribed Individual Performance and Commitment Review Form (IPCRF) for teachers and the User's Guide of the entire IPCRF Data Collection System for SY 2019-2020, from accomplishment and submission to monitoring of submission, can be accessed at <http://deped.in/IPCRFEncode20192020>. Other materials such as RPMS-Philippine Professional Standards for Teachers (PPST) Materials, including tools, forms, and other support materials, for SY 2019-2020 can be accessed at <http://deped.in/RPMSPPSTSY20192020>.
6. All public elementary and secondary school heads are requested to register their school-based **IPCRF uploaders (ICT Coordinators)** by accessing the link: <http://bit.ly/IPCRFUserRegistration> and accomplishing all required information in the Google form **on or before 6 July 2020**. Thus, submission of **actual IPCRF files** shall **commence on the 1st week of August 2020**, per DM-OUPHRODFO-2020-00199.
7. For more information, please contact the SGOD- Human Resource Development Section through email address sgod.elsalvadorcity@deped.gov.ph or at cellular numbers 09063483254 and 09263649614.
8. Immediate and wide dissemination of this Memorandum is desired.


OLGA C. ALONSABE, PhD, CESE

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)

SGOD/HRD/MPM



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ANNEX A

ADJUSTED SCHEDULE OF RPMS SY 2019-2020 YEAR-END ACTIVITIES
FOR SCHOOL-BASED PERSONNEL

A. Teaching Personnel

Governance Level	Focal Office/Person	Task/Activity	Schedule	
			Start	End
Schools	Ratee	<ul style="list-style-type: none"> Finalization of Ratee's RPMS Portfolio Submission and Rater's Evaluation of the RPMS Portfolio Ratee-Rater Accomplishment of IPCRF and Agreement on Final IPCR rating (*) Development Planning by Ratee (**) Ratee-Rater Conference to Discuss Phase IV IPCRF-DP 	4th week of June 2020	4th week of July 2020
	Rater (e.g. Master Teacher, School Head)			
(*) a. Ratee accomplishes Parts 1 and 2 of the Encoding tab of the e-IPCRF b. Ratee and Rater agree on the Q, E, T ratings; and Ratee clicks the <i>Finalize</i> button of Parts 1 and 2 of the Encoding tab (**) Ratee accomplishes Part 4 of the e-IPCRF and submits the final copy to Rater for final verification				
	School Head	<ul style="list-style-type: none"> Harvesting of electronic and printed IPCRFs of all teachers Submission of electronic IPCRFs to the CO via online IPCRF Data Collection System (https://bit.ly/IPCRFSystemSubmit) and printed IPCRFs to SDO for signing of Approving Authority and/or for filing 	1st week of August 2020	3rd week of August 2020
Schools Division Office (SDO)	Human Resource Development Section (SDO-HRDS), School Governance and Operations Division (SGOD) Chief	<ul style="list-style-type: none"> Monitoring of IPCRF submission of schools (https://bit.ly/IPCRFMonitoring) 		

Regional Office (RO)	Regional Human Resource Development Division (RO-HRDD), HRDD Chief	<ul style="list-style-type: none"> Monitoring of IPCRF submission of SDOs (https://bit.ly/IPCRFMonitoring) 		
Central Office (CO)	Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) National Educators Academy of the Philippines-Performance Management Unit and Professional Development Division (NEAP-PMU, NEAP-PDD)	<ul style="list-style-type: none"> Monitoring of IPCRF submission Analysis and Interpretation of national IPCRF Data Submission of RPMS Data analysis and interpretation results to NEAP for HR development planning 	4th week of August 2020	4th week of September 2020

B. Non-Teaching Personnel

Governance Level	Focal Office/Person	Task/Activity	Schedule	
			Start	End
Schools	Ratee Rater	<ul style="list-style-type: none"> Finalization of Ratee's RPMS Portfolio Submission and Rater's Evaluation of the RPMS Portfolio Ratee-Rater Accomplishment of IPCRF and Agreement on Final IPCR rating Development Planning by Ratee Ratee-Rater Conference to Discuss Phase IV IPCRF-Development Plan Harvesting of printed IPCRFs of all ratees Submission to SDO for signing of Approving Authority and for filing 	4th week of June 2020	3rd week of August 2020

ANNEX B

PRELIMINARY GUIDELINES RELATIVE TO RPMS SY 2020-2021 FOR SCHOOL-BASED PERSONNEL

A. General

1. The Department of Education (DepEd) maintains the advice to wait for the issuance of the comprehensive guidelines on the performance of RPMS 2020-2021 activities for school-based personnel.
2. The guidelines set to be released shall primarily consider the Basic Education Learning Continuity Plan (BE-LCP), including the available learning delivery modalities in the entire country; the new guidelines on work arrangements for officials, teaching and non-teaching personnel in all its offices, units and schools; and the consequent adjustments in the protocols and timelines.
3. The orientations, trainings, and capacity building activities shall employ the most appropriate delivery modality, while strictly observing minimum public health standards and stringent physical distancing measures, consistent with the policies set forth by the Office of the President (OP), the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), and other related DepEd-issued policies.

B. Teaching Personnel

1. In view of the DM-PHRODFO-2020-00154 dated 27 April 2020 titled *Update on the Conduct of Regional/Division Capacity Building for Raters on the Next 12 Philippine Professional Standards for Teachers (PPST) Indicators of the Results-based Performance Management System (RPMS) for SY 2020-2021*, the capacity building activities shall resume as soon as the RPMS tools and other RPMS-related forms and support materials are released in support to the new guidelines on RPMS 2020-2021.

C. Non-Teaching Personnel

1. School heads are advised to assist all non-teaching personnel in the performance target setting, development of IPCRF, and initial development planning during the Phase I of the RPMS Cycle, SY 2020-2021.