



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

Office of the Schools
Division Superintendent

07 July 2023

DIVISION MEMORANDUM
No. 290, s. 2023

**OFFICE & INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW
PHASE 3: PERFORMANCE REVIEW AND EVALUATION FOR SCHOOL
PERSONNEL**

To: **Asst. Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
Education Program Supervisors
Division Performance Management Team (PMT)
Education Program Specialist, ALS
All Public Elementary and Secondary School Heads
All Others Concerned**

This Division

1. Relative to DepEd Order No. 002, s. 2015 Guidelines on the Establishment and Implementation of the Results-Based Performance System (RPMS), this Office disseminates the IPCRF Performance Review and Evaluation guidelines.
2. The performance review and evaluation shall be done during phase 3 of the performance cycle to assess the office and individual employee's performance level based on the commitments and measures as contained in the signed OPCR and IPCRF.
3. Below is the Performance Review Process (with validation of self-rating):
 - a. Individual assesses performance vis-à-vis commitment made at the start of the rating period and submits to the rater for validation.
 - b. Rater assesses individual employee performance assessment vis-à-vis documented accomplishments.
 - The performance rating shall be based on records of accomplishments such that rating for planned and/or intervening tasks shall always be supported by reports, documentation, or any outputs as proof of actual performance.
 - It is expected that the rater keeps documents and evidence on the kind of outputs of individual employees which shall be used as the basis for employee assessment.



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- c. Rater arrives at a rating and discusses this with the concerned employee.
 - d. If the ratee and rater agree on the rating, IPCR shall be endorsed to the PMT who will review and validate the rating vis-à-vis documented accomplishments and performance standards.
 - e. If ratee and rater did not agree on the rating, both shall refer to the agreed/approved success indicators and justify with documented accomplishments, and the performance monitoring tool for a more objective assessment. They shall accordingly arrive at a rating based on proof of evidence and forward it to PMT, for validation.
 - f. PMT validates performance rating and endorses to Head of Office for approval.
 - g. Head of Office approves/determines final performance rating base on proof of performance endorsed by the PMT.
 - h. Head of Office may adopt mechanisms to assist the employee in ensuring fairness and transparency in gauging the performance level of individuals.
 - i. The final rating shall be forwarded to the concerned Office for the preparation of the Summary of Individual Performance Ratings.
4. Moreover, the link for RPMS Phase 3 is accessible at <https://bit.ly/RPMSPhase3>.
5. Schools are expected to submit the following:
- Signed IPCRF
 - i. *Schools with Master Teacher (submit at least 1 copy to D.O)*
 - ii. *Schools without Master Teacher (submit at least 2 copies to D.O)*
 - Accomplished submission of MOVs (*furnish copy to School Only*)
 - School summary of rating
6. Kindly find the attached enclosure for the submission process. The deadline for the performance review and evaluation for teachers and master teachers will be on **July 28, 2023** while for the school heads' OPCR will be on **August 17, 2023**. The expected output/s for Phase III are included in the attached step-by-step procedure for submission.





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7. Listed below is the validating team for the Office Performance Means of Verification:

KRAs	PMT In-Charge	Secretariat In-Charge	Supervising Head
Domain 1: Leading Strategically (INSTRUCTIONAL SUPERVISION-35%)	GRACE P. PACULBA	FELANIE LIM	DR NINIAN A. ACASID
Domain 2: Managing School Operations and Resources (SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS-15%)	KEVIN B. ASEQUIA (Obj. 2.1 & 2.5) MARICEL B. JANGAO (Obj. 2.2 to 2.3) MARICRIS P. QUISMUNDO (Obj. 2.4)		DR ROLLY B. LABIS
Domain 3: Focusing on Teaching and Learning (LEARNING ENVIRONMENT-15%)	DR LORNA H. ESTROSAS (Obj. 3.1 to 3.3) KEVIN B. ASEQUIA (Obj. 3.4)	TBA	DR NINIAN A. ACASID
Domain 4: Developing Self and Others (HUMAN RESOURCE AND DEVELOPMENT-15%)	KAREN ROSE A. SERRANIA (Obj. 4.1, 4.3 & 4.4) FELANIE A. LIM (Obj. 4.2)		DR NINIAN A. ACASID DR ROLLY B. LABIS
Domain 5: Building Connections (PARENTS' INVOLVEMENT AND COMMUNITY PARTNERSHIP-15%)	ANALYN G. FABRIA (Obj. 5.1) MEROGIM P MUGOT (Obj. 5.2)	TBA	DR ROLLY B. LABIS
6. OTHER TASKS (PLUS Factor-5%)	KAREN ROSE A. SERRANIA		
SCHOOL LEVEL SUBMISSION UPDATES Elementary Level Secondary Level Master Teachers	MARIVIC S. TORRES HELEN S. PALASAN		




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8. Further, this Office shall adhere to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
9. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl:

As stated

Reference:

Division Order 002, s. 2015

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

EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM (PMS) SCHOOLS

SGOD/HRD/MPM



Address: Zone 3, Poblacion, El Salvador City
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Name of Employee:		Name of Rater:	
Position:		Position:	
School:		Date of Review: July 07, 2023	
Rating Period: August 2022-July 2023		Division: El Salvador City	

MFOs	KRAs	Objectives	Timeline	Weight per KRA	Means of Verification	Mid-year Review Rating			
						Performance Target	Rating	Average	Score
1: Content Knowledge and Pedagogy	1. Modelled effective applications of content knowledge within and across curriculum teaching areas.	August 2022-July 2023	7.00%	Classroom Observation Tool (COT) rating sheet/s or inter-observer agreement form/s done through onsite / face-to-face / in-person classroom observation. If onsite / face-to-face / in-person classes are not implemented, through observation of synchronous / asynchronous teachign in other modalities; or through observation of a demonstration teachign via LAC session. and proof of attendance of colleague/s	Quality	0	0	0	
					Efficiency	0			
					Timeliness				
	2. Evaluated with colleagues the effectiveness of teaching strategies that promote learner achievement in literacy and numeracy.	August 2022-July 2023	7.00%	1. Proof/s of attendance in coaching and mentoring sessions / meetings/ LAC sessions / FGDs / other collegial discussions that highlights the objective. 2. Minutes/Notes of coaching and mentoring sessions /meetings / FGDs / other collegial discussions that highlights the objective 3. Reflection notes of teachers on the coaching and mentoring sessions/meetings/LAC sessions/meetings/LAC sessions/FGDsother collegial discussions that highlights the objective with proof/s of attendance 4. Performance and Monitoring and Coaching Form (PMCF) with annotations highlighting the objectives.	Quality	0	0	0	
					Efficiency				
					Timeliness	0			
	3. Developed and applied effective teaching strategies to promote critical and creative thinking as well as other higher-order thinking skills.	August 2022-July 2023	7.00%	Classroom Observation Tool (COT) rating sheet/s or inter-observer agreement form/s done through onsite / face-to-face / in-person classroom observation. If onsite / face-to-face / in-person classes are not implemented, through observation of synchronous / asynchronous teachign in other modalities; or through observation of a demonstration teachign via LAC session. and proof of attendance of colleague/s	Quality	0	0	0	
					Efficiency	0			
					Timeliness				
2: Learning Environment	4. Worked with colleagues to model and shared effective techniques in the management of classroom structure to engage learners, individually or in groups, in meaningful exploration, discovery and hands-on activities within a range of physical learning environments.	August 2022-July 2023	7.00%	Classroom Observation Tool (COT) rating sheet/s or inter-observer agreement form/s done through onsite / face-to-face / in-person classroom observation. If onsite / face-to-face / in-person classes are not implemented, through observation of synchronous / asynchronous teachign in other modalities; or through observation of a demonstration teachign via LAC session. and proof of attendance of colleague/s	Quality	0	0	0	
					Efficiency	0			
					Timeliness				
	5. Exhibited effective and constructive behavior management skills by applying positive and non-violent discipline to ensure learning -focused environments.	August 2022-July 2023	7.00%	Classroom Observation Tool (COT) rating sheet/s or inter-observer agreement form/s done through onsite / face-to-face / in-person classroom observation. If onsite / face-to-face / in-person classes are not implemented, through observation of synchronous / asynchronous teachign in other modalities; or through observation of a demonstration teachign via LAC session. and proof of attendance of colleague/s	Quality	0	0	0	
					Efficiency	0			
					Timeliness				
	6. Worked with colleagues to share differentiated				Classroom Observation Tool (COT) rating sheet/s or inter-observer agreement form/s done	Quality			
						Efficiency			
						Timeliness			

	developmentally appropriate opportunities to address learners' differences in gender, needs, strengths, interests and experiences.	August 2022- July 2023	7.00%	through onsite / face-to-face / in-person classroom observation. If onsite / face-to-face / in-person classes are not implemented, through observation of synchronous / asynchronous teaching in other modalities; or through observation of a demonstration teaching via LAC session. and proof of attendance of colleagues	Quality	0	0	0
					Efficiency	0		
					Timeliness			
	7. Developed and applied effective strategies in the planning and management of developmentally sequenced teaching and learning process to meet curriculum requirements and varied teaching contexts.	August 2022- July 2023	7.00%	Classroom Observation Tool (COT) rating sheets or inter-observer agreement forms done through onsite / face-to-face / in-person classroom observation. If onsite / face-to-face / in-person classes are not implemented, through observation of synchronous / asynchronous teaching in other modalities; or through observation of a demonstration teaching via LAC session. and proof of attendance of colleagues	Quality	0	0	0
					Efficiency	0		
					Timeliness			
3. Curriculum and Planning	8. Reviewed with colleagues, teachers and learner feedback to plan, facilitate, and enrich teaching practice.	August 2022- July 2023	7.00%	1. Approved LAC Plan 3. Minutes of LAC, FGD session or other collegial discussions, with proof of attendance 3. Performance Monitoring and Coaching Form	Quality	0	0	0
					Efficiency			
					Timeliness	0		
	9. Advised and guided colleagues in the selection, organization, development and use of appropriate teaching and learning resources, including ICT, to address specific learning goals.	August 2022- July 2023	7.00%	1. Proofs of attendance in coaching and mentoring sessions / meetings/ LAC sessions / FGDs / other collegial discussions that highlights the objective. 2. Minutes/Notes of coaching and mentoring sessions /meetings / FGDs / other collegial discussions that highlights the objective 3. Reflection notes of teachers on the coaching and mentoring sessions/meetings/LAC sessions/meetings/LAC sessions/FGDs/other collegial discussions that highlights the objective with proofs of attendance 4. Performance and Monitoring and Coaching Form (PMCF) with annotations highlighting the objectives.	Quality	0	0	0
					Efficiency			
					Timeliness	0		
	10. Worked collaboratively with colleagues to review the design, selection, organization and use of a range of effective diagnostic, formative and summative assessment strategies consistent with curriculum requirements.	August 2022- July 2023	7.00%	1. Proofs of attendance in coaching and mentoring sessions / meetings/ LAC sessions / FGDs / other collegial discussions that highlights the objective. 2. Minutes/Notes of coaching and mentoring sessions /meetings / FGDs / other collegial discussions that highlights the objective 3. Reflection notes of teachers on the coaching and mentoring sessions/meetings/LAC sessions/meetings/LAC sessions/FGDs/other collegial discussions that highlights the objective with proofs of attendance 4. Performance and Monitoring and Coaching Form (PMCF) with annotations highlighting the objectives.	Quality	0	0	0
					Efficiency			
					Timeliness	0		
	11. Interpreted collaboratively monitoring and evaluation strategies of attainment data to support learner progress and			1. Approved LAC/FGD Plan 2. Any proof of communication with colleagues (e.g. text/chat)				

4. Assessment and Reporting	achievement	August 2022- July 2023	7.00%	<p>3. Results of collaborative interpretation</p> <p>4. Minutes of LAC /FGD session or other meetings with proof of attendance</p> <p>5. Performance Monitoring and Coaching Form (PMCF), with annotations highlighting interpretation of monitoring and evaluation strategies of attainment data</p>	Quality	0	0	0
					Efficiency			
					Timeliness	0		
	12. Applied skills in the effective communication of learner needs, progress and achievement to key stakeholders, including parents/guardians.	August 2022- July 2023	7.00%	<p>Any one (1) of the following documents highlighting the objective:</p> <ul style="list-style-type: none"> • Sample of learners' test results signed by parents and corresponding evidence of improvement • Attendance sheet/minutes of parent-teacher conference • Record of dialogue and or parent teacher or teacher conferences and corresponding evidence of improvement • Anecdotal record communicated to and signed by the learners and or parents with corresponding evidence of improvement • Sample of accomplished rubrics given for performance task and corresponding evidence of improvement • Sample agreement for learners at risk signed by parents and corresponding evidence of improvement • Signed report cards of students at risk with corresponding evidence of improvement • Accomplished home visitation forms signed by the learners and or parents • Proof of communication with wider school -community stakeholders. • Others (Please specify) 	Quality	0	0	0
					Efficiency			
					Timeliness	0		
5. Personal growth and professional development	13. Manifested a learner-centered teaching philosophy in various aspects of practice and support colleagues in enhancing their own learner-centered teaching philosophy.	August 2022- July 2023	7.00%	<p>A reflection / journal entry in the following documents that highlights the manifestation of learner-centered teaching philosophy in any of the following:</p> <ol style="list-style-type: none"> 1. Performance Monitoring and Coaching Form 2. Sample lesson plans of colleagues with annotations about enhancing their learner-centered teaching philosophy through lesson planning 3. Minutes of LAC session/s about enhancing teachers' learner centered teaching philosophy through lesson planning 4. Approved LAC plan 5. Lesson plan exemplar used during a Learning Action Cell (LAC) session 	Quality	0	0	0
					Efficiency			
					Timeliness	0		
	14. Reflected on the Philippine Professional Standards for Teachers to plan personal professional development goals and assist colleagues in planning and achieving their own goals.	August 2022- July 2023	7.00%	<ol style="list-style-type: none"> 1. Certification from the ICT Coordinator / School Head/ Focal Person in charge of e-SAT 2. IPCRF-DP 3. Mid-Year Review Form (MRF) 4. Midyear Review Form (MRF) 5. Updated IPCRF-DP from Phase II 	Quality	0	0	0
					Efficiency	0		
					Timeliness	0		
	15. Performed various related works/activities that contribute to the teaching learning process.			<p>Any one (1) proof of:</p> <ul style="list-style-type: none"> • served as facilitator / speaker 	Quality	0		
					Efficiency	0		

	Plus Factor		August 2022- July 2023	2.00%	<ul style="list-style-type: none"> • served as demonstration teacher • served as a member of the technical working group • served as OIC in the absence of the principal • represented the principal in meetings and conference • observed classes of Teachers I-III • assisted the school selection committee in the evaluation of credentials when hiring or promoting teachers • served in a committee • served as adviser to co-curricular activities • served as coordinator/chairperson • authored/contributed to a book or journal • coached and mentored learners in competitions • mentored pre-service/in-service teachers • conducted research within the rating period • Others (Please specify and provide annotations) on how it contributed to the teaching - learning process 	Timeliness	0	0	0
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100.00%

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ADJECTIVAL RATING EQUIVALENCIES	
RANGE	ADJECTIVAL RATING
4.500-5.000	Outstanding
3.500-4.499	Very Satisfactory
2.500-3.499	Satisfactory
1.500-2.499	Unsatisfactory
below 1.499	Poor

(First Name MI Last Name)
RATEE

(First Name MI Last Name)
RATER

(First Name MI Last Name)
APPROVING AUTHORITY

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) for Teacher I-III (SCHOOL YEAR 2022-2023)
 (rpms mrf version 1.0.mmmgot.2022-2023)

Name of Employee:
 Position:
 School:
 Rating Period:

August 2022 -July 2023

Name of Rator:
 Position:
 Date of Review: July 07, 2023
 Division: El Salvador City

MFOs	KRAs	Objectives	Timelins	Weight per KRA	Means of Verification	Performance Target	Rating	Average	Score
1: Content Knowledge and Pedagogy		1. Applied knowledge of content within and across curriculum teaching areas (PPST 1.1.2)	August 2022 -July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in- person classroom observation. If onsite/ face to face/ in-person classes are not implemented, through observation of synchronous/ asynchronous teaching in other modalities; or through observation of a demonstration teaching * via LAC session.	Quality	0	0	0
						Efficiency	0		
						Timeliness			
		2. Used a range of teaching strategies that enhance learner achievement in literacy and numeracy skills (PPST 1.4.2)	August 2022 -July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in- person classroom observation. If onsite/ face to face/ in-person classes are not implemented, through observation of synchronous/ asynchronous teaching in other modalities; or through observation of a demonstration teaching * via LAC session.	Quality	0	0	0
						Efficiency	0		
						Timeliness			
		3. Applied a range of teaching strategies to develop critical and creative thinking, as well as higher-order thinking skills. (PPST 1.5.2)	August 2022 -July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in- person classroom observation. If onsite/ face to face/ in-person classes are not implemented, through observation of synchronous/ asynchronous teaching in other modalities; or through observation of a demonstration teaching * via LAC session.	Quality	0	0	0
						Efficiency	0		
						Timeliness			
	4. Managed classroom structure to engage learners, individually or in groups, in meaningful exploration, discovery and hands-on activities within a range of physical learning environments. (PPST 2.3.2)	August 2022 -July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in- person classroom observation. If onsite/ face to face/ in-person classes are not implemented, through observation of synchronous/ asynchronous teaching in other modalities; or through observation of a demonstration teaching * via LAC session.	Quality	0	0	0	
					Efficiency	0			
					Timeliness				

2: Learning Environment	5. Managed learner behavior constructively by applying positive and non-violent discipline to ensure learning-focused environments. (PPST 2.6.2)	August 2022 - July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in- person classroom observation. If onsite/ face to face/ in-person classes are not implemented through observation of synchronous/ asynchronous teaching in other modalities, or through observation of a demonstration teaching * via LAC session.	Quality	0	0	0
					Efficiency	0		
					Timeliness			
	6. Used differentiated, developmentally appropriate learning experiences to address learners' gender, needs, strengths, interests and experiences. (PPST 3.1.2)	August 2022 - July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in- person classroom observation. If onsite/ face to face/ in-person classes are not implemented, through observation of synchronous/ asynchronous teaching in other modalities, or through observation of a demonstration teaching * via LAC session.	Quality	0	0	0
					Efficiency	0		
					Timeliness			
3: Diversity of Learners, Curriculum and Planning, & Assessment and Reporting	7. Planned, managed and implemented developmentally sequenced teaching and learning processes to meet curriculum requirements and varied teaching contexts. (PPST 4.1.2)	August 2022 - July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in- person classroom observation. If onsite/ face to face/ in-person classes are not implemented, through observation of synchronous/ asynchronous teaching in other modalities, or through observation of a demonstration teaching * via LAC session.	Quality	0	0	0
					Efficiency	0		
					Timeliness			
	8. Applied a range of successful strategies that maintain learning environments that motivate learners to work productively by assuming responsibility for their own learning.	August 2022 - July 2023	7.00%	1. Proof/s of attendance in LAC sessions/FGDs/meetings/ other collegial discussions 2. Minutes of LAC sessions/FGDs/meetings/ other collegial discussions on use of teacher and learner feedback to enrich teaching practice. 3. Reflection notes of teachers on their demonstration of teaching practices following participation from LAC sessions / FGDs/ meetings/ other collegial discussions that use teacher and learner feedback, to enrich teaching practice, with proof/s of attendance 4. Any equivalent ALS form/document that highlights the objective	Quality	0	0	0
					Efficiency			
					Timeliness	0		
9. Selected, developed, organized and used appropriate teaching and learning resources including ICT, to address learning goals. (PPST 4.5.2)	August 2022 - July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in- person classroom observation. If onsite/ face to face/ in-person classes are not implemented, through observation of synchronous/ asynchronous teaching in other modalities, or through observation of a demonstration teaching * via LAC session.	Quality	0	0	0	
				Efficiency	0			
				Timeliness				

4: Community Linkages and Professional Engagement & Personal Growth and Professional Development	10. Designed, selected, organized and used diagnostic, formative and summative assessment strategies consistent with curriculum requirements. (PPST 5.1.2)	August 2022 -July 2023	7.00%	Classroom Observation Tool (COT) rating sheet or inter-observer agreement form/s done through onsite /face to face/ in-person classroom observation.	Quality	0	0	0
				through observation of synchronous/ asynchronous teaching in other modalities, or through observation of a demonstration teaching " via LAC session.	Efficiency	0		
					Timeliness			
	11. Monitored and evaluated learner progress and achievement using learner attainment data. (PPST 5.2.2)	August 2022 -July 2023	7.00%	Any one (1) of the following Individual Learning Monitoring Plan (ILMP) Peer assessment data Sample of learners' output with reflection/ self-assessment	Quality	0	0	0
				Progress charts/anecdotal records Classroom records/ grading sheets Lesson plans showing index of mastery Frequency errors with identified least/most mastered skills	Efficiency			
				Any equivalent ALS form/document that highlights the objective (e.g., Individual Learning Agreement (ILA), ALS Assessment Form 2) Others (Please specify and provide annotations)	Timeliness	0		
	12. Communicated promptly and clearly the learners' needs, progress and achievement to key stakeholders, including parents/guardians. (PPST 5.4.2)	August 2022 -July 2023	7.00%	Any one of the following: A sample of corrected testpaper of a learner in a learning area with parents or guardian's signature and date of receipt Minutes of meetings with key stakeholders (e.g., PTA, SGC, SPT, CPC) with proof of attendance Report card with parent's or guardian's signature in all quarters supported by minutes of meeting. Communication with key stakeholders (e.g., parents/guardians, co-teachers, LGU) using various modalities Anecdotal record showing entries per quarter Any equivalent ALS form/document that highlights the objective Others (Please specify and provide annotations)	Quality	0	0	0
					Efficiency			
					Timeliness	0		
	13. Applied a personal philosophy of teaching that is learner-centered	August 2022 -July 2023	7.00%	A reflection /journal entry that highlights the application of a learner-centered teaching philosophy in the lesson plan or community work	Quality	0	0	0
					Efficiency			
					Timeliness	0		
5: Plus Factor	14. Set professional development goals based on the Philippine Professional Standards for Teachers (PPST)	August 2022 -July 2023	7.00%	1. Certification from the ICT Coordinator /School Head/Focal Person in charge of e-SAT 2. IPCRF-DP Mid-year Review Form (MRF) Updated IPCRF-DP from Phase II	Quality	0	0	0

Development	standards for teachers (PPST 7.5.2)	2023				Efficiency	0			
						Timeliness	0			
	15. Performed various related works/ activities that contribute to the teaching-learning process.	August 2022-July 2023	2%	<p>Any one (1) of the following:</p> <ul style="list-style-type: none"> committee involvement; involvement as module/learning material writer/validator; involvement as a resource person/speaker/learning facilitator in the RO/SDO/school-initiated TV/radio-based instruction; book or journal authorship/ co-authorship/ contributorship/chairpersonship; advisorship/coordination/chairpersonship; participation in demonstration teaching; participation as research presenter in a forum/conference; mentoring of pre-service/in-service teachers; conducted research within the rating period; <p>Others (Please specify and provide annotations)</p>			Quality	0	0	0
							Efficiency	0		
							Timeliness	0		

100.00%

ADJECTIVAL RATING EQUIVALENCIES	
RANGE	ADJECTIVAL RATING
4.500-5.000	Outstanding
3.500-4.499	Very Satisfactory
2.500-3.499	Satisfactory
1.500-2.499	Unsatisfactory
below 1.499	Poor

0

(First Name MI Last Name)
RATEE

(First Name MI Last Name)
RATER

(First Name MI Last Name)
APPROVING AUTHORITY