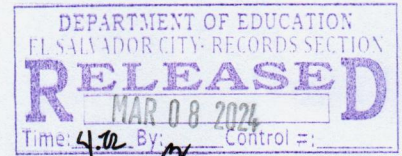




Republic of the Philippines
Department of Education



**REGION X- NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY**

**Office of the
 Schools Division Superintendent**

4 March 2024

DIVISION MEMORANDUM
 No. 103, s. 2024

**DIVISIONAL GUIDANCE AND ADDITIONAL INFORMATION ON THE
 IMPLEMENTATION OF THE RPMS-PPST FOR TEACHERS SY 2023-2024 IN VIEW
 OF DO 003, S. 2024 AND OTHER RECENT ISSUANCES**

To: **Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID/SGOD
 Division Performance Management Team (PMT)
 All Public Elementary and Secondary School Heads
 All Master Teachers
 All Others Concerned
 This Division**

1. In line with **DepEd Memorandum (DM) No 0290, s. 2024**, the Office through the Performance Management Team relays the reminders, clarifications and additional information on the implementation of DM 008 s. 2023 referred to as the **Multi-Year Guidelines on the RPMS-PPST for Teachers for SY 2023-2024** on the amendment of the *Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024* and *DM-OUOPS-2024-02-01300 on the Guidance on the Mandatory 30-day Vacation of Teachers from June 1 to June 30, 2024, such as that;*

A. The adjusted and detailed timeline for **Phase III Performance Review and Evaluation and Phase IV Performance Rewarding and Development Planning for SY 2023-2024** shall be followed;

RPMS Cycle Phase	Task/Activity	Tools	Person's Responsible	Schedule
PHASE III Performance Review and Evaluation	Performance Assessment of Teachers	IPCRF Teacher's Portfolio	Ratee, Rater, Approving Authority	July 1-12
PHASE IV Performance Rewarding and	Finalization of Individual Development Plans	IPCRF-IDP	Ratees	July 1-12, 204
	Submission of IPCRF to Raters	eIPCRF (Excel-based tool) for SY 2023-204	Ratees	July 1-26, 2024





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Development Planning	Uploading of eIPCRF through the eIPCRF System	Accomplished eIPCRF (Excel based tool) for SY 2023-2024 eIPCRF Consolidation System (online submission)	Ratees and Raters	July 1-26, 2024
	IPCRF Data Collection to Schools Division Office	Accomplished IPCRF with complete signatures	Raters	

- B. In order to facilitate the efficient preparation of teachers' portfolios for performance assessments and to prevent piling up RPMS-related tasks at the end of the school year or during the 30-day mandatory teacher vacation, it is encouraged that teachers gather and organize documents for their portfolios throughout the school year while working towards the achievement of the RMPS-PPST objectives.
- C. In order to save the cost of printing, an agreement or contract be negotiated and signed with the approving body allowing teachers to scan their hard copy documents and submit an electronic copy of the portfolio.
- D. For classes and schools **WITH LEARNERS from Indigenous group**, teachers shall be observed as scheduled and prescribed in the DM 008, s. 2023, which shall include the RPMS-PPST Objective No. 8 (PPST Indicator 3.5.2 and PPST Indicator 3.5.3) in the list of classroom observable indicators (COIs) to be observed.
- E. For classes and schools **WITH NO LEARNERS from Indigenous group**, teachers shall integrate in the lesson plan for the classroom observation Indigenous culture-based teaching strategies that could possibly address the learning needs of learners from Indigenous groups. The integration of teaching strategies in the lesson plan must be highlighted and annotated.

This additional protocol shall be applied to Quarter 4. Rating in the classroom observation conducted in Quarter 2 which included the RPMS-PPST Objective 8 (PPST Indicator 3.5.2 and PPST Indicator 3.5.3) in the list of COIs to be observed shall be valid and counted.



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 Website: www.depedelsalvadorcity.net
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SCHOOLS DIVISION OF EL SALVADOR CITY

- F. The final rating of Efficiency for RPMS-PPST classroom observable objectives shall be computed by averaging the Efficiency Ratings from the classroom observations. The average rating shall be categorized using the Efficiency Range Table below;

Range of Average	Efficiency Final Rating
4.00-5.00	5
2.00-3.99	3
1.00-1.99	1

- G. To ensure efficient capturing of the RPMS-PPST data of teachers, the following **Excel-based electronic RPMS-PPST tools** for Proficient and Highly Proficient Teachers are made available for use in the implementation of RPMS-PPST:

Electronic Tool	Link
Electronic Self-Assessment tool (e-SAT) for SY 2023-2024	http://bit.ly/eSATSy20232024
E-SAT Consolidator for SY 2023-2024	http://bit.ly/eSATConsoSY2023-2024
Electronic Mid-Year Review Form (e-MRF) for SY 2023-2024	https://bit.ly/RPMS-PPSTMidYearReviewForm
Electronic IPCRF (e-IPCRF) for SY 2023-2024	https://bit.ly/eIPCRFSy20232024


- H. The RPMS-PPST Tools for Proficient and Highly Proficient Teachers, including the classroom observation tools (i.e., Rubrics, Observation Notes Form, Rating Sheet, Inter-rater Agreement Sheet) and the electronic RPMS-PPST tools, can be accessed using the DepEd email address through this link: <https://bit.ly/MultiYearRPMSPPSTTools>
- I. On the uploading of eIPCRF, all ratees and raters in the RPMS-PPST shall use the official e-IPCRF tool in inputting teachers' IPCRF data for 2023-2024.
- J. Schools shall collect all accomplished and finalized eIPCRF of teachers, and using the school's official DepEd email address, upload the eIPCRF in Excel format to the online eIPCRF Collection and Consolidation System through this link: <http://eipcrf.deped.gov.ph> **The uploading of eIPCRFs shall be done from July 1 to July 1 to July 26, 2024.**
- K. Schools with concerns in accessing the online eIPCRF system, shall submit registration request and/or access concerns through this Google Form link: <https://bit.ly/helpdesk>





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SCHOOLS DIVISION OF EL SALVADOR CITY

2. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
3. This is for information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

SGOD/PMT/hrd

IPCRF RPMS
CY 2024



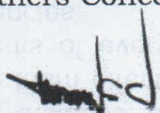


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0290

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director,
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **GUIDANCE AND ADDITIONAL INFORMATION ON THE IMPLEMENTATION OF THE RPMS-PPST FOR TEACHERS FOR SY 2023-2024 IN VIEW OF DO 003, s. 2024 AND OTHER RECENT ISSUANCES**

DATE : 22 February 2024

This Memorandum is being issued to provide **reminders, clarifications, and additional information on the implementation of the RPMS-PPST for Teachers for SY 2023-2024** in reference to DepEd Memorandum (DM) 008, s. 2023 titled **Multi-Year Guidelines on the Results-based Performance Management System-Philippine Professional Standards for Teachers** aligning it with DO 003, s. 2024 on the *Amendment of the Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024* and DM-OUOPS-2024-02-01300 on the *Guidance on the Mandatory 30-day Vacation of Teachers* from June 1 to June 30, 2024.

A. Revised RPMS Timeline for SY 2023-2024

1. The adjusted and detailed timeline for Phase III Performance Review and Evaluation and Phase IV Performance Rewarding and Development Planning for SY 2023-2024 shall be followed:

RPMS Cycle Phase	Task/Activity	Tools	Person(s) Responsible	Schedule
PHASE III Performance Review and Evaluation	Start of EOSY Break	N/A	N/A	May 31, 2024
	Mandatory 30-day Vacation of Teachers	N/A	N/A	June 1-30, 2024
	Performance Assessment of Teachers	IPCRF Teacher's Portfolio	Ratee, Rater, Approving Authority	July 1-12, 2024
PHASE IV Performance Rewarding and Development Planning	Finalization of Individual Development Plans	IPCRF-IDP	Ratees	July 1-12, 2024
	Submission of IPCRF to Raters	eIPCRF (Excel-based tool) for SY 2023-2024	Ratees	July 1-26, 2024
	Uploading of eIPCRF through the eIPCRF System	Accomplished eIPCRF (Excel-based tool) for SY 2023-2024 eIPCRF Consolidation System (online submission)	Ratees and Raters	
	IPCRF Data Collection to Schools Division Office	Accomplished IPCRF with complete signatures	Raters	July 1-26, 2024

2. Teachers are encouraged to gather and organize documents for their Portfolio throughout the school year working towards the achievement of the RPMS-PPST objectives. This practice facilitates efficient preparation of teacher's Portfolio for performance assessment and avoids piling up of RPMS-related tasks at the end of the school year or during the 30-day mandatory vacation for teachers.

3. With an agreement with the approving authority, teachers may digitize their physical documents and submit an electronic copy of the Portfolio to minimize printing costs.

B. Clarification on the protocols for RPMS-PPST Objective No. 8 for SY 2023-2024

4. For classes and schools **WITH LEARNERS from Indigenous group**, teachers shall be observed as scheduled and prescribed in the DM 008, s. 2023, which shall include the RPMS-PPST Objective No. 8 (PPST Indicator 3.5.2 and PPST Indicator 3.5.3) in the list of classroom observable indicators (COIs) to be observed.

5. For classes and schools **WITH NO LEARNERS from Indigenous group**, teachers shall integrate in the lesson plan for the classroom observation Indigenous culture-based teaching strategies that could possibly address the learning needs of learners from Indigenous groups. The integration of teaching strategies in the lesson plan must be highlighted and annotated.

This additional protocol shall be applied to Quarter 4. Rating in the classroom observation conducted in Quarter 2 which included the RPMS-PPST Objective 8 (PPST Indicator 3.5.2 and PPST Indicator 3.5.3) in the list of COIs to be observed shall be valid and counted.

C. Clarification on the computation of the Final Rating of Efficiency for Classroom Observable RPMS-PPST Objectives

6. The final rating of Efficiency for RPMS-PPST classroom observable objectives shall be computed by averaging the Efficiency ratings from the classroom observations. The average rating shall be categorized using the Efficiency Range Table below:

Range of Average	Efficiency Final Rating
4.00-5.00	5
2.00-3.99	3
1.00-1.99	1

D. Reminders on the Use of Electronic RPMS-PPST Tools for Proficient and Highly Proficient Teachers

7. To ensure efficient capturing of the RPMS-PPST data of teachers, the following **Excel-based electronic RPMS-PPST tools** for Proficient and Highly Proficient Teachers are made available for use in the implementation of RPMS-PPST:

Electronic Tool	Link
Electronic Self-Assessment Tool (e-SAT) for SY 2023-2024	https://bit.ly/eSATSYSY20232024
E-SAT Consolidator for SY 2023-2024	https://bit.ly/eSATConsoSY2023-2024
Electronic Mid-Year Review Form (e-MRF) for SY 2023-2024	https://bit.ly/RPMS-PPSTMidYearReviewForm

Electronic IPCRF (e-IPCRF) for
SY 2023-2024

<https://bit.ly/eIPCRFSY20232024>

8. The RPMS-PPST Tools for Proficient and Highly Proficient Teachers, including the Classroom Observation Tools (i.e., Rubrics, Observation Notes Form, Rating Sheet, Inter-rater Agreement Sheet) and the electronic RPMS-PPST tools, can be accessed using the DepEd email address through this link: <https://bit.ly/MultiYearRPMSPPSTTools> or using the QR code below:



E. On the Uploading of eIPCRF

9. All Ratees and Raters in the RPMS-PPST shall use the official e-IPCRF tool in inputting teachers' IPCRF data for SY 2023-2024.

10. Schools shall collect all accomplished and finalized eIPCRF of teachers, and using the school's official DepEd email address, upload the eIPCRF in Excel format to the online eIPCRF Collection and Consolidation System through this link: <http://eipcrf.deped.gov.ph>. **The uploading of eIPCRFs shall be done from July 1 to July 26, 2024.**

11. For schools with concerns in accessing the online eIPCRF system, they shall submit registration request and/or access concerns through this Google Form link: <https://bit.ly/helpdesk-Online-eIPCRF>

12. For general concerns, questions and clarifications on the Multi-Year RPMS-PPST for Teachers, please contact the BHROD-HRDD, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at helpdesk.rpms@deped.gov.ph or at telephone number (02) 8470-6630.

13. For dissemination and compliance.