

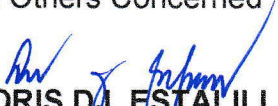


Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO CITY



MEMORANDUM

To: OIC – Assistant Schools Division Superintendent
Chief, CID
OIC – Chief, SGOD
Public Schools District Supervisors
Education Program Supervisors
Principals/ OICs
Public Elementary and Secondary Teachers
All Others Concerned

FROM: 
DORIS D. ESTALILLA, Ed.D
Officer- In- Charge
Schools Division Superintendent

SUBJECT: **DIVISION ORIENTATION AND LEARNING WORKSHOPS ON
RESULT-BASED MANAGEMENT SYSTEM AND PHILIPPINE
PROFESSIONAL STANDARDS FOR TEACHERS (RPMS-PPST)**

DATE: June 29, 2018

1. Relative to the implementation of the enhanced Result-based Performance Management System (RPMS) integrating teacher's performance standards based on the Philippine Professional Standards for Teachers (PPST), this office enjoins concerned participants to attend the learning and development activities on the dates and venues indicated below.

Dates	Venues	L and D Activities	Participants	No
July 4 (8:00 am – 5:00 pm)	Cabuyao CS Gabaldon Hall	Division Learning Action Cell on the Implementation of RPMS Tools and PPST Resource Package	ASDS, EPS's, PSDS's, Principals/OICs, Head Teachers, TWG	70
July 9 (8:00 am – 5:00 pm)	Mamatid ES Covered Court	BATCH 1 – Division Orientation and Learning-Workshops on the Implementation of RPMS Tools and PPST Resource Package	MTs and Teachers of - District 1 (Clusters 1A and 1B) - District 2 (Cluster 2A)	514
July 10 (8:00 am – 5:00 pm)	Cabuyao INHS Covered Court	BATCH 2 – Division Orientation and Learning-Workshops on the Implementation of RPMS Tools and PPST Resource Package	MTs and Teachers of - District 2 (Clusters 2B) - District 3 (Cluster 3A & 3B) - District 5 (Cluster 5A)	521



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July 11 (8:00 am – 5:00 pm)	Gulod INHS Covered Court	BATCH 3 – Division Orientation and Learning-Workshops on the Implementation of RPMS Tools and PPST Resource Package	MTs and Teachers of - District 4 (Clusters 4A & 4B) - District 5 (Cluster 5B)	533
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3. These Programs aim to:

- a. Orient the SDO top management personnel, Education Program Supervisors, Public Schools District Supervisors, School Heads, and teachers on the salient points of RPMS and PPST;
 - b. Discuss processes in the implementation of the RPMS tools and PPST modules in the SDO and schools; and
 - c. Facilitate the crafting of school action plan on its implementation in schools and other learning centers.
4. Attached are the RPMS-PPST Implementation Plan, Opening Program, Division RPMS-PPST Management Team and Terms of References, and Distribution of Participants per school.
 5. School heads may provide copies of downloadable RPMS Manual to their teachers through this link: <http://tinyurl.com/CABUYAORPMS2018>.
 6. School Heads/ OICs are encouraged to devise a School Emergency Plan for teachers indicating extension of **ten** minutes per subject in a day for one week for regular classes; and two weeks for schools with shifting schedules to offset one instructional day for training.
 7. Teacher-participants to Division Orientation and Learning-Workshops on the Implementation of RPMS Tools and PPST Resource Package are encouraged to bring their own provision of snacks and meal during the one-day orientation.
 8. Expenses incurred in the Division Learning Action Cell on the Implementation of RPMS Tools and PPST Resource Package shall be charged to Division MOOE/ Canteen Fund subject to the usual accounting and auditing procedures.
 9. Immediate and wide dissemination of this Memorandum is earnestly desired.

UM no. 240, s. 2018



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Enclosure No. 1:

Training Matrix/ Division RPMS-PPST Implementation Plan

ACTIVITIES	OBJECTIVES	TIME FRAME	MOVs	Budget/ Source of Fund	Person-in charge
A. PLANNING and ORGANIZING					
A. 1. Consultation and coordination to the SGOD Chief and Assistant Schools Division Superintendent (ASDS)	To discuss and consult with the SGOD Chief and ASDS on the implementation of the RPMS Tools and PPST Resource Packages	June 29, 2018	Division RPMS-PPST process flow and matrix of activities	none	HRDS
A.2. Data gathering	To harvest data from the online links	June, 2018	List of Teachers	none	HRDS
A.3. Coordination Meeting with Division RPMS-PPST Management Team and Technical Working Group	To orient the Technical Working Group members on functions and terms of reference on the implementation of the RPMS Tools and PPST Resource Packages	July 3, 2018	Activity Completion Reports on the Coordination Meeting	none	HRDS
B. IMPLEMENTING					
B.1. Division Learning Action Cell on the Implementation of RPMS Tools and PPST Resource Package	To orient EPSs, PSDSs, Schools Heads and Master Teachers on the implementation of the RPMS Tools and PPST Resource Packages	July 4, 2018	Certificate of Participation/ Travel Order	56,250.00/ Div. MOOE/ Canteen Fund	HRDS
B.2. Division Orientation and Learning Workshop on RPMS Tool and PPST Resource Package Batch 1 Batch 2 Batch 3	To orient public school teachers on the accomplishment of the RPMS Tools and utilization of the PPST Resource Packages	July 9, 10, 11, 2018	Attendance Sheet/ Certificate of Participation	charged to School MOOE/ Canteen Fund	HRDS



Enclosure No. 2:

Program of Activities

***Division Learning Action Cell on the Implementation of RPMS Tools
and PPST Resource Packages***

Time	Activity	In-charge
7:00 – 8:00	Arrival and Registration	Secretariat
8:00 – 8:30	Opening Program <ul style="list-style-type: none">National AnthemOpening PrayerCALABARZON MarchCabuyao MarchPanunumpa ng Kawani ng GobyernoAttendance CheckWelcome RemarksStatement of Purpose	
8:30 – 9:30	Inspirational Message	DR. DORIS DJ. ESTALILLA
9:30 – 10:00	Session 1 - <i>Revisiting PPST Milestones: An Orientation</i>	MICHAEL O. PANTALEON
10:00 – 10:15	Morning Tea	
10:15 – 12:00	Session 2 THE RPMS MANUAL (Part 1) <i>2.7 The RPMS Tools for Teachers</i> <i>2.8 Preparation of Documents and Organization of Teacher RPMS Portfolio</i> <i>2.9 The Portfolio Assessment Process</i>	IRENE P. PANTONIAL MICHAEL O. PANTALEON MARIO A. JAVIER LORETO SALVADOR ROYDA C. LUMBRES
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Session 3 <i>2.10 Professional Reflections Through Annotations</i> <i>2.11 Effective Coaching and Performance Feedback</i> <i>2.12 Tools within the RPMS Cycle</i>	IRENE P. PANTONIAL MICHAEL O. PANTALEON MARIO A. JAVIER LORETO SALVADOR ROYDA C. LUMBRES
3:00 – 3:15	Afternoon Tea Break	
3:15 – 4:30	Orientation on the Use of the PPST Resource Package	GRACE C. ENDAYA, Ed.D TOMAS B. DORADO, Ed.D
4:30 – 5:00	OPEN FORUM Closing Program <ul style="list-style-type: none">Ways ForwardPledge of CommitmentAwarding of Certificate	

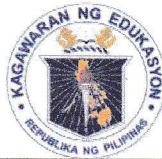


Enclosure No. 3:

Division RPMS - PPST Management Team and Terms of References

The implementation of RPMS - PPST shall be spearheaded and supervised by the Division RPMS - PPST Management Team.

DESIGNATION	NAME	FUNCTION
Program Director	Doris DJ Estalilla Ed. D	Supervises the planning and implementation of the training program
Program Manager	Elvira B. Catangay, Ed.D	Oversees the entire program, coordinates all efforts and focuses on actual training to ensure that the program is implemented as planned
Program Coordinators	Jose Charlie S. Aloquin, PhD Edna F. Hemedez, Ed.D.	Ensure that the program for the day is implemented as planned, manage the activities for the day.
Resource Persons	Irene P. Pantonial Grace C. Endaya, Ed.D Michael O. Pantaleon Mario Javier Loreto Salvador Royda Lumbres Tomas B. Dorado	Delivers the training
Logistics Officers	Kamille Rose S. Mendoza	Plan and secure logistics to support the training
Welfare Officers	Gilbert Bagsic Rommel Deligon	Ensure that the provisions for health, wellness and security are in place
Finance Officers	Nathalie Joy U. Ulep Nida Elago	Oversee the efficient allocation of funds and timely release of payments as well as documentation for liquidation
Documenters	Batch 1 (District Teams) Batch 2 (District Teams) Batch 3 (District Teams)	Take note of the important details, prepare documentation and accomplishment report
Monitoring & Evaluation	Marvin Vicente Reyarr Cruz	Responsible for designing and implementing the M&E activities of the training
Program Facilitators	Michael O. Pantaleon Tomas B. Dorado	Prepares and facilitates the opening and closing program
Secretariat	Batch 1 (District Teams) Batch 2 (District Teams) Batch 3 (District Teams)	Attend to the daily records of attendance, meal attendance, prepare certificates of participation, recognitions and appearances.



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Enclosure No. 4:

DISTRIBUTION OF PARTICIPANTS PER BATCH

DATE:	JULY 9, 2018			
VENUE:	MAMATID ES			
BATCH	DISTRICT	CLUSTER	SCHOOLS	NO. OF TEACHERS
Batch 1	District 1	1A	BACLARAN ES	46
			MAMATID ES	119
		1B	PULO ES	82
			PULO NHS	161
	District 2	2A	BANLIC ES	33
			CASILE ES	9
			CASILE INHS	10
			GUINTING ES	4
	TOTAL			514

DATE:	JULY 10, 2018			
VENUE:	CABUYAO INHS			
BATCH	DISTRICT	CLUSTER	SCHOOLS	NO. OF TEACHERS
Batch 2	District 2	2B	BANAYBANAY ES	30
			DIEZMO ES	15
			NIUGAN ES	34
			PITTLAND IS	15
	District 3	3A	SALA ES	19
			CABUYAO INHS	184
		3B	BIGAA INHS	13
			BUTONG ES	26
	District 5	5A	CABUYAO CS	69
			BIGAA ES	42
			NORTH MARINIG ES	74
			TOTAL	

DATE:	JULY 11, 2018			
VENUE:	GULOD NHS			
BATCH	DISTRICT	CLUSTER	SCHOOLS	NO. OF TEACHERS
Batch 3	District 4	4A	GULOD ES	37
			GULOD NHS	154
		4B	MARINIG SOUTH ES	38
			MARINIG NHS	20
	District 5	5B	SOUTHVILLE 1 ES	150
			MAMATID SHS	7
			PULO SHS	16
			SOUTHVILLE 1 INHS	111
TOTAL			533	