



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

July 17, 2023

DIVISION MEMORANDUM

No. 269 s. 2023

SUBMISSION OF RPMS RATINGS FOR THE SCHOOL YEAR 2022-2023

TO: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Others Concerned

1. As stipulated in DepEd Memorandum No. 008, s. 2023 dated 03 February 2023 entitled: “Multi-Year Guidelines on the Results-based Performance Management System–Professional Standards for Teachers”, the Performance Review and Evaluation shall be conducted at least one (1) week after the scheduled graduation/moving up activities.

2. Since graduation/moving up activities ended on July 14, 2023, the review of the RPMS documents for teachers shall be done on July 17-21, 2023. The stipulations of DM NO. 08, s. 2023 shall be followed, supplemented by DO No. 02, s. 2015 Re: “Guidelines on the Establishment and Implementation of the Results-based Management System (RPMS) in the Department of Education dated 03 February 2015.

3. The ratee-rater relations (including the approving authority) as stipulated in DepEd Memorandum No. 08, s. 2023 must be followed, if the said Memo is silent on other matters, DepEd Order No. 02, s. 2015 shall be given suppletory effect.

4. The ratee-rater-approving authority matrix (matrices) is hereby attached as enclosures for further reference.

5. The following clarifications shall be adhered to:

5.1 If a school has a master teacher but the school head is a Teacher-in-Charge (TIC) or caretaker, the approving authority shall be the ASDS in the area;

5.2 If the school has no master teacher/s and the school head is a TIC or caretaker, the teachers shall be rated by the central school principal, cluster principal, secondary lead principal or the PSDS in the area/district and the approving authority shall be the ASDS in the area;



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5.3 If master teachers are deployed to other schools to conduct classroom observations, then they shall act as raters to these teachers. **The approving authority shall be the ASDS in the area, but the central school principal/cluster principal or secondary lead principal shall initial below the name of the ASDS;**

5.4 Master teachers or head teachers shall be rated by the central school principal, cluster principal, or secondary lead principal (including TICs as the case may be) and the approving authority shall be the ASDS in the area;

5.5 School heads holding Principal I to IV items shall be rated by the ASDS in the area and the approving authority shall be the schools division superintendent; and

5.6 Teachers-in-Charge (TICs) have the option to be rated under the teaching category or in the school administration track/category.

6. The rating cycle/period for the School Year 2022-2023 shall be dated August 22, 2022 to July 7, 2023 for the teachers. The date of review shall be dated July 7, 2023 (Friday).

7. Submission of completed RPMS ratings shall be on July 21, 2023 (Friday) in the district offices for documents that required approval by the school principals only. Documents that will be approved by division office personnel shall also be submitted on July 21st with an extension until July 24, 2023 (Monday).



8. School heads/principals RPMS ratings shall be based on the fiscal year ending July 7, 2023 but the vacation period shall be indicated since school heads are regularly reporting in schools during vacation time and are not covered by proportional vacation pay computation. The 12-month cycle must be indicated in the RPMS timeline for the school heads. RPMS ratings for nonteaching personnel including PSDSs are indicated from January to December in a given calendar year.

9. District offices must have the summary of the final ratings of all teaching and nonteaching personnel in the district in preparation for the submission of the 2023 Performance-based Bonus. Soft copies must be submitted to the HR Unit immediately.

10. As usual, only those teachers or nonteaching personnel who obtained the "Outstanding" ratings may be validated/reviewed by the Division Performance Management Team (PMT). RPMS final ratings of school heads must be initialed, checked, and reviewed by the public schools district supervisor in the area/district before submission to the Division Office.

11. Widest dissemination of this Memorandum is hereby directed/desired.


SENEN PRISCILO P. PAULIN, CESO V

 Schools Division Superintendent 

sds/asds/vay/2023



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Enclosure #1

Figure 7. Ratee-Rater-Approving Authority Matrix

Ratee/Teacher	Rater/Observer	Approving Authority
Head Teacher Master Teacher	Principal/ School Head	Superintendent <i>Small and Medium Divisions</i> Assistant Superintendent <i>Large and Very Large Divisions</i>
Teacher <i>(for schools with no Master Teachers, Head Teachers, and/or Assistant Principal)</i>	Principal/ School Head	Superintendent <i>Small and Medium Divisions</i> Assistant Superintendent <i>Large and Very Large Divisions</i>
Teacher	Master Teacher/ Head Teacher/ Assistant Principal	Principal/ School Head
ALS Implementers <i>(school-based)</i>	Master Teacher/ Head Teacher/ Assistant Principal	Principal/ School Head
ALS Implementers <i>(community learning centers-based)</i>	Education Program Specialist for ALS/ In charge for ALS	Chief of Curriculum Implementation Division (CID)

VI. Glossary of Terms

Figure 8: Glossary for the RPMS Tools SY 2021-2022

GLOSSARY	
Audio Lesson	Refers to a learning material that is an <i>audio recorded lesson</i> which can be used for distance learning or as supplementary material This can be saved in a USB flash drive and played in a device (e.g., plug-and-play radios with USB port, TV with USB port, computer, etc.).
Career Stage	Articulates the progression of teacher performance from Beginning to Distinguished teaching practice.
Classroom Observable Indicators(COIs)	Refers to teacher behaviors/practices that can be observed inside the classroom context and measured by COT
Daily Lesson Log (DLL)	See <i>Lesson Plan</i>
Demonstration Teaching with co-teachers as learners	Demonstration option where ratees will demonstrate the identified COIs and deliver the lesson with co-teachers who will serve as learners as if it were in a real class.
Demonstration of best practices	Demonstration option where ratees will demonstrate the identified COIs based on their understanding of the objective and share it with their co-teacher during the LAC session
Detailed Lesson Plan (DLP)	See <i>Lesson Plan</i>
Learning Action Cell (LAC)	Functions as a professional learning community for teachers that will help them improve practice and learner achievement (Department of Education 2016a, i)

Enclosure #2

Annex A

RATEE		RATER	APPROVING AUTHORITY
Central Office			
1	Undersecretary	Secretary	
2	Assistant Secretary	Undersecretary	Secretary
3	Director	Assistant Secretary	Undersecretary
4	Asst. Director	Director	Assistant Secretary
5	Chief of Division	Asst. Director	Director
6	Asst. Chief	Chief of Division	Asst. Director
7	Section Chief/Unit Head	Asst. Chief	Chief of Division
8	Staff	Section Chief/Unit Head	Asst. Chief
Regional Office			
1	Regional Director	Undersecretary	Secretary
2	Asst. Regional Director	Regional Director	Undersecretary
3	Chief of Division	Asst. Regional Director	Regional Director
4	Asst. Chief	Chief of Division	Asst. Regional Director
5	Section Chief/Unit Head	Asst. Chief	Chief of Division
6	Staff	Section Chief	Chief of Division
Division Office			
1	Superintendent	Asst. Regional Director	Regional Director
2	Asst. Superintendent	Superintendent	Asst. Regional Director
3	Chief of Division	Asst. Superintendent	Superintendent
4	Education Program Supervisor	Chief of Division	Asst. Superintendent
5	District Supervisor	Chief of Division	Asst. Superintendent
6	Section Chief/Unit Head	Chief of Division	Asst. Superintendent
7	Staff	Section Chief/Unit Head	Head of Division
Schools			
1	Principal	Asst. Superintendent	Superintendent
2	Head/Master Teacher	Principal	Superintendent (Small & Medium Divisions) Asst. Superintendent (Large and Very Large Divisions)
3	Teacher	Head Teacher/ Master Teacher	Principal
4	Non-Teaching Staff	Principal	Administrative Officer V (SDO-School Governance and Operations Division)

Enclosure # 3




Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-0927

TO : Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : Release of the Official Electronic IPCRF and Online IPCRF Consolidation System for the Multi-Year RPMS-PPST of Teachers

DATE : 10 July 2023

1. This is to release the official electronic Individual Performance Commitment and Review Form (e-IPCRF) for teachers and online IPCRF Consolidation System for the implementation of the Multi-year Results-based Performance Management System – Philippine Professional Standards for Teachers (RPMS-PPST) per DepEd Memorandum No. 008, s. 2023.

2. The Excel-based e-IPCRF can be accessed using the QR code below or through this link: <https://bit.ly/electronicIPCRF> using the official DepEd email address.



3. All Rates and Raters in the RPMS-PPST shall use this official e-IPCRF tool in inputting teachers' IPCRF data starting SY 2022-2023.

4. Furthermore, the online IPCRF Consolidation System shall be used for the consolidation of teachers' IPCRF data. Schools shall be responsible in the collection and uploading of the accomplished e-IPCRF of teachers to the system through this link: <https://eipcrf.deped.gov.ph>.

5. For more information, please contact the Human Resource Development Division of the Bureau of Human Resource and Organizational Development (BHROD-HRDD), 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.hrdd@deped.gov.ph or at telephone number (02) 8470-6630.

6. For dissemination and compliance.