



DIVISION MEMORANDUM
 No. 571, s. 2018

**ORIENTATION CUM WORKSHOP FOR SCHOOL HEADS AND MASTER TEACHERS ON THE RPMS
 MANUAL FOR TEACHERS AND SCHOOL HEADS THAT IS ALIGNED WITH THE PHILIPPINE
 PROFESSIONAL STANDARDS FOR TEACHERS (PPST)**

TO : Assistant School Division Superintendents
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Division Coordinators/Unit Heads
 Senior Education Program Specialists (SEPSs)/EPSA
 School Heads/Administrators of Public and Private Elem. & Sec. Schools

1. DepED has recognized its vital role in providing continuing professional development and advancement of teachers based on the principle of lifelong learning; hence, it commits to support the teachers in their quest for enhancing their competencies to enable them embrace with the changes brought about by various national and global frameworks such as the K to 12 Reform, ASEAN Integration, globalization, and the changing character of the 21st century learners.

2. Pursuant to DepED Order No. 2, s. 2015 re **Result-Based Performance Management System (RPMS)** and DepED Order No. 42, s. 2018 entitled **National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)**, this Office has scheduled a 4-Day Orientation Cum Workshop for School Heads and Master Teachers on the RPMS Manual for Teachers and School Heads that is Aligned with the Philippine Professional Standards for Teachers (PPST) at the Ecotech Center, Sudlon, Lahug, Cebu City on the dates indicated below, to wit:

Date	Cluster
Sept 4-7	Cluster A
Sept 11-14	Cluster B
Sept 18-21	Cluster C

3. The activity aims to capacitate the school heads and teachers on their vital role in the implementation of the RPMS Manual that is aligned with PPST. Specifically, it provides the participants with:

- a. deeper understanding on the performance assessment processes within the various phases of RPMS given the standards set in the PPST;
- b. better appreciation on the key concepts of the Manual and the different PPST-based assessment tools within the RPMS;
- c. an opportunity to share significant practices in the assessment processes within the DepED context; and
- d. a clear grasp on the significance of any educational reforms for greater results.

4. The participants include ALL the school heads and master teachers of both elementary and secondary levels. ATTENDANCE IS COMPULSORY. Hence, making this activity the **top priority**.

5. Participants are required to accomplish the Pre-registration Template to facilitate the room assignment for their accommodation. The Public Schools District Supervisor concerned shall submit the accomplished template *on or before Sept. 3, 2018 for Cluster A, Sept. 7, 2018 for Cluster B, and Sept. 14, 2018 for Cluster C*. Attention: Dr. Margarita Nierra. Please refer to Enclosure B: Pre-registration Template.

6. The SGOD Personnel led by the Chief, Dr. Novie Mangubat are expected to facilitate the preparation of the following:
 1. venue, equipment, and facilities
 2. conference kits and handouts
 3. attendance sheets
 4. certificate of appearance
 5. certificate of participation
 6. other materials

7. The CID Personnel headed by the Chief, Dr. Mary Ann Flores shall manage the opening program as well as in securing the PPT materials from the Regional Office c/o Mr. Tomas Pastor and Ms Ida Cabantan, Regional Focal persons on PPST and RPMS, respectively.

8. ASDS Leah B. Apao shall coordinate with SDS Bianito Dagatan and request at least 40 learners (10 Kindergarten, 10 elementary, 10 JHS and 10 SHS learners) and four (4) teachers (one T1, One T2, One T3, and one Master Teacher) for the demonstration teachings. Enclosed is Annex A: The Activity Matrix.

9. Dr. Margarita Niera, Education Program Specialist in Human Resource Development (HRD) shall closely coordinate with the Program Management Team (PMT) for the smooth conduct of the said activity. They are hereby directed to convene at the Division Social Hall on August 30, 2018 at 2:00 PM to finalize everything. Refer to Annex B: Composition of Program Management Team.

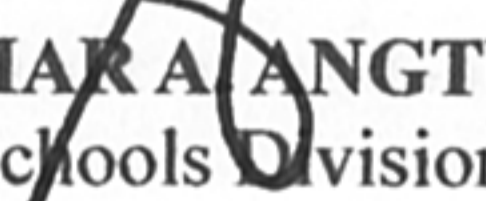
10. Mr. Jeremy Denampo, Administrative Officer V shall take charge of the vehicle to transport the learners to and from Lahug Integrated School.

11. A registration fee of PhP 5, 200.00 shall be collected from each participant inclusive of the expenses for venue, equipment and facilities, handouts, meals & snacks & other training materials. Ms. Marites Peralta shall work collaboratively with Ecotech to ensure that enough supply of food shall be served to the participants on the time specified below:

Meals & Snacks	Serving Time	Venue	<i>Note:</i>
Breakfast	6:00-7:30 AM	Dining Hall	First Meal is Breakfast of Day 1 Sept. 4, 2018 for Cluster A Sept. 11, 2018 for Cluster B Sept. 18, 2018 for Cluster C Last Meal is PM snacks of Day 4 Sept. 7, 2018 for Cluster A Sept. 14, 2018 for Cluster B Sept. 21, 2018 for Cluster C <i>Please be guided accordingly.</i>
AM snacks	10:00-10:15 AM	Session Hall	
Lunch	12:00NN-1:00 PM	Dining Hall	
PM snacks	3:00 PM-3:15 PM	Session Hall	
Supper	5:30-7:00 PM	Dining Hall	

12. The registration fee, travelling and other expenses to be incurred by the participants shall be chargeable against the School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations. Small schools with MOOE amounting to PhP15, 000 and below shall be subsidized by Division MOOE Funds. Mrs. Riann Villamante is instructed to facilitate such arrangement.

13. Wide dissemination of this Memorandum is highly desired.


RHEA MARA ANGTUD, Ed.D., CESO VI
 Schools Division Superintendent

Orientation Cum Workshop For School Heads And Master Teachers On The Rpms Manual For Teachers And School Heads
That Is Alligned With The Philippine Professional Standards For Teachers (PPST)
Sept. 4-7, 11-14, and 18-21, 2018

Activity Matrix

Time	P L E N A R Y S E S S I O N S	Day 1	Day 2	B R E A K - O U T S E S S I O N S	Day 3	Day 4
7:30-8:30		Arrival and Registration of Participants	MOL		MOL	
8:31-9:30		Opening Program	Session 3a Self-Assessment Tool (SAT-RPMS)		Demonstration Teaching Class A: Kindergarten Class B: Grade IV Class C: JHS Class D: SHS	Session 6 Professional Reflection through Annotation
9:31-9:45		Break				
9:46-12:00		Session 1 The Philippine Professional Standards for Teachers (PPST)	Session 3b Electronic Self-Assessment Tool (eSAT)		Processing/Discussion of Rating based on Class Observation Result	Workshop 3 Writing Annotation in COT
12:01-1:00		Lunch Break			Lunch Break	
1:01-3:00		Session 2 RPMS Tools	Simulation on eSAT/ Presentation of the Result of the eSAT		Session 5 Portfolio Preparation and Organization	Session 7 Portfolio Assessment
3:01-5:00		Workshop 1 Accomplishing RPMS Tools	Session 4 Introduction to Classroom Observation Tool (COT-RPMS) and Discussion on IPCRF		Workshop 2 Preparation and Organization of Portfolio	Workshop 4 Simulation on Assessment of Portfolio Closing Program Home Sweet Home
5:01-5:30		Professional Reflection	Professional Reflection		Professional Reflection	

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Pre-registration Template

District: _____ Cluster: _____ Date Submitted: _____

No.	Name	Gender	Position/ Designation	School	Contact Number	Food Restrictions
<i>A. School Heads (Elementary Level)</i>						
<i>B. School Heads (Secondary Level)</i>						
<i>C. Master Teachers (Elementary Level)</i>						
<i>D. Master Teachers (Secondary Level)</i>						

Submitted by:

Public Schools District Supervisor

Orientation Cum Workshop For School Heads And Master Teachers On The Rpm's Manual For Teachers And School Heads
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Sept. 4-7, 11-14, and 18-21, 2018

Program Management Team (PMT)

Program Manager : Dr. Rhea Mar Angtud, SDS
Asst. Program Managers : Dr. Ester Futalan, ASDS, Cluster A
Dr. Cartesa Perico, ASDS, Cluster B
Program Coordinator : Dr. Leah B. Apao, OIC-ASDS, Cluster C
Asst. Program Coordinators: Dr. Mary Ann Flores, CID Chief
: Dr. Novie Mangubat, SGOD Chief
Trainers/Facilitators : Dr. Rhea Mar A. Angtud
: Dr. Ester Futalan
: Dr. Cartesa Perico
: Dr. Leah B. Apao
: Dr. Mary Ann Flores
: Dr. Novie Mangubat
: Mr. Reynaldo dela Rama, San Remegio District
: Mr. Ronald Panugaling, Barili District
: Mr. Richard Acaso, Compostela District
: Mr. Arnulfo Compuesto, Madridejos District
: Mr. Gerardo Mantos, SGOD, Division Office
: Mr. Allan Cañete, San Remegio 1 District
: Mr. Tomas Pastor, EPS, HRDD, Regional Office 7
: Ms. Ida Cabantan, SAO, ASD, RO7

Class Managers

Class A : Mrs. Juvimar Montolo, EPS, Science
Class B : Dr. Gary Napoles, OIC-EPS, TLE
Class C : Mrs. Nenita Jaralve, EPS, MAPEH
Class D : Mr. Isaiash Wagas, EPS, LRMDs/SHS

Overall Activity Coordinator : Dr. Margarita Nierra, EPS II, HRD

Activity Coordinators/Resource Managers

Class A : Mrs. Socorro Relacion, EPS II, M&E
Class B : Ms. Daphne Teo, EPS II, ALS
Class C : Mrs. Evangeline Buna, EPS II, ALS
Class D : Mrs. Zennifer Corpuz, EPS II, ALS

Process Observers/Documenters

Class A : Mrs. Rosemary Oliverio, EPS, AP
Class B : Mrs. Eva Casinillo, PSDS/Division Coordinator
Class C : Mrs. Araceli Cabahug, EPS, Filipino
Class D : Dr. Jane Gurra, EPS, EsP/Division Coordinator

Secretariat/Protocol Officers

Members : Mrs. Cleo M. Escuardo, EPS II, ALS
: Ms. Florenda Alicaway
: Mr. Domingo Amancio, EPS II, ALS
: Mr. Orly Perico, EPS II, ALS
: Mrs. Imelda Margaja, EPS II, ALS

Room Accommodation/Foodstuff : Ms. Marites Peralta, Disbursing Officer II

Finance/Logistics : Mrs. Riann Villamante, Accountant III

Transportation : Mr. Jeremy Denampo, AO V

: Division Drivers

Documentation/Video : Mr. Rumel Tanggol, JO, ICT

Program & Invitation : CID Personnel

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Sept. 4-7, 11-14, and 18-21, 2018

Program Management Team (PMT) per Class

Class	Lead Trainer	Trainers/Facilitators	Class Manager	Process Observer/Documenter	Activity Coordinator/ Resource Manager
1	Dr. Rhea Mar Angtud	Dr. Mary Ann Flores Mr. Tomas Pastor Mr. Reynaldo dela Rama	Mrs. Juvimar Montolo EPS, Science	Mrs. Rosemary Oliverio EPS, AP	Mrs. Socorro Relacion EPS II, M&E
2	Dr. Ester Futalan	Arnulfo Campuesto Ms. Ida Cabantan Dr. Pamela A. Rodemio	Dr. Gary Napoles OIC-EPS, TLE	Mrs. Eva Casinillo, PSDS/Division Coordinator	Ms. Daphne Teo EPS II, ALS
3	Dr. Cartesa Perico	Dr. Novie Mangubat Mr. Allan Canete Mr. Ronald Panugaling	Mrs. Nenita Jaralve EPS, MAPEH	Mrs. Araceli Cabahug EPS, Filipino	Mrs. Evangeline Buna EPS II, ALS
4	Dr. Leah B. Apao	Mr. Richard Acaso Mr. Gerardo Mantos	Mr. Isaiash Wagas EPS, LRMS/SHS <i>Note: Class Managers shall also serve as facilitator during the Demonstration Training.</i>	Dr. Jane Gurrea EPS, ESP/Division Coordinator	Mrs. Zennifer Corpuz EPS II, ALS

Plenary Session Trainers:

Dr. Rhea Mar Angtud
Dr. Ester Futalan
Dr. Cartesa Perico
Dr. Leah B. Apao
Mr. Tomas Pastor
Ms. Ida Cabantan

Overall Activity Coordinator:

Dr. Margarita Nierra, EPS II, HRD