



DEPARTMENT OF EDUCATION

DIVISION OF CEBU PROVINCE

SUDLON, LAHUG, CEBU CITY



DIVISION MEMORANDUM

No. 148, s. 2019

ROLL-OUT OF RPMS-PPST FOR SCHOOL YEAR 2019-2020

TO : Assistant School Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads/Administrators of Public Elem. & Sec. Schools

1. Pursuant to Regional Memorandum No. 0110, s. 2019 re **RPMS-PPST Orientation for School Year 2019-2020** and in compliance with DepEd Order No. 2, s. 2019 and DepEd Order No. 42, s. 2018, this Office has scheduled series of orientation-workshops for the Roll-out of RPMS-PPST, School Year 2019-2020, on the specified dates and in the venues indicated in **Enclosure A**.
2. The objectives of the said Orientation-Workshops are as follows:
 - 2.1 Reinforce the knowledge and understanding of field personnel on PPST-RPMS, School Year 2019-2020.
 - 2.2 Further capacitate the raters and ratees on the use of and protocols for the different PPST-based RPMS assessment tools for teachers (e.g. Classroom Observation Tools and Self-Assessment Tools).
 - 2.3 Enhance the KSAs of the district pool of trainers on the implementation of the PPST-based RPMS support materials for S.Y. 2019-2020.
3. To ensure the effective implementation of the said roll-out, particularly on the conduct of TOT, the schools districts are grouped into five (5) clusters as reflected in **Enclosure B**.
4. Each District shall send pool of trainers composed of school heads/department heads (SHS), and master teachers, who are deeply immersed in COT implementation and have accomplished the required four (4) COTs for SY 2018-2019. **See Enclosure C**. Specifically, the district pool of trainers shall have possessed the following competencies:
 - 4.1 excellent in communication (verbal and non-verbal) and facilitation skills;
 - 4.2 adept in the use of ICT and session guide/materials preparation;
 - 4.3 willing to work beyond the call of duty;
 - 4.4 creative and passionate about accomplishing tasks at hand; and
 - 4.5 can work well with the team and team members

5. Participants are hereby instructed to **stay-in** to avoid delay in the delivery of sessions. They shall bring with them laptops and a copy of Resource Package Module 2: Literacy and Numeracy.
6. The host districts shall prepare the following:
 - 6.1 billeting quarters (maximum of 5 occupants per quarter)
 - 6.2 two (2) well-ventilated session halls which can accommodate with 60-75 pax per session hall (district/school properties are preferred)
 - 6.3 two (2) projectors/LCD for session hall #1 and session hall #2
 - 6.4 two (2) sound system units with microphones for session #1 and session hall #2 (karaoke will do)
 - 6.5 other training facilities, such as: extension wires, chalkboard/white boards, etc.
 - 6.6 short opening program (plenary)
7. The Activity Matrix of the District TOT spells out the time allocation per session. See **Enclosure D**.
8. Expenses for transportation, meals, snacks and other incidental expenses incurred by the participants shall be charged to School MOOE funds. Travel, meals, snacks and other incidental expenses of the PMT/facilitators/QAME/Secretariat/Medical/training staff are chargeable against local/MOOE funds, subject to the usual accounting and auditing rules and regulations.
9. This Memorandum serves as **TRAVEL ORDER**.
10. Immediate and wide dissemination of, and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Schedule of PPST-RPMS Roll-out for School Year 2019-2020

Dates	Level	Participants	Venue
March 11, 2019	Presentation of the final plan to SDS c/o ASDS Apao	PMT c/o Dr. Apao	SDS Office
March 28-29, 2019	Walk-through/Preparation of materials/Finalization of ppt /Request for Logistics	PMT, Trainers/Facilitators	Division Function Hall/LR Hub
April 10-12, 2019	Roll-out by Cluster /TOT	10 Pax For Small Districts 15 Pax For Big Districts	Identified host district per cluster
April 13, 2019	Post Conference and Preparation of Activity Completion Report (ACR)	PMT, Trainers	Sta. Fe District
May 6-8, 2019	Roll-out By District	All School Heads And Master Teachers	To be identified by PSDSs
May 16-18, 2019 / May 21-24, 2019	Roll-out By School	All teachers including ALS Implementers/Mobile teachers, SPED, IPED, Kindergarten	Respective schools

TOT District Clustering/List of Facilitators/QAME/Secretariat

Cluster	Districts	No. of Participants	Total No. of Participants	Venue	Facilitators	QAME/Secretariat
1	Bantayan 1	15	120	Sta. Fe District	Mr. Isaiash T. Wagas, Dr. Rowena Brian Mr. Channey Gulfan Dr. Abegail Villamor Mr. Edmond C. Apora	QAME: Juvy Motolo Gerardo Mantos All PSDSs
	Bantayan 2	15				
	Sta. Fe	10				
	Madridejos	10				
	San Remegio 1	10				
	San Remegio 2	10				
	Medellin	10				Secretariat: Zenifer Corpuz
	Daanbantayan 1	10				
	Daanbantayan 2	10				
Tabuelan	10	Medical Staff: (2)				
San Francisco	15					
Tudela	10					
2	Poro	10	150	Carmen District	Mr. Raul Jumao-as Mr. Glicerio Camongay Mrs. Racel Tura Mrs. Lorna Soco Dr. Angeles Bugtai	QAME: Jane Gurrea Rosemary Oliverio All PSDSs
	Pilar	10				
	Tabogon	10				
	Borbon	10				
	Catmon	10				
	Sogod	10				
	Carmen	15				Secretariat: Daphne Teo Orley Perico
	Compostela	10				
	Liloan	15				
	Consolacion	15				Medical Staff: (2)
	Cordova	10				
	Minglanilla 1	15				
3	Minglanilla 2	15	150	Argao 1 District	Mrs. Maria Elena Paras Mrs. Maria Socorro Relacion Mrs. Imelda Gealon, Dr. Emma Olandria Mrs. Roxanne Cando	QAME: Eva Casinilo Garry Napoles All PSDSs
	San Fernando 1	15				
	San Fernando 2	15				
	Sibonga	10				
	Argao 1	15				
	Argao 2	15				Secretariat: Cleo Escudero Marle Monterola
	Dalaguete 1	15				
	Dalaguete 2	15				
	Alcoy	10				Medical Staff: (2)
	Boljoon	10				
Santander	10					
4	Oslob	10	135	Badian District	Dr. Chona Redoble Dr. Gladys Balagtas Mrs. Sonia Lauronal, Mr. Domingo Amancio, Mrs. Cherryl Alcover	QAME: Pamela Rodemio All PSDSs
	Samboan	10				
	Ginatilan	10				
	Malabuyoc	10				
	Alegria	10				
	Badian	10				
	Moalboal	10				Secretariat: Evangeline Buna
	Alcantara	10				
	Ronda	10				
	Dumanjug 1	10				Medical Staff: (2)
	Dumanjug 2	10				
	Barili 2	15				
5	Barili 1	15	135	Balamban 1	Mrs. Nenita Jaralve Mrs. Luthgarda Borgonia Mrs. Tita Ceniza Mrs. Jennifer Artiaga Ms. Fiorenda Alicaway	QAME: Araceli Cabahug All PSDSs
	Aloguinsan	10				
	Pinamungajan 1	10				
	Pinamungajan 1	10				
	Pinamungajan 2	10				
	Balamban 1	15				
	Balamban 2	15				Secretariat: Imelda Margaja
	Asturias 1	10				
	Asturias 2	10				
Tuburan 1	15					
Tuburan 2	15					

No. of Participants Per District/Program Management Team

No. of Participants Per District

District Sizes	No. of Participants					
	School Heads		Master Teachers		Senior High School	
	Elem	Secondary	Elementary	Secondary	Principals/Asst. Principals	Department Heads
Districts with 10 pax	2	2	2	2	1	1
Districts with 15 pax	3	3	2	3	2	2

Program Management Team (PMT)

Program Manager	Dr. Rhea Mar Angtud
Asst. Program Manager	Dr. Ester A. Futalan
	Dr. Cartesa Perico
Training Manager	Dr. Leah B. Apao
Asst. Training Managers	Dr. Mary Ann Flores
	Dr. Novie Mangubat
Resource Manager/ Over-all Chair, Secretariat	Dr. Margarita Nierra
Asst. Resource Managers	Cluster Secretariat
Finance Managers	Mrs. Riann Villanueva Miss Marites Peralta
Admin and Transportation	Mr. Jeremy Denampo
Legal Officer	Atty. Orville Dela Cerna
Supply Officer	Mr. Patricio Gonzaga Job Orders
Training Staff	Ms. Aiko Antoyeth Paton-og Mrs. Rose Arcillas
Documenter	Mr. Rommel Tanggol
ICT Officers	Mr. Pablito Catubay Mr. Emmanuel Mendoza
Medical Officer	Dr. Asterterie Bernales Dr. Virgilio Tantuico Nurses in-charge (2 nurses per cluster)

Activity Matrix

DAY 1		
Time	Duration	Activity
8:00-8:30	30	Registration
8:3-9:00	30	Preliminaries
9:30-10:15	45	01-BHROD PPST-RPMS Preliminary for Orientation SY2019-2020/Context of RPMS (CSC, D.O. 2, D.O. 42)
10:15-10:30	15	Break
10:30-12:00	90	PPST and other HR Systems
12:00-1:00	60	Lunch
1:00-2:00	60	Process of RPMS (RPMS Cycle) highlighting roles of Rater and Ratee in each phase of the RPMS Cycle
2:00-3:00	60	Understanding RPMS Tools and MOVs
3:00-3:15	15	Break
3:15-3:45	30	e-SAT including data management and use of results
3:45-4:30	45	e-SAT Tryout/Discussion of Implementation Issues
4:30-5:00	30	Reflection of the Day
DAY 2		
8:00-8:30	30	MOL/Energizer
8:30-9:00	30	Use of PPST-based Classroom Observation Tool in the RPMS <ul style="list-style-type: none"> • Connection between COT and PPST • Connection between COT and RPMS
9:00-9:30	30	COT-RPMS Forms <ul style="list-style-type: none"> • Rubrics • Indicator List • Observation Notes Form • Rating Sheet • Inter-Observer Agreement Form
9:30-9:45	15	Break
9:45-12:00	135	COT-RPMS in Portfolio Organization and Assessment <ul style="list-style-type: none"> • Computing for the COT Rating • MOVs for the Portfolio
12:00-1:00	60	Lunch
1:00-2:00	60	Classroom Observation Protocols <ul style="list-style-type: none"> - Observers – Pre/ During/ Post Observation - Teachers – Pre/ During/ Post Observation
2:00-2:30	30	Training/Simulation <ul style="list-style-type: none"> • Review of Protocols • Mock Observation (Video Presentation)
2:30-2:45	15	Individual Rating
2:45-3:00	15	Inter-Observer Rating
3:00-3:15	15	Break
3:15-5:00	105	Simulation of the Inter-observer Agreement Exercise
DAY 3		
8:00-8:30	30	MOL/Energizer
8:30-12:00	210	PPST Resource Package to Understand the Indicators: Module 2 Walkthrough
1:00-3:00	180	RPMS Phase 1: Planning and Portfolio Preparation for 2019-2020
3:00-4:00	60	Q and A
4:00-4:30	30	Planning for District Roll-out
4:30-5:00	30	Closing Program/Home Sweet Home