



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRODFO-2020-00199

TO: Minister of Basic, Higher, and Technical Education, **BARMM**
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Updates on the Results-based Performance Management System for School Years 2019-2020 and 2020-2021*

DATE: 16 June 2020

This has reference to Section 10.j of DepEd Order (DO) No. 11, s. 2020 titled **Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency due to COVID-19 Pandemic** indicating the completion of the Results-based Performance Management System (RPMS) requirements of the School Year (SY) 2019-2020 as one of the work priorities anchored on the operationalization of the Basic Education Learning Continuity Plan (BE-LCP) and School Calendar and Activities for SY 2020-2021.

In view of the above, all DepEd schools can resume the RPMS Portfolio submission and evaluation with recalibrated Efficiency component stipulated in DepEd Memorandum (DM) No. 45, s. 2020, and the data collection and consolidation of IPCR rating for school-based personnel following the adjusted timeline (see Annex A). Meanwhile, the commencement of the RPMS Cycle for SY 2020-2021 shall resume only until comprehensive guidelines are issued. Attached is the preliminary guidelines relative to the next cycle (see Annex B).

Guided by the community quarantine declarations in the different areas of the country and by the alternative work arrangement (AWA) issuances by the Department, all Schools Division Superintendents (SDSs) and school heads are directed to employ all possible and available modalities in the resumption of RPMS Portfolio submission and evaluation with due diligence and caution following protocols:

1. Alternative strategies and online platforms shall be utilized.
2. In cases when physically reporting to school is necessary (e.g. retrieval of Means of Verifications (MOVs) from school premises, face-to-face assessment), minimum public health standards and stringent physical distancing measures shall be strictly observed.

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Technical support and utmost consideration to school-based personnel who may encounter logistical challenges (i.e. transportation, challenges of the vulnerable groups, etc.) in the performance of duties to comply with this Memorandum is expected from the school heads. **Priority shall be given to the conduct of year-end assessment of Senior High School (SHS) teachers on provisional status in view of the renewal of their respective appointments, subject to applicable DepEd guidelines and Civil Service Commission (CSC) rules and regulations.**

The prescribed Individual Performance and Commitment Review Form (IPCRF) for teachers and the User's Guide of the entire IPCRF Data Collection System for SY 2019-2020, from accomplishment and submission to monitoring of submission, can be accessed at <http://depd.in/IPCRFEncode20192020>. All public elementary and secondary school heads are requested to register their nominated school-based IPCRF uploaders by accessing the link: <http://bit.ly/IPCRFUserRegistration> and accomplishing all required information in the Google form **on or before 6 July 2020**. Other materials such as RPMS-Philippine Professional Standards for Teachers (PPST) Materials, including tools, forms, and other support materials, for SY 2019-2020 can be accessed at <http://depd.in/RPMSPPSTSY20192020>.

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

For information and guidance.

ANNEX A

ADJUSTED SCHEDULE OF RPMS SY 2019-2020 YEAR-END ACTIVITIES FOR SCHOOL-BASED PERSONNEL

A. Teaching Personnel

Governance Level	Focal Office/Person	Task/Activity	Schedule	
			Start	End
Schools	Ratee	<ul style="list-style-type: none">● Finalization of Ratee’s RPMS Portfolio● Submission and Rater’s Evaluation of the RPMS Portfolio● Ratee-Rater Accomplishment of IPCRF and Agreement on Final IPCR rating (*)● Development Planning by Ratee (**)● Ratee-Rater Conference to Discuss Phase IV IPCRF-DP	4th week of June 2020	4th week of July 2020
	Rater (e.g. Master Teacher, School Head)			
	(*) a. Ratee accomplishes Parts 1 and 2 of the Encoding tab of the e-IPCRF b. Ratee and Rater agree on the Q, E, T ratings; and Ratee clicks the <i>Finalize</i> button of Parts 1 and 2 of the Encoding tab (**) Ratee accomplishes Part 4 of the e-IPCRF and submits the final copy to Rater for final verification			
	School Head	<ul style="list-style-type: none">● Harvesting of electronic and printed IPCRFs of all teachers● Submission of electronic IPCRFs to the CO via online IPCRF Data Collection System (https://bit.ly/IPCRFSystemSubmit) and printed IPCRFs to SDO for signing of Approving Authority and/or for filing	1st week of August 2020	3rd week of August 2020
Schools Division Office (SDO)	Human Resource Development Section (SDO-HRDS), School Governance and Operations Division (SGOD) Chief	<ul style="list-style-type: none">● Monitoring of IPCRF submission of schools (https://bit.ly/IPCRFMonitoring)		

Regional Office (RO)	Regional Human Resource Development Division (RO-HRDD), HRDD Chief	<ul style="list-style-type: none"> Monitoring of IPCRF submission of SDOs (https://bit.ly/IPCRFMonitoring) 			
Central Office (CO)	Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) National Educators Academy of the Philippines-Performance Management Unit and Professional Development Division (NEAP-PMU, NEAP-PDD)	<ul style="list-style-type: none"> Monitoring of IPCRF submission Analysis and Interpretation of national IPCRF Data Submission of RPMS Data analysis and interpretation results to NEAP for HR development planning 	4th week of August 2020	4th week of September 2020	

B. Non-Teaching Personnel

Governance Level	Focal Office/Person	Task/Activity	Schedule	
			Start	End
Schools	Ratee	<ul style="list-style-type: none"> Finalization of Ratee's RPMS Portfolio Submission and Rater's Evaluation of the RPMS Portfolio Ratee-Rater Accomplishment of IPCRF and Agreement on Final IPCR rating Development Planning by Ratee Ratee-Rater Conference to Discuss Phase IV IPCRF-Development Plan Harvesting of printed IPCRFs of all ratees Submission to SDO for signing of Approving Authority and for filing 	4th week of June 2020	3rd week of August 2020
	Rater			

ANNEX B

PRELIMINARY GUIDELINES RELATIVE TO RPMS SY 2020-2021 FOR SCHOOL-BASED PERSONNEL

A. General

1. The Department of Education (DepEd) maintains the advice to wait for the issuance of the comprehensive guidelines on the performance of RPMS 2020-2021 activities for school-based personnel.
2. The guidelines set to be released shall primarily consider the Basic Education Learning Continuity Plan (BE-LCP), including the available learning delivery modalities in the entire country; the new guidelines on work arrangements for officials, teaching and non-teaching personnel in all its offices, units and schools; and the consequent adjustments in the protocols and timelines.
3. The orientations, trainings, and capacity building activities shall employ the most appropriate delivery modality, while strictly observing minimum public health standards and stringent physical distancing measures, consistent with the policies set forth by the Office of the President (OP), the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), and other related DepEd-issued policies.

B. Teaching Personnel

1. In view of the DM-PHRODFO-2020-00154 dated 27 April 2020 titled *Update on the Conduct of Regional/Division Capacity Building for Raters on the Next 12 Philippine Professional Standards for Teachers (PPST) Indicators of the Results-based Performance Management System (RPMS) for SY 2020-2021*, the capacity building activities shall resume as soon as the RPMS tools and other RPMS-related forms and support materials are released in support to the new guidelines on RPMS 2020-2021.

C. Non-Teaching Personnel

1. School heads are advised to assist all non-teaching personnel in the performance target setting, development of IPCRF, and initial development planning during the Phase I of the RPMS Cycle, SY 2020-2021.



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MEMORANDUM

DM-PHRODFO-2020-00154

TO: Minister of Basic, Higher, and Technical Education, *BARMM*
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Update on the Conduct of Regional/Division Capacity Building for Raters on the Next 12 Philippine Professional Standards for Teachers (PPST) Indicators of the Results-based Performance Management System (RPMS) for School Year (SY) 2020-2021*

DATE: 27 April 2020

This has reference to the Memorandum DM-PHRODFO-2019-00836 dated 24 September 2019 titled *Regional Capacity Building for Raters on the Next Twelve (12) Philippine Professional Standards for Teachers (PPST) Indicators of the Results-based Performance Management System (RPMS) for School Year (SY) 2020-2021*.

Since November 2019, fifteen (15) out of the seventeen (17) regions have already conducted their regional activity and a few schools division offices (SDOs) of these regions have finished their division level capacity building activity. The Department understands that two (2) regions and several SDOs have not been able to conduct the activity with the current COVID-19 situation.

In this connection, concerned Regional Directors and Schools Division Superintendents are requested to ensure the following:

1. **Suspension of the regional/division capacity building activity** until such time that the Department of Education's (DepEd) Learning Continuity Plan for SY 2020-2021 is finalized and disseminated, and adjustments in the RPMS tools and other RPMS-related forms and materials are consequently finalized. Implementation of this activity will be through an online modality, plans/reports of which shall be submitted to Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) at least two (2) weeks before the conduct ensuring compliance to the new normal; and



2. **Participation of the regional/division attendees, including the training team and technical working groups under your supervision** through the release of the appropriate issuances and provision of technical support, as necessary.

For inquiries and clarifications, please contact Mr. Angelo Uy or Mr. Carlos Llamas III of BHROD-HRDD at telephone no: (02) 8470-6630 or email address: angelo.uy@deped.gov.ph and carlos.llamas@deped.gov.ph.

For guidance and appropriate action.





Republic of the Philippines
Department of Education

18 APR 2020

DepEd MEMORANDUM
No. **045**, s. 2020

**RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM GUIDELINES
FOR SCHOOL YEAR 2019-2020 YEAREND ACTIVITIES
IN LIGHT OF COVID-19 MEASURES**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. As mandated by DepEd Order No. 2, s. 2015 titled **Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education**, the Department is scheduled to conduct Phase III: Performance Review and Evaluation and Phase IV: Performance Rewarding and Development Planning of the **Results-based Performance Management System (RPMS) Cycle, School Year (SY) 2019-2020** for school-based personnel in April 2020. These phases include yearend review and assessment, evaluation of portfolio and computation of final rating, ways forward and development planning.
2. However, suspension of classes and all school activities at all levels in entire Luzon was declared until April 14, 2020 as part of the enhanced community quarantine and stringent social distancing measures for the management of COVID-19 situation. Such enhanced community quarantine is extended until April 30, 2020.
3. As stated in Paragraph 35 of DepEd Order No. 2, s. 2015: “...**In exceptional cases, and only if the situation warrants, a one-time recalibration shall be allowed. Exceptional cases shall include instances when high level decisions are taken into effect such as changes in strategic directions, and circumstances beyond the control of the ratee such as natural and/or man-made calamities, including typhoon, earthquake and other fortuitous events.**”
4. Given the above considerations, DepEd emphasizes specific RPMS-related measures for school-based personnel. Please see Enclosure Nos. 1 and 2 for details.
5. It is also emphasized that the preparation and organization of the RPMS Portfolio shall have started during the start of the SY, and only a sample of each Means of Verification (MOV), excluding those MOVs with the specified required number of pieces, is expected to be submitted. All RPMS-Philippine Professional Standards for Teachers (PPST) Materials, including tools, forms, and other support materials, for SY 2019-2020 can be accessed at <http://deped.in/RPMSPPSTSY20192020>. Also, the prescribed Individual Performance and Commitment Review Form (IPCRF) for teachers can be accessed at <http://deped.in/IPCRFEncode20192020>.

6. Due to the COVID-19 situation, **the Yearend Review shall be postponed temporarily and shall resume when authorities issue a declaration of safety for all DepEd employees.** The adjusted schedule of RPMS Portfolio submission and evaluation, data collection and consolidation of IPCR rating will be released through a separate memorandum.

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

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

References:

DepEd Order (No. 2, s. 2015)

DepEd Memorandum No. 43, s. 2020

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

ASSESSMENT
BUREAUS AND OFFICES
EMPLOYEES
OFFICIALS
PERFORMANCE
RATING
TEACHERS
SCHOOLS

**RPMS-RELATED MEASURES FOR SCHOOL-BASED PERSONNEL
IN LIGHT OF THE COVID-19 SITUATION**

A. Teaching Personnel

On Classroom Observable RPMS Objectives

The number of classroom observations may have been affected by the class suspension which started in mid-March 2020. For this purpose, each teacher is assumed to have obtained *at least three (3) classroom observations* after the first three quarters which were not covered by class suspension.

To compute for the rating for **Quality** for each of the classroom observable RPMS objectives: (1) Identify the corresponding rating in the RPMS 5-point scale for each COT rating, (2) Get the average of the total RPMS rating (or Divide the total RPMS rating by the number of available classroom observations), and (3) Determine the final rating for Quality. Detailed explanations and illustrative examples are found on pages 40 and 41 of the Updated RPMS Manual, access at <http://deped.in/RPMSManualver2019>.

To determine the rating for **Efficiency**, recalibrate the RPMS rubric in such a way that the total number of available valid Main and Supporting MOVs submitted obtains the highest rating of 5 (Outstanding). The RPMS Tools can be accessed at <http://deped.in/RPMSY1TOOLS2019>.

A sample computation for Quality and Efficiency for classroom observable RPMS objectives is found in *Enclosure 2*.

For COT Indicator 9 (or RPMS Objective 10) in the Proficient (P) tool, all teachers using the Proficient tool shall be given an automatic rating of 5 for both Quality and Efficiency in the IPCRF since this indicator/objective can only be observed in Observation Period 4.

On Non-Classroom Observable RPMS Objectives

For the non-classroom observable RPMS Objectives, teachers are encouraged to explore on the list of possible MOVs, and provide whichever are available at hand that they may still obtain acceptable results in Quality, Efficiency, and/or Timeliness.

B. Non-Teaching Personnel

School-based non-teaching personnel shall confer with their Rater for agreements in relation to Paragraph 3 of this Memorandum. A similar recalibration scheme with that of teachers may be done.

(Enclosure No. 2 to DepEd Memorandum No. **045**, s. 2020)

SAMPLE COMPUTATION FOR QUALITY AND EFFICIENCY FOR CLASSROOM OBSERVABLE RPMS OBJECTIVES

Scenario: Proficient Teacher A was scheduled for Classroom Observation Period 4 but was not observed because of the class suspension.

Table 1. *Sample Ratings for COT Indicator 1 (RPMS Objective 1)*

Classroom Observation Period	COT Rating
1	7
2	6
3	7
4	-

- a. To compute for the rating for **Quality** in RPMS Objective 1, identify the corresponding rating in the RPMS 5-point scale for each COT rating, get the average of the total RPMS rating, and determine the final rating for Quality.

Table 2. *Computation for Quality rating in RPMS Objective 1*

Classroom Observation Period	COT Rating	Transmuted RPMS Rating*
1	7	5
2	6	4
3	7	5
4	-	-
TOTAL		14
AVERAGE**		$(14/3) = 4.667$
QUALITY RATING*		5

* Refer to pages 40 and 41 of the Updated RPMS Manual

** **Total** divided by the **No. of Available Classroom Observations**

- b. For **Efficiency** in RPMS Objective 1, recalibrate the RPMS rubric. Check the validity of the submitted MOVs and determine the rating for Efficiency referring to the recalibrated rubric.

FROM (original)						TO (recalibrated)					
	5	4	3	2	1		5	4	3	2	1
Efficiency	Submitted 4 Main MOV, each with any 1 of the Supporting MOV	Submitted 3 Main MOV, each with any 1 of the Supporting MOV	Submitted 2 Main MOV, each with any 1 of the Supporting MOV	Submitted 1 Main MOV with any 1 of the Supporting MOV	No acceptable evidence was shown	Efficiency	Submitted 3 Main MOV, each with any 1 of the Supporting MOV	Submitted 2 Main MOV, each with any 1 of the Supporting MOV	Submitted 1 Main MOV with any 1 of the Supporting MOV	No acceptable evidence was shown	-