DIVISION MEMORANDUM
No. 57, s. 2020

TO:
OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools Only
All Others Concerned

UPDATES ON THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM FOR SCHOOL YEARS 2019-2020 AND 2020-2021

1. Based on one of the provisions in DM-PHRODFO-2020-00199, re: Updates on RPMS for 2019-2020 and 2020-2021 which is attached herein, all public elementary and secondary school heads are requested to register their nominated school-based IPCRF uploaders by accessing the link: http://bit.ly/1PCRFUserRegistration and accomplishing all required information in the Google form on or before 6 July 2020.

2. In view of this, SDO Marikina City encourages all School Raters (School Heads, Asst. Principals, Head Teachers and Master Teachers) to familiarize themselves on the IPCRF Data Collection System, most especially the Submission and Monitoring Systems. Schools may use the herein Google Drive Link to access the IPCRF SY 2019-2020 Webinar Materials:
   http://deped.in/1PCRFWebinarMaterial; or
   https://drive.google.com/drive/u/2/folders/1fd892s3H1haAU0Qzs3HcYVybawMUK1s

3. Attention is invited to Annex A of DM-OUPHRDFO-2020-00199 for the adjusted timeline and Annex B for the preliminary guidelines relative to the next cycle. Also attached is the Anatomy of the RPMS Portfolio for Teacher I-III and Master Teacher I-IV. Submission of actual IPCRF files shall commence on the 1st week of August 2020, per DM-OUPHRDFO-2020-00199.

4. For more information and queries, please contact the Schools Governance and Operations Division-Human Resource Development Section through Ms. Noemi A. Velario @ email address noemi.velario@deped.gov.ph.

5. Immediate and wide dissemination of this memorandum is desired.

SHERILL T. SAVOLA
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Incl: As stated
Reference: Memorandum DM-PHRODFO-2020-00199
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.
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://deped.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 (PST) Materials, including tools, forms, and other support materials, for SY 2019-2020 can be accessed at http://deped.in/RPMSPFSTSY20192020.

For more information, please contact the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD), 4th Floor Mahini 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.

For information and guidance.
## ANNEX A

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

### A. Teaching Personnel

<table>
<thead>
<tr>
<th>Governance Level</th>
<th>Focal Office/Person</th>
<th>Task/Activity</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
<td>Ratee</td>
<td>• Finalization of Ratee’s RPMS Portfolio</td>
<td>4th week of June 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Submission and Rater’s Evaluation of the RPMS Portfolio</td>
<td>4th week of July 2020</td>
</tr>
<tr>
<td></td>
<td>Ratee (e.g. Master Teacher, School Head)</td>
<td>• Ratee-Rater Accomplishment of IPCRF and Agreement on Final IPCR rating (*)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Development Planning by Ratee (**)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ratee-Rater Conference to Discuss Phase IV IPCRF-DP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(*): Ratee accomplishes Parts 1 and 2 of the Encoding tab</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Ratee and Rater agree on the Q.E.T. ratings, and Ratee clicks the Finalize button of Parts 1 and 2 of the Encoding tab</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(**): Ratee accomplishes Part 4 of the e-IPCRF and submits the final copy to Rater for final verification</td>
<td></td>
</tr>
<tr>
<td>School Head</td>
<td></td>
<td>• Harvesting of electronic and printed IPCRFs of all teachers</td>
<td>1st week of August 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Submission of electronic IPCRFs to the CO via online IPCRF Data Collection System (<a href="https://bit.ly/IPCRFSystemSubmit">https://bit.ly/IPCRFSystemSubmit</a>) and printed IPCRFs to SDO for signing of Approving Authority and/or for filing</td>
<td>3rd week of August 2020</td>
</tr>
<tr>
<td>Governance Level</td>
<td>Focal Office/Person</td>
<td>Task/Activity</td>
<td>Schedule</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| Schools          | Ratee               | • Finalization of Ratee’s RPMS Portfolio  
|                  |                     | • Submission and Rater’s Evaluation of the RPMS Portfolio  
|                  |                     | • Ratee-Rater Accomplishment of IPRCRF and Agreement on Final IPRCR rating  
|                  |                     | • Development Planning by Ratee  
|                  |                     | • Ratee-Rater Conference to Discuss Phase IV IPRCRF-Development Plan  
|                  |                     | • Harvesting of printed IPRCRFs of all ratees  
|                  |                     | • Submission to SDO for signing of Approving Authority and for filing  |
|                  | Rater               |               | 4th week of June 2020  
|                  |                     |               | 3rd week of August 2020  

B. Non-Teaching Personnel

|----------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------|----------------------------|
|                      | National Educators Academy of the Philippines-Performance Management Unit and Professional Development Division (NEAP-PMU, NEAP-PDD) | Analysis and Interpretation of national IPRCRF Data  
|                      |                                                                  | Submission of RPMS Data analysis and interpretation results to NEAP for HR development planning |                         |                            |
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-PHIRODFO-2020-00154 dated 27 April 2020 titled Update on the
Conduct of Regional/District 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.