



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 | (034) 471-0192 | (034) 471-0218
kabankalan.city001@deped.gov.ph



January 27, 2020

DIVISION MEMORANDUM

No. 25, s. 2020

DIVISION ROLL-OUT ON THE CAPACITY BUILDING FOR RATERS ON THE NEXT 12 PPST INDICATORS OF THE RPMS FOR SY 2020-2021 AND ON THE SCHOOL HEADS DEVELOPMENT PROGRAM

TO: OIC, Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Elementary & Secondary School Heads
All Concerned

1. The Schools Division Office of Kabankalan City will conduct the Division Roll-out on the Capacity Building for Raters on the Next 12 PPST Indicators of the RPMS for SY 2020-2021 and on the School Heads Development Program on February 25-27, 2020 at Zaycoland Hotel and Resort.
2. This roll-out intends to further capacitate RPMS-PPST Raters in understanding the intents of the PPST indicators, used as RPMS objectives and,
3. Improve capacity of school heads to manage their schools as well as prepare aspirants to handle the responsibilities of a school head.
4. Participants to this seminar are Public Schools District Supervisors, School Heads and selected Master Teachers (see Enclosure No.1 for List of Master Teachers per School). **NO PROXY ALLOWED FOR SCHOOL HEADS.**
5. Registration fee of Php 1,150.00 will be collected per school head to cover food and other expenses chargeable against local funds subject to the usual government and accounting rules and regulations.
6. Participants and trainers are entitled to service credits where it applies in accordance with DepEd Order No. 53, s. 2003 entitled: "*Updated Guidelines on the Grant of Vacation Service Credits to Teachers*". On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per *Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered*.
7. For widest dissemination and compliance.

PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 | (034) 471-0192 | (034) 471-0218
kabankalan.city001@deped.gov.ph



Enclosure No. 1 for Division Memorandum No. _____, s. 2020

| SCHOOL | No. of Master Teachers to Attend the RPMS |
|----------------------|--|
| 1. ERAMS-East | 2 |
| 2. DC Gurruchari MS | 1 |
| 3. Orong ES | 1 |
| 4. ERAMS-West | 2 |
| 5. Tampalon ES | 1 |
| 6. Binicuil ES | 1 |
| 7. Daan Banua ES | 1 |
| 8. Salong ES | 1 |
| 9. Jose Peralta MS | 1 |
| 10. Tapi ES | 1 |
| 11. Talubangi ES | 1 |
| 12. Tabugon ES | 2 |
| 13. Inapoy ES | 1 |
| 14. Pinaguinpinan ES | 1 |
| 15. Oringao ES | 1 |
| 16. Badiangay ES | 1 |
| 17. Tagukon ES | 1 |



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan



TRAINING DESIGN

TITLE: Division Roll-out on the Capacity Building for Raters on the Next 12 PPST indicators of the RPMS for SY 2020-2021 and on the School Heads Development Program
DATE: February 25 – 27, 2020
VENUE: Zaycoland Hotel & Resort
NO. OF PARTICIPANTS: 132
TOTAL COST: Php 227,700.00
SOURCE OF FUND: HRTD FUND/SCHOOL MODE

OBJECTIVES:

1. This division roll-out intends to further capacitate RPMS-PPST raters in understanding the intents of the PPST indicators, used as RPMS objectives.
2. To improve the capacity of all school heads to manage their schools, as well as prepare aspirants to handle the responsibilities of a school head.

RATIONALE:

DepEd Order No. 42, S. 2017 stipulates the national adoption and implementation of the Philippine Professional Standards for Teachers (PPST). The Order was signed on August 11, 2017 by DepEd Secretary Leonor Magtolis-Briones.

The PPST is a public statement of what teachers need to know, value, and be able to do in their practice. It has four career stages: Beginning, Proficient, Highly Proficient, and Distinguished. It is built on the National Competency-based Teacher Standards (NCBTS). It comprises seven Domains and 37 Strands, and 37 Indicators for each Career Stage.

According to DO No. 42, s. 2017, the PPST “shall be used as a basis for all learning and development programs for teachers to ensure that teachers are properly equipped to effectively implement the K to 12 Program.” Teacher performance appraisals shall also be aligned to the PPST. Further, the PPST can also be used for the selection and promotion of teachers.

On the other hand, in line with Republic Act 9155 or the Governance of Basic Education Act of 2001 that specifies that a school head shall be both an instructional leader and administrative manager and RA 10533 or the Enhanced Basic Education Act of 2013 that stipulates that principals shall undergo workshops and trainings to enhance their skills on their role as academic, administrative and community leaders, the roll-out of School Heads Development Program is a must.

BUDGETARY REQUIREMENTS:

Snacks (AM, PM)

| | | | |
|-------------------------------------|---|---|------------------------------|
| 132 pax @ Php 200.00 x 3 days | - | - | Php 79,200.00 |
| Lunch 132 pax @ Php 375.00 x 3 days | - | - | <u>Php 148,500.00</u> |
| TOTAL | - | - | <u>Php 227,700.00</u> |


Prepared by:


EULYNE D. LUCERNA
SEPS - HRD

Noted:


CECILIA G. ABELLO, PhD
Chief EPS – SGOD

Recommending approval:


LYN ROSE E. OTEA
Administrative Officer V
Budget Officer
ASP (HEAD 2019)

Approved by:


PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent

SOURCE OF FUND FOR NEXT 12 INDICATORS OF THE RPMS

FROM HRTD SUPPORT FUND (Php 3.5M)

1. Roll-out of School Heads Development Program / Instructional Leadership for School Heads – 100 pax – Php 50,000.00
2. Conference on Administrative Policies – Updates – 55 pax – Php 13,750.00
3. From Allocation for Travel Expenses for Seminars & Trainings – Php 60,000.00

| | | |
|----|-----|-----------------------|
| 1. | Php | 50,000.00 |
| 2. | | 13,750.00 |
| 3. | | <u>60,000.00</u> |
| | | <u>Php 123,750.00</u> |

A. Registration of 94 School Heads (c/o School MOOE) – 94pax x Php 1,150.00 = Php 108,100.00

TOTAL AMOUNT = Php 123,750 + Php 108,100 = Php 231,850.00

EXCESS FROM BUDGET – Php 4,150.00



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 | (034) 471-0192 | (034) 471-0218
kabankalan.city001@deped.gov.ph



**TRAINING MATRIX for the Division Roll-out on the Next 12 PPST Indicators of the RPMS for SY 2020-2021
February 25 – 27, 2020**


| Day 1 (February 25, 2020) | | | | | |
|---------------------------|----------|---|---|--|--|
| Time | Duration | Session | Purpose | Key Message | Materials Needed |
| 8:00-8:30 | 30 | Registration Preliminaries | | | |
| 8:30-9:00 | 30 | Opening Program | | | |
| 9:00-9:20 | 20 | Understanding RPMS Capacity Building (Helen M. Mambalos) | To orient participants on the intent of the capacity building workshop <ul style="list-style-type: none"> • What is the focus of the capacity building? • Who are involved in it? | Capacity building for RPMS raters support further understanding of the PPST indicators. | <ul style="list-style-type: none"> • Slide Presentation |
| 9:20-10:05 | 45 | Understanding the role of the Philippine Professional Standards for Teachers in RPMS (Rene S. Erillo) | To further capacitate the participants in understanding the PPST in the context of RPMS by discussing: <ul style="list-style-type: none"> • Role of PPST-aligned RPMS in DepEd System • PPST Career Stages and RPMS tools • PPST and RPMS Alignment (i.e. KRAs are the Domains, indicators are the objectives) | PPST is the framework for teacher quality. RPMS is a Civil Service Commission mandated system on performance assessment RPMS is one of the HR systems aligned with PPST. | <ul style="list-style-type: none"> • Slide Presentation • PPST booklet • RPMS Manual version 2019 |
| 10:05-10:20 | 15 | QUESTION & ANSWER PORTION | | | |
| 10:20-11:05 | 45 | Clarifying the RPMS Cycle (Jerralyne E. Limaco) | To further orient the participants on the RPMS cycle by discussing the: <ul style="list-style-type: none"> • Phases • Tools relevant to each phase • Roles of rater in each phase • Roles of rater in each phase | | <ul style="list-style-type: none"> • Slide Presentation • RPMS Manual version 2019 |

| | | | | | | |
|----------------------------------|-----|--|---|--|--|---|
| 11-05-11-15 | 10 | Q&A | | | | |
| 11-15-12-45 | 90 | Reviewing PPST-based RPMS Tools and Associated Tools (Part 1) (Sheila Janice G. Osorio) | To orient the participants on the new PPST focus-indicators (and MOVs) for SY 2020-2021 | <ul style="list-style-type: none"> RPMS Tools (Objectives for Proficient and Highly Proficient Teachers) COT (rubrics, forms, protocol) | RPMS tools and associated tools support the professional development of teachers | <ul style="list-style-type: none"> Slide Presentation RPMS Tools COT-RPMS Rubrics and Forms |
| 12-45-1-45 | 60 | | L U N C H B R E A K | | | |
| 1-45-3-45 | 120 | Reviewing PPST-based RPMS Tools and Associated Tools (Part 2) (Jolly G. Gariando, Jr.) | To orient the participants on the new PPST focus-indicators (and MOVs) for SY 2020-2021 | <ul style="list-style-type: none"> pen and paper SAT e-SAT IPCRF Data Collection Tool | RPMS tools and associated tools support the professional development of teachers | <ul style="list-style-type: none"> Slide Presentation SAT e-SAT Manual Online IPCRF |
| 3-45-4-00 | 15 | | Q U E S T I O N & A N S W E R P O R T I O N | | | |
| 4-00-4-45 | 45 | Reviewing the RPMS-PPST Support Materials and Introducing the Capacity Building Resource Package for Raters (Donna T. Banaglorioso) | To discuss with the participants' available resources and use them in further understanding the PPST indicators and capacity building | <ul style="list-style-type: none"> PPST Resource Package (24 Modules) for Proficient Teachers PPST Videos of Practice RPMS Facilitator's Guide RPMS Manual version 2019 e-SAT Manual RPMS Help Desk Comics Series (FAQs and COT-RPMS <i>Serye</i>) Capacity Building Resource Package for Raters | There are support materials available to assist both teachers and raters in RPMS | <ul style="list-style-type: none"> Slide Presentation Electronic copies of the support materials |
| 4-45-5-00 | 15 | Reflection Reminders for Day 2 | To reflect on the learning, including challenges, from the day's workshop | | | <ul style="list-style-type: none"> Professional Reflection Worksheet |
| Day 2 (February 26, 2020) | | | | | | |
| 8-00-8-30 | 30 | MOL Recap of Day 1 activities | | | | |
| 8-30-10-10 | 100 | Linking Observation Notes and the COT Rating (Part A) | To provide avenue for the participants to practice linking observation notes and rating | | There is a strong link between classroom observation notes and COT rubric rating | <ul style="list-style-type: none"> Slide Presentation Worksheets |

| | | | | | | | | |
|----------------------------------|--|--|-----|--|--|--|--------------|--|
| | (Jerrayne E. Limaco) | To capacitate participants in looking for and reporting on the key aspects of the indicators in the observation notes | | | | | • COT rubric | |
| 10:10-10:20 | | | 10 | QUESTION & ANSWER PORTION | | | | |
| 10:20-12:00 | Linking Observation Notes and the COT Rating (Part B) (Jolly G. Gariando, Jr.) | To provide avenue for the participants to practice linking observation notes and rating To capacitate participants in giving ratings to support the comments | 100 | There is a strong link between classroom observation notes and COT rubric rating. | | | | • Slide • Presentation • Worksheets • COT rubric |
| 12:10-1:10 | | | 60 | L U N C H B R E A K | | | | |
| 1:10-3:10 | Linking Observation Notes and the COT Rating (Part C) (Xyzette V. Ganzza) | To further provide practice for the participants in showing evidence of attainment of COT rating using the observation notes | 120 | There is a strong link between classroom observation notes and COT rubric rating. | | | | • Slide • Presentation • Worksheets • COT rubric |
| 3:10-3:20 | | | 10 | QUESTION & ANSWER PORTION | | | | |
| 3:20-4:50 | Deepening Understanding of Classroom Observable Indicators (Jolly G. Gariando, Jr.) | To review the processes of classroom observation using the PPST-based COT To further capacitate the participants in looking at evidence of attainment of the indicators from sample videos | 90 | Classroom observers can better look for evidence of attainment when they fully understand the PPST classroom observable indicators | | | | • Slide • Presentation • Classroom video clips • Worksheets • COT rubric |
| 4:50-5:00 | | | 10 | QUESTION & ANSWER PORTION | | | | |
| 5:00-5:30 | Reflection | To reflect on the learning from the day's workshop | 30 | | | | | • Professional Reflection Worksheet |
| Day 3 (February 27, 2020) | | | | | | | | |
| 8:00-8:30 | MOL Recap of Day 2 activities | | 30 | | | | | |
| 8:30-11:00 | Rating the RPMS Portfolio (Xyzette V. Ganzza – Proficient) (Jerrayne E. Limaco – Highly Proficient) | To review the non-classroom observable RPMS objectives and MOVs To further capacitate the participants in understanding the intent of the non-classroom observable indicators To provide avenue and clarify concerns in appreciating MOVs and rating portfolio | 150 | MOV's clarify what teachers can do and perform as gauged by the PPST. Rating the portfolio must be objective and evidence-based | | | | • RPMS Tools • IPCRF Part III (Summary Sheet) • Sample portfolio for Proficient and Highly Proficient teachers |
| 11:00-11:15 | | | 15 | QUESTION & ANSWER PORTION | | | | |

| | | | | |
|-------------|-----|---|--|--|
| 11:15-11:40 | 30 | Exploring Models for Rollout (Helen M. Mambalos) | | |
| 11:40-12:40 | 60 | | L U N C H B R E A K | |
| 12:40-1:40 | 60 | Planning School Roll-out (Eulyne D. Lucerna) | To provide avenue for the participants to plan for rollout in their respective schools | |
| 1:40-4:30 | 170 | Overview and Orientation of School Heads Development Program (Saturnino T. Pabalinas, Jr.) | To improve the capacity of school heads to manage their schools as well as aspirants to handle the responsibilities of a school head | |
| 4:30-5:00 | 30 | Closing Program | | |

Prepared by:


EULYNE D. LUCERNA
 SEPS - HRD

Noted:


CECILIA G. ABELLO
 Chief, SGOD



Republic of the Philippines
 Department of Education
 Region VI - Western Visayas
SCHOOLS DIVISION OFFICE - KABANKALAN CITY
 City of Kabankalan

DIVISION TRAINING IMPLEMENTATION PLAN

LIST OF TRAINERS FOR THE DIVISION ROLL-OUT ON THE NEXT 12 PPST INDICATORS OF THE RPMS FOR SY 2020 - 2021

| Name of Trainers | Designation | TOPICS TO BE HANDLED |
|-------------------------|-----------------|--|
| Helen M. Mambalos | PSDS | Understanding RPMS, Exploring Models for Roll-out |
| Rene S. Erillo | EPS | Understanding the Role of PPST for Teachers in RPMS |
| Jerralyne E. Limaco | Principal I | Clarifying the RPMS Cycle, Linking Observation Notes & COT Rating Part 1, Rating the RPMS Portfolio (Highly Proficient) |
| Jolly G. Gariando, Jr. | Principal I/PID | Reviewing PPST-Based RPMS Tools & Associated Tools (Part 2), Linking Observation Notes & COT Rating Part 2, Deepening Understanding of Classroom Observable Indicators |
| Xyzette V. Ganza | Principal I | Linking Observation Notes & COT Rating Part 3, Rating the RPMS Portfolio (Proficient) |
| Sheila Janice G. Osorio | MT I | Reviewing PPST-Based RPMS Tools & Associated Tools (Part 1) |
| Donna T. Banaglorioso | HT I | Reviewing the RPMS-PPST Support Materials |

Noted:

Prepared by:

Eulynne D. Lucerna
EULYNE D. LUCERNA
 SEPS-HRD

Portia M. Mallorca
PORTIA M. MALLORCA, PhD, CESO V
 Schools Division Superintendent



Republic of the Philippines
 Department of Education
 Region VI - Western Visayas
SCHOOLS DIVISION OFFICE - KABANKALAN CITY
 City of Kabankalan

Division Training Implementation Plan

Division Roll-out on the Next 12 PPST Indicators of the RPMS for SY 2020-2021

| Division | No. of Participants | No. of Classes | No. of Trainers/Facilitators | Proposed Training Venue & Date | Budgetary Requirements | Source of Fund |
|-----------------|---|----------------|------------------------------|--|--|---------------------------------|
| Kabankalan City | 132 94 School Heads 20 Master Teachers 8 PSDS 10 Trainers | 1 | 10 | Zaycoland Hotel & Resort Date: Feb. 25 - 27, 2020 | Breakdown: 1. Food: 132 pax @ 575/day (132 x P575 x 3 days) P227,700.00 Total: P227,700.00 | 2019 HRTD Fund / School MOOE |

Prepared by:

Eulyne D. Lucerna
EULYNE D. LUCERNA
 SEPS-HRD

Noted:

Portia M. Mallorca
PORTIA M. MALLORCA, PhD, CESO V
 Schools Division Superintendent