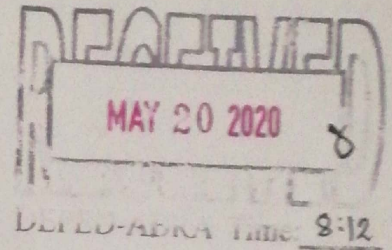




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 101 s.2020

May 19, 2020

**PREPARATION AND ORGANIZATION OF SCHOOL HEADS RPMS PORTFOLIO
SY 2019-2020**

**TO: All School Heads (Elementary, Secondary and Integrated Schools)
All Others Concerned**

1. In compliance to DEPED Order No 2 s. 2015 titled Guidelines on the Establishment and Implementation of the RPMS in the Department of Education, where school-based personnel are reviewed and evaluated based on the implementation of their approved OPCR for school year 2019-2020, which includes all school heads of SDO ABRA.
2. The conduct of Phase III Performance Review and Evaluation includes yearend review, assessment, and evaluation of portfolio and computation of final rating. In this connection, this Office provides clear direction to all school heads in light of the preparation of Means of Verification and other supporting documents, which will serve as their quick reference in the preparation of portfolio for a more systematic, objective and efficient conduct of the activity which will be scheduled on a later date.
3. It is emphasized that the preparation and organization of RPMS portfolio shall have started at the start of the school year, where List of MOVs per objective was already rolled out at the beginning of the school year.
4. In light of ECQ implementation, only Programs Activities and Projects (PAPs) implemented **on or before March 16, 2020** will be considered as metrics or basis for rating. This RECALIBRATION ensures a fairer and more objective rating of school heads.
5. The schedule of the conduct of Phase III will be announced through a separate memorandum. For the meantime, all school heads are instructed to include this as one of their priority tasks to be included in their alternative work arrangements for the month.
6. Attached herewith is Enclosure No. 1 SCHOOL HEADs OPCR SCHOOL YEAR 2019-2020, LIST OF MOVs and SUPPORTING DOCUMENTS that will serve as your guide in the preparation and organization of RPMS Portfolio.
7. In securing certification from concerned personnel in the SDO, when done physically, it is reiterated the observance of stringent social distancing and other protocols in light of COVID 19 measures as stipulated in DM No. 043, s. 2020 and DM No. 052, s. 2020 respectively and Executive Order from the Provincial Governor. This certification can also be secured online with proper coordination with concerned personnel.
8. Immediate dissemination of this memorandum is desired.

GLORIA B. BUYA-AO

Schools Division Superintendent

Page 1 of 1



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
e-mail: abra@deped.gov.ph





Republic of the Philippines
Department of Education

**SCHOOL HEAD'S OPCR for SCHOOL YEAR 2019-2020
LIST OF MOVs AND SUPPORTING DOCUMENTS**

KRA	OBJECTIVES	PERFORMANCE INDICATORS	MOVs/DOCUMENTS	REMARKS
1. SCHOOL LEADERSHIP MANAGEMENT AND OPERATIONS	1. Implemented the AIP 2019-2020	<ul style="list-style-type: none"> Percentage of PAPS implemented on or before March 16, 2020 	<ul style="list-style-type: none"> ✓ Copy of AIP SY 219-2020 ✓ List of PAPS implemented based on the AIP ✓ Accomplishment Reports ✓ Documentation/Pictures 	
	2. Developed Strategic Plans (WFP, SIP, AIP, APP, DRRM plan, AILAMP)	<ul style="list-style-type: none"> Number of strategic plans developed and submitted 	<ul style="list-style-type: none"> • Certification signed by SMME as to the development and submission of the ESIP, AIP, WFP, APP • copy of the APPROVED AILAMP AND DRRM PLAN 	
	3. Evaluated performance of school teachers, and other school-based personnel on a quarterly basis	Percentage of adjustment plans/catch up plans developed and implemented on or before March 16	✓ Quarterly evaluation reports of teachers and other school personnel reflecting adjustment/catch up plans developed and implemented	
	4. Improved the School-Based Management Level of practice	✓ SBM Level of Practice	✓ Certificate signed by SBM focal person and TWG	
	5. Implemented DRRM Plan	✓ Percentage of DRRM PAPS implemented on or before March 16	<ul style="list-style-type: none"> ✓ Copy of the approved DRRM Plan ✓ Copy of Implementation Report containing DRRM PAPS implemented 	
	6. Implemented innovative practices in the school operations	✓ Number of innovative practices created and implemented for SY 2019-2020	<ul style="list-style-type: none"> ✓ Innovative practices or programs approved in the SDO like Project KRIS etc ✓ Use the ISO format 	
	7. Managed the conduct of educational research in the school	✓ Research implemented in the school	<ul style="list-style-type: none"> ✓ Copy of the research crafted , approved, implemented in the school ✓ Certification from the DREC 	
2. INSTRUCTIONAL LEADERSHIP	1. Developed local curriculum materials	✓ Number of curriculum materials submitted to SDO for quality assurance	✓ Certificate signed by LRMS Supervisor/CID	





Republic of the Philippines
Department of Education

	2. Conducted monthly monitoring and evaluation to teachers in the delivery of the K-12 curriculum within the rating period	✓ Percentage of teachers monitored and evaluated	<ul style="list-style-type: none"> ✓ Report on monthly monitoring and evaluation of teachers relative K to 12 implementation in the school ✓ e.g. DLL checklist, rated observation, comments and suggestions 	
	3. Provided technical assistance to teachers and other school-based personnel in the delivery of K TO 12 curriculum as needed	✓ percentage of teachers and other school based personnel provided with TA based on SMEA	<ul style="list-style-type: none"> ✓ School TA Plan ✓ Properly accomplished Form 1, Form 2 and Form 3 (refer TAMMO) ✓ List of TA provided 	
	4. Conducted 4 rated classroom observations based in RPMS-PPST within the rating period (calibrated)	<ul style="list-style-type: none"> ✓ Percentage of teachers observed and rated Note: with reference to DM NO 45 s 2020 	<ul style="list-style-type: none"> ✓ Copy of rated classroom observations * Or ✓ Summary of rated classroom observations for the school year 	
3. HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT	1. Implemented School IPDP	✓ Percentage of activities implemented based on SCHOOL PDP	<ul style="list-style-type: none"> ✓ School PDP SY 2019-2020 ✓ List of professional development activities conducted ✓ Documentation 	
	2. Evaluated the performance of school teachers and other school-based personnel	✓ Percentage of teachers and other school based personnel evaluated	<ul style="list-style-type: none"> ✓ Summary of IPCR ratings of teachers and other school based personnel Note : -refer to DM NO 45 S. 2020 for recalibration in light of the COVID 19 pandemic -All PAPS implemented on or before March 16 will be considered as metrics 	
	3. Recognized outstanding performance of teaching and non-teaching employees by the end of the rating period.	✓ Percentage of school based personnel awarded /recognized	<ul style="list-style-type: none"> ✓ Copy of school PRAISE program ✓ List of awards and recognitions given to school based personnel 	



Republic of the Philippines
Department of Education

4. RESOURCE MANAGEMENT	1. Improved disbursement rate of school's MOOE fund by March 16, 2020	✓ Percentage of disbursement rate	✓ Certification of disbursement rate of schools MOOE signed by the Accounting Office/financial staff
	2. Improved implementation of SCHOOL MOOE	✓ Percentage of PAPS implemented charged against the use of SCHOOL MOOE	✓ Certification issued by the accounting office based on liquidation reports submitted reflecting the PAPS implemented based on the AIP ✓ List of PAPS implemented using the SCHOOL MOOE AS source of fund ✓ SCHOOL MOOE monitoring report by the PSDS
	3. Updated PPEI of the school	✓ Percentage of updated subsidiary ledger of the school PPEI	✓ Certification from the supply officer ✓ Copy of PPEI report submitted to the SDO by the school property custodian and school head
5. PARTNERSHIP AND LINKAGES	1. Improved implementation and PAPS through partnership with stakeholders	✓ Percentage of PAPS implemented	✓ Partnership and Linkages PAPS implemented ✓ Brigada Eskwela Awards/certificates ✓ Copy of MOA/MOU
	2. Identified resource needs of school and created opportunities for partnership in relevant areas	✓ Number of partnership forged with complete documentation and implementation	✓ List of identified resources needed ✓ MOU/MOA ✓ Solicitation ✓ Acceptance of Donation ✓ Pictures
6. SPECIAL ASSIGNMENT	Example :1. Served as Mathematics and Science District Coordinator	✓ Percentage of PAPS implemented	✓ Designation copy ✓ Action Plan for the school year ✓ Accomplishment report based on action plan ✓ Pictures ✓ And other evidences

