



Division Memorandum

No. 150, s. 2019

TO: All PSDS/DIC Concerned
All Secondary School Heads Concerned
This Division

FROM: 
MARILOU B. DEDUMO, Ph. D., CESO V
Schools Division Superintendent

SUBJECT: **ONE DAY WORKSHOP ON UTILIZATION OF ELECTRONIC SELF-ASSESSMENT TOOL FOR SCHOOL HEADS AND TEACHERS**

DATE: March 27, 2019

1. DepEd order No. 42, s. 2017 stipulates that teachers should assess their own performance and reflects on their performance throughout the RPMS Cycle. The results of the self-assessment will guide the principal and the teacher on which RPMS indicators teachers must improve and on what areas they need coaching and mentoring.
2. Thus, the Division of Surigao del Sur through the Human Resource and Development Section will converge the District Planning Officers and District ICT Coordinators for a **One-Day Workshop on Utilization of Electronic Self-Assessment Tool for School Heads and Teachers** on March 29, 2019 at Selades Apartelle and Convention Center from 8:00 a.m. – 5:00 p.m.
3. This activity aims to:
 - capacitate District Planning Officers and District ICT Coordinators in the operation and management of E-SAT to assist school heads in extracting and analysing the school wide SAT data of teachers
 - orient School Planning Officers and School ICT Coordinators in preparing the e-SAT file; exporting data for collection; and importing data to generate summary results of teachers' e-SAT data;
 - train School Planning Officers and School ICT Coordinators to assist teachers in accomplishing the e-SAT and printing their results for use in the preparation of their IPCRF Development Plan;
4. There will be no registration fee to be collected. Meals and snacks are chargeable against HRTD Funds. Travelling expenses and per diem of, participants and Technical Working Group must be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
5. All participants are expected to be at the venue before 8:00 a.m.
6. Immediate dissemination of this memorandum is desired.



sgod/hrd/correos

References: DepEd order No. 42, s. 2017

To be indicated in the Perpetual Index
under the following subjects

LEARNING AND DEVELOPMENT
ASSESSMENT

STANDARDS

POLICY