



Office of the Schools Division Superintendent

July 06, 2022

Division MEMORANDUM
No. **468**, s. 2022

To : CID & SGOD Chiefs
Public Schools District Supervisors & District-in-Charge
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers and Master Teachers
This Division

ORIENTATION AND LEVELING OFF OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) – INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) TOOLS FOR PROFICIENT AND HIGHLY PROFICIENT TEACHERS FOR S.Y. 2021-2022

1. The field is hereby informed of the virtual Orientation and Leveling off of the RPMS-IPCR tools for Teachers for S.Y. 2021-2022 on **07 June 2022 (Thursday), 8:00 A.M. to 12:00 N.N.** via **MS Teams**. The link will be sent to the Group Chat.
2. The **unified IPCR**, finalized and approved by the Division's Performance Management Team, will be discussed in the orientation, as mentioned in the Division Memorandum No. 464, s. 2022. The **template** can be accessed through this link: <https://tinyurl.com/Sur-IPCR-for-Teachers>.
3. The Public Schools District Supervisor / District-in-charge shall select **1 School Head, 1 Master Teacher, and 1 Teacher** who will serve as the participants to the activity and will be tasked to spearhead the echoing of inputs to their respective districts.
4. All participants are required to **register** through this link: <https://tinyurl.com/Sur-IPCR-LevelingOff>.
5. For your guidance and strict compliance. Immediate and widest dissemination of this Memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure: (1) Program Matrix
(2) Program Management Team

References: Division Memorandum No. 164, s. 2022

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

ORIENTATION IPCRF RPMS

MAN/DM- ORIENTATION AND LEVELING OFF OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) – INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) TOOLS FOR PROFICIENT AND HIGHLY PROFICIENT TEACHERS FOR S.Y. 2021-2022 468 /July 06, 2022



 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102

DC No: F-OSDS--003



Enclosure 01 of Division Memorandum No. 468, s. 2022

ORIENTATION AND LEVELING OFF OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) – INDIVIDUAL PERFORMANCE COMMITMENT REPORT (IPCR) TOOLS FOR PROFICIENT AND HIGHLY PROFICIENT TEACHERS FOR S.Y. 2021-2022

July 07, 2022 | MS Teams

Date/Time	Topic/Activity	Responsible Person/s
DAY 1 – June 15, 2022		
07:30 – 08:00 A.M. (30 mins.)	Registration	ERLYN G. MANGADLAO Education Program Specialist II – HRD
08:00 - 08:30 A.M. (30 mins.)	Preliminaries	
	- Prayer	AVP
	- Nationalistic song	An MADAYAW Chorale - AVP
	- Opening Remarks	CARL TIAN CHOW C. CORREOS, MAELT Principal – IV, Cantilan NHS
	- Statement of Purpose	MARY LUZ B. ADVINCULA-NIERE, MBA Senior Education Program Specialist – HRD
08:30 – 10:00 A.M. (90 mins.)	- House Rules	ERLYN G. MANGADLAO Education Program Specialist II – HRD
	- Acknowledgement of Participants	
	Session 1 IPCRF SY 2021-2022 for Proficient and Highly Proficient Teachers and Master Teachers	MATT RANILLO S. PAGUIA Teacher III, Carrascal NHS
10:00 – 11:00 A.M. (60 mins)	Workshop Accomplishment of IPCR	MATT RANILLO S. PAGUIA Teacher III, Carrascal NHS
11:00 – 11:30 A.M. (30 mins)	Open Forum	CARL TIAN CHOW C. CORREOS, MAELT Principal – IV, Cantilan NHS
11:30 – 12:00 N.N. (30 mins)	LAP and Reflection Notes	MARY LUZ B. ADVINCULA-NIERE, MBA Senior Education Program Specialist – HRD
	Impression	Assigned Participant
	Challenge	Assigned Participant





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	Closing Remarks	UCILLE P. GALVEZ Senior Education Program Specialist – P&R
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Host: Lieu Gee Keeshia C. Guillen, PDO-II



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Enclosure 02 of Division Memorandum No. 462, s. 2022

PROGRAM MANAGEMENT TEAM (PMT)

Position	Name of In-charge	Terms of Reference
Program Manager	MARY LUZ B. ADVINCULANIERE, MBA	The Program Manager prepares the design proposal and all its attachments, serves as the overseer of the event, compiles all Curriculum Vitae and Resource Packages prepared by the Learning Facilitator, and finalizes the Completion Report.
Training Manager	ERLYN G. MANGADLAO	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned; and formally informs those who have parts in the Opening and Closing Program.
IT Officer	MARVIN G. MINGGUILLAN	The IT Officer shall provide technical assistance to the Program Management Team and the participants.
QATAME Associate	VOLTAIR C. ASILDO	The QATAME Associate shall prepare the M&E tool that will be used and forward the link to the HRD for dissemination, and forwards update to the Documenter about the responses during the event.
POA and Host	LIEU GEE KEESHIA C. GUILLEN	The POA shall observe the Learning Facilitator every session and fill out the required tool to assess the LF based on what s/he heard, saw, and thought. The host shall spearhead the preliminaries of Day 01 and select/assign hosts for the Management of Learning and Closing Program.
Learning Facilitators	CARLOS TIAN CHOW C. CORREOS, MAELT MATT RANILLO S. PAGUIA MARY LUZ B. ADVINCULANIERE, MBA ERLYN G. MANGADLAO	The Learner Facilitator shall prepare their Resource Package prior to the event and submit to the HRD for quality assurance. They must also prepare 5 questions per topic which will be consolidated to become the basis in making the Pre-Test and Post Test. They must also be the facilitators during the workshop/forum.
Documenter	LIEU GEE KEESHIA C. GUILLEN ERLYN G. MANGADLAO	The photographer documents all the highlights of the activity/training and arrange them with caption to form part of the Completion Report, and prepares minutes highlighting the clarifications/concerns raised and the responses thereto. The secretariat shall prepare the Attendance Sheet, ensure that the details on the List of Participants are correct, participants pre-registered in the LDIS, check the Pre-Test and Post Test, prepares the List of Scores, and prints updates on M&E.



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