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**22875 - 2021**

DATE:

21 JUL 2021



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**19 July 2021**

Division MEMORANDUM

No. 331, s. 2021

To : Public Schools District Supervisors/District-in-charge  
School Heads/Teachers-in-charge  
Master Teachers and Teachers  
This Division

**ORIENTATION AND LEVELLING OF RATERS ON THE PREPARATION AND VALIDATION OF RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM – INDIVIDUAL PERFORMANCE COMMITMENT REPORT (RPMS-IPCR) MEANS OF VERIFIATIONS (MOVS) FOR THE MEN AND WOMEN PROFICIENT AND HIGHLY PROFICIENT TEACHERS OF DEPED-SURIGAO DEL SUR DIVISION**

1. The Schools Division of DepEd Surigao del Sur shall conduct an Orientation and Levelling of Raters on the Preparation and Validation of RPMS-IPCR MOVs for Teachers on **July 22-23, 2021**. Please see enclosure for the schedule per district.
2. All education leaders shall ensure that every teacher under their tutelage will be able to participate in this virtual orientation via **MS Office Teams** and access the resource package for this orientation via: **<https://tinyurl.com/TeachersIPCRfmovs2021>**.
3. There will be a **Pre-Work Meeting** of the Program Management Team on **19 July 2021** (Monday), **3:00 P.M.** via **Google Meet**.
4. For your guidance and action. Immediate and widest dissemination of this Memorandum is desired.

  
**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent

Enclosure: (1) Program Matrix; (2) Program Management Team; (3) Cluster Schedule  
Reference/s: DepEd Order No. 32, s. 2011

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

RMPS      IPCRF      MOVs      ORIENTATION

MAN/DM-ORIENTATION AND LEVELLING OF RATERS ON THE PREPARATION AND VALIDATION OF RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM – INDIVIDUAL PERFORMANCE COMMITMENT REPORT (RPMS-IPCR) MEANS OF VERIFIATIONS (MOVS) FOR THE MEN AND WOMEN PROFICIENT AND HIGHLY PROFICIENT TEACHERS OF DEPED-SURIGAO DEL SUR DIVISION 331 /July 19, 2021



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

Date: 4/22/2021

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Enclosure 01 of Division Memorandum No. 331, s. 2021

**PROGRAM MATRIX (A.M. & P.M.)**

**22-23 July 2021 (Thursday and Friday)**

Date/Time	Date/Time	Topic/Activity	Responsible Person/s
07:30 – 08:00 A.M. (30 mins.)	12:30 – 01:00 P.M. (30 mins.)	<b>Registration</b>	<b>ERLYN G. MANGADLAO</b> Education Program Specialist II - HRD
08:00 - 08:45 A.M. (45 mins.)	01:00 - 01:45 P.M. (45 mins.)	<b>Preliminaries</b>	
		- Prayer	<b>JANUARY P. SABLAS</b> Administrative Assistant II - HRD
		- Nationalistic Song	<b>JANUARY P. SABLAS</b> Administrative Assistant II - HRD
		- Opening Remarks	<b>GILBERT L. GAYRAMA,</b> <b>CESE</b> OIC-Office of the Assistant Schools Division Superintendent
		- Inspirational Message	<b>JOSITA B. CARMEN, CESO V</b> Schools Division Superintendent
		- Statement of Purpose	<b>ELVIRA S. URBIZONDO,</b> <b>PhD</b> SGOD Chief Education Supervisor
		- House Rules - Acknowledgement of Participants	<b>ERLYN G. MANGADLAO</b> Education Program Specialist II – HRD
08:45 – 09:45 A.M. (1 hour)	01:45 – 02:45 P.M. (1 hour)	<b>Session 1:</b> Preparation and Validation of RPMS- IPCR for Proficient Teachers	<b>ARIEL A. PALER</b> <b>Teacher 3 – Barobo NHS</b> Division Facilitator
09:45 – 10:00 A.M. (15 minutes)	02:45 – 03:00 P.M. (15 minutes)	<b>HEALTH BREAK</b>	



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10:00 – 11:00 A.M. (1 hour)	03:00 – 4:00 P.M. (1 hour)	<b>Session 2:</b> Preparation and Validation of RPMS- IPCR for Highly- Proficient Teachers	<b>BEATRIZ A. TORIO</b> <b>Head Teacher 1 – Florita</b> <b>HINHS</b> Division Facilitator
11:00 – 11:30 A.M. (30 minutes)	04:00 – 04:30 P.M. (30 minutes)	<b>Open Forum</b>	<b>CARLOS TIAN CHOW C.</b> <b>CORREOS</b> Education Program Supervisor
11:30 – 12:00 P.M. (30 mins.)	04:30 – 5:00 P.M. (30 mins.)	<b>Impression</b>  <b>Challenge</b>  <b>Closing Remarks</b>  <b>Closing Prayer</b>	<b>Chosen Proficient Teacher</b>  <b>Chosen Highly Proficient Teacher</b>  <b>CELSA A. CASA, PhD</b> CID Chief Education Supervisor  <b>JANUARY P. SABLAS</b> Administrative Assistant II - HRD

Host (A.M.):

**MARY LUZ B. ADVINCULA-NIERE**  
Senior Education Program Specialist  
Human Resource and Development

Host (P.M.):

**ERLYN G. MANGADLAO**  
Education Program Specialist II  
Human Resource and Development



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Enclosure 02 of Division Memorandum No. 31, s. 2021

**PROGRAM MANGEMENT TEAM**

Position	Name of In-charge	Terms of Reference
<b>Program Manager</b>	<b>MARY LUZ B. ADVINCULANIERE</b>	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.
<b>Training Manager</b>	<b>ERLYN G. MANGADLAO</b>	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned.
<b>Logistics Manager</b>	<b>JANUARY P. SABLAS / MARVIN C. MINGUILLAN</b>	The Logistic Manager shall ensure that this virtual activity shall be aired in the FB page, or any platform that the team prefers, based on the program matrix and shall coordinate with the responsible people thereto.
<b>QATAME Associate</b>	<b>VOLTAIR C. ASILDO</b>	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.
<b>Learner Facilitator</b>	<b>ARIEL A. PALER BEATRIZ A. TORIO CARLOS TIAN CHOW C. CORREOS</b>	The Learner Facilitator shall prepare their Resource Package 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.
<b>Documenters</b>	<b>ERLYN G. MANGADLAO</b>	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 of the event when needed.
		The secretariat shall prepare the Attendance Sheet, ensure that the details on the List of Participants are correct, check the Pre-Test and Post Test and prepare the List of Scores, and print updates on M&E, when needed



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Enclosure 03 of Division Memorandum No. 331, s. 2021

**SCHEDULE PER DISTRICT**

DATE	TIME	DISTRICTS
22 JULY 2021 (Thursday)	A.M.	Carrascal Cantilan I Cantilan II Madrid Carmen Lanuza Cortes I Cortes II
	P.M.	Tago I Tago II Tago III San Miguel I San Miguel II San Miguel III Bayabas Cagwait I Cagwait II
23 JULY 2021 (Friday)	A.M.	Marihatag San Agustin Lianga I Lianga II Barobo I Barobo II Barobo III
	P.M.	Tagbina I Tagbina II Tagbina III Hinatuan North Hinatuan South Hinatuan West Lingig I Lingig II Lingig III



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