

TRACKING #:

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DATE: 26 JUL 2021



Republic of the Philippines  
**Department of Education**

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

**Office of the Schools Division Superintendent**

**21 July 2021**


Division MEMORANDUM

No. 335, s. 2021

To : Public Schools District Supervisors/District-in-Charge  
School Heads/Teachers-in-Charge  
School ICT Coordinators  
This Division

**ISSUANCE OF THE ELECTRONIC - INDIVIDUAL PERFORMANCE  
COMMITMENT AND REVIEW FORM (E-IPCRF) AND ELECTRONIC  
SELF-ASSESSMENT TOOLS (E-SAT) CONSOLIDATION TOOL  
FOR SCHOOL YEAR 2020 - 2021**

1. In reference to **DepEd Memorandum - PHROD - 2021 - 0498**, the Bureau of Human Resource and Organizational Development - Human Resource and Development Division (BHROD-HRDD) with the assistance of the Information and Communication Technology (ICT) experts from the field, developed the **electronic - Individual Performance Commitment and Review Form (e-IPCRF)** and **electronic - Self-Assessment Tool (e-SAT) Consolidation Tool** for School Year 2020-2021, which was modified to complement the changes in the Results-based Performance Management System Tools of Proficient and Highly Proficient Teachers.
2. In this light, there will be a **Virtual Orientation** for ICT Coordinators and School Heads via MicroSoft Teams on **July 29-30, 2021**. Kindly see Enclosure 01 for the schedule per cluster.
3. These electronic tools can be downloaded through **[bit.ly/RPMSPPST20202021](http://bit.ly/RPMSPPST20202021)** and shall be used by the teaching personnel to accomplish their IPCRF for SY 2020-2021.
4. All personnel are informed to refrain from using and distributing unauthorized tools/versions of these tools.
5. Immediate and widest dissemination of this Memorandum is desired.

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



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Date: 4/22/2021

Version: V5



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Enclosure: (1) Program Matrix; (2) Program Management Team; (3) Cluster Schedule

Reference: REGIONAL MEMORANDUM No. 435, s. 2021

To be indicated in the Perpetual Index

Under the following subjects:

RPMS	E-IPCRF	E-SAT
MONITORING AND EVALUATION		PERFORMANCE

HRD/DM – ISSUANCE OF THE ELECTRONIC – INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (E-IPCRF) AND ELECTRONIC SELF-ASSESSMENT TOOLS (E-SAT) CONSOLIDATION TOOL FOR SCHOOL YEAR 2020-2021 335 /July 21, 2021



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Enclosure 01 of Division Memorandum No. 335, s. 2021

**PROGRAM MATRIX (A.M. & P.M.) | 28-29 July 2021 (Wednesday & Thursday)**

Date/Time	Date/Time	Topic/Activity	Responsible Person/s
08:30 – 09:00 A.M. (30 mins.)	01:30 – 02:00 P.M. (30 mins.)	<b>Registration</b>	<b>ERLYN G. MANGADLAO</b> Education Program Specialist II - HRD
09:00 – 09:30 A.M. (30 mins.)	02:00 – 02:30 P.M. (30 mins.)	<b>Preliminaries</b>  - Prayer  - Nationalistic Song  - Opening Remarks  - Inspirational Message  - Statement of Purpose  - House Rules -Acknowledgement of Participants	<b>JANUARY P. SABLAS</b> Administrative Assistant II - HRD  <b>JANUARY P. SABLAS</b> Administrative Assistant II - HRD  <b>GILBERT L. GAYRAMA, CESE</b> OIC-Office of the Assistant Schools Division Superintendent  <b>JOSITA B. CARMEN, CESO V</b> Schools Division Superintendent  <b>ELVIRA S. URBIZTONDO, PhD</b> SGOD Chief Education Supervisor  <b>ERLYN G. MANGADLAO</b> Education Program Specialist II – HRD
09:30 – 11:00 A.M. (90 mins.)	02:30 – 04:00 P.M. (90 mins.)	<b>Session 1:</b> Guide on the Use of e-IPCRF  <b>Session 2:</b> Guide on the Use of e-SAT	<b>MARVIN G. MINGUILLIAN</b> IT Officer
11:00 – 11:30 A.M. (30 mins.)	04:00 – 4:30 P.M. (30 mins.)	<b>Open Forum</b>	<b>MARVIN G. MINGUILLIAN</b> IT Officer
11:30 A.M. – 12:00 N.N. (30 minutes)	04:30 – 05:00 P.M. (30 minutes)	<b>Closing Remarks</b>  <b>Closing Prayer</b>	<b>CELSA A. CASA, PhD</b> CID Chief Education Supervisor  <b>JANUARY P. SABLAS</b> Administrative Assistant II - HRD

Hosts: **MARY LUZ B. ADVINCULA-NIERE (A.M.) / ERLYN G. MANGADLAO (P.M.)**  
 SEPS-HRD EPS-II-HRD



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Enclosure 02 of Division Memorandum No. 395, s. 2021

**PROGRAM MANGEMENT TEAM**

<b>Position</b>	<b>Name of In-charge</b>	<b>Terms of Reference</b>
<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</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>MARVIN C. MINGUILLAN</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>	<p>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.</p> <p>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&amp;E, when needed</p>



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Enclosure 03 of Division Memorandum No. 336, s. 2021

**SCHEDULE PER DISTRICT**

DATE	TIME	DISTRICTS
28 JULY 2021 (Wednesday)	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
29 JULY 2021 (Thursday)	A.M.	Marihatag San Agustin Liang I Liang 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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