



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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DIVISION MEMORANDUM

No. 050, s. 2021

**COMPREHENSIVE GUIDELINES IN THE IMPLEMENTATION OF RESULTS-BASED
PERFORMANCE MANAGEMENT SYSTEM (RPMS) FOR SCHOOL YEAR 2020-2021
IN THE TIME OF COVID-19**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads
All Others Concerned

1. This has reference to the Memorandum from the Office of the Undersecretary for Planning, Human Resource and Organizational Development, DM-PHROD-2021-0010 entitled ***Guidelines on the Implementation of the Results-based Performance Management System for School Year 2020-2021*** as one of the work priorities anchored on the operationalization of the Basic Education Learning Continuity Plan (BE-LCP) and School Calendar of Activities for SY 2020-2021.

2. It was issued to provide comprehensive guidelines to all DepEd schools in the implementation of the RPMS for SY 2020-2021 in the time of COVID-19. It outlines the specific guidelines, including the tools, protocols, and timelines in the implementation of RPMS as anchored on the Basic Education Learning Continuity Plan (BE-LCP) of the Department and aligned with the delivery of instruction through the Learning Delivery Modalities (LDMs) appropriate in the context of local conditions and consistent with the COVID-19 guidelines and regulations.

3. These are the guidelines and tools attached as annexes to DM-PHROD-2021-0010:

ANNEX A – A Supplemental Document on the RPMS SY 2020-2021 in the Time of COVID-19 (For Teaching Personnel), (11 pages);

ANNEX B – RPMS Tool for Teacher I-III (Proficient Teachers) in the Time of COVID-19, (17 pages);

ANNEX C – RPMS Tool for Master Teachers I-IV (Highly Proficient Teachers) in Time of COVID-19 SY 2020-2021 (17 pages); and

ANNEX D – General Instructions for School Heads and Non-Teaching Personnel in Schools.

4. The timeline for each phase of the RPMS Cycle for Teachers is adjusted in consideration of (i) the school calendar for SY 2020-2021 which begins on October 5, 2020 and ends on June 5, 2021 (DepEd Order no. 30, s. 2020); and (ii) the adjustments of teachers in compliance with the BE-LCP for the school year.



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna
Website: depedbinancity.com.ph
Email: deped.binancity@deped.gov.ph
Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746

5. This is the adjusted schedule of the RPMS Cycle for Teachers for SY 2020-2021.

Phases of RPMS Cycle	Task/Activity	Person(s) Responsible	Schedule
PHASE I <i>Performance Planning and Commitment</i>	Capacity Building Activities/Presentation of RPMS Tools in the time of COVID-19	Regional Office/Schools Division Office/School Heads/Raters	January 2021
	Self-Assessment with Initial Development Planning	Ratees	January 2021
PHASE II <i>Performance Monitoring and Coaching</i>	Monitoring and Coaching	School Head/Raters	January 2021 – June 2021
	Mid-Year Review* with Development Planning	School Head/Raters/Ratees	March 2021
PHASE III <i>Performance Review and Evaluation</i>	Year-end Review**	Raters, Ratees, and Approving Authorities	A week after scheduled graduation
PHASE IV <i>Performance Rewarding and Development Planning</i>	Ways Forward Development Planning	Ratees	A week after scheduled graduation
	IPCRF Data Collection	School Head/Raters	A month after scheduled graduation

*All presented Means of Verification (MOVs) shall be obtained from **January 2021-March 2021** for RPMS Objectives 1,5,7) and **October 2020-March 2021** (for RPMS Objectives 2,3,4,6, 8-12).

All presented Means of Verification (MOVs) shall be obtained from **January 2021-May 2021 (for RPMS Objectives 1,5,7) and from **October 2020-May 2021** (for RPMS Objectives 2,3,4,6,8-12).

6. Anent these, all Public Schools District Supervisors (PSDSs)/School Heads, and others concerned are directed to employ the most appropriate delivery modality in the conduct of orientations and capacity-building activities on the **RPMS Guidelines and Tools in the Time of COVID-19**, while strictly observing minimum public health standards and stringent physical distancing measures, consistent with existing rules and regulations set by the authorized agencies and DepEd. The same standards and measures shall also be observed in employing the appropriate working arrangements, strategies, and activities in the accomplishment of essential RPMS activities guided by the community quarantine declarations in the area where school is located and consistent with alternative work arrangement (AWA) issuances of the Department. During orientations, the following points shall also be reiterated:

6.1. Electronic Self-Assessment Tool (e-SAT)

All teachers using the Proficient and Highly Proficient tools shall accomplish the e-SAT and the Development Plan. Soft copies of which shall be submitted to the school ICT Coordinator/Department Head/School Head prior to any classroom observation, pending the e-SAT Consolidation tool for the school and the division levels.

6.2. Classroom Observation



- a. On Alternative Classroom Observation Option 3 (Observation of a demonstration teaching via LAC):

Proposals for LAC sessions specifically intended for Classroom Observation shall not be required for submission to the Division Office. However, the Instructional Supervisory Plan (ISP) of the school shall reflect the LAC sessions intended for RPMS Classroom Observation.

School heads shall schedule these LAC sessions via the ISP and inform the SDO, through the PSDS, for monitoring purposes.

- b. Conduct of demonstration teaching via LAC may be done virtually or face-to-face while strictly observing minimum public health standards consistent with existing rules and regulations set by IATF and DepEd.

6.3. RPMS Portfolio

- a. The RPMS Portfolio may be prepared in either the digital (electronic) format or hard (printed) format. Decision relative to this shall be agreed by both the Ratee and the Rater. In any case, only one form is required to be prepared, not both.
- b. The portfolio shall be made available during the Mid-Year Review in March 2021, and the Year-end Review a week after the scheduled graduation.
- 6.4. Clarification on the Ratee, Rater and Approving Authority of the IPCRF and OPCR

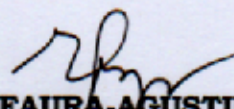
Ratee	Rater	Approving Authority
Principal/School Head	Assistant Schools Division Superintendent	Schools Division Superintendent
Head Teacher/Master Teacher	Principal/School Head	Schools Division Superintendent
Assistant Principal		
Teacher I-III	Master Teacher/Head Teacher/Assistant Principal	Principal/School Head
	Principal/School Head (if school has no MT, HT, or ASP)	Schools Division Superintendent
ALS Implementers (school-based)	Master Teacher /Head Teacher/Assistant Principal	Principal/School Head
ALS Implementers (Community learning centers--based)	Division ALS Coordinator	Chief of Curriculum Implementation Division (CID)
School-based Non-Teaching Personnel	Principal/School Head	Administrative Officer V

7. All available RPMS-PPST Tools, other support materials for SY 2020-2021 in the time of COVID-19 can be accessed at <http://bit.ly/RPMSPPST20202021>.



8. For more information, personnel concerned are advised to refer to DM-PHROD-2021-0010 with all its annexes or contact Human Resource Development Section through **depedbinaan.hrd@gmail.com**.

9. Immediate dissemination of and strict compliance with this Memorandum is desired.



EDNA FAURA-AGUSTIN
Schools Division Superintendent

