



July 18, 2016

Division Memorandum

No. 369, s. 2016

RPMS RE-ORIENTATION

To: All School Heads – Public Elementary and Secondary Schools
Curriculum Implementation Division
School Governance and Operations Division
Chief of the Functional Units in the Division
All Concerned: Master Teacher and School ICT Coordinator

1. The Department of Education issued guidelines on the establishment and implementation of the Results-Based Performance Management System (RPMS) to teaching and non-teaching employees through DepEd Order No. 2 series of 2015. It aims to provide comprehensive guidelines for the adoption of the Civil Service Commission's (CSC) Strategic Performance Management System (SPMS) in DepEd.

These guidelines stipulated the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning for schools and offices, covering all officials and employees, school-based and non-school-based, in the Department holding regular plantilla positions. Personnel under contracts of service/job order and LGU-funded employees shall likewise be covered, but for purposes of performance evaluation only.

2. The Division of City Schools – Tagbilaran City in its RPMS implementation shall undertake progress tracking of the system to ensure timely submission and compliance to DepEd Order No. 2 series of 2015.

In this connection, RPMS cycle from Phase 1-Planning and Commitment to Phase 4 – Rewarding and Development Planning of each delivery unit shall undergo a reorientation following the DepEd Memorandum OM-GO-2016-GOA 079 dated April 06, 2016. This will be on July 29, 2016 at NIA Training Center, J.A. Clarin Street, Dao District, Tagbilaran City. *(In front of Panda Tea Restaurant within the NIA compound)*

3. At the end of the workshop participants will be able to:
- Describe the RPMS cycle;
 - Develop written performance objectives and indicators according to RPMS guidelines;
 - Define development needs of staff based on results of performance evaluation and craft appropriate written development plans; and
 - Describe the process of giving effective performance feedback.
4. Participants of the RPMS Re-orientation will be the following:
- CID Staff, SGOD Staff, and Chief of functional units in the Division,
 - At least 3 participants from each school. The following are:
 - School Head
 - Head Teacher/Master Teacher or Teacher in-Charge of the IPCRF
 - School ICT Coordinator or its equivalent.


4. Participants are expected to bring soft and hard copies of the IPCRF 2016. The following needed to bring during the workshop:

1. Laptop;
2. Printer and extension cord per school; and
3. Printed copy of the IPCRF 2016.

5. A registration fee of P360.00 per participant to cover food and venue of the 1-day RPMS workshop and travel allowance from school to the venue shall be charged against Division and School MOOE/ local funds subject to the usual accounting and auditing rules and regulations.

6. Enclosed is the Training Matrix for your guide. Please come on time.

7. Immediate dissemination and compliance of this memorandum is desired.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent *me*



SGOD/Lem/RPMS

MATRIX

RPMS RE-ORIENTATION WORKSHOP

July 29, 2016

Time	July 29, 2016 (Friday)
8:00 AM – 8:30 AM	<p>Arrival and Registration of Participants</p> <p>Opening Program</p> <ul style="list-style-type: none"> ○ Singing of Hymns ○ Opening Prayer ○ Welcome Message – Dr. Virginia Zapanta, Ed.D., CESO V Schs. Division Superintendent ○ Rationale - Dr. Elisea de la Torre, Chief, CID
8:30 AM – 10:30 AM	<p>Session 1: Performance Planning and Commitment</p> <ul style="list-style-type: none"> ○ Objectives ○ Identify Individual KRAs, Objectives and ○ Performance Indicators <ul style="list-style-type: none"> ▪ Competencies Required and additional competencies needed ▪ Performance measures
10:30 AM – 12:00 NN	<p>Session 2: Performance Monitoring & Coaching</p> <ul style="list-style-type: none"> ○ Commitment ○ Reaching Agreement ○ Review of Performance ○ Discussion on Strengths and Improvement Needs
12:00 NN – 1:00 PM	Lunch Break
1:00 PM - 2:30 PM	<p>Session 3 & 4: Performance Review and Evaluation and Performance Rewarding and Development Planning</p> <ul style="list-style-type: none"> ○ Performance Monitoring and Coaching Form ○ Rating Performance Process and Template <ul style="list-style-type: none"> ▪ 70-20-10 Model ○ Rewarding <ul style="list-style-type: none"> ▪ Rewards & other HR Systems ▪ Training and Development ▪ Successful Planning ▪ Step Increment ▪ PBB ○ Development Planning <ul style="list-style-type: none"> ▪ Employee Development Activities/Plans ▪ Discuss Strengths & Improvement Needs
2:30 PM - 4:30 PM	<p>Session 5: Performance Feedback</p> <ul style="list-style-type: none"> ○ Giving Effective Performance Feedback ○ Guiding Effective Performance <ul style="list-style-type: none"> ▪ Effective Developmental Feedback ▪ Guidelines in Providing Developmental Feedback
Officer of the Day	
Process Observer	
Resource Manager	