



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division  
Superintendent

February 26, 2024

**DIVISION MEMORANDUM**

NO: 120 s. 2024

**GUIDANCE AND ADDITIONAL INFORMATION ON THE IMPLEMENTATION OF THE  
RPMS-PPST FOR TEACHERS FOR SY 2023-2024 IN VIEW OF DO 003, S 2024 AND  
OTHER RECENT ISSUANCES**

TO: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Public Elementary and Secondary Principals  
All Others Concerned

1. This Office hereby disseminates DepEd Memorandum DM-OUHRD-2024-0290 titled "Guidance and Additional Information on the Implementation of the RPMS-PPST for teachers for SY 2023-2024 in view of DO 003, s. 2024 and other recent issuances" which is self-explanatory.
2. Please see attached DepEd Memorandum for more details.
3. Immediate and wide dissemination of this Memorandum is desired.

For the SDS:

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

  
**AQUILINO T. MILAR JR. PdD, JD**  
Administrative Officer V





# Revised RPMS-PPST Timeline for SY 2023-2024

(DM-OUHROD-2024-0290)

In view of DepEd Order 003, s. 2024 on the *Amendment of the Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*, the adjusted and detailed timeline for the RPMS-PPST of Teachers shall be followed:

RPMS Cycle Phase	Task/ Activity	Tools	Person(s) Responsible	Schedule
<b>PHASE III</b> Performance Review and Evaluation	Start of EOSY Break	N/A	N/A	May 31, 2024
	Mandatory 30-day Vacation of Teachers	N/A	N/A	June 1-30, 2024
	Performance Assessment of Teachers	IPCRF Teacher's Portfolio	Ratee, Rater, Approving Authority	July 1-12, 2024
<b>PHASE IV</b> Performance Rewarding and Development Planning	Finalization of Individual Development Plans	IPCRF-IDP	Ratees	July 1-12, 2024
	Submission of IPCRF to Raters	eIPCRF (Excel-based tool) for SY 2023-2024	Ratees	July 1-26, 2024
	Uploading of eIPCRF through the eIPCRF System	Accomplished eIPCRF (Excel-based tool) for SY 2023-2024, eIPCRF Consolidation System (online submission)	Ratees and Raters	
	IPCRF Data Collection to Schools Division Office	Accomplished IPCRF with complete signatures	Raters	

For more details, please refer to DM-OUHROD-2024-0290 at <https://bit.ly/IDM-OUHROD-2024-0290>

**A. Revised RPMS Timeline for SY 2023-2024**

1. The adjusted and detailed timeline for Phase III Performance Review and Evaluation and Phase IV Performance Rewarding and Development Planning for SY 2023-2024 shall be followed:

RPMS Cycle Phase	Task/Activity	Tools	Person(s) Responsible	Schedule
<b>PHASE III</b> Performance Review and Evaluation	Start of EOSY Break	N/A	N/A	May 31, 2024
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	IPCRF Data Collection to Schools Division Office	Accomplished IPCRF with complete signatures	Raters	July 1-26, 2024

2. Teachers are encouraged to gather and organize documents for their Portfolio throughout the school year working towards the achievement of the RPMS-PPST objectives. This practice facilitates efficient preparation of teacher's Portfolio for performance assessment and avoids piling up of RPMS-related tasks at the end of the school year or during the 30-day mandatory vacation for teachers.

3. With an agreement with the approving authority, teachers may digitize their physical documents and submit an electronic copy of the Portfolio to minimize printing costs.

**B. Clarification on the protocols for RPMS-PPST Objective No. 8 for SY 2023-2024**

4. For classes and schools **WITH LEARNERS from Indigenous group**, teachers shall be observed as scheduled and prescribed in the DM 008, s. 2023, which shall include the RPMS-PPST Objective No. 8 (PPST Indicator 3.5.2 and PPST Indicator 3.5.3) in the list of classroom observable indicators (COIs) to be observed.

5. For classes and schools **WITH NO LEARNERS from Indigenous group**, teachers shall integrate in the lesson plan for the classroom observation Indigenous culture-based teaching strategies that could possibly address the learning needs of learners from Indigenous groups. The integration of teaching strategies in the lesson plan must be highlighted and annotated.

This additional protocol shall be applied to Quarter 4. Rating in the classroom observation conducted in Quarter 2 which included the RPMS-PPST Objective 8 (PPST Indicator 3.5.2 and PPST Indicator 3.5.3) in the list of COIs to be observed shall be valid and counted.

**C. Clarification on the computation of the Final Rating of Efficiency for Classroom Observable RPMS-PPST Objectives**

6. The final rating of Efficiency for RPMS-PPST classroom observable objectives shall be computed by averaging the Efficiency ratings from the classroom observations. The average rating shall be categorized using the Efficiency Range Table below:

Range of Average	Efficiency Final Rating
4.00-5.00	5
2.00-3.99	3
1.00-1.99	1

**D. Reminders on the Use of Electronic RPMS-PPST Tools for Proficient and Highly Proficient Teachers**

7. To ensure efficient capturing of the RPMS-PPST data of teachers, the following **Excel-based electronic RPMS-PPST tools** for Proficient and Highly Proficient Teachers are made available for use in the implementation of RPMS-PPST:

Electronic Tool	Link
Electronic Self-Assessment Tool (e-SAT) for SY 2023-2024	<a href="https://bit.ly/eSATSY20232024">https://bit.ly/eSATSY20232024</a>
E-SAT Consolidator for SY 2023-2024	<a href="https://bit.ly/eSATConsoSY2023-2024">https://bit.ly/eSATConsoSY2023-2024</a>
Electronic Mid-Year Review Form (e-MRF) for SY 2023-2024	<a href="https://bit.ly/RPMS-PPSTMidYearReviewForm">https://bit.ly/RPMS-PPSTMidYearReviewForm</a>

Electronic IPCRF (e-IPCRF) for  
SY 2023-2024

<https://bit.ly/eIPCRFSY20232024>

8. The RPMS-PPST Tools for Proficient and Highly Proficient Teachers, including the Classroom Observation Tools (i.e., Rubrics, Observation Notes Form, Rating Sheet, Inter-rater Agreement Sheet) and the electronic RPMS-PPST tools, can be accessed using the DepEd email address through this link: <https://bit.ly/MultiYearRPMSPPSTTools> or using the QR code below:



#### **E. On the Uploading of eIPCRF**

9. All Ratees and Raters in the RPMS-PPST shall use the official e-IPCRF tool in inputting teachers' IPCRF data for SY 2023-2024.

10. Schools shall collect all accomplished and finalized eIPCRF of teachers, and using the school's official DepEd email address, upload the eIPCRF in Excel format to the online eIPCRF Collection and Consolidation System through this link: <http://eipcrf.deped.gov.ph>. **The uploading of eIPCRFs shall be done from July 1 to July 26, 2024.**

11. For schools with concerns in accessing the online eIPCRF system, they shall submit registration request and/or access concerns through this Google Form link: <https://bit.ly/helpdesk-Online-eIPCRF>

12. For general concerns, questions and clarifications on the Multi-Year RPMS-PPST for Teachers, please contact the BHROD-HRDD, 4<sup>th</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [helpdesk.rpms@deped.gov.ph](mailto:helpdesk.rpms@deped.gov.ph) or at telephone number (02) 8470-6630.

13. For dissemination and compliance.