



Republic of the Philippines
Department of Education
Caraga Administrative Region
J.P. Rosales Avenue, Butuan City



April 13, 2018

REGIONAL MEMORANDUM

No. 208 s. 2018

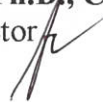


**REGIONAL TRAINING OF TRAINERS (RTOT) ON THE RESULTS-BASED
PERFORMANCE MANAGEMENT SYSTEM (RPMS) MANUAL
FOR TEACHERS AND SCHOOL HEADS**

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. The Human Resource Development Division – Bureau of Human Resource and Organizational Development (HRDD-BHROD) in partnership with the Research Center for Teacher Quality - Philippine Normal University (RCTQ-PNU) in collaboration with DepEd Caraga through the Human Resource Development Division shall conduct the Regional Training of Trainers (RTOT) on the Results-based Performance Management System (RPMS) Manual for Teachers and School Heads on May 28 – June 1, 2018 (venue to be announced later).
2. The general objective of this training is to establish division pool of trainers from the division and/ or school level and capacitate them on how to effectively conduct the training in their respective divisions/schools. Specifically, the participants should be able to:
 - a. demonstrate understanding of the RPMS Manual for Teachers and School Heads;
 - b. identify the key concepts in the manual; and
 - c. develop a proposed action plans on how to effectively conduct the training in their respective divisions and schools.
3. The participants to this training are: Assistant Schools Division Superintendents, Chiefs Education Program Supervisor, Public School District Supervisors/Education Program Supervisors – SDO, Principals/Schools Heads, Master Teachers, Senior Education Program Specialists – SDO and RPMS Regional Trainers.
4. The participants are expected to be at the venue on May 28, 2018 with lunch as the first meal. Check out shall be on June 1, 2018 with breakfast as the last meal. Accommodation shall be first come, first serve basis. Please see Enclosure No. 2 for the Matrix of Activities.
5. Slots allotted per Division are indicated in Enclosure No. 1. The list must be submitted through email at hrdddepd13@gmail.com on or before April 18, 2018.

6. Attached hereto are:
 - Enclosure No. 1 RTOT-RPMS Allotment of Participants by SDO
 - Enclosure No. 2 Program of Activities
 - Enclosure No. 3 RTOT-RPMS Program Management Team/Regional Trainers
7. RPMS Regional trainers are advised to bring copy of the RPMS Manual (Please see Enclosure No. 3 for the list of trainers).
8. Board and lodging of participants, regional and national trainers, Central Office (CO) and RCTQ facilitators/staff and supplies which include the reproduction of the manual and necessary materials shall be charged against HRDD-BHROD funds while traveling expenses of participants shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is highly desired.


BEATRIZ G. TORNÓ, Ph.D., CESO IV
Regional Director 

Enclosure: As stated

Reference: DM-PFO-2018-0482 dated March 27, 2018

To be indicated in the PERPETUAL INDEX under the following subjects:

RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)

Enclosure No. 1 to Regional Memo No. 208 s. 2018

RTOT – RPMS
Allotment of Participants by Schools Division Office

Division	ASDS	SGOD Chief	CID Chief/EPS	PSDS	Principal/ School Head	Master Teacher	SEPS	Total
Agusan del Norte	1	1	2	1	1	1		7
Agusan del Sur	1	1	1	1	2	2		8
Bayugan City	1	1	1	1	1	1		6
Bislig City	1	1	1	1	1	1	1	7
Butuan City	1	1	2	1	1	1	1	8
Cabadbaran City	1	1	1	1	1	1		6
Dinagat Islands	1	1	1	1	1	1	1	7
Siargao Islands	1	1	1	1	1	1	1	7
Surigao City	1	1	1	1	1	1	1	7
Surigao del Norte	1		1	2	1	1	1	7
Surigao del Sur	1	1	2	1	1	2		8
Tandag City	1	1	1	1	1	1		6
TOTAL	12	11	15	13	13	14	6	84

Program of Activities: RTOT RPMS Manual for Teachers and School Heads

Time	Training Proper				Day 4
	Day 0	Day 1	Day 2	Day 3	
8:30AM-10:00AM	Arrival 	Registration Opening Program Welcome Remarks- Host Region Opening Remarks Introductions	MOL/ Energizer Module 2: Self- Assessment Tools	MOL/ Energizer Module 5: Annotation	Departure 
10:00AM-10:15AM	Break				
10:15AM-12:00NN	*Meeting with the Trained Regional Trainers together with the RCTQ and CO Staff Trainers Team Formation	The Philippine Professional Standards for Teachers (PPST)	Module 3: Classroom Observation Tools (COT-RPMS)	Module 6: Portfolio Assessment	
12:00 NN – 1:00PM	Lunch Break				
1:00PM – 3:00PM	*Finalization of the Session Guides and Modules	Module 1: RPMS Tools	<i>(continuation Module 3)</i>	<i>(continuation Module 6)</i>	
3:00PM – 3:15PM	Break				
3:15PM – 5:00PM	*Final Team Practice of the Session Modules assigned for each Team	<i>(continuation Module 1)</i>	Module 4: Portfolio Preparation and Organization	Division Planning for the School Level Roll-Out Ways forward and Closing	

**Pre-meeting with the Trained Regional Trainers and CO Team and RCTQ*

Provision of Meals and Accommodation

	Day 0	Day 1	Day 2	Day 3	Day 4
Breakfast		√	√	√	√
AM Snacks		√	√	√	
Lunch	√	√	√	√	
PM Snack	√	√	√	√	
Dinner	√	√	√	√	
Accommodation	√	√	√	√	

Enclosure No. 3 to Regional Memo No. 204 s. 2018

**Regional Training of Trainers – Results-based Performance System (RPMS)
Manual for Teacher and School Heads**

Program Management Team

Over-all Team Leader	:	DR. BEATRIZ G. TORNO, CESO IV
Asst. Over-all Team Leader	:	DR. FIDELA M. ROSAS, CESO V
Training Manager	:	DR. FLORDELSA R. DALIN
Secretariat	:	DR. ANGELITA A. KUIZON
	:	MS. ZENYLOU I. FRIAS
Logistics	:	MR. ROY S. RELE
Welfare Officer	:	MR. GLENN M. BRONGCANO
Finance Officer	:	MRS. FE L. ALEGADO
QATAME Coordinator	:	DR. GILBERT L. GAYRAMA

Regional RPMS Trainers

:	DR. VIOLETA C. NUNEZ – RO
	MS. MARY CHRISTINE A. ODTOJAN - RO
	DR. JULIETA R. VIRTUDAZO – Surigao del Norte Division
	MRS. LELANI R. ABUTAY – Agusan del Sur Division
	MS. SWEET LOULJIE R. ANTIGUA - Agusan del Norte Division
	MS. LIZA M. GUINGGUING - Surigao del Sur Division