

## Republic of the Philippines

## Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

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12 Oct 2023

MEMORANDUM-OSDS-SGOD-DM 424 ,2023

To: Assistant Schools Division Superintendent Division Chiefs Public Schools District Superintendent School Heads All Other Concerned

- 1. Attached is Regional Memorandum No. 530 s. 2023; re: Interim Guidelines on the Results-Based Performance Management System Philippine Professional Standards for School Heads (RPMS-PPSSH) SY 2023-2026.
- 2. This memorandum is self-explanatory for your reference and guidance.
- 3. Immediate dissemination of and compliance with this Memorandum is desired.

SOCORRO V. DELA ROSA, CESO V

Schools Division Superintendent











# Republic of the Philippines Department of Education REGION V - BICOL



05 Oct 2023

REGIONAL MEMORANDUM No. 50 s. 2023

INTERIM GUIDELINES ON THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS (RPMS-PPSSH) SY 2023-2026

To

Assistant Regional Director Schools Division Superintendents

All Concerned

- 1. Consistent with DepEd Order No. 2, s. 2015 prescribing the Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education (DepEd) and with DepEd Order No. 24, s. 2020 otherwise known as the National Adoption and Implementation of the Philippine Professional Standards for School Heads (PPSSH), which articulates the professional practice expected of a quality school head.
- 2. Moreover, PPSSH as stipulated in the said issuance shall be the foundation of relevant human resource systems, policies, guidelines, and mechanisms, including recruitment, selection and placement, performance appraisal, rewards and recognition and talent management and shall be the basis for all professional development programs. Thus, this Office continues its commitment in integrating and embedding the PPSSH into the RPMS for School Heads in DepEd Region V.
- 3. Geared towards competency-based performance management, professional development and career progression, the PPSSH-based RPMS for School Heads shall utilize all the 34 indicators of the PPSSH and shall be distributed across three school years: SY 2023-2024, SY 2024-2025 and SY 2025-2026.
- 4. This issuance details the enclosed procedures and all other necessary information of the adoption and implementation of the Interim Guidelines on the Results-Based Performance Management System Philippine Professional Standards for School Heads (RPMS-PPSSH) SY 2023-2026. Tools, forms, and protocols stipulated herein as appendices aim to standardize measures of school heads performances throughout the next three school years which are appropriate, adaptive, and relevant to capture actual performance and are applicable to the contexts of DepEd Region V.
- 5. This Memorandum shall cover all public elementary and secondary school heads described in the enclosed guidelines.
- 6. The RPMS timeline for the next three school years shall be aligned with the annual School Calendar and Activities issued by the Department.







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# Republic of the Philippines Department of Education REGION V - BICOL

- 7. RPMS-PPSSH tools, templates and electronic OPRCF can be accessed through <a href="https://tinyurl.com/RPMSPPSSHBicol">https://tinyurl.com/RPMSPPSSHBicol</a>.
- 9. Immediate dissemination of and compliance with this Memorandum is desired.

GILBERT T. SADSAL Regional Director

Encls: As stated
To be indicated in the Perpetual Index
under the following subjects:
PERFORMANCE MANAGEMENT
PROGRAMS
GUIDELINES
SCHOOLS
SCHOOL HEAD

HRDD-NEAP R5/jblc 10/05/2023











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## INTERIM GUIDELINES ON THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS (RPMS-PPSSH) SY 2023-2026

#### I. Rationale

- 1. In the post new normal educational landscape, it is necessary for the education leaders to take the lead in maneuvering the schools and learning centers to address learning losses and gaps. As 21st century education leaders, they are expected to be transformative and strategic. The issuance of DepEd Regional Office V Learning Recovery Program with its mantra Recovering Academic Achievement by Improving Instruction through Sustainable Evidence-Based (RAISE) Learning Programs calls for vigilant and responsive School Leaders in the Region that carry over the vision of the Department. Alongside this is the Department of Education MATATAG agenda that upholds the mantra Bansang Makabata, Batang Makabansa, which articulates the priorities of Vice President and DepEd Secretary Sara Z. Duterte towards a responsive Basic Education through quality, access, equity, governance, resiliency, and well-being.
- 2. The Department of Education issued DepEd Order No. 2, s. 2015 prescribing Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education. This issuance aims to provide comprehensive guidelines for the adoption of the Civil Service Commission's (CSC) Strategic Performance Management System (SPMS) issued by the Commission through the issuance of Memorandum Circular (MC) No. 06, s.2012.
- 3. Moreover, the Department of Education issued DepEd Order No. 24, s. 2020 otherwise known as the National Adoption and Implementation of the Philippine Professional Standards for School Heads (PPSSH) which defines professional standards that constitute quality school heads. PPSSH serves as a public statement of professional accountability of school heads. This compendium of standards sets out what school heads are expected to know, be able to do, and value as they progress in their profession.
- 4. Acknowledging the importance and need to concretize the linkage between the organizational thrusts and the performance management system, it is important to ensure organizational effectiveness and track individual improvement efficiency by cascading the institutional accountabilities to the various levels, units and individual personnel, as anchored on the establishment of rational and factual basis for performance targets and measures. Finally, it is necessary to link SPMS with other systems relating to human resources and to ensure adherence to the principle of performance-based tenure and incentives.
- 5. The call for compliance of accountability and quality performance among school leaders in the Region poses quite a big challenge if not guided and supported with clear and significant support. Aligning the Key Result Areas of School Heads to the set direction of DepEd ROV is an important consideration to be scrutinized and prioritized,

thus this DepEd Region V Contextualized Results-based Performance Management System- Philippine Professional Standards for School Heads (RPMS-PPSSH) shall be implemented.

## II. Scope

6. This policy provides guidelines in the implementation of the RPMS-PPSSH in all the public schools of the 13 Schools Division Offices in DepEd Region V. It stipulates the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning.

## III. Definition of Terms and Acronyms

- 7. For the purposes of this policy, the terms below shall be defined and understood as follows:
  - i. Albay Numeracy Assessment Tool (ALNAT) refers to the assessment tool developed by Albay Division and adopted by DepEd Region V in assessing the numeracy skills of the Grades 1 to 10 Bicolano learners (RM No. 104 s. 2022);
  - ii. Comprehensive Literacy Assessment (CRLA) refers to continuum of reading assessments designed to help teachers quickly determine the reading profiles of Grades 1 to 3 learners and develop appropriate reading instruction for each profile. The main goal is to identify children who need additional support in reading. (RM No. 104, s. 2022);
  - iii. Domain pertains to broad conceptual sphere of school leadership practices defined by a specific strand in the Philippine Professional Standards for School Heads (DO No. 24, s. 2020);
  - iv. Indicator is a concrete, observable and measurable school head behavior/practice covered in every strand in the Philippine Professional Standards for School Heads (DO No. 24, s. 2020);
  - v. Key Result Area (KRA) is a broad category of general outputs or outcomes. It is the mandate or function of the office and/or individual employee. The reason why an office and/or job exist. It is an area on which the office and/or individual employee are expected to focus on (DO No. 2, s. 2015);
  - vi. **Objective** is a specific task that an office and/or individual employee needs to do to achieve the major final outputs under the key result area (DO No. 24 s. 2020);
  - vii. Office Performance Commitment and Review Form (OPCRF) is the form that reflects the office commitments and performance, which shall be accomplished by head of office (DO No. 2, s. 2015);
  - viii. **Performance Indicator (PI)** is an exact quantification of objectives, which shall serve as an assessment tool that gauges whether a performance is negative or positive (DO No. 2, s. 2015);

- Frofessional Standards include all professional practice expected of quality professionals to achieve at every stage of their career (DO No. 24, s. 2020);
- x. School Head is a person "responsible for administrative and instructional supervision of a school or cluster of schools" (Republic Act 9155, Section 4); and
- xi. **Strand** refers to specific dimension of practice under a domain in the Professional Standards (DO No. 24, s. 2020).
- 8. The following acronyms shall be used throughout this Policy to mean:

i.	RPMS-PPSSH	_	Results-based Performance Management System -	
			Philippine Professional Standards for School Heads	
īī.	HRDD	_	Human Resource Development Division	
iii.	SGOD	-	School Governance and Operations Division	
iv.	CID	_	Curriculum Implementation Division	
v.	OPCRF	-	Office Performance Commitment and Review Form	
vi.	APP	_	Annual Procurement Plan	
vii.	BAC	-	Bids and Awards Committee	
viii.	COT	_	Classroom Observation Tool	
ix.	DLPs	<u> </u>	Daily Lesson Plans	
x.	IPCRF-DP	-	Individual Performance Commitment and Review	
			Form-Development Plans	
xi.	IPBT	-	Induction Program for Beginning Teachers	
xii.	IUs	Ĩ	Implementing Units	
xiii.	L & D	-	Learning and Development	
xiv.	MOA	-	Memorandum of Agreement	
xv.	MOV	-	Means of Verification	
xvi.	PIAs	~	Priority Improvement Areas	
xvii.	PMCF	-	Performance Monitoring and Coaching Form	
xviii.	PPAs	-	Program, Projects, and Activities	
xix.	SAT	-	Self-Assessment Tool	
XX.	SEF	â	Special Education Fund	
xxi.	SGC	12.	School Governance Council	
xxii.	SIP	-	School Improvement Plan	
xxiii.	SOSA	-	State of the School Address	
xxiv.	SPT	-	School Planning Team	
XXV.	SPTA		School Parent-Teacher Association	
xxvi.	SRC	-	School Report Card	
xxvii.	TA	-	Technical Assistance	
xxviii.	WFP	-	Work and Financial Plan	

## IV. Policy Statement and Procedures

9. Department of Education Regional Office V hereby sets the Interim Guidelines on the Implementation of Results-Based Performance Management System – Philippine Professional Standards for School Heads (RPMS-PPSSH) in the Region, stipulating the strategies, methods, tools and rewards for assessing the accomplishments vis-à-vis the commitments of the Office based on the Department's MATATAG Agenda, Basic Education Development Plan, Regional Education Development Plan and the Learning Continuity Plan of the Region. This shall be used in measuring and rewarding higher levels of performance of public elementary and secondary schools in the Region.

## A. Timeline for SY 2023-2026 RPMS-PPSSH and RPMS Cycle for School Head

10. The performance cycle of school heads follows the DepEd RPMS Cycle prescribed in DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education). Figure 1 illustrates the four (4) phases of the RPMS Cycle and its alignment with the RPMS-related activities of school heads with the School Year 2023-2026.

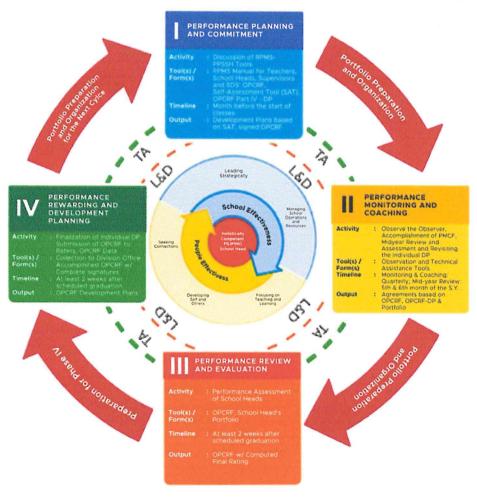


Figure 1. The RPMS Cycle for School Heads

## 11. These guidelines shall cover SY 2023-2026 following the RPMS timeline provided below.

RPMS Cycle Phase	Task/ Activity			Schedule
Phase I Performance Planning and Commitment	Discussion of RPMS- PPSSH Tools	1. RPMS Manual for Teachers, School Heads, Supervisors and SDS' OPCRF	Raters or duly Designated Raters by the SDS	The month before the start of the classes
		1. Self- assessment Tool (SAT) 2. OPCRF Part IV - DP	Ratees	1st to 2nd month of the 1st Quarter
Phase II Performance Monitoring and Coaching	Observe the Observer			Within the School Year At least once in a quarter
	Accomplishment of PMCF	Rater: PMCF	Ratees and Raters or duly Designated Raters by the SDS	At least once in a quarter
	Mid-year Review and Assessment and Revisiting the Individual Development Plans	Ratee: Draft OPCRF-DP Rater: PMCF	Ratees and Raters or duly Designated Raters by the SDS	Within the 5th and 6th month of the School Year
Phase III Performance Review and Evaluation	Performance Assessment of School Heads	OPCRF School Head's Portfolio	Ratee, Raters or duly Designated Raters by the SDS and Approving Authorities	At least 2 weeks after scheduled graduation
Phase IV Performance	Finalization of Individual	OPCRF-DP	Ratees	At least 2

Rewarding and Development	Development Plans			weeks after scheduled
Planning	Submission of OPCRF to Raters	Accomplished OPCRF with complete	Ratees	graduation
	OPCRF Data Collection to Schools Division Office	signatures	Raters or duly Designated Raters by the SDS	At least a month after scheduled graduation

## B. RPMS-PPSSH Indicators for Career Stage 1 and Career Stage 2 School Heads

- 12. School Heads who will use the Career Stage 1 Tools are the aspiring school heads who have acquired the pre-requisite qualifications for the school head position. They demonstrate basic knowledge and understanding of the authority, responsibility, and accountability expected of school heads as described in the Philippine Professional Standards for School Heads (PPSSH). They also have acquired the minimum qualifications to perform their functions as instructional leaders and administrative managers. They are equipped with exceptional teaching and/or leadership skills described by Career Stage 3 and/or Career Stage 4 in the Philippine Professional Standards for Teachers or other relevant equivalent qualifications and experiences.
- 13. The following positions shall use the Career Stage 1 Tools:
  - a. Head Teachers in elementary schools under a school head;
  - b. Head Teachers in secondary schools under a school head without teaching load;
  - c. Head Teachers/Teachers-In-Charge with teaching load will use IPCRF capturing the expected administrative tasks taken from the objectives of CS 1 of RPMS-PPSSH and objectives in the Highly Proficient Tools for Master Teachers I-IV; as agreed upon between the Rater and the Ratee during the Phase I of the RPMS Cycle; and
  - d. Assistant Principals of an Integrated Senior High School
- 14. School Heads who will use the Career Stage 2 Tools are the school heads who have the required knowledge and understanding of the authority, responsibility, and accountability expected of them as described in the PPSSH. They are professionally independent in performing their functions as instructional leaders and administrative managers. They maintain school effectiveness and people effectiveness by leading

strategically, managing school operations and resources, focusing on teaching and learning, developing themselves and others, and building connections. They reflect on their practices for improvement and seek to involve all school personnel in professional learning and career advancement.

- 15. The following positions shall use the Career Stage 2 Tools:
  - a. Head Teachers, Teachers-in-charge and Officers-in-charge
  - b. Assistant Principals managing schools/designated as Officers-in-charge; and
  - c. Principals of stand-alone SHS
  - d. Principals I-IV
- 16. In case of personnel movement due to promotion, transfer, or designation, the employee shall be rated where they have spent most of their time during the rating period. However, if the employee has spent equal time in two stations within the rating period, ratee's average performance rating will be computed.
- 17. These guidelines shall prescribe the specific sets of indicators for each school year, all of which were based in the consultation with selected field personnel. Thus, all personnel covered by this Memorandum shall strictly abide by the set of indicators assigned for each SY. Any modifications in the sets of indicators per school year is highly discouraged.
- 15. The 34 PPSSH Strands for both Career Stage 1 and Career Stage 2 shall be divided across three (3) school years, each year will have 17 strands including the plus factor.
- 19. Figure 2 provides for the three-year distribution of the 34 PPSSH Strands using the Career Stage 1 Tools with their corresponding weights:

Objective No.	Multi-	-Year RPM	S-PPSSH Str	rands for Ca Heads	areer Stage	l School
	Year 1 2023- 2024	Weight (%)	Year 2 2024-2025	Weight (%)	Year 3 2025- 2026	Weight (%)
1	1.1	5	1.1	5	1.1	5

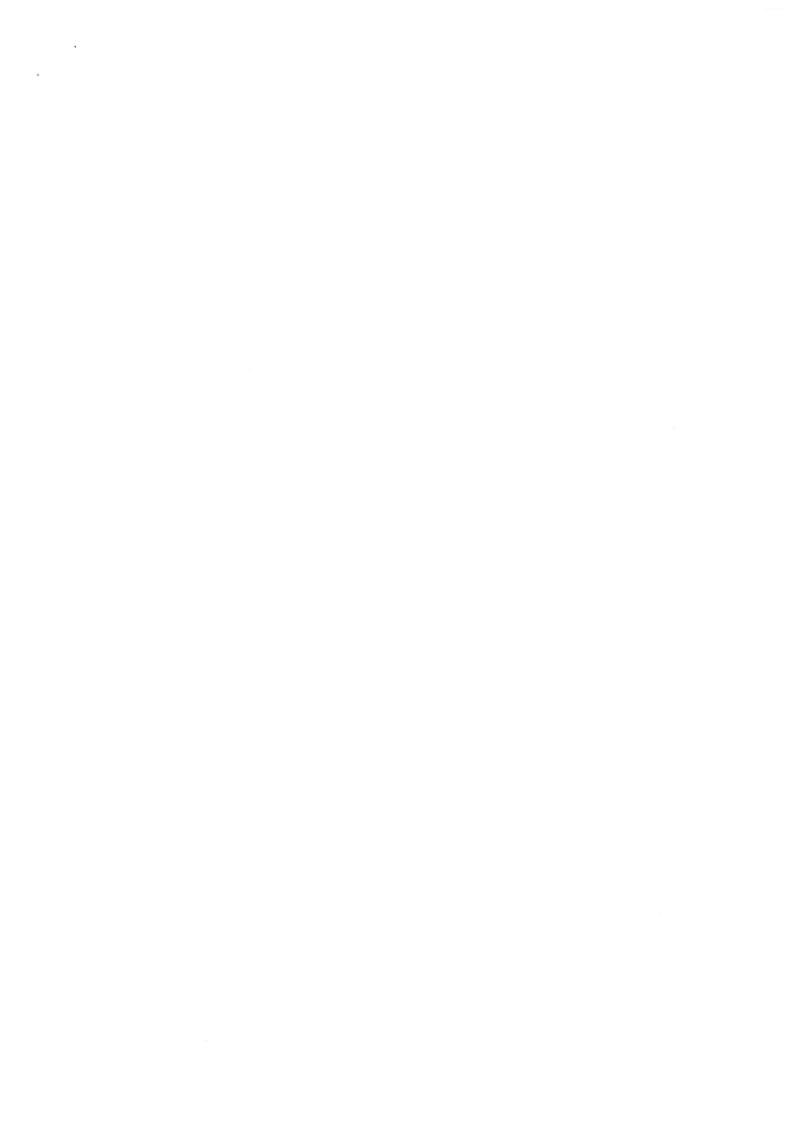
	-					
2	1.2	5	1.3	5	1.5	5
3	2.2	5	1.4	5	1.7	5
4	2.3	5	1.6	5	2.1	5
5	2.4	5	2.2	5	2.3	5
6	2.5	5	2.3	5	2.6	5
7	3.1	8	2.5	5	3.2	10
8	3.2	8	3.2	10	3.3	9
9	3.4	8	3.4	10	3.6	8
10	3.5	8	3.8	10	3.7	8
11	3.6	8	4.1	5	4.2	5
12	4.1	5	4.5	5	4.3	5
13	4.4	5	4.8	5	4.6	5
14	4.5	5	5.1	5	4.7	5

Green and decinations	15	5.2	5	5.2	5	5.2	5
- percentismophisassisses and see	16	. 5 <b>.</b> 5	5	5.3	 5	5.4	5
mi ( emmily) estilist estilabilistici entre i	17	Plus Factor	5	Plus Factor	5	Plus Factor	5

Figure 2. Multi-Year RPMS-PPSSH Strands for Career Stage 1 School Heads

20. Figure 3 provides for the three-year distribution of the 34 PPSSH Strands using the Career Stage 2 Tools with its corresponding weights:

Objective No.	Multi-Year RPMS-PPSSH Strands for Career Stage 2 School Heads					
	Year 1 2023-2024	Weight (%)	Year 2 2024- 2025	Weight (%)	Year 3 2025- 2026	Weight (%)
1	1.1	5	1.1	5	1.1	5
2	1.2	5	1.3	5	1.5	5
3	2.2	5	1.4	5	1.7	5
4	2.3	5	1.6	5	2.1	5
<b>15</b>	2.4	5	2.2	5	2.3	5



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6	2.5	5	2.3	5	2.6	5
7	3.1	8	2.5	5	3.2	10
8	3.2	8	3.2	10	3.3	9
9	3.4	8	3.4	1Ö	3.6	8
10	3.5	8	3.8	10	3.7	8
11	3.6	8	4.1	5	4.2	5
12	4.1	5	4.5	5	4.3	5
13	4.4	5	4.8	5	4.6	5
14	4.5	5	5.1	5	4.7	5
15	5.2	5	5.2	5	5.2	5
16	5.5	5	5.3	5	5.4	5
17	Plus Factor	5	Plus Factor	5	Plus Factor	5

Figure 3. Multi-Year RPMS-PPSSH Strands for Career Stage 2 School Heads

21. Objectives shall be measured using the Performance Indicators on Quality, Efficiency, and Timeliness.

## C. Ratee, Rater and Approving Authority in RPMS

22. Based on DepEd Order No. 2, s. 2015 the following personnel are involved in rating and approving the RPMS-PPSSH tools for the School Heads:

	Ratee	Rater	Approving Authority
b.	Head Teachers in elementary schools under a school head; Head Teachers in secondary schools under a school head without teaching load;	School Head	Schools Division Superintendent
ъ.	Head Teachers, Teachers-In-Charge and Officers-In-Charge Assistant Principals managing schools/ designated as Officers- In-Charge Principals of stand-alone SHS Principals I-IV	Assistant Schools Division Superintendent/ Designated Raters by the SDS	Schools Division Superintendent

## V. Monitoring and Evaluation

23. To ensure effectiveness on the implementation of the RPMS-PPSSH, the Regional Office, through the Human Resource Development Division and the Schools Division

Offices, through the School Governance and Operations Division - Human Resource Development Section (SGOD-HRDS) are expected to:

- a. Conduct close monitoring as well as provide technical assistance, gather issues and emerging practices along the implementation of the RPMS-PPSSH;
- Gather feedback as basis for planning, adjustment and modification, decision making and improvement in the program implementation and policy formulation; and
- submit progress and terminal report as required.
- 24. Queries on these guidelines shall be addressed to the Office of the Regional Director, DepEd Regional Office V via email address at <a href="deped.ro5@deped.gov.ph">deped.ro5@deped.gov.ph</a>.

### VI. Disqualification Criteria

24. Unless justified and accepted by the Performance Management (PMT), non-submission of the OPCRF to the concerned offices within the specified dates shall be ground for employee's disqualification for performance-based personnel actions that require the rating for the given period such as promotion, training, scholarship grants, and PBB, if the failure of the submission of the said form is due to the fault of the school head.

#### VII. Sanctions

- 25. Any violation of reasonable office rules and regulations and simple neglect of duty for the personnel responsible for the delay or non-submission of the OPCRF shall be dealt with administratively.
- 26. Failure on the part of the responsible personnel to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

#### VIII. Grievance

27. A Grievance Committee shall be created in each level of the organization to act as appeals board on all issues relating to the implementation of RPMS. Composition of which is based on Section 10 paragraph 69 of DepEd Order No. 2, s. 2015.

## IX. Appeals

28. The office performance assessment as discussed in the performance review and conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.

- 29. Ratee who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from rater. An office/unit or individual employee, however, shall not be allowed to protest the performance ratings of other office/unit or co-employees. Ratings obtained by other office/unit or employees can only be used as basis or reference for comparison in appealing one's OPCRF.
- 30. The PMT shall decide on the appeals within one month from receipt. Appeals lodged at any PMT shall follow the hierarchical jurisdiction of various PMTs in an agency.
- 31. School heads who are separated from the service based on Unsatisfactory or Poor performance rating can appeal their separation to the CSC or its regional office within 15 days from the receipt of the order or notice of separation.

## X. Funding Requirements

32. Funds for training and monitoring and evaluation related to RPMS-PPSSH including preparation of materials/forms shall be charged from the Human Resource Training and Development (HRTD) and/or other local funds.

#### XIII. References

- 33. The following are the government and department issuances considered in the development of RPMS-PPSSH for DepEd Region V, to wit:
  - Republic Act 9155, An Act Instituting a Framework of Governance for Basic Education, Establishing Authority and Accountability, Renaming the Department of Education, Culture and Sports as the Department of Education, and for Other Purpose
  - ii. Republic Act 10533, An Act Enhancing the Philippine Basic Education System by Strengthening its Curriculum and Increasing the Number of Years For Basic Education, Appropriating Funds Therefor and for Other Purposes
  - iii. Republic Act 9184, An Act Providing For The Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes
  - iv. CSC Memorandum Circular No. 6, s. 2012, Complete Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System

- v. DepEd Order No. 2, s. 2015, Guidelines on the Establishment and Implementation of the Results-Based Performance Management System RPMS in the Department of Education
- vi. DepEd Order 8, s. 2015, Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program
- vii. DepEd Order 21, s. 2015, Disaster Risk Reduction and Management Coordination and Information Management Protocol
- viii. DepEd Order 44, s. 2015, Guidelines on the Enhanced School Improvement Plan (SIP) Process and the School Report Card (SRC)
  - ix. DepEd Order 35, s. 2016, The Learning Action Cell as K to 12 Basic Education Program School-based Continuing Professional Development Strategy for the Improvement of Teaching and Learning
  - x. DepEd Order 21, s. 2019, Policy Guidelines on the K to 12 Basic Education Program
  - xi. DepEd Order 24, s. 2020, National Adoption and Implementation of the Philippine Professional Standards for School Heads
- DepEd Order 33, s. 2021, School-based Disaster Preparedness and response measures for Tropical Cyclones, flooding and other Weather-related Disturbances and Calamities
- xiii. DepEd Order 23, s. 2022, Child Find Policy for Learners with Disabilities Towards Inclusive Education
- xiv. DepEd Order 13, s. 2023, Adoption of the National Learning Recovery Program in the Department of Education
- xv. DM 106, s. 2014, Reconstituting the National Performance Management Team (PMT) and Technical Working Group (TWG) of the Department of Education (DepEd)
- xvi. DM 33, s. 2014, Creation Of The Performance Management Team (PMT) And Technical Working Group (TWG) To Institutionalize The Results-Based Performance Management System (RPMS)
- xvii. DM 50 s. 2020, DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023

xviii. DM 44, s. 2023, Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of National Educators Academy of the Philippines Core Programs

## XI. Repealing Clause

33. All regional issuances which are inconsistent with this Regional Policy are hereby deemed repealed or modified.

## XII. Effectivity

34. This Regional Policy shall take effect immediately upon issuance.