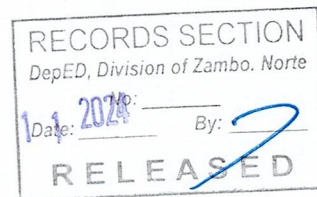




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 8, 2023

DIVISION MEMORANDUM
No. 164, s. 2024

SUBMISSION OF RPMS RATINGS FOR THE SCHOOL YEAR 2023-2024

TO: Assistant Schools Division Superintendents
Chief, Education Supervisors (CID/SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. As stipulated in DepEd Memorandum No. 008, s. 2023 dated 03 February 2023 entitled: "Multi-Year Guidelines on the Results-based Performance Management System-Professional Standards for Teachers", the Performance Review and Evaluation shall be conducted at least one (1) week after the scheduled graduation/moving up activities. According to DepEd Order No. 03, series of 2024, DepEd moved the End of SY 2023-2024 to May 31, 2024, while the EOSY Break will now be from June 1 to July 26, 2024.

2. The DO also emphasized that no voluntary or mandatory tasks or activities shall be given to teachers from June 1 to 30, 2024, therefore the review of the RPMS documents for teachers shall be done on July 1-4, 2024. The stipulations of DM NO. 08, s. 2023 shall be followed, supplemented by DO No. 02, s. 2015 Re: "Guidelines on the Establishment and Implementation of the Results-based Management System (RPMS) in the Department of Education dated 03 February 2015.

3. The ratee-rater relations (including the approving authority) as stipulated in DepEd Memorandum No. 08, s. 2023 must be followed, if the said Memo is silent on other matters, DepEd Order No. 02, s. 2015 shall be given supplementary effect.

4. The ratee-rater-approving authority matrix (matrices) is hereby attached as enclosures for further reference.

5. The following clarifications shall be adhered to:

5.1 If a school has a master teacher but the school head is a Teacher-In-Charge (TIC) or caretaker, the approving authority shall be the Assistant Schools Division Superintendent (ASDS);

5.2 If the school has no master teacher/s and the school head is a TIC or caretaker, the teachers shall be rated by the central school principal, cluster principal, secondary lead principal or the PSDS in the area/district and the approving authority shall be the ASDS;

5.3 If Master Teachers are deployed to other schools to conduct classroom observations, then they shall act as raters to these teachers. The approving authority shall be the ASDS, but the central school principal/cluster principal or secondary lead principal shall initial below the name of the ASDS;



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5.4 Master teachers or head teachers shall be rated by the central school principal, cluster principal, or secondary lead principal (including TICs as the case maybe) and the approving authority shall be the ASDS;

5.5 School heads holding Principal I to IV items shall be rated by the ASDS and the approving authority shall be the Schools Division Superintendent; and

5.6 Teachers-in-Charge (TICs) have the option to be rated under the teaching category or in the school administration track/category.

6. The rating cycle/period for the School Year 2023-2024 shall be dated August 22, 2023 to May 31, 2024 for the teachers. The date of review shall be dated July 1, 2024.


7. Submission of completed RPMS ratings shall be on July 8, 2024 in the district offices for documents that required approval by the school principals only. Documents that will be approved by division office personnel shall also be submitted on July 11, 2024.

8. School heads/principals RPMS ratings shall be based on the fiscal year ending but the vacation period shall be indicated since school heads are regularly reporting in schools during vacation time and are not covered by proportional vacation pay computation. The 12-month cycle must be indicated in the RPMS timeline for the school heads. RPMS ratings for nonteaching personnel including PSDSs are indicated from January to December in a given calendar year.

9. District offices must have the summary of the final ratings of all teaching and non-teaching personnel in the district in preparation for the submission of the 2024 Performance-based Bonus. Soft copies must be submitted to the HRMO/HRTD Unit copy furnish with PRIME HRM-Performance Management, immediately.

10. As usual, only those teachers or non-teaching personnel who obtained the "Outstanding" ratings may be validated/reviewed by the Division Performance Management Team (PMT). RPMS final ratings of school heads must be initialed, checked, and reviewed by the Public Schools District Supervisor in the area/district before submission to the Division Office.

11. Widest dissemination of this Memorandum is hereby directed/desired.


ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

References: DO 02, s. 2015; DM 008, s. 2023



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Enclosure No. 1 - Ratee-Rater-Approving Authority Matrix

Ratee/Teacher	Rater/Observer	Approving Authority
SCHOOLS/SCHOOL LEARNING CENTERS		
Principal	Asst. Superintendent	Superintendent
Head Teacher/Master Teacher	Principal/School Head	Assistant Superintendent
Teacher (For schools with no Master Teacher, Head Teacher, and/or Asst. Principal)	Principal/School Head	Assistant Superintendent
Teacher	Master Teacher/Head Teacher/Asst. Principal	Principal/School Head
ALS Implementers (School-Based)	Master Teacher/Head Teacher/Asst. Principal	Principal/School Head
ALS Implementers (Community Learning Centers-Based)	Education Program Specialist for ALS/In-charge for ALS	Chief, Education Supervisor (Curriculum Implementation Division)
Non-Teaching Staff (Administrative Assistant, Bookkeeper, Supply Officer, Disbursing Officer, Administrative Officer II, Project Development Officer)	Principal/School Head	Administrative Officer V SDO-School Governance and Operations Division
SDO PROPER		
Superintendent	Asst. Regional Director	Regional Director
Asst. Superintendent	Superintendent	Asst. Regional Director
Chief of Division	Asst. Superintendent	Superintendent
Education Program Supervisor	Chief of Division (CID/SGOD)	Asst. Superintendent
District Supervisor	Chief of Division (CID)	Asst. Superintendent
Section Chief/Unit Head	Chief of Division	Asst. Superintendent
Staff	Section Chief/Unit Head	Chief of Division

References: DO 2, S. 2015; DM 008, s. 2023