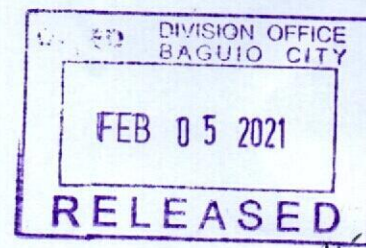




Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 4, 2021

Division Memorandum

No: 30, s. 2021

**IMPLEMENTATION SCHEDULE OF THE RPMS CYCLE FOR SY 2020-2021  
 AND SUBMISSION OF OUTPUTS (SCHOOL-BASED PERSONNEL)**

To: Division Chiefs  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In reference to DepEd Order No. 11, s. 2020 entitled “Revised Guidelines on Alternative Work Arrangement in the Department of Education During the Period of State of National Emergency due to COVID-19 Pandemic”, this is to announce the adjusted schedule of the RPMS implementation for SDO School -based personnel.
2. The adjusted schedule is as follows:

Phases of the RPMS Cycle	Activities	Person(s) Responsible	Schedule
Phase I Performance Planning and Commitment	LAC sessions/orientation/capacity building on RPMS Tools and COT guidelines in the time of COVID 19	RPMS raters, coach and mentors	February 1-5, 2021
	Self-assessment with Development Planning (DP)		February 8, 2021
Phase II Performance Monitoring/Mentoring and Coaching	Coaching and Mentoring	School Heads, Raters, Ratees	February-June 2021
	Mid-year Review with DP		March 2021
Phase III Performance Review and Evaluation	Year-end Review	Raters, Ratees and Approving Authorities	A week after scheduled graduation
Phase IV Performance Rewarding and Development Planning	Ways Forward/Development Planning	Ratees, School Heads, Raters	A week after scheduled graduation
	IPCRF Data Collection		

“DepEd SDO Baguio City: We Serve, We Care.”

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ISO 9001:2015 Certified  
 Quality Management System  
 CRN RU-19.2560.026  
 Issued on 12/27/2019

3. Timeline on Submission of Outputs:

Outputs	Timeline of submission	With whom to submit
2021 Development Plan and IPDP and 2020 IPDP Accomplishment Report	February 9	Teachers- School heads/Raters School heads- PSDS
IPCRF/OPCRF (Target and commitment)	February 11	Teachers- Schools heads/Raters School Heads- Planning Officer, Planning & Research Office
Consolidated Teachers' IPDP	February 12	School Heads
Consolidated School heads' IPDP	February 12	HRDS Office

4. Please refer to the attached consolidated templates for your reference.

5. For information, guidance and compliance.

**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent

*jtb/implementation schedule of RPMS/ 2/4/21*



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY

**INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)**

NAME: \_\_\_\_\_

DIVISION/UNIT: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Potential Areas to be Developed	Performance Goal or Target Competency	Method/Activity to Achieve Goal	Resources Needed (Human/Non-Human)	Timeline	Expected Results	Actual	Success Indicators
I. CORE DEVELOPMENT COMPETENCIES							
II. CORE SKILLS							

RATEE:

RATER:

APPROVING AUTHORITY:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

Yearly/Quarterly Report in the Implementation of Individual Professional Development Plan (IPDP)

Name: \_\_\_\_\_

Division/Section: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Rater: \_\_\_\_\_

Implementation Period: \_\_\_\_\_

Date: \_\_\_\_\_

POTENTIAL AREAS TO BE DEVELOPED	PERFORMANCE GOAL OR TARGET COMPETENCY	STRATEGY (Interventions used to achieve goals)	ACTIVITIES	DATE	RESULTS OF THE INTERVENTION (Please check)		REMARKS
					Addressed	Not addressed	
Core Behavioral Competencies							
Core Skills							

Prepared:  
\_\_\_\_\_

Noted/Checked:  
\_\_\_\_\_  
Immediate Head

**IPDP CONSOLIDATION TEMPLATE**  
**Top Ten Competency Needs of Teachers**

School \_\_\_\_\_ Number of Teachers: \_\_\_\_\_

POTENTIAL AREAS TO DEVELOP	PERFORMANCE GOAL OR TARGET COMPETWENCY	RESOURCES NEEDED

**IPDP CONSOLIDATION TEMPLATE**  
**Top Ten Competency Needs of School Heads (Elementary and Secondary)**

District: \_\_\_\_\_ Number of School Heads: \_\_\_\_\_

POTENTIAL AREAS TO DEVELOP	PERFORMANCE GOAL OR TARGET COMPETWENCY	RESOURCES NEEDED