



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

DIVISION MEMORANDUM
NO. 191, s. 2020





July 2, 2020

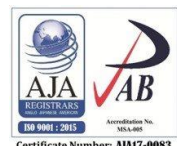
To: OIC, Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Unit and Section Heads
All Education Program Supervisors and Specialists
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Concerned

ONLINE FORUM ON THE UTILIZATION OF E-IPCRF DATA COLLECTION SYSTEM AND RPMS-RELATED CONCERNS

1. Pursuant to DM-PHRDFO-2020-00199 titled “Updates on the Results-based Performance Management System (RPMS) for School Years 2019-2020 and 2020-2021,” this Office will conduct an online forum on **July 6, 2020 (Monday), 1:00 p.m. to 2:30 p.m., via Facebook live (DepEd Tayo Cavite Province)**.
2. The online forum aims to ensure that all personnel concerned are properly oriented on the provisions of the said Memorandum. Specifically, it seeks to:
 - a. discuss RPMS updates and the participants’ role in performance management, particularly the IPCRF data collection, in the New Normal, and;
 - b. clarify and address participants’ issues and concerns regarding the IPCRF data collection system and RPMS
3. The forum will be accessible for the general public subscribed to DepEd Tayo Cavite Province Facebook page but the following are enjoined to register and watch the online forum: **all public elementary and secondary school heads, one (1) RPMS focal person, and one (1) ICT coordinator per school**. The registration and evaluation link shall be provided during the forum proper.
4. Prior the conduct of the forum, the target participants are expected to have watched the video tutorials on the IPCRF tool and data collection system which were uploaded in DepEd Cavite’s Youtube channel and shared in respective Facebook groups.
5. Participants are encouraged to send their IPCRF and RPMS-related issues and concerns through this link **<http://deped.in/IPCRFRPMSconcerns>** These shall be addressed during the forum.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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6. Attached are the program matrix and the list of the program management team and terms of reference.
7. Other relevant questions and clarifications may be communicated to this Office through depedcavite.hrd@deped.gov.ph.
8. Immediate dissemination of and strict compliance to this Memorandum is directed.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ DM 191, s. 2020
070220-003 / 07 / 02/2020



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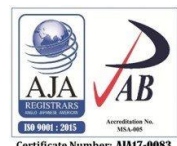
Attachment 1 to Division Memorandum No. ____, s. 2020 ONLINE FORUM ON THE UTILIZATION OF E-IPCRF DATA COLLECTION SYSTEM AND RPMS-RELATED CONCERNS

PROGRAM MATRIX

Date/ Time	Activity	Resource Person/ Facilitator
1:00-1:30	Preliminaries National Anthem Prayer DepEd Cavite Quality Policy Opening Message Presentation of Objectives and Rationale	PMT ROMMEL C. BAUTISTA Schools Division Superintendent REY ANN M. AVILLA OIC, SEPS-HRD
1:30-1:50	Important RPMS Updates	GINA B. DULCE Public Schools District Supervisor
1:45-2:05	FAQs on the E-IPCRF Data Collection System	REY ANN M. AVILLA OIC, SEPS-HRD ELAINE O. BALEN Administrative Officer IV RONALD KEVIN DEL ROSARIO Administrative Officer II
2:05-2:20	Open Forum	PMT
2:20-2:30	Accomplishment of Evaluation Form Closing Remarks	DIANA P. TOPACIO Chief, SGOD



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Attachment 2 to Division Memorandum No. ____, s. 2020 ONLINE FORUM ON THE UTILIZATION OF E-IPCRF DATA COLLECTION SYSTEM AND RPMS-RELATED CONCERNS

EXECUTIVE COMMITTEE

ROMMEL C. BAUTISTA
Schools Division Superintendent

GALILEO L. GO
OIC, Office of the Assistant Schools Division Superintendent

DIANA P. TOPACIO
Chief, School Governance and Operations Division

PROGRAM MANAGEMENT TEAM





Registration	Kristine A. Salamatín Margie Lyn P. Antazo
Program	Rey Ann M. Avilla
Technical and *Documentation	Mignon Cecille Mangoba
*QATAME	Kristine G. dela Rosa

**Required Committee*

Terms of Reference of Program Management Team

Committee	Responsibilities
Program	<ul style="list-style-type: none">• Prepare/ organize and lead the whole program flow• Host the opening program and facilitate discussions and open forum• Prepare and submit activity completion report and other pertinent documents• Prepare, process, and issue certificates of PMT members and participants
Registration	<ul style="list-style-type: none">• Monitor and prepare report on the actual list of participants• Assist in the preparation of certificates
Technical and Documentation	<ul style="list-style-type: none">• Prepare the platform for the webinar• Conduct photo and video documentation of the event• Prepare a narrative or news report regarding the event• Prepare/ collect and take charge in playing all audio-visual presentations and materials to be used during the activity• Assist in facilitating the open forum
QATAME	<ul style="list-style-type: none">• Consolidate participants' evaluation of the activity and identify areas for improvement• Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations



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