



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY  
PARTIDA ELEMENTARY SCHOOL

---


February 23, 2024

**School- Based Memorandum**  
**No. 05, s. 2024**

To: All Teaching and Non-Teaching Personnel  
All Other Concerned

**GUIDANCE AND ADDITIONAL INFORMATION ON THE IMPLEMENTATION OF THE RPMS-PPST  
FOR TEACHERS FOR SY 2023-2024 IN VIEW OF DO 003, s. 2024**

1. This office announces the additional information, reminders and clarifications on the implementation of the RPMS-PPST for Teachers for SY 2023-2024 in reference to DepEd Memorandum (DM) 008, s. 2023 titled Multi-Year Guidelines on the Result-based Performance Management System-PPST for Teachers aligning it with DO 003, s. 2024 on the Amendment of the Implementing Guidelines on the School Calendar and activities for the School Year 2023-2024 and DM-OUOPS- 2024-02-01300 on the Guidance on the Mandatory 30-day Vacation of Teachers from June 1 to June 30, 2024.
2. Teachers are **encouraged to gather and organize documents for their Portfolio** throughout the school year working towards the achievement of the RPMS-PPST objectives. This practice facilitates efficient preparation of teacher's Portfolio for performance assessment and avoids piling up of RPMS-related tasks at the end of the school year or **during the 30-day mandatory vacation for teachers**.
3. Attached herewith is the Enclosure #1 Revised RPMS Timeline for SY 2023-2024.
4. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**VIRGINIA V. MANUEL**  
Principal I



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** [162507.sjdmc@deped.gov.ph](mailto:162507.sjdmc@deped.gov.ph)  
**Contact Number:** (044) 320-7223



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY  
PARTIDA ELEMENTARY SCHOOL

Enclosure 1 School Memorandum #05, s. 2024

**REVISED RPMS Timeline for SY 2023-2024**

<b>RPMS Cycle Phase</b>	<b>Task/Activity</b>	<b>Tools</b>	<b>Person(s) Responsible</b>	<b>Schedule</b>
<b>PHASE III</b> Performance Review and Evaluation	Start of EOSY Break	N/A	N/A	May 31, 2024
	Mandatory 30-day Vacation of Teachers	N/A	N/A	June 1-30, 2024
	Performance Assessment of Teachers	IPCRF Teacher's Portfolio	Ratee, Rater, Approving Authority	July 1-12, 2024
<b>PHASE IV</b> Performance Rewarding and Development Planning	Finalization of Individual Development Plans	IPCRF-IDP	Ratees	July 1-12, 2024
	Submission of IPCRF to Raters	eIPCRF (Excel-based tool) for SY 2023-2024	Ratees	July 1-26, 2024
	Uploading of eIPCRF through the eIPCRF System	Accomplished eIPCRF (Excel-based tool) for SY 2023-2024  eIPCRF Consolidation System (online submission)	Ratees and Raters	
	IPCRF Data Collection to Schools Division Office	Accomplished IPCRF with complete signatures	Raters	July 1-26, 2024



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan

**Official Email Add:** [162507.sjdmc@deped.gov.ph](mailto:162507.sjdmc@deped.gov.ph)

**Contact Number:** (044) 320-7223