



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
Luis Palad Cmpd., Brgy. Ipilan, Tayabas City



DM-19-125

DEPED-TAY-DM-CID-19- 125

TO : **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISOR (CID) or
CHIEF EDUCATION SUPERVISOR (SGOD) or
CHIEF EDUCATION SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
HEADS, UNIT/SECTION
ALL OTHERS CONCERNED**

FROM : **CATHERINE P. TALAVERA, CESO VI** /u
Schools Division Superintendent

SUBJECT : **FIVE DAY DIVISION TRAINING OF INSTRUCTIONAL
LEADERS AND SCHOOL HEADS ON THE USE OF PPST BASED
CLASSROOM OBSERVATION TOOLS IN THE RPMS**

DATE : **APRIL 11, 2019**

1. Pursuant to the alignment of RPMS with the PPST and the adoption of the RPMS-PPST MOVs and Tools based on priority indicators in the conduct of COT, this office will conduct a five day training for instructional leaders and school heads on April 22-26, 2019 at LPIHS Compound.
2. This activity aims to deepen understanding on the use of PPST – Based Classroom Observation standard tools to provide feedback to teachers practices for continuous improvement and provides opportunity to share ideas and expertise as well as promote mentoring and coaching among colleagues.
3. Participants are expected to bring the following;
 - a. RPMS-PPST Manual for Teachers and School Heads
 - b. Laptop
 - c. Sample COT with rating
 - d. Journal
4. Meal expanses of the participants during the five day training will be charged to School MOOE subject to the existing accounting and auditing rules and regulations.
5. Enclosed is the List of Participants and Training Matrix for your information.
6. Immediate dissemination of this memorandum to all concerned is desired.

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn a gender sensitive and safe workplace *H*-ail quality standards

Email: tayabas.city@deped.gov.ph
Website: deped.tayabas.gov.ph

Tel. No.: (042) 797 - 0591
Telefax No.: (042) 797-0054 or (042) 797-0773



Encl.:

As stated

List of Participants

School Heads	EPSs
Corazon Oabel	Dr. Joseph Jay Aureada
Julieta Labita	Dr. Christian Bables
Honesto Caagbay Jr.	Sancho Calatrava
Alona Crisanto	Louie Fulleo
Waldymar Pasacsac	Mildred Galleno
Michael Safred	Pelagia Manalang
Ronan Ranillo	Richelle Quintero
Rowena Sabiduria	Sherwin Quesea
Teresa Andaya	Generosa Zubieta
Ma. Lina Ayangco	Georgia Talabong
Ingrid Palad	Imelda Raymundo
Milinda Bungcayo	
Patria Cabriga	
Elpidia Palayan	
Luz Pacaigue	
Roderick Hugo	
Evelyn Palambiano	
Lea Cosico	
Myrna Tabernilla	
Winefredo Baylongo	
Ma. Edisa Contresas	
Naty Andaya	
Jeffrey Dimailig	
Andrian Naynes	
Leah Clado	
Arlene Pagana	
Cherry Hugo	
Ferdinand Glor	
Gerlie Abaritia	
Larvin Labrada	
Dennis Labita	
Dr. Joy Go	
Leonora Derama	
Grace Cabile	
Cecilla Pingol	

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn a gender sensitive and safe workplace *H*-all quality standards

Email: tayabas.city@depd.gov.ph

Website: depd.tayabas.gov.ph

Tel. No.: (042) 797 - 0591

Telefax No.: (042) 797-0054 or (042) 797-0773



Attachment 2

TRAINING MATRIX

Time	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
7:00 – 7:30	Arrival / Registration of Participants				
7:30 – 8:00		Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:00 – 8:30	Opening Program	Continuation of Workshop 1 with working break	Professional Standards for Teachers (PPST)	COT – RPMS Portfolio Organization and Assessment <ul style="list-style-type: none"> Computing for the COT Rating MOVs for the Portfolio 	e-SAT including data management and use of results
8:30 – 9:00					Workshop on e-SAT
9:00 – 9:30	Break		Break	Break	Break
9:30 – 10:00	Revisiting RPMS – PPST Journey		The RPMS Cycle highlighting the Roles of Rate and Ratee in each Phase of the Cycle	Classroom Observation Protocols <ul style="list-style-type: none"> Observers – Pre/During/Post Observation Teachers –Pre/During/Post Observation 	IPDP Preparation
10:30 –11:00					
11:00 – 11:30	<ul style="list-style-type: none"> Preliminaries Context of RPMS 	Presentation of Output Issues and Concern on COT			
11:30 – 12:00					
12:00 – 1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:00 – 1:30	Understanding the Strength and Weaknesses of Teachers based on COT (Discussion ,Workshop and TA Planning with working break)	Workshop 2 - (with working break)	Understanding RPMS Tools and MOVs	Training / Simulation <ul style="list-style-type: none"> Review of Protocols Mock Observation (Video Presentation) 	Workshop (Preparation of Action Plan by School)
2:00 – 2:30			Use of PPST- based Classroom Observation Tool (COT) in the RPMS	Individual rating	
2:30 – 3:00			<ul style="list-style-type: none"> Connection between COT and PPST Connection between COT and RPMS COT- RPMS Forms 	Inter-Individual Rating	Break
3:00 – 3:30				Simulation of Inter-Observer Agreement Exercise	Closing Program
3:30 – 4:00				Resource Package Walkthrough	
4:00 – 4:30					
4:30 – 5:00	Sample Presentation of Output	Presentation of Output Reflection for the day	Reflection for the Day	Question and Answer	