



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

July 18, 2023

**DIVISION MEMORANDUM**

No. **337**, s. **2023**

**ONLINE DIVISION ORIENTATION ON DEPED MEMORANDUM NO. 008, S. 2023  
TITLED "MULTI-YEAR RPMS-PPST GUIDELINES AND THE ELECTRONIC  
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (EIPCRF) DATA  
COLLECTION AND CONSOLIDATION SYSTEM"**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. This Office through the Human Resource Development (HRD) Section of the School Governance and Operations Division (SGOD) will conduct an **Online Orientation on DepEd Memorandum No. 008, s. 2023 or the Multi-Year RPMS-PPST Guidelines and the Electronic Individual Performance Commitment and Review Form (eIPCRF) Data Collection and Consolidation System** via Microsoft Teams on **July 21, 2023, from 8:00 AM to 12:00 Noon**. The meeting link for the said activity is <https://bit.ly/SDOCAPIZRPMS-PPST>.
2. This activity aims to:
  - a. provide orientation to the implementers, raters, and ratees on the Multi-Year RPMS-PPST guidelines based on DO No. 008, s. 2023;
  - b. orient participants on the step-by-step process on the use of e-IPCRF Data Collection and Consolidation System; and
  - e. foster reflection and dialogue on how to implement the guidelines and processes of RPMS-PPST.
3. Attached are the following for your guidance:
  - a. Enclosure No. 1---Training Matrix
  - b. Enclosure No. 2---Technical Working Group



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



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4. The participants to this orientation are the 471 school heads and 471 school ICT Coordinators. They are advised to exhaust means to utilize available online platforms for the smooth run of the online orientation.

5. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other factors, and personal circumstances that run counter to the principles of equal opportunity.

5. Immediate dissemination of and compliance with this memorandum are desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subject:

ORIENTATION          PERFORMANCE          EMPLOYEES          SCHOOLS



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Enclosure No. 1 to Division Memorandum No. 337, s. 2023

**Division Online Orientation on DepEd Memorandum 008 s.o 2023 or the Multi-Year RPMS-PPST Guidelines and the Electronic Individual Performance Commitment and Review Form (eIPCRF) Data Collection and Consolidation System**  
 July 21, 2023

| <b>Time</b>    | <b>Activity/Session</b>   | <b>Speaker/In-Charge</b>   |
|----------------|---|--|
| 8:00-8:30AM    | Preliminaries<br>National Anthem<br>Prayer<br>Regional Hymn<br>Capiz Hymn<br>(To be played on air)<br><br>Opening Remarks:  | Gladys B. Barolo<br>Lady Dean  |
|                | <b>Ma. Lunie B. Sampani, CPA</b><br>OIC-Assistant Schools Division Superintendent<br><br><b>Dr. Miguel Mac D. Aposin, CESO V</b><br>Schools Division Superintendent |  |
|                | Training Etiquettes   | Gladys B. Barolo   |
| 8:30-9:00 AM   | <b>Multi-Year RPMS-PPST for Teachers (DM 008, s. 2023)</b>  | <b>Mark Nel R. Venus</b><br>Commissioner Luis R. Asis<br>NHS   |
| 9:00-9:30 AM   | <b>Development of the eIPCRF and Online Consolidation System</b>  | <b>Emmanuel V. Lati</b><br>IT Officer I  |
| 9:30-10:00 AM  | <b>Walkthrough of the Electronic IPCRF Collection (e-IPCRF) Tool (Encoding)</b>   | <b>Edwin C. Salanatin</b><br>MT II<br>Commissioner Luis R. Asis<br>NHS   |
| 10:00-11:30 AM | <b>Walkthrough of the Online IPCRF Consolidation System</b><br>(Part 1 – Uploading<br>Part 2 – Monitoring)  | <b>Emmanuel V. Lati</b><br>IT Officer I  |
| 11:30-12:00 AM | <b>Q and A Ways Forward</b>   | <b>Immaculada J. Amores</b><br>SEPS-HRD  |
|                | Closing Remarks   | <b>Edna B. Azcarraga, PhD</b><br>Education Program Supervisor<br>OIC, Office of the Chief Education Supervisor<br>SGOD |





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Enclosure No. 2 to Division Memorandum No. 337, s. 2023

**List of Course Facilitators**

**Course Facilitators and TWG**

| <b>Name</b>          | <b>School</b>                 | <b>Designation</b>                                      |
|----------------------|-------------------------------|---|
| Mark Nel R. Venus    | Commissioner Luis R. Asis NHS | T-III / Course Facilitator                              |
| Edwin C. Salanatin   | Commissioner Luis R. Asis NHS | MT II / Course Facilitator                              |
| Gladys B. Barolo     | Jamul-awon Elementary School  | T-III/ TWG / Lady Dean                                  |
| Milbert Bechayda     | Commissioner Luis R. Asis NHS | T-II/ TWG   |
| Emmanuel V. Lati     | SDO Capiz                     | Information Technology Officer I/<br>Course Facilitator |
| Immaculada J. Amores | SDO Capiz                     | SEPS II-HRD/ Course Facilitator                         |

|                |  |
|----------------|--|
| QAME Associate | <b>Ronald D. Dile</b><br>SEPS, Monitoring and Evaluation |
|----------------|--|

