



Republic of the Philippines
Department of Education

REGION III-CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL

KAYPIAN ROAD BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY 3023

School Memorandum


May 19, 2023

No. 036 s. 2023

To: Master Teachers
Grade Leaders
Teaching and Non-Teaching Personnel

Reviewing RPMS-IPCRF and Appraising on the Guidelines on Preparation, Submission and Checking of School Forms for SY 2022-2023

1. This Office announces the conduct of School Learning Action Cell (SLAC) entitled Reviewing RPMS-IPCRF and Appraising on the Guidelines on Preparation, Submission and Checking of School Forms for SY 2022-2023 on May 30, 2023, 8:00 a.m-11:30 a.m for morning session and 1:00 p.m-4:30 p.m for afternoon session at Kaypian Elementary School Music Room.
2. The activity aims to:
 - a. cater support to teachers in preparing RPMS-IPCRF;
 - b. review on different performance indicators for teachers' professional assessment; and
 - c. discuss the guidelines on preparation, submission and checking of forms this SY 2022-2023.
3. Participants to this activity are the teaching personnel, school head and Administrative Officer of Kaypian Elementary School.
4. Attached herewith are the activity design and the matrix of the activity.
5. Immediate and wide dissemination of this school memorandum is desired.


DIANALYN A. PALAGANAS PhD
Principal III

SECUREd KaypESians
Strengthening and Ensuring
Commitment of the Unified and
Resilient Stakeholders in Achieving Quality Education



Kaypian Elementary School
School ID: 107157
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023
Official Email: 107157.sjdmc@deped.gov.ph
Official Website: www.kaypes.weebly.com





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ACTIVITY DESIGN

I. Activity Title: Reviewing RPMS-IPCRF and Appraising on the Guidelines on Preparation, Submission and Checking of School Forms for SY 2022-2023

II. Objective: This activity aims to:

- a. cater support to teachers in preparing RPMS-IPCRF;
- b. review on different performance indicators for teachers' professional assessment; and
- c. discuss the guidelines on preparation, submission and checking of forms this SY 2022-2023.

III. Proposed Date and Venue: May 30, 2023, KaypES Music Room

AM Session-8:00am-11:30am

PM Session-1:00pm-4:30pm

IV. Participants:	Teaching Personnel	71
	<u>Non-Teaching Personnel</u>	<u>3</u>
	Total:	74

V. Budgetary Requirement:

AM Snack

37 pax x Php 75.00Php 2,775.00

PM Snack

37 pax x Php 75.00Php 2,775.00


TOTAL..... Php 5,550.00

VI. Source of Fund: MOOE Fund

Prepared:


DIANALYN A. PALAGANAS PhD
Principal II

Allotment Available:


BLESILDA G. BENJAMIN
Administrative Officer II



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Submission and Checking of School Forms for SY 2022-2023**

MATRIX OF ACTIVITIES

May 30, 2023

AM SESSION			PM SESSION		
TIME	ACTIVITY	PERSON/S INVOLVED	TIME	ACTIVITY	PERSON/S INVOLVED
8:00-8:15	Opening Program	TECHNICAL WORKING COMMITTEE	1:00-1:15	Opening Program	TECHNICAL WORKING COMMITTEE
8:15-9:15	RPMS-IPCRF for SY 2022-2023	MARIEFE I, BALTAZAR Master Teacher I	1:15-2:15	RPMS-IPCRF for SY 2022-2023	MARIEFE I, BALTAZAR Master Teacher I
9:15-11:15	Guidelines on Preparation, Submission and Checking of Forms for SY 2022-2023	MARIA CINDY P. RODRIGUEZ Teacher III	2:15-3:15	Guidelines on Preparation, Submission and Checking of Forms for SY 2022-2023	MARIA CINDY P. RODRIGUEZ Teacher III
11:15-11:30	Awarding of Certificates	TECHNICAL WORKING GROUP DIANALYN A. PALAGANAS PhD Principal II	3:15-4:30	Awarding of Certificates	TECHNICAL WORKING GROUP DIANALYN A. PALAGANAS PhD Principal II

Prepared:


NELSON A. LORENZO
SLAC Chairperson

Noted:


DIANALYN A. PALAGANAS PhD
Principal II



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TECHNICAL WORKING GROUP

May 30, 2023

NELSON A. LORENZO
SLAC Chairperson


Members

RONALYN D. EMETERIO
JENNELYN P. GARBO
MARY JANE P. ESPINA
NONI L. VILLANUEVA
ALTHEA C. NETRO
MA. JESUSA Z. VILLACETE
TERESITA G. SALVADOR
LOIDA F. GREFALDA
ALVIN A. TULAYAO
HERSHEY C. SUELLO

Resource Speakers/Facilitator

MARIEFE I. BALTAZAR, Master Teacher II
MARIA CINDY P. RODRIGUEZ, Teacher III

Approved:


DIANALYN A. PALAGANAS PhD
Principal II



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