



DEPARTMENT OF EDUCATION

2nd DIVISION MANCOM MEETING FOR 2019

April 15-16, 2019

ASU-CIT Cafeteria

Kalibo, Aklan

- We would like to request everybody to
 - Listen attentively
 - Take down notes
 - Get a copy of, read and understand the issuances/documents cited
 - Attendance to ManCom
 - If sending a representative – must send a letter of authorization
 - Non-attendance – must write a letter of explanation

Congratulations, SY 2018-2019 a success!

- Thank you, everyone!
- To all school heads and teachers for taking good care of our school children
- For abiding with DepEd issuances on the conduct of school year end rites
- There are areas which need improvement but overall, the school year was ended right



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
 Office of the Undersecretary

April 8, 2019

[Redacted]
 Principal II
 [Redacted]
 [Redacted]
 [Redacted]

This is to inform you that we received through email copy of Clearance with the name the school you are currently assigned as school head showing that your school is engaged in collection of fees from each learner (Annex 1). This is a blatant violation of DepEd Order 19, s. 2008 - **Implementation of No Collection Policy in all Public Elementary and Secondary Schools**, which mandates that all forms of contributions including the authorized contribution are voluntary. Clearances that requiring the signature of designated collecting personnel (PTA, Homeroom Contribution, Class Treasurer) in order to clear the learner of monetary obligations are evidence that the contributions being collected are compulsory.

In view of the foregoing, you are hereby directed to explain in writing within 72 hours upon receipt of this letter addressed to the undersigned, why we should not charge you administratively.

Thank you.

Very truly yours

JESUS LR MATEO
 Undersecretary

cc: [Redacted]
 Regional Director, Region [Redacted]
 [Redacted]
 OIC, Schools Division Superintendent

To whom it may concern:
 This certifies that [Redacted] a Grade V [Redacted] pupil of [Redacted] has been cleared from all school requirements and school obligations this school year 2018-2019.

CLEARANCE

SUBJECT	TEACHER
FILIPINO	[Redacted]
ENGLISH	
MATHEMATICS	
SCIENCE & HEALTH	
ARALING PANLIPUNAN	
EPP	
MARAPAH	
ESP	
OTHERS: <i>single</i>	
HOMEROOM CONTRIBUTION	
LOST BOOKS	
PTA	
CLASS TREASURER	

Adviser: [Redacted]

Principal II: [Redacted]

PTA OFFICERS

SIGNATURE: [Redacted]

Reminders

- MOOE release in Qtr 2
- Hats off to those who always meet the deadline
- The Budget section has computed the amount due for 2nd release
- Computation
- $(2018 \text{ GAA} \times 0.5) - 1\text{st Qtr release} = \text{amount to be released in the 2}^{\text{nd}} \text{ Qtr}$

Reminders

- Delayed/no release of MOOE might be due to non-compliance by the school
- Again, reminding on transparency
- Delayed salary - due to non-compliance by the school
- Submit documents before deadline

Computation of MOOE FY 2019

BONCODIN FORMULA

School's MOOE =

Fixed amount +

(Allowable amount x Number of Classrooms) +

(Allowable amount x Number of Teachers) +

(Allowable amount x Number of Learners) +

(Allowable amount x Number of Graduating Learners)



fppt.com

- There are two components in the formula, the fixed and variable costs.
- The fixed amount for every school would be:
- Elementary School –
P50,000
- Junior High School (IUs & Non IUs) –
P96,000
- Senior High School *stand alone only –
P100,000



Parameter (Basis)	Elementary Schools	Junior High School	Senior High School	Senior High School (stand-alone)
Every Classroom	Php 3, 750	Php 7,200		Php 100,000
Every Teacher	Php 5, 000	Php 9,600		
Every Learner	Php 250	Php 480	Php 1, 353	Php 1, 353
Every Graduating Learner	Php 313	Php 300		



- ❖ Assume that Basey I Central Elementary School has 250 enrollees, 6 teachers, 5 classrooms and 8 graduating pupils:

Applying the formula, the school's MOOE would be:

$$= P50,000 + (P3,750 \times 5) + (P5,000 \times 6) + (P250 \times 250) + (P313 \times 8)$$

$$= P50,000 + (P18,750) + (P30,000) + (P62,500) + (P2,504)$$

$$= P163,754$$

$$= P164,000 \text{ (rounded-off to the nearest thousand)}$$

**Basey I Central Elementary School's MOOE FY 2019
(Proposed) = P164,000.00**

- ❖ There are cases however when the proposals derived from the Boncodin's formula will be constrained due to the department's budget ceiling.



PENALTY CLAUSE

- The SDO and school heads who violate any provision of this Order shall be dealt with administratively , pursuant to DepEd Order No. 49, s. 2006, otherwise known as the “ Revised Rules of Procedure of the Department of Education in administrative Cases.



- Print and display in the transparency board
- Make available to all teachers and stakeholders

Reminders

- Posting of PPST related matters
- Read and understand RPMS Manual
- Congratulations to those who exerted efforts in preparing a valid portfolio

RPMS for Teacher I-III

OBJECTIVE 1, 2, 3, 4, 5, 6, 7, 9, 10

CLASSROOM OBSERVATION RATING SHEETS
each supported by any 1 of the following



INSTRUCTIONAL MATERIALS

LESSON PLAN

PERFORMANCE TASK/
TEST MATERIALS

OBJECTIVE 8

participated in LACs/FGDs meetings as evidently shown in the following MOV



PERSONAL NOTES

MINUTES OF THE MEETING

OBJECTIVE 11

a combination of the acceptable MOV



COMPILATION OF LEARNERS' WORK

LESSON PLAN

ASSESSMENT TOOLS WITH TOS

CLASS RECORD/
GRADING SHEETS

OBJECTIVE 12

a combination of at least of the acceptable MOV



CORRECTED TEST PAPERS

ANECDOTAL RECORDS

MINUTES OF THE MEETING

REPORT CARDS

ANATOMY OF THE RPMS PORTFOLIO

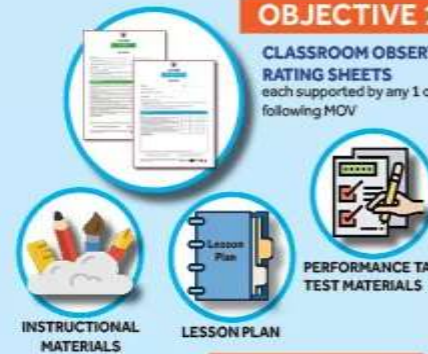
This is a visual representation of the most common Means of Verification (MOV) that need to be included in the RPMS Portfolio. Please refer to your RPMS Tools for Teachers and Master Teachers for a more detailed description.



RPMS for Master Teacher I-IV

OBJECTIVE 1, 3, 4, 5, 7

CLASSROOM OBSERVATION RATING SHEETS
each supported by any 1 of the following MOV



INSTRUCTIONAL MATERIALS

LESSON PLAN

PERFORMANCE TASK/
TEST MATERIALS

OBJECTIVE 2

COPY OF RESEARCH PROPOSAL &

- Proof of participation and/or contribution to a collaborative research
- Certified completed collaborative research
- Proof of dissemination of research findings with colleagues
- Proof of utilization of research findings



MINUTES (MEETING/LAC/FGD)

OBJECTIVE 6

OBJECTIVE 10

review of the alignment of the test with the curriculum



PROOF OF COLLABORATION



LESSON PLAN



INSTRUCTIONAL MATERIALS



IMPLEMENTED LAC PLAN

OBJECTIVE 8

OBJECTIVE 9

- ANECDOTAL RECORDS
 - RECORD OF DIALOGUE/PTC
- Other MOV
- Sample agreement for learners at risk
 - Attendance sheet
 - Report cards



TEST RESULTS



RUBRIC

OBJECTIVE 12

Reminders

- Advise all personnel to avoid “irresponsible” posts on social media
- Seminars in April, May and June 2019
- Visit the depedaklan.org calendar of activities
 - Focal persons, update the calendar when there are changes
- TVL tools and equipment
- Meeting of TWG – April 15, 2019

Reminders

- Budget 2020 reminders
 - prioritization
- IPCRF/OPCRF clarifications
 - School heads and those acting as school heads shall use the same format with QET
 - Each KRA should have 3 objectives; there are 5 KRAs
- Plan to review criteria on special hardship allowance
- No ATOM Awarding for this year
 - as advised by the COMELEC

- Be reminded:
 - Rating of the school head should consider the average of that of the teachers
 - Some teachers may have higher/lower ratings than the school head
- Be consistent when rating teachers, refer to the Portfolio MOVs
- All teachers must have MOVs REGARDLESS of their rating
- IPCRFs and Portfolios of teachers remain in the school

- OPCRFs of school heads (Principals and those who are acting as school heads)
- must be submitted at the division office on or before April 22, 2019 (moved to April 29, 2019)
- in one bundle with label name of district
 - OPCRf rating of school head with initial of the PSDS beside the numerical rating
 - With attachments (Parts II-IV) duly accomplished
 - With portfolio of MOVs for “O” ratings only – with tabs
 - Each school/cluster should be accompanied with the Summary Ratings of IPCRFs of all teachers **showing the average rating.**
 - **The average rating may be used by the Rater as basis in rating the SH**

- There are 5 mandated KRAs and 3 objectives per KRA
- Plus Factor with 3 objectives
- The weights per KRA and Objective already given are non-negotiable
- The unfilled objectives are left at your decision to your advantage
- Express the sub- and final ratings to 3 decimal places
- A sample OPCRF is provided for you

Division Office			
1	Superintendent	Asst. Regional Director	Regional Director
2	Asst. Superintendent	Superintendent	Asst. Regional Director
3	Chief of Division	Asst. Superintendent	Superintendent
4	Education Program Supervisor	Chief of Division	Asst. Superintendent
5	District Supervisor	Chief of Division	Asst. Superintendent
6	Section Chief/Unit Head	Chief of Division	Asst. Superintendent
7	Staff	Section Chief/Unit Head	Head of Division
Schools			
1	Principal	Asst. Superintendent	Superintendent
2	Head/Master Teacher	Principal	Superintendent <i>(Small & Medium Divisions)</i> Asst. Superintendent <i>(Large and Very Large Divisions)</i>
3	Teacher	Head Teacher/ Master Teacher	Principal
4	Non-Teaching Staff	Principal	Administrative Officer V <i>(SDO-School Governance and Operations Division)</i>

Performance Rating of Teachers and School Heads SY 2018-2019

Ratee	Rater	Approving Authority
Teacher/Head Teacher/Master Teacher acting as TIC (school head)	ASDS	SDS
Teacher with no HT or no MT	Cluster Head or TIC	ASDS
Teacher with no HT but with Principal or MT but with Principal	Principal	ASDS
Teacher with HT as school head	HT	ASDS

Reminders

- Graduation ceremonies next year
 - Only academic awards will be included in the graduation ceremonies; all others – in the recognition
 - A student with multiple awards should come upstage once- especially for big schools
 - It should be KISS (keep it short and solemn)
 - Some schools did not issue diplomas
- Reminders re: prohibited acts during election period
 - FB posts
 - Campaign materials on
 - Cars
 - Residence
 - others

From the 2nd Regional ManCom

- To focal persons of PAPs with excess allocation
 - If no more activities to be conducted, revert the fund
- Palarong Pambansa – April 27-May 4, 2019
- For school heads
 - If you have a transferred out, open the LIS regularly
- All school heads should review D.O. 54, s. 2016
- **GUIDELINES ON ACCEPTING DONATIONS AND ON PROCESSING APPLICATIONS FOR THE AVAILMENT OF TAX INCENTIVES BY PRIVATE DONOR-PARTNERS SUPPORTING THE K TO 12 PROGRAM**

From the 2nd Regional ManCom

- For the Division HR
 - Update the plantilla in order to update the number of filled items
 - Update the report on filled items SY 2018-2019
- Research
 - Call up in may 2019
 - Submission of proposals in July 2019
 - There are 2 recipients who have not liquidated their funds

From the 2nd Regional ManCom

- On SBM WinS
 - RD Ledesma will visit personally the schools which do not provide water for the WinS
 - Review prioritization of MOOE
- Avoid the following
 - Benchmarking – “kunwari benchmarking”
 - Junket - an extravagant trip or celebration, in particular one enjoyed by a government official at public expense

Upcoming Schedules

- Summer Remedial Classes – start April 15; end May 24
- Oplan Balik Eskwela – start May 20; end May 31
- Summer INSET – start May 27; end May 31
- Brigada Eskwela – start May 13; end May 17

Trainings to be conducted by the OSDS in May 2019

- Capability Building on PRIME-HRM - May 3, 2019
- Capability Building for the Division Performance Management Team – May 6-8, 2019
- Performance Review on RPMS – May 15-16, 2019
- Review of Performance Standards – May 17, 2019

- 3rd ManCom – May 22-23, 2019 (Wed-Thu)

Thank you!