

## Department of Education

REGION III

### BATAAN HIGH SCHOOL FOR THE ARTS

#### SCHOOL MEMORANDUM

No. <u>134</u>, s. 2025

FEB 19 2025

### IMPLEMENTATION OF THE PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) FOR TEACHERS IN THE SCHOOL YEAR 2024-2025

To: Chief Administrative Officers Chief Education Program Specialist All School Office Personnel **Arts Education Teachers Basic Education Teachers** All Others Concerned

- 1. Pursuant to DepEd Memorandum No. 017, s. 2025, titled "Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the School Year 2024-2025", which aims to provide support to teachers in delivering quality education, this office releases the timeline relative to the implementation of the PMES.
- 2. The Academic Affairs Division shall monitor the implementation of the PMES and other provisions provided by the above-cited DepEd memorandum.
- 3. Attached herewith are the Timeline of PMES for SY 2024-2025, Classroom observation Tools (COT) for Proficient (TI-TIII) and Highly Proficient Teachers (MTI-IV), and the COT Observation Notes.
- 4. Immediate and wide dissemination of this Memorandum is earnestly desired.

MIA ARIANA ANCIONGCO, PhD

Encl.: Reference: To be indicated in the Perpetual Index Under the following subjects

**MEMORANDUM** 

AA02 February 19, 2025







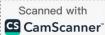
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Brgy. Ibaba, Bagac, Bataan (047) 244-6321 / 0918-965-5281











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### BATAAN HIGH SCHOOL FOR THE ARTS

Office of the Chief Education Program Specialist

#### Timeline of PMES for BHSA Teachers for SY 2024-2025

Phase		Phase Objectives		Timeline	Persons Involved	
Phase I	Performance Planning and commitment	Discuss IPCRF cycle  Discuss target objectives	eIPCRF COT Rubric Tools:	March 04	Arts Teachers, MT, EPS, SEPS, SVEPS	
			https://bit.ly/4 gDugv4	March 05	Basic Ed Teachers, MT, EPS, SEPS, SVEPS	
		Set Schedule of Observation		March 4-6	Teachers, EPS, SEPS, SVEPS	
Phase II	Performance Monitoring and	Conduct full- period classroom observations	Classroom observation tool	March 10- 21	Teachers, MT, EPS, SEPS,	
	Coaching	Conduct walkthrough classroom observations	Performance Monitoring and coaching Form	March 17- 28	SVEPS	
Phase III	Performance Review and Evaluation	Assess teachers' performance and finalize IPCRF Rating	eIPCRF	June 2-6	Teachers, EPS, SEPS, SVEPS, CEPS, SD	
Phase IV	Performance Rewarding and Developmen t Planning	Finalize Individual Development Plan	IPCRF-DP	June 9-13	Teachers, EPS, SEPS, SVEPS, CEPS, SD	
		Submission of the printed IPCRF  Uploading of the accomplished IPCRF	IPCRF Eipcrf.deped.gov	June 16-20	Teachers EPS, SEPS, SVEPS	

### RONALD P. BANTUGAN, EdD

Chief-Academic Affairs Division

February 19, 2025







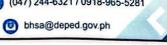
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### BATAAN HIGH SCHOOL FOR THE ARTS

### PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) **FOR TEACHERS**

### TEACHER I-III

### CLASSROOM OBSERVATION TOOL (COT) -**RATING SHEET**

DATE:

QUARTER: \_\_\_\_\_

	ECTIONS FOR THE OBSERVERS:	ne class	sroom (	observ	ation. I	Mark th	10
<ol> <li>Rate each item on the checklist according to how well the teacher performed during the classroom observation. Mark the appropriate column with a (<!--) symbol.</li--> </li></ol>							
2.	For indicators not applicable for the classroom observation period, place 'N/A'.						
3.	Each indicator is assessed on an individual basis, regardless of its relationship to othe	er indica	ators.				
4.	For schools with only one observer, this form will serve as the final rating sheet.						
INI	DICATORS	3	4	5	6	7	NO*
1.	Apply knowledge of content within and across curriculum teaching areas		Alam Mari				
2.	Ensured the positive use of ICT to facilitate the teaching and learning process.						
3.	Used a range of teaching strategies that enhance learner achievement in literacy and numeracy skills.						
4.	Used effective verbal and non-verbal classroom communication strategies to support learner understanding, participation, engagement and achievement.	100		is p	7.		
5.	Maintained supportive learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning.						
6.	Applied a range of successful strategies that maintain learning environments that motivate learners to work productively by assuming responsibility for their own learning.	E E TO	93	X-24			
7.	Design, adapt and implement teaching strategies that are responsive to learners with disabilities, giftedness and talents.	7.1.38%	F < 18	Tinge.			
8.	Planned and delivered teaching strategies that are responsive to the special educational needs of learners in difficult circumstances*, including: geographic isolation; chronic illness; displacement due to armed conflict, urban resettlement or disasters; child abuse and child labor practices.  THER COMMENTS:		e:Un	C IN	in = 1		

Signature over Printed Name of the Observer

\* NO stands for Not Observed which automatically gets a rating of 3.

Signature over Printed Name of the Teacher







OBSERVER: \_\_

OBSERVATION:

TEACHER OBSERVED: \_

SUBJECT & GRADE LEVEL TAUGHT: \_

1 0 2 0



















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### BATAAN HIGH SCHOOL FOR THE ARTS

# PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) FOR TEACHERS

### **TEACHER I-III**

## CLASSROOM OBSERVATION TOOL (COT) INTER-OBSERVER AGREEMENT FORM

DATE:	OBSERVER 1: DATE		
THE PROPERTY OF	SERVER 2:		
	SERVER 3:		
QUARTER:	ACHER OBSERVED:		
	BJECT & GRADE LEVEL TAUGHT:		
	SERVATION: 1 0 2 0		
	RECTIONS FOR THE OBSERVERS:		
rating in each indicator. In case of different ratings, come up with a final rating. sed on a reasoned and consensual judgment. Indicate this rating on the column	cuss with the other observers your reas e final rating is NOT an average; it is a r		
FINAL RATING	IDICATORS		
oss curriculum teaching areas	Applied knowledge of content within		
ne teaching and learning process.	Ensured the positive use of ICT to fa		
ance learner achievement in literacy and numeracy skills.	Used a range of teaching strategies		
om communication strategies to support learner de communication strategies to support learner	Used effective verbal and non-verbal understanding, participation, engage		
that nurture and inspire learners to participate, cooperate	Maintained supportive learning environment and collaborate in continued learning		
maintain learning environments that motivate learners to for their own learning.	Applied a range of successful strateg work productively by assuming response		
ng strategies that are responsive to learners with disabilities,	Designed, adapted and implemented giftedness and talents.		
at are responsive to the special educational needs of geographic isolation; chronic illness; displacement due to rs; child abuse and child labor practices.	learners in difficult circumstances*, in		
	O stands for Not Observed which auto		
gnature over Printed Name of the Observer 2  Signature over Printed Name of the Observer 3	gnature over Printed Name of the Observer 1		
ature over Printed Name of Teacher Observed	Proficient Teacher		
gnature over Printed Name of the Observer 2  Signature over Printed Observer 3	gnature over Printed Name of the Observer 1		

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## Department of Education

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### BATAAN HIGH SCHOOL FOR THE ARTS

### PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) **FOR TEACHERS**

### **MASTER TEACHER I-IV**

### CLASSROOM OBSERVATION TOOL (COT) -**RATING SHEET**

OBSERVER:	DATE	DATE:						
TEACHER OBSERVED:		QUARTER:						
SUBJECT & GRADE LEVEL TAUGHT:								
OBSERVATION: 1 \( \Bar{\cup} \) 2 \( \Bar{\cup} \)								
<ol> <li>DIRECTIONS FOR THE OBSERVERS:</li> <li>Rate each item on the checklist according to how well the teacher performed duri appropriate column with a (√) symbol.</li> <li>For indicators not applicable for the classroom observation period, place 'N/A'.</li> <li>Each indicator is assessed on an individual basis, regardless of its relationship to</li> <li>For schools with only one observer, this form will serve as the final rating sheet.</li> </ol>			observa	ation. N	Mark th	e		
INDICATORS	4	5	6	7	8	NO*		
Modeled effective applications of content knowledge within and across curriculu teaching areas.	m							
<ol><li>Promoted effective strategies in the positive use of ICT to facilitate the teaching and learning process.</li></ol>								
<ol> <li>Displayed a wide range of effective verbal and non-verbal classroom communication strategies to support learner understanding, participation, engagement and achievement.</li> </ol>								
<ol> <li>Modeled successful strategies and support colleagues in promoting learning environments that effectively motivate learners to work productively by assumin responsibility for their own learning.</li> </ol>						+		
OTHER COMMENTS:				One is				

Signature over Printed Name of the Observer

Signature over Printed Name of the Teacher

Y. 2024-2025 | Highly Proficient Teacher

ol was developed through the Philippine National rch Center for Teacher Quality (RCTQ) with support in Australian Government









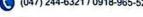




**BACONG PILIPINAS** 















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# PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) FOR TEACHERS

### **MASTER TEACHER I-IV**

## CLASSROOM OBSERVATION TOOL (COT) – INTER-OBSERVER AGREEMENT FORM

			DATE:	
SSERVER 2:				
SERVER 3:				
ACHER OBSERVE	D:		QUARTER:	
IBJECT & GRADE L	EVEL TAUGHT: _			
BSERVATION:	1 🗆 2 🗆	I		
RECTIONS FOR TH scuss with the other se final rating is NOT Final Rating.	observers your rea	son/s for rating in each indicator. In case of diffe rating based on a reasoned and consensual judg	rent ratings, come up gment. Indicate this ra	with a final rating. Iting on the columr
NDICATORS				FINAL RATING
. Modeled effective	e applications of co	ontent knowledge within and across curriculum te	eaching areas.	
. Promoted effective	e strategies in the	positive use of ICT to facilitate the teaching and	learning process.	
		verbal and non-verbal classroom communication cipation, engagement and achievement.	n strategies to	
. Modeled success effectively motiva	ful strategies and stellearners to work	support colleagues in promoting learning enviror productively by assuming responsibility for their	nments that own learning.	
O stands for Not Ob	served which auto	omatically gets a rating of 4.		
Signature over Printed Name of the Observer 1		Signature over Printed Name of the Observer 2	Signature over Printed Name of Observer 3	
		Signature over Printed Name of Teacher Observed		

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### PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) FOR TEACHERS

### CLASSROOM OBSERVATION TOOL (COT) -**OBSERVATION NOTES FORM**

OBSERVER:	DATE:						
TEACHER OBSERVED:	TIME STARTED:						
SUBJECT & GRADE LEVEL TAUGHT:	TIME ENDED:						
OBSERVATION: 1 2 3 4 4							
DIRECTIONS FOR THE OBSERVERS: Write your observations on the teacher's classroom performance on the space provided. Use additional sheets whenever necessary.							

Signature over Printed Name of the Observer















