



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 4h s. 2025

REITERATION ON THE IMPORTANT PROVISIONS OF THE DEPED PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM FOR TEACHERS IN THE SCHOOL YEAR 2024-2025

To: Schools Division Superintendents
 All Concerned Personnel

1. This Office, through the Human Resource Development Division, reiterates the important provisions of DepEd Memorandum No. 017, s. 2025 or the Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the School Year 2024-2025.

2. The following important provisions **shall be strictly followed** by the rates, raters, approving authorities, and other stakeholders in managing and evaluating teachers' performance aligned with the PPST:

- a. The interim guidelines for PMES for teachers shall be implemented **starting the fourth (4th) quarter of SY 2024-2025**. Only PMES-related activities conducted upon issuance of DM 017, s. 2025 last February 7, 2025, shall be recognized and accepted to provide the rating of teacher performance.
- b. There shall be **a total of 14 objectives** composed of Classroom Observable Indicators (COIs) and Non-Classroom Observable Indicators (NCOIs) of the PPST. These are the remaining objectives to complete the cycle covering all 37 indicators of the PPST. Any modification to the set of indicators shall not be allowed.
- c. The **Plus Factor shall not be included in the list of Objectives** for the Teacher PMES.
- d. **One (1) or two (2) full-period classroom observations** shall be required to be conducted in assessing the performance of teachers for classroom observable objectives. The **scheduling options for the classroom observation shall be agreed upon by the teacher and the observer**. Determining which of the options is feasible shall be the discretion of the teacher and observer, considering factors such as class schedules, number of teachers to be observed, and other relevant considerations.
- e. Documents considered as a means of verification or proof of demonstration and achievement of the objectives shall **not be required to be organized in a physical portfolio for submission at the end of the school year**. However, teachers are encouraged to have their own



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repository of teaching-learning materials/ documents to facilitate accessibility and resource sharing.

- f. The teacher and observer shall agree on the schedule of classroom observations. The schedule must be **set at least three (3) working days before the classroom observation**. In the event that the agreed observation did not push through due to conflicting schedules, they must reschedule the soonest possible time.
- g. **The default mode of classroom observation shall be in-person/ face-to-face observation.**
- h. Teachers to be observed shall submit their lesson plan to the observers **at least one (1) day before the scheduled classroom observation** for review and assessment.
- i. For purposes of rating the performance, **classroom observations shall be done for the entire class period.**
- j. **Observers shall only use the Observation Notes Form** to record comments and observations on the teacher's performance.
- k. If there are multiple observers, only the subject specialist is expected to rate Objective 1. If there is only one observer, he or she rates Objective 1. Elementary teachers are generalists; all observers are expected to rate Objective 1.
- l. In the case of multiple observers, the **final rating shall not be an average, but a final rating based on reasoned and consensual judgment.**
- m. It is recommended that the Post-Observation Conference is conducted in a supportive and friendly environment.
- n. **During the post-classroom observation conference**, teaching materials and documents, such as activity sheets, assessment materials, assessment results, and other materials shall be given appropriate ratings in the IPCRF for non-classroom observable objectives, when applicable, using the PMES Tool appropriate to the level of the teacher.
- o. To provide continuous support to teachers in enhancing their effectiveness in instruction and to address gaps identified during full-period classroom observations, **frequent short-period and walkthrough (i.e., monitoring by walking around strategy observations**, approximately 10-15 minutes, shall be conducted as a **non-rated, formative, and developmental approach.**
- p. All teachers shall use the official Excel-based electronic IPCRF tool in inputting IPCR data for SY 2024-2025. Before finalizing the eIPCRF tool, the rater and approving authority shall verify the ratings encoded by the teachers. After finalizing the eIPCRF tool, ratees shall submit it to the school head.
- q. **School Heads or the non-teaching personnel assigned shall upload** the accomplished and finalized eIPCRF tools of individual teachers in the system.
- r. To upload and submit eIPCRF, access the online eIPCRF collection and consolidation system at eipcrf.deped.gov.ph using **only the official school email account** registered in the system. By default, school email accounts registered in the system are the school ID-based. For example: 12345@deped.gov.ph where 12345 is the school ID.

- s. For schools with extensions in their official school email accounts or with different email convention (example: pmhs.001@deped.gov.ph), they shall coordinate with the Division Information Technology Officer (ITO) for registration of email accounts in the system.
- t. For schools that need resetting of their school email account passwords, they shall coordinate with the Division ITO.
- u. **Registration and access to the Online eIPCRF System shall strictly for official school email accounts ONLY.**
- v. Uploading and submission of the accomplished eIPCRF tools of individual teachers may be done after the performance evaluation, starting from the end of 4th Quarter until the first month of opening of classes for the next school year.
- w. Schools unable to upload their teachers' eIPCRFs within the specified timeline due to technical issues shall email the Excel files in a compressed folder to helpdesk.rpms@deped.gov.ph and submit printed copies of the eIPCRFs to their respective SDOs.
- x. For other concerns and issues encountered, users may submit an email to helpdesk.rpms@deped.gov.ph.

3. For more details, refer to DM No. 017, s. 2025 which is accessible to this link: <https://bit.ly/4jLtmPX>.

4. For concerns or queries regarding the DepEd Memorandum, please contact the **Human Resource Development Division** at hrdd.region1@deped.gov.ph or call 072-682-2324 local 122.

5. Immediate dissemination of this Memorandum is desired.

For the Regional Director:



OSCAR P. FLORES
Chief Education Supervisor
Quality Assurance Division

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

PERFORMANCE TEACHERS



DepEd R01



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