



Republic of the Philippines
Department of Education

January 20, 2016

16010185

Dr. Disodado San Antonio
Regional Director Region IV-A
Karangalan Elementary School
Karangalan Village
Cainta, Rizal

Dear **Dr. San Antonio**:

This letter requests for your approval in the conduct of try out of the drafted Classroom Observation Tool-Results Based Performance Management System (COT-RPMS) manual in two schools from your region. This COT-RPMS is a subset of the Classroom Observation Tool and will be used as part of the RPMS for Teachers. The drafted manual will serve as guide in the use of the tool.

The two schools chosen for the try out are:

1. **Padre Garcia Central School (Principal: Mrs. Mena Silva)**
2. **Padre Garcia National High School (Principal: Mrs. Edita Canatuan)**

They were chosen based on population and geographical location (distance to Regional office and division office).

For the purpose of the try out, we request that the Principal, all Master Teachers and selected teachers from both schools attend the orientation on February 5 (orientation begins at 4PM) -6, 2016 at Orchid Garden Suites, Vito Cruz, Manila. Attached are the criteria in choosing teachers for the try out. The Principals are requested to choose from among their roster of teachers. Travel expenses will be shouldered by RCTQ.

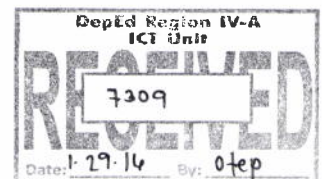
RCTQ Director, Dr. Marilyn U. Balagtas and the Project Leader, Dr. Jennie Jocson will coordinate with your office for other details. You may also contact them at jocson.jv@pnu.edu.ph or at 3171768 local 763/764.

Thank you for your continued support!

Very truly yours,


MA. LOURDES D. PANTOJA
Director IV

Bureau of Human Resource and Organizational Development



ORIENTATION FOR THE TRY OUT OF THE COT-RPMS MANUAL

Orchid Garden Suites, Vito Cruz, Manila

February 5-6, 2016 (please be at the venue at 4PM)

Participants

Padre Garcia Central School	Principal	
	Master Teachers	All MTs are invited
	1 Teacher per grade level	<p>Criteria in choosing Teachers *</p> <ul style="list-style-type: none"> (1) Kindergarten Teacher – any teacher (1) Grade One Teacher – more than 5 years in the service (1) Grade 2 Teacher- 0-3 years in the service (1) Grade 3 Teacher- 10-15 years in the service (1) Grade 4 Teacher – 16-25 years in the service (preferably teaching English) (1) Grade 5 Teacher – teaching Science (1) Grade 6 Teacher- teaching Mathematics <p>(* if no teacher meets the criteria on the number of years of teaching, please feel free to choose from among those in the grade level)</p>

Padre Garcia National High School	Principal	
	Master Teachers	All MTs are invited
	1 Teacher per Year level	<p>Criteria in choosing Teachers *</p> <ul style="list-style-type: none"> (1)First Year teacher – 0-3 years in the service; teaching TLE (1)Second Year Teacher – 4-10 years in the service ; teaching Araling Panlipunan (1)Third Year Teacher- 11-15 years in the service; teaching MAPE (1)Fourth Year Teacher- more than 16 years in the service; teaching English <p>(* if no teacher meets the criteria on the number of years of teaching, please feel free to choose from among those in the Year level)</p>