



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
RECORDS SECTION  
002589  
SEP 12 2023

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors, CID/SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT: **RELEASE OF THE OFFICIAL ELECTRONIC SELF-ASSESSMENT TOOL (E-SAT) FOR TEACHERS FOR SCHOOL YEAR 2023-2024**

DATE: September 12, 2023

1. Per DepEd Memorandum No. 8, s. 2023 dated February 3, 2023 titled "Multi-Year Guidelines on the Results-Based Performance Management System - Philippine Professional Standards for Teachers", schools must conduct the Phase I: Performance Planning and Commitment of the RPMS Cycle during the first two months of the School Year. This phase includes the self-assessment and initial individual development planning of all teaching personnel using the (1) Self-Assessment Tool (SAT) and (2) IPCRF-Part IV - Individual Development Plan (IDP).
2. Relative to this, the Department of Education - Bureau of Human Resource and Organizational Development (BHROD) releases the **Official Electronic Self-Assessment Tool (e-SAT) for Teachers for School Year 2023-2024**. The tool can be accessed through [bit.ly/electronicSAT](http://bit.ly/electronicSAT).
3. This Office advises all school leaders to utilize the results of the self-assessment and initial individual development planning as bases for the crafting of the school's Learning Action Cell (LAC) Plan for the school year.
4. For clarifications, please send an e-mail to Mr. Kyle David V. Atienza, Senior Education Program Specialist - Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).
5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

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Malusak, Boac, Marinduque

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