



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools
Division Superintendent

22 February 2021

DIVISION MEMORANDUM
No. 057, s. 2021

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)
ADJUSTED RPMS CYCLE TIMELINE
FOR SCHOOL YEAR 2020-2021**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
Education Program Supervisors
School Performance Management Team (PMT)
Administrative Officer II
Division Records Officer
All Public Elementary and Junior HS/Senior HS School Heads
All Others Concerned**
This Division

1. Pursuant to DepEd Order No. 002, s. 2015 Guidelines on the Establishment and Implementation of the Results-Based Performance System (RPMS), this Office disseminates the IPCRF Adjusted RPMS Cycle Timeline for SY 2020-2021, as follows:

RPMS Cycle	TASKS			
	Activity	Form (s)	Timeline	Output
Phase I: Performance Planning & Commitment	Discussion/Issuance of PPST; self- assessment	IPCRF, Self- assessment tools, IPCRF developmental plans	Fourth week of February 2021	Signed IPCRF- Development Plans based on self-assessment tools, signed IPCRF
Phase II: Performance Monitoring and Coaching	Performance Monitoring and Coaching; Mid-year review form	IPCRF, Self- assessment tools, IPCRF developmental plans using PMCF, mid-year review form	Third week of March 2021	Agreements based on PMCF (Performance Monitoring & Coaching Form), Mid-year review form (MRF) and electronic portfolio
Phase III: Performance	Year-End Review & Assessment,	IPCRF, Self- assessment	A week after graduation/third	Signed Portfolio, Signed IPCRF



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Review and Evaluation	Evaluation of e-Portfolio & computation of final rating	tools, IPCRF developmental plans using PMCF	week of June 2021	with computed final rating
Phase IV: Performance Rewarding and Development Planning	Ways Forward and Development Planning	Final IPCRF Development Plans	July 2021	Reward, Recognition, IPCRF-Development Plans

2. The following is the process flow for the finalization of OPCRf:

Date	Activities	Person/Committee Responsible
June 28-30, 2021	Submission of IPCRF together with the e-portfolio/documents	Teacher/MTs
June 28-30, 2021	Receive the IPCRF together with the e-portfolio/documents	School ICT-JHS/SHS
July 5-9, 2021	School ICT-JHS/SHS submits to the School Performance Management Team for checking	School Performance Management team (PMT)
July 7-9, 2021	Consultation: School Performance Management team (PMT) consults with School Head	School Performance Management team (PMT)
July 12-16, 2021	School PMT submits reviewed IPCRF to the School Head Office for recommendation	School Performance Management team (PMT)
July 12-16, 2021	Receive the IPCRF together with the e-Portfolio/documents	School Clerk/ School Head Office
July 21, 2021	School Head Office submits the recommended IPCRF to the Division PMT	Division Performance Management team (PMT)
July 22, 2021	Receive the recommended IPCRF together with the e-Portfolio/documents for review	HRD Office
July 23, 2021	Submits reviewed IPCRF to SDO Records Unit for release to the SDO releasing section and to the concerned school head	SGOD Office
July 26, 2021	Receive the Approved IPCRF	SDO Records Unit
July 27-30, 2021	Release of the approved OPCRf to the SDO releasing section and to the concerned school	SDO Records Unit/ Releasing Section





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

3. All teaching personnel shall adhere with the Equal Employment Opportunity Principle, that is, regardless of gender, disability, sexual orientation, age, religion and ethnicity.
4. For further inquiries, you may contact Mr. Merogim P. Mugot, the RPMS Focal Person/Education Program Specialist II, HRD at 0926 364 9614.
5. Immediate and wide dissemination of this memorandum is desired.

DR. OLGA C. ALONSABE, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl: As stated

Reference:
Division Memorandum 206, s. 2020
Division Order 002, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM (PMS) SCHOOLS
SGOD/HRD/MPM

