



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

10 Mar 2021

DIVISION MEMORANDUM
No. 087, s. 2021

**ONLINE SUBMISSION OF DOCUMENTS/REPORTS RELATIVE TO
PERFORMANCE MANAGEMENT**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the schools that submission of the following documents shall be done via the online form accessible thru this link:
<https://forms.gle/R3pZUcbhVYRwyJXv5>
 - a. Electronic Self-Assessment Tool (e-SAT)
 - b. Individual Performance Commitment Review Form (IPCRF)
 - c. Office Performance Commitment Review Form (OPCRF)
 - d. Performance Monitoring and Coaching Report
 - e. Individual Development Plan (IDP)
 - f. Human Resource Learning and Development Plan
 - g. Designation Order and Reports from the Performance Management Team (PMT)
2. Below are the steps for the submission via the online form:

Step 1: Check the *email address* logged in the system; We will honor submission made by the employee him/herself, HRD Coordinator or School head using the DepEd-issued email address

Online Form for Submission of
Documents related to Performance
Management

The name, username and photo associated with your Google account will be recorded when you upload files and submit this form.

Not annamae.atillo@depd.gov.ph switch account

* Required

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



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Step 2: Select from the drop-down list your *School* and the *applicable Rating Period* of the document for submission

Office/School *
AMOROS ES

Rating Period *
Choose
SY 2019-2020
SY 2020-2021
Type of Document to Submit *

Step 3: Select the *Type of Document* to submit

Type of Document to Submit *
Choose

- Electronic Self-Assessment Tool (e-SAT)
- Individual Performance Commitment Review Form (IPCRF) -targets only (signed commitment/agreements)
- Individual Performance Commitment Review Form (IPCRF) - w/ scores (reviewed and evaluated)
- Office Performance Commitment Review Form (OPCRF) -targets only (signed commitment/agreements)
- Office Performance Commitment Review Form (OPCRF) - w/ scores (reviewed and evaluated)
- Performance Monitoring and Coaching Report
- Individual Development Plan (IDP)
- Human Resource Learning and Development Plan
- Performance Management Team (PMT) Designation Order
- Performance Management Team (PMT) Reports

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Step 4: Click *Add file* button

Kindly attach your scanned signed document here (in PDF only) *

Suggested filename: NAME OF DOCUMENT_LAST NAME, FIRST NAME MIDDLE NAME (e.g. IPCRF SY 2020-21_CRUZ, ANNA LEE or IDP SY 2020-21_CRUZ, ANNA LEE)

 [Add file](#)

Step 5: Attach and upload your application for leave *file*, preferably with filename: NAME OF DOCUMENT_LAST NAME, FIRST NAME MIDDLE NAME (e.g. IPCRF SY 2020-21_CRUZ, ANNA LEE or IDP SY 2020-21_CRUZ, ANNA LEE)

Insert file

Upload My Drive | Previously selected

 IDP SY 2020-21_CRUZ, ANNA LEE.pdf 1.82M

Add more files

 Upload

Cancel

A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.

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Step 6: Click *Submit* button

Kindly attach your scanned signed document here (in PDF only) *

Suggested filename: NAME OF DOCUMENT_LAST NAME, FIRST NAME MIDDLE NAME (e.g. IPCRF SY 2020-21_CRUZ, ANNA LEE or IDP SY 2020-21_CRUZ, ANNA LEE)

 IDP SY 2020-21_... X

A copy of your responses will be emailed to annamae.atillor@deped.gov.ph.

 **Submit**

3. All are reminded to refer to the following guidelines relative performance management:

Constitution of the School Performance Management Team (PMT)	Division Memorandum No. 56, s. 2021
Schedule of Activities/Timeline	Division Memorandum No. 57, s. 2021
Raters for the IPCRF	Division Memorandum No. 58, s. 2021

4. This Office shall adhere to the Equal Opportunity Principle (EOP) in all phases of the performance management. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For information, guidance and strict compliance.



OLGA C. ALONSABE
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

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

PERFORMANCE REPORTS
OSDS/AMA

