



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

Office of the Schools
Division Superintendent

10 May 2021

DIVISION MEMORANDUM
No. 163, s. 2021

**OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW
(OPCR/IPCR) PERFORMANCE MONITORING AND COACHING
FOR SCHOOL PERSONNEL**

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 Performance Monitoring and Coaching guidelines.
2. The performance monitoring and coaching shall commence after the rater and the ratee commit and agree on the KRAs, Objectives and Performance Indicators, and sign the OPCR and IPCRF. This shall be done throughout the year. The two (2) main components of Phase II are the following:
 - a. Performance monitoring shall provide key inputs and objective basis for rating. It shall facilitate feedback and provide evidence of performance. Performance monitoring shall be the responsibility of both the rater and the ratee who agree to track and record significant incidents through the use of the Performance Monitoring and Coaching Form (PMCF) shown in enclosure 1. Significant incidents are actual events and behaviors in which both positive and negative performances are observed and documented.
 - b. Coaching and feedback shall be a continuous process. Coaching and feedback shall be provided by the rater and/ or shall be sought by the ratee to improve work performance and behavior.





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3. HR personnel shall provide submission link per document to submit. Deadline on the mid-year review will be on **May 31, 2021**. Expected output for Phase II are the following:
 - **agreements based on PMCF** (Performance Monitoring & Coaching Form) *(available on google drive)*
 - **mid-year review form** (MRF) *(available on google drive)*
 - **electronic portfolio** (scanned MOVs)
4. Further, this Office shall adhere to Equal Opportunity Principle (EOP) in the submission of performance management system report. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
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 Order 002, s. 2015

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

EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM (PMS) SCHOOLS

SGOD/HRD/MPM



Enclosure 1: PMCF Process Flow and Form

PERFORMANCE MONITORING AND COACHING FORM

DATE	CRITICAL INCIDENT DESCRIPTION	OUTPUT	IMPACT ON JOB/ACTION PLAN	SIGNATURE (RATER/RATEE)

Process for Tracking Individual Performance
and Monitoring Coaching

