



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

**Office of the Schools
Division Superintendent**

11 May 2021

DIVISION MEMORANDUM
No. 165, s. 2021

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)-
PERFORMANCE PLANNING & COMMITMENT
FOR DIVISION PERSONNEL**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
PSDS, Education Program Supervisors
Division Chiefs & Section Heads
Administrative Officer II
Division Personnel
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 Planning & Commitment guidelines.
2. The performance planning and commitment shall be done prior to the start of the performance cycle where the rater meets with the ratee to discuss and agree on the following:
 - a. The Office Performance Commitment and Review Form (OPCRF) shall be accomplished by the head of office to reflect the Office KRAs, Objectives and Performance Indicators. The head of office, in coordination with the Planning Office, shall ensure alignment of the office plans and commitments to the overall organizational outcomes.
 - b. The Individual Performance Commitment and Review Form (IPCRF) shall be accomplished by the individual personnel to reflect the agreed Individual KRAs, Objectives and Performance Indicators.
3. In addition, once the office and individual KRAs, Objectives and Performance Indicators are clearly defined, the rater and the ratee shall commit and reach an agreement by signing the OPCRf and IPCRF. The signed/ approved





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OPCRF and IPCRF shall be the basis for monitoring and assessment, which shall take place in Phases II and III, respectively.

4. HR personnel c/o Ms. Rosa Maria D. Rebusto shall provide submission link per document to submit. Deadline on the IPCRF Performance Planning & Commitment will be on **May 31, 2021**. Expected output for Phase I are the following:
 - Signed IPCRF-Development Plans based on self-assessment tools
 - signed IPRCF
5. 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.
6. 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) DIVISION PERSONNEL

SGOD/HRD/MPM

