



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

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14 September 2021

DIVISION MEMORANDUM  
No. 32, s. 2021

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)  
PHASE II: PERFORMANCE MONITORING AND COACHING  
FOR DIVISION PERSONNEL**

To: **OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors, CID/SGOD  
Education Program Supervisors  
Division Performance Management Team (PMT)  
All Public Elementary and Secondary 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. The following is the timeline for the performance monitoring and coaching of IPCRF:

Date	Activities	Person/Committee Responsible
September 15-17, 2021	Immediate Head and staff establish review schedules and performance milestones	Immediate Head and staff
September 20-22, 2021	Unit/section uploads the means of verifications (MOVs) and ratee-rater agreement form to the google drive folder	Immediate Head and staff
September 23-24, 2021	Unit/section submits the reviewed IPCRF to google drive	Immediate Head and staff
September 27-28, 2021	PMT secretariat forwards the google drive link to the ASDS for signature	PMT secretariat, ASDS secretary & ASDS
September 29-30, 2021	ASDS signed the IPCRF and forwards it to the PMT secretariat for release to the concerned unit/section	PMT secretariat, ASDS secretary & ASDS

4. Kindly find the attached enclosure for the step-by-step procedure for submission. The deadline for the performance monitoring and coaching will be on **September 30, 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)*
  - **scanned MOVs**
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.





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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) SCHOOLS

**SGOD/HRD/MPM**







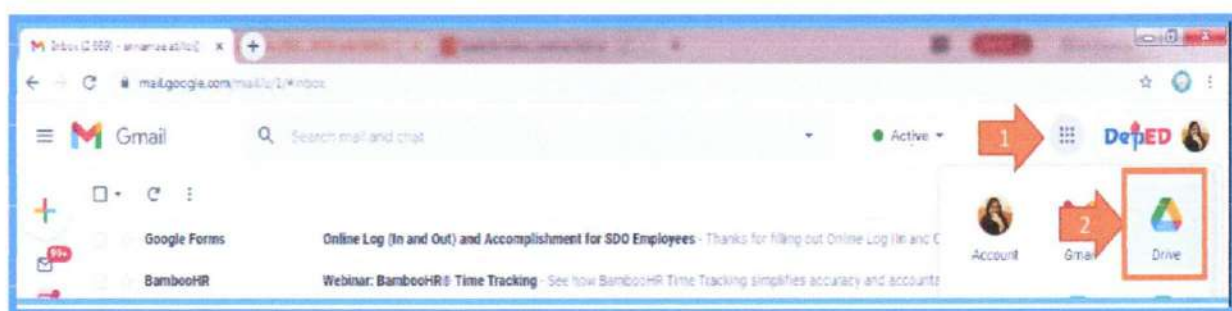
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Enclosure No. 1 of Division Memorandum 252, s. 2021

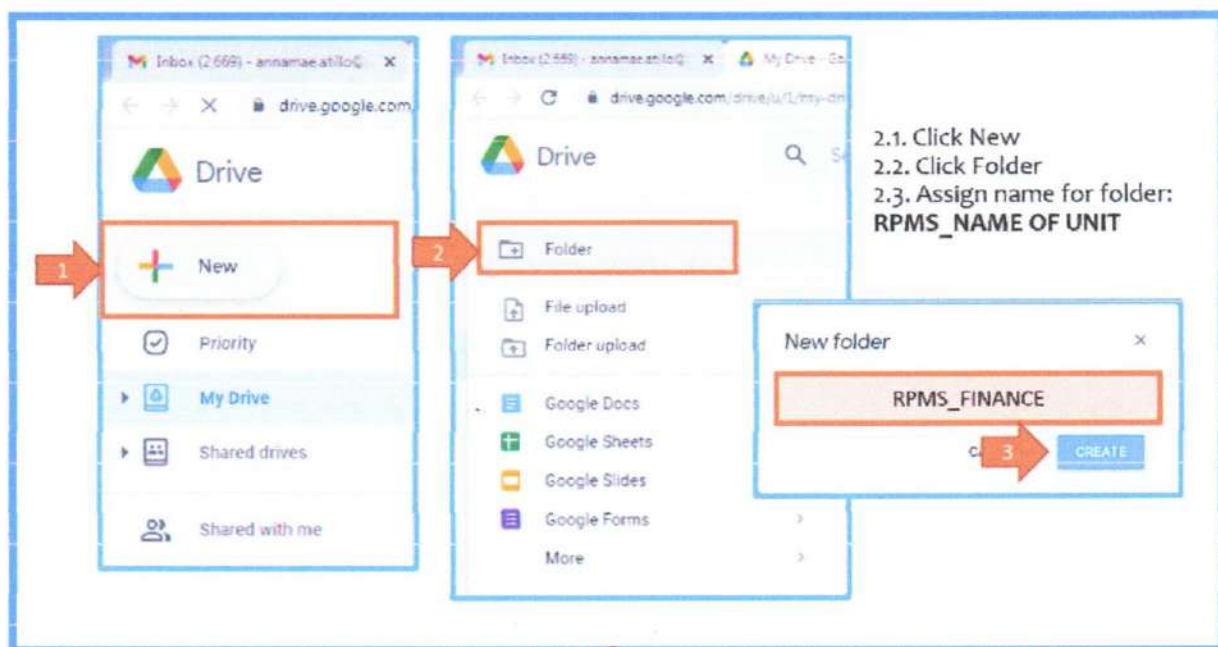
**RPMS PHASE III: STEP-BY-STEP PROCEDURE FOR THE SUBMISSION**

**I. Setting up the RPMS folder of the Unit c/o the Unit Head**

**Step 1:** Log-in to your DepEd Email and access the Google Drive via *menu*



**Step 2:** Create an RPMS folder for your Unit



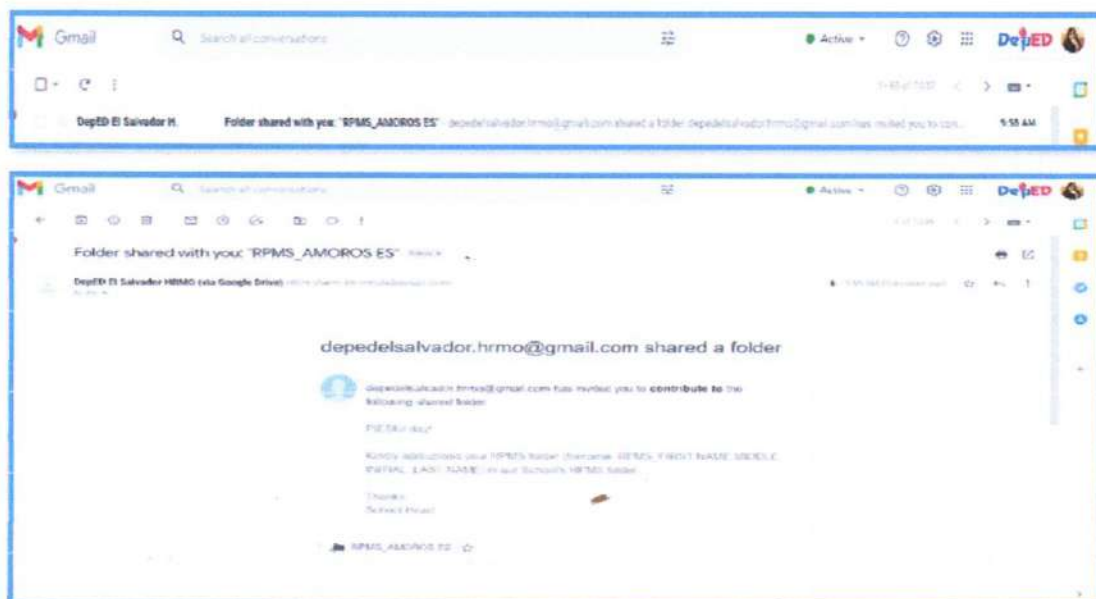


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**Step 3:** Share the Unit's RPMS folder to all employees deployed in the Unit

3.1. Select your Unit's RPMS Google Drive folder then right click for the drop down options  
3.2. Click Share then a pop-up will appear  
3.3. In the pop-up, type the name/email address of all employees deployed in the school  
3.4. Type any message/reminder you wish to include upon sharing the Unit's RPMS folder  
3.5. Click Send button

**Step 4:** Confirm with the employees if they have received the email indicating that the Unit's RPMS folder is shared. Below is a sample illustration of the email the employees will receive if the folder is successfully shared with them.





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## II. Adding/uploading of employees' RPMS folders in the Unit's RPMS folder c/o individual employee

**Step 1:** Log-in to your DepEd Email and access the Google Drive via *menu*

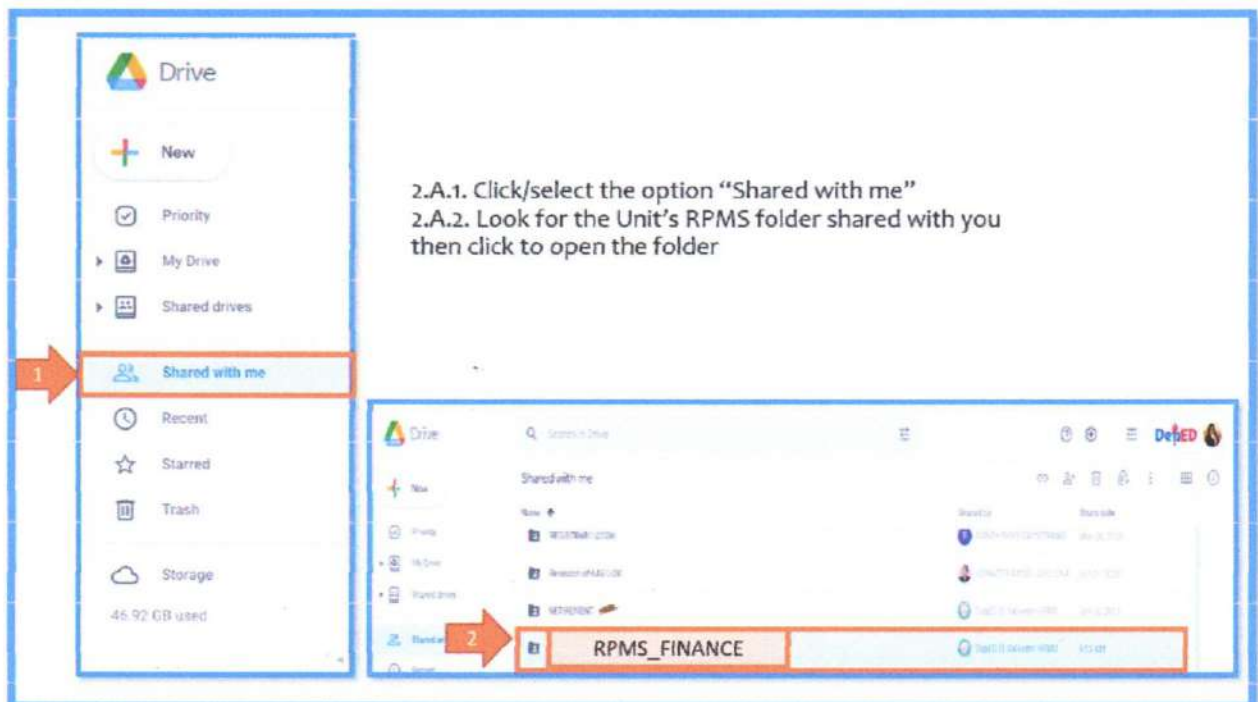


**Step 2:** Add your RPMS folder in the Unit's RPMS folder

Option A: Upload your RPMS folder in the Unit's RPMS folder shared with you by the Unit Head

Option B: Add shortcut of your RPMS folder to the Unit's RPMS folder

*Steps for Option A- applicable for employees whose RPMS folder is stored offline in the PC/Laptop*







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2.A.3. Click +New button  
2.A.4. Click Folder upload  
2.A.5. A pop-up will appear where you will trace and look for your folder from your PC/laptop, select your RPMS folder  
2.A.6. Click Upload; You will know if it is successfully uploaded as shown in the status notification and as soon as you are able to see your RPMS folder in the list of folders under your Unit's RPMS folder

Steps for Option B- applicable for employees whose RPMS folder is stored online at Google Drive

2.B.1. Find and select your RPMS folder in the google drive, then right click for the drop down list to appear  
2.B.2. Click Add shortcut to Drive option  
2.B.3. Click Shared with me button  
2.B.4. Look for your Unit's RPMS folder then select/click  
2.B.5. Click ADD SHORTCUT button

**Step 3:** Notify your rater once your RPMS folder is successfully uploaded/added in the Unit's RPMS folder

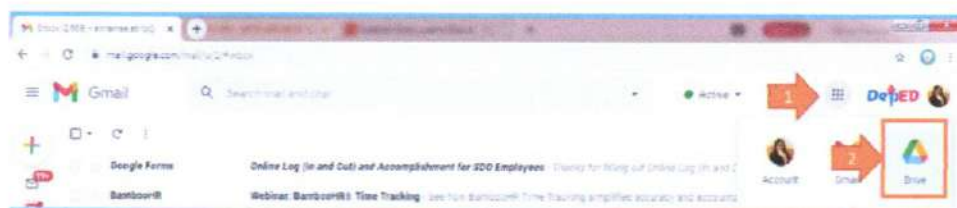




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**III. Generating link of Unit's RPMS folder which will be included in the c/o Unit Head**

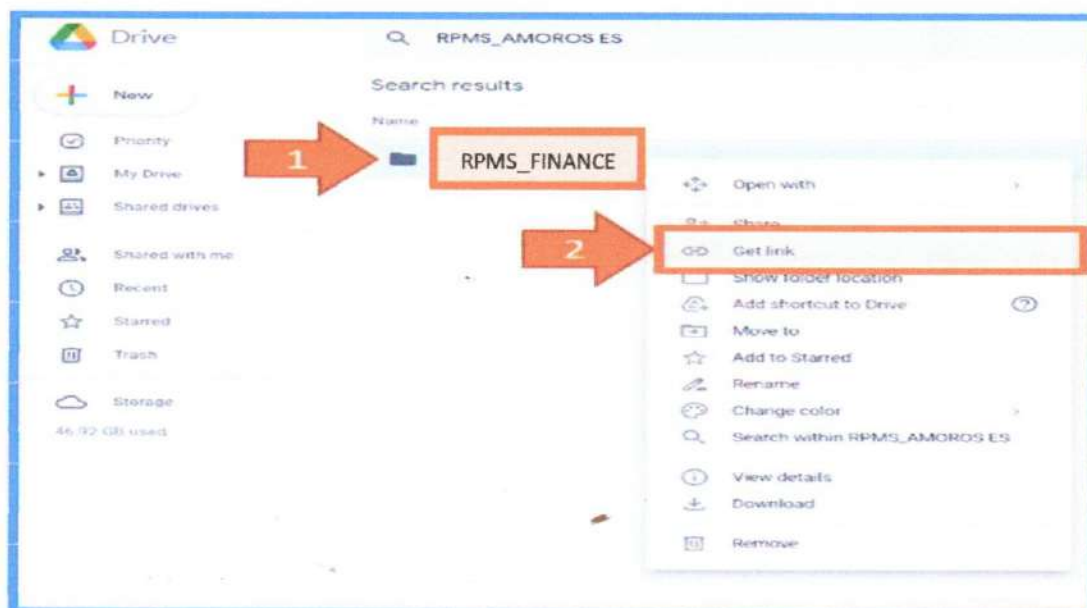
**Step 1:** Log-in to your DepEd Email and access the Google Drive via *menu*



**Step 2:** Look for your Unit's RPMS folder; you may type the folder name in the search bar and click Enter



**Step 3:** Select your Unit's RPMS folder then right click for the drop-down list/options to appear



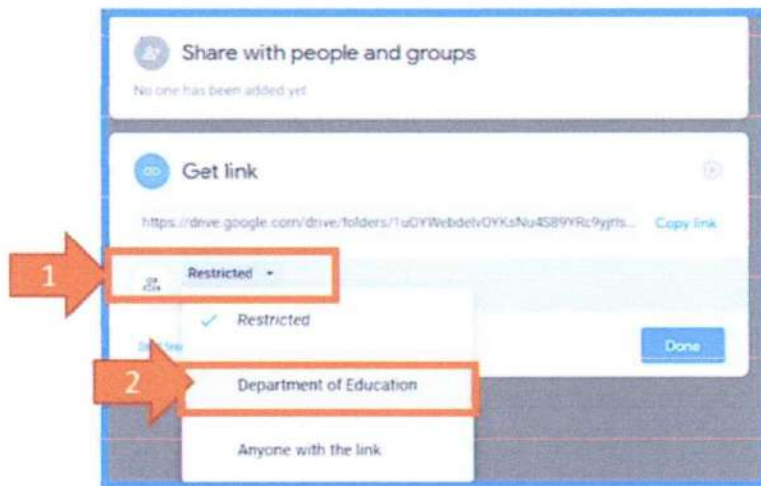




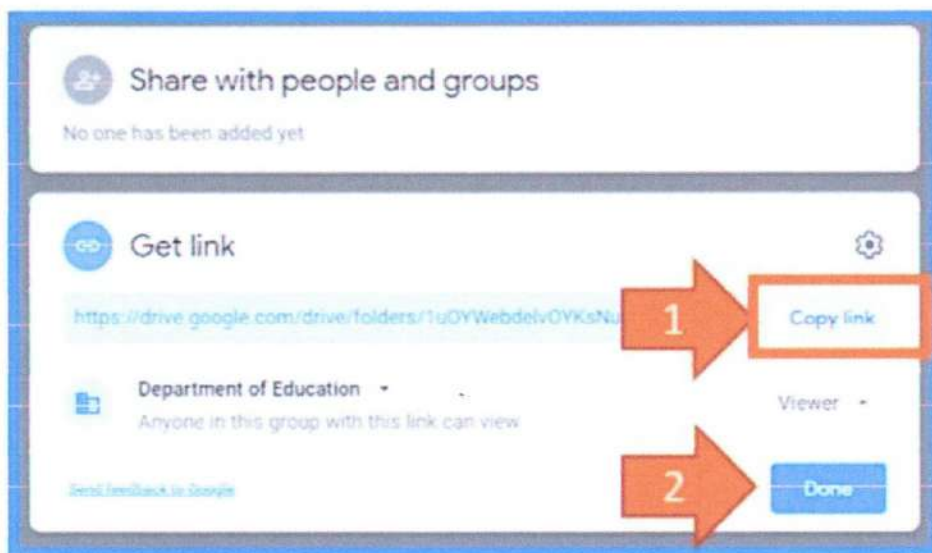
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**Step 4:** A pop-up will appear after you click the Get link option. Restrict access only to those who are within the organization – Department of Education



**Step 5:** Click Copy link button then click Done; You may now proceed with the online submission via Google Form





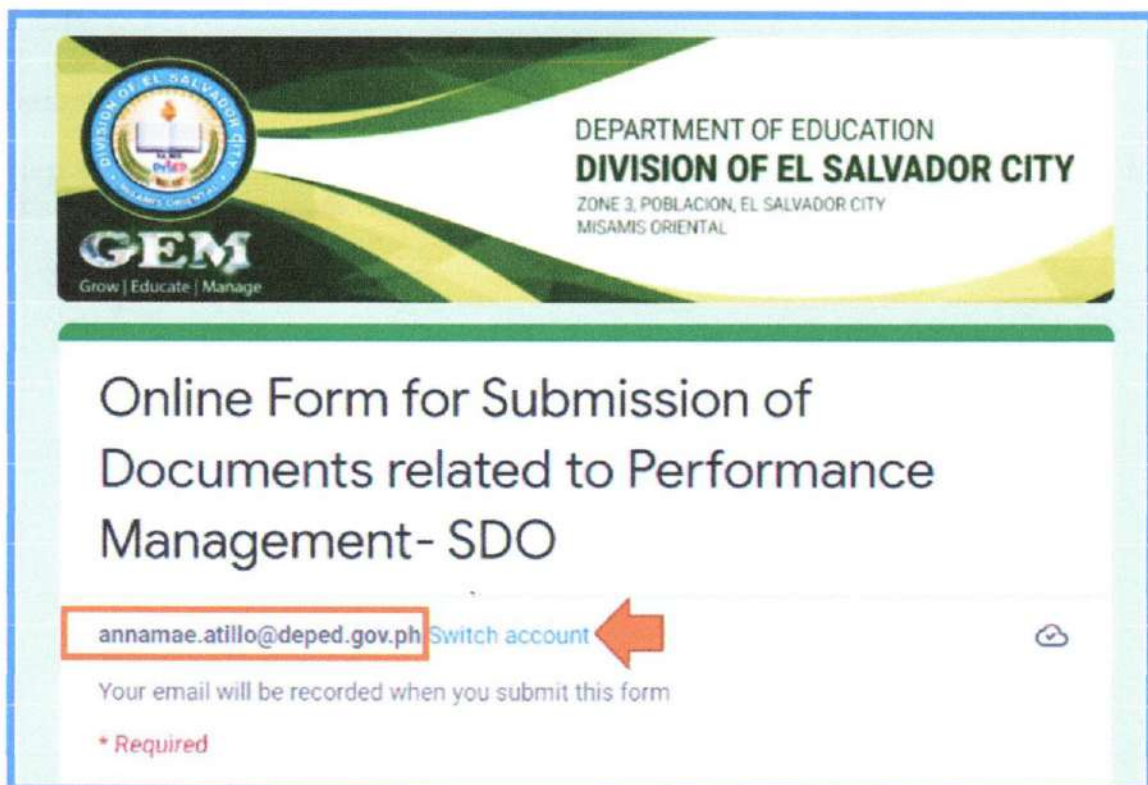
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**IV. Submission of Google Drive Link to Unit's RPMS folder via Google Form  
c/o Unit Head**

**Step 1:** Open any of the browsers available then access the Online form for submission by entering this link in the address bar:  
<https://tinyurl.com/SDOELSPMSSubmission>



**Step 2:** Make sure that the Unit's DepEd email account is logged in upon submission; If not, click switch account then log in your Unit's DepEd email account





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**Step 3: Fill out the online form**

Office \*

1 OSDS FINANCE

Rating Period \*

2 CY 2021

Type of Document to Submit \*

3 Link to Unit's RPMS folder

**Step 4: Paste the link to your Unit's RPMS folder in this portion of the online form. This is the link you have copied earlier in Step III-5.**

Kindly input link to your Google Drive folder/file here: \*

1 <https://drive.google.com/drive/folders/1u0YWebdelvOYKsNu4S89YRc9yfrIsJQP?usp=sharing>

A copy of your responses will be emailed to [annamae.atillo@deped.gov.ph](mailto:annamae.atillo@deped.gov.ph).

2 Submit

**Step 5: Once you are done filling out the form, you may now click the Submit button.**





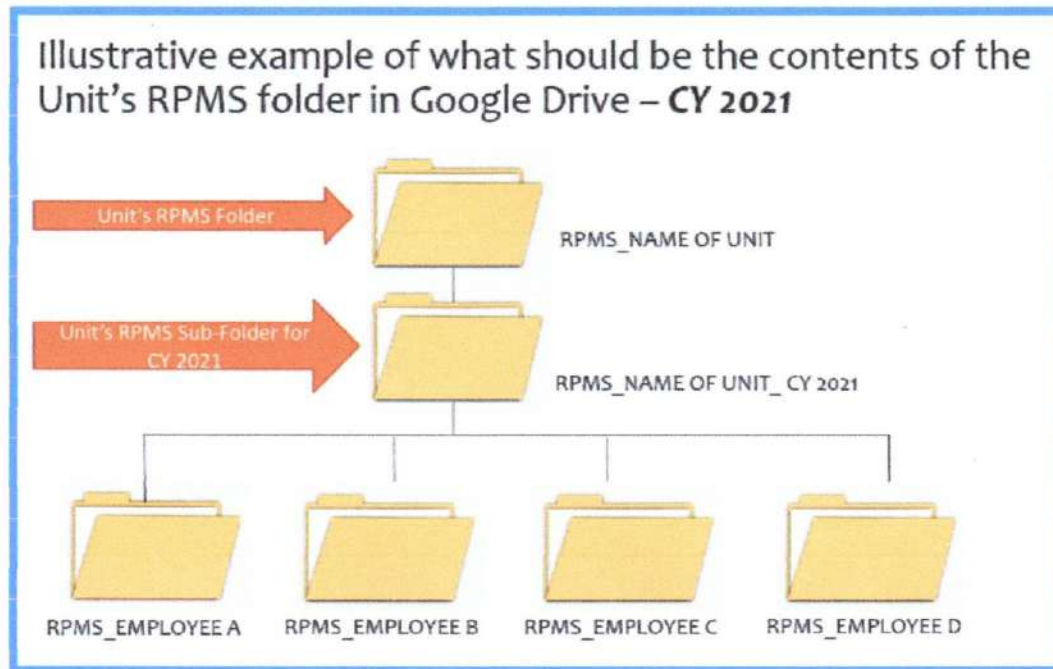


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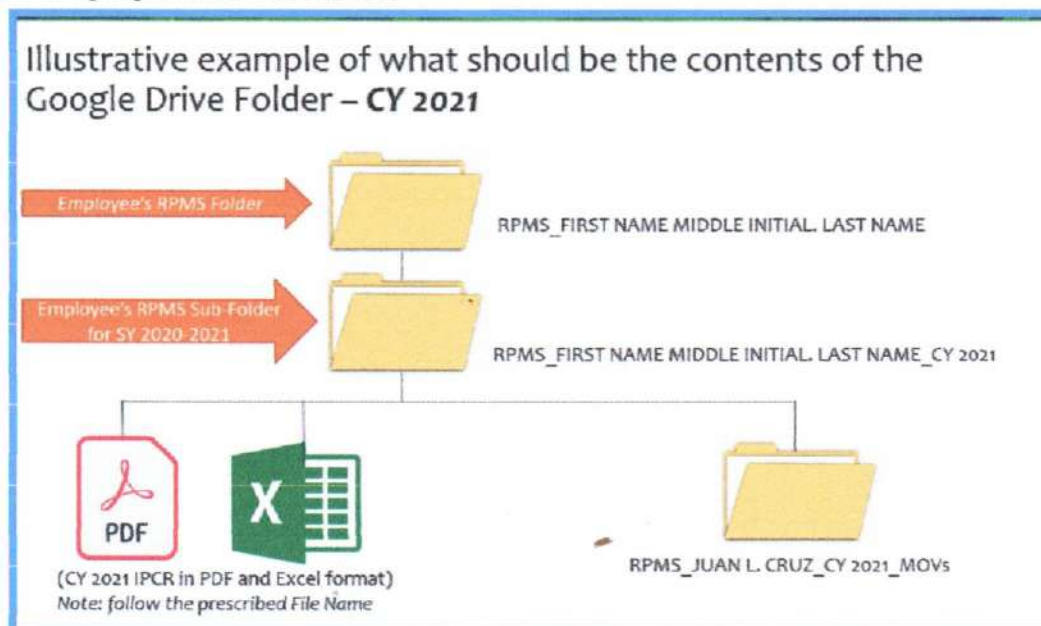
Enclosure No. 2 of Division Memorandum 352, s. 2021

**RPMS PHASE III: CONTENTS OF THE RPMS FOLDERS FOR SUBMISSION**

A. Unit 's RPMS Folder



B. Employee's RPMS Folder





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Note: MOVs shall be arranged per Key Result Area; One sub-folder shall be allotted per KRA. Under each KRA, there shall be a sub-folder allotted to each objective for easier checking/review by the Rater and the Performance Management Team; Below is a sample illustrative example.

