



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

**Office of the Schools
Division Superintendent**

19 January 2022

DIVISION MEMORANDUM
No. 038, s. 2022

**OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW
(OPCR/IPCR) PHASE 2: PERFORMANCE MONITORING AND COACHING
FOR SCHOOL PERSONNEL**

To: **OIC, Assistant 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. HR personnel shall provide submission link per document to submit. Deadline on the mid-year review will be on **February 11, 2022**. Expected output for Phase II are the following:
 - **agreements based on PMCF** (Performance Monitoring & Coaching Form) *(available in the google drive)*
 - **mid-year review form** (MRF) *(available in the google drive)*
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.


OLGA C. ALONSABE, PhD, CESE
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



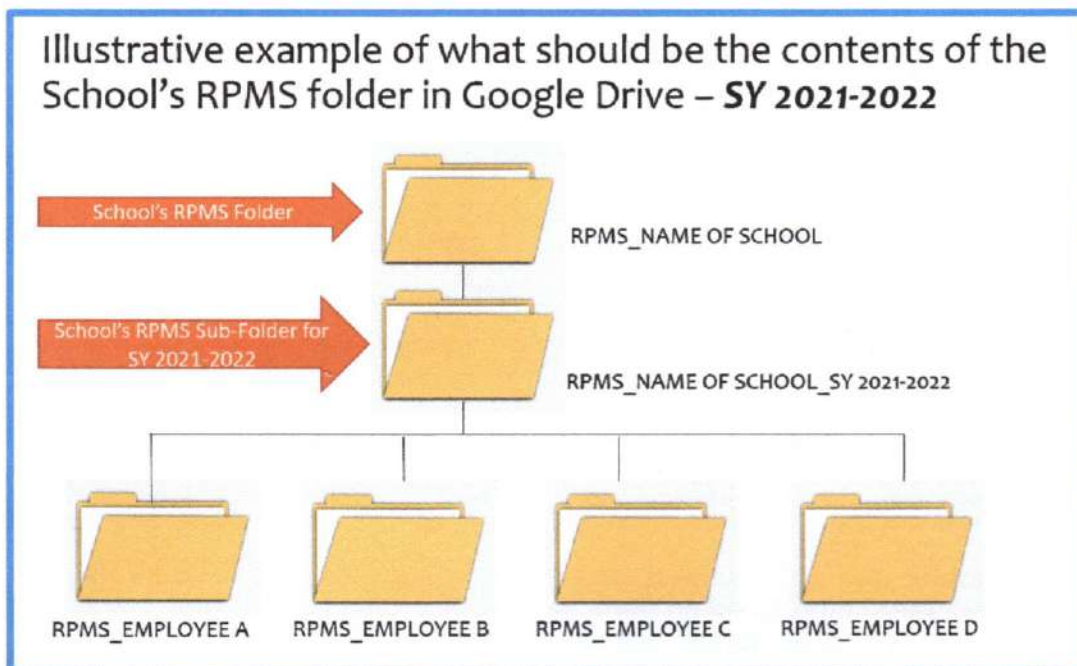


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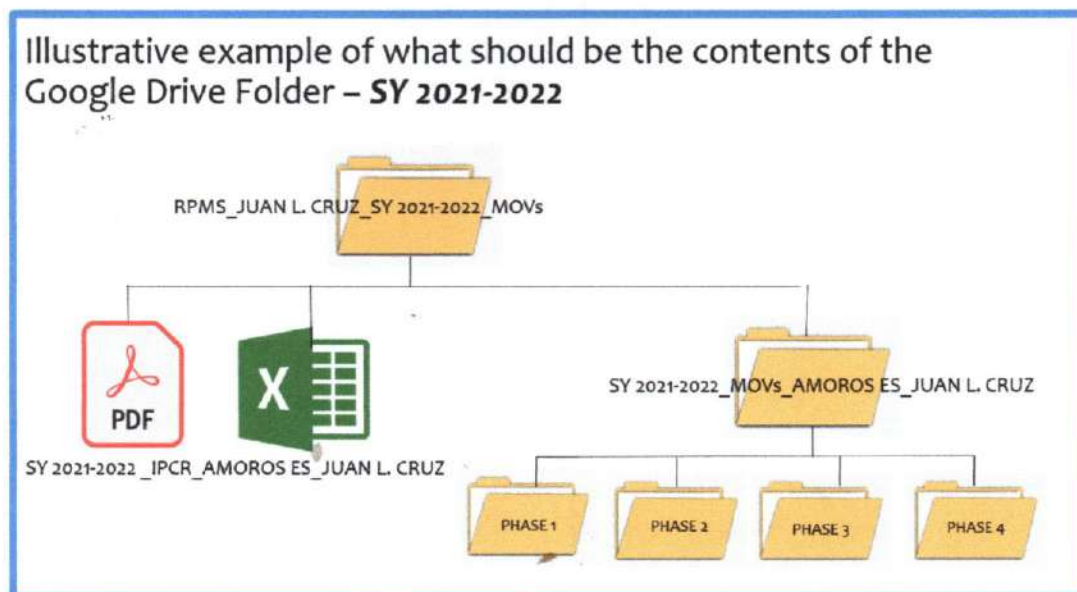
Enclosure No. 1 of Division Memorandum 028, 2022

**EXPECTED CONTENTS OF THE RPMS FOLDERS FOR
SUBMISSION FOR SY 2021-2022**

A. School's RPMS Folder



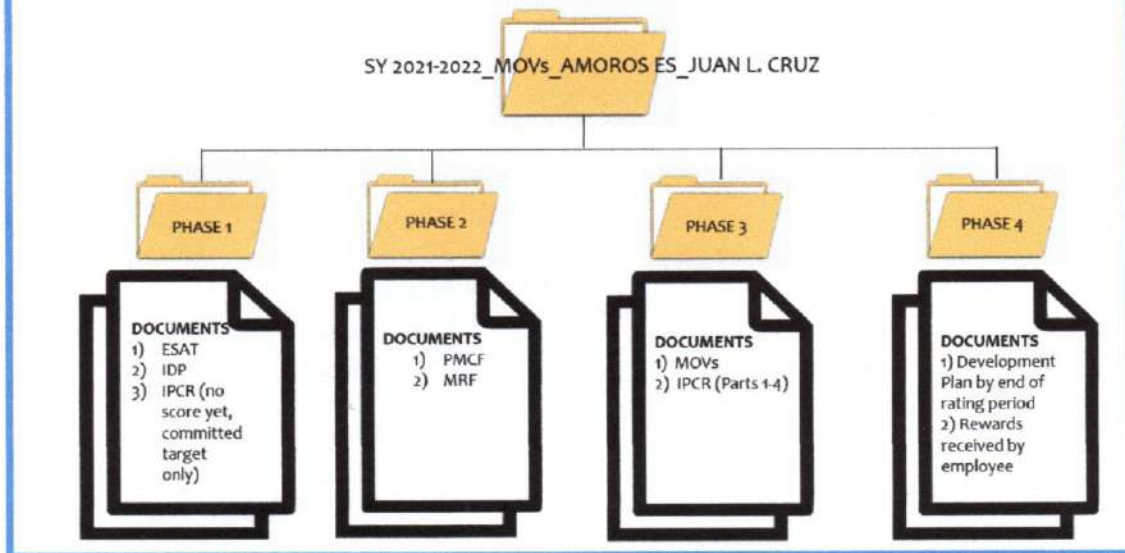
B. Employee's RPMS Folder





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Illustrative example of what should be the contents/documents for each PHASE– SY 2021-2022



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.

Illustrative example of what should be the contents of the Google Drive Folder for MOVs

