



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

Office of the Schools
Division Superintendent

29 March 2022

DIVISION MEMORANDUM
No. 133, s. 2022

**IPCR PHASE I: PERFORMANCE PLANNING &
COMMITMENT FOR DIVISION PERSONNEL CUM WOMEN'S MONTH
CULMINATING ACTIVITY**

To: **OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
PSDS, Education Program Supervisors
Division Chiefs & Section Heads
Division Performance Management Team
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 enjoins all Division Office personnel to attend the IPCRF Performance Planning & Commitment Review cum Women's Month Culminating Activity on March 31, 2022 at Bigbees Café, Poblacion, El Salvador City.
2. The following schedule of activities shall be observed:

| Time | Activity |
|-------------|--|
| 8:30-9:00 | Registration & Health Protocols |
| 9:01-12:00 | Performance Planning and Commitment Review |
| 12:01-1:00 | Lunch Break |
| 1:01-5:00 | Workshop per Unit/Section (Asynchronous activity) |

3. Further, in celebration of the Women's Month, everyone is encouraged to wear any decent purple attire.
4. The Office reiterates the specifications set for the performance cycle:
 - a. 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:





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- b. 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.
 - c. 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.
 - d. 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 OPCRf and IPCRF shall be the basis for monitoring and assessment, which shall take place in Phases II and III, respectively.
5. The Division Performance Management Secretariat shall check and monitor the unit's submission. Deadline on the IPCRF Performance Planning & Commitment will be on **April 30, 2022**. Expected output for Phase I are the following:
- Signed IPCRF-Development Plans based on self-assessment tools
 - Accomplished e-Self Assessment Tool (SAT)
 - signed IPRCF
6. Further, this Office shall adhere to Equal Opportunity Principle (EOP). 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.
7. Immediate and wide dissemination of this Memorandum is desired.


OLGA C. ALONSABE, PhD, CESO V
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





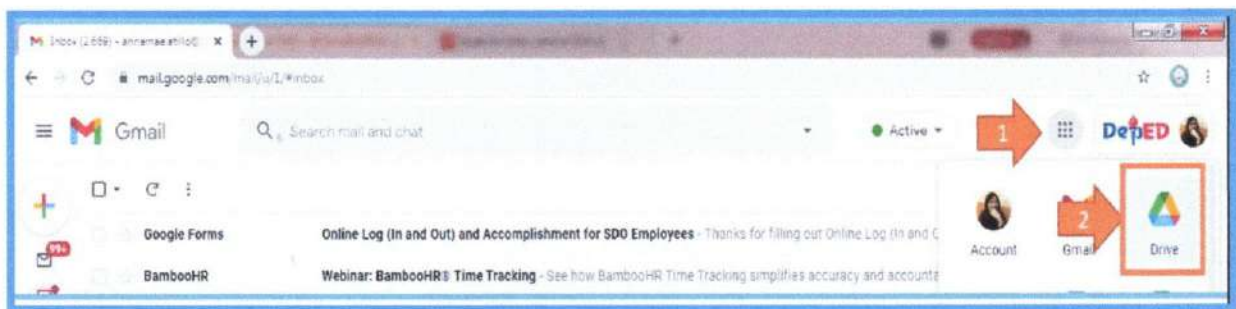
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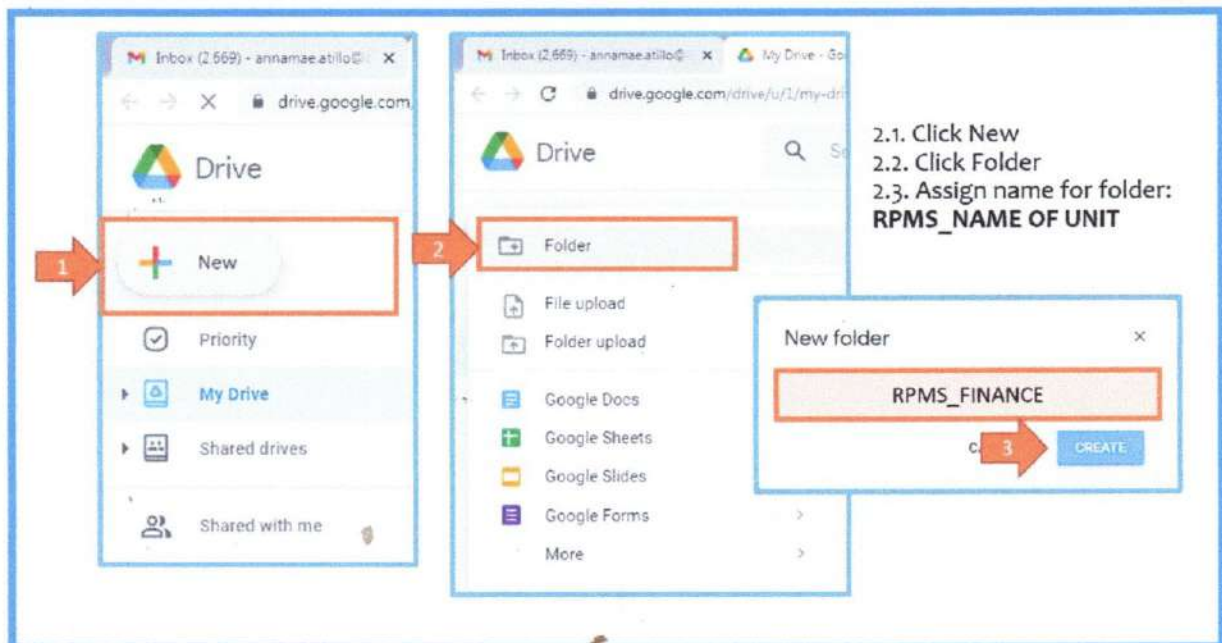
RPMS PHASE I: STEP-BY-STEP PROCEDURE FOR THE SUBMISSION

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



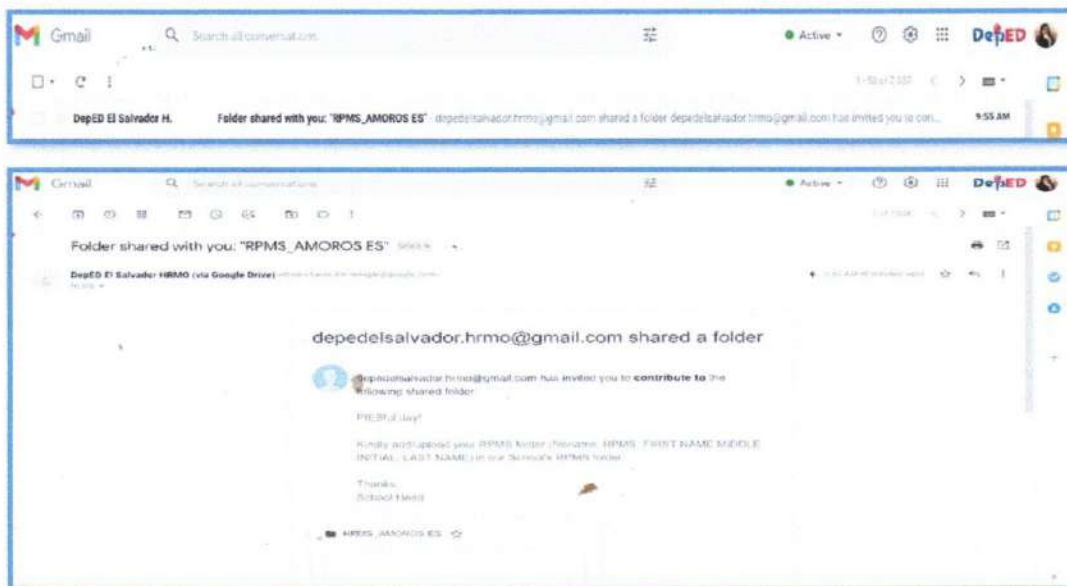


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Step 3: Share the Unit's RPMS folder to all employees deployed in the Unit

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.

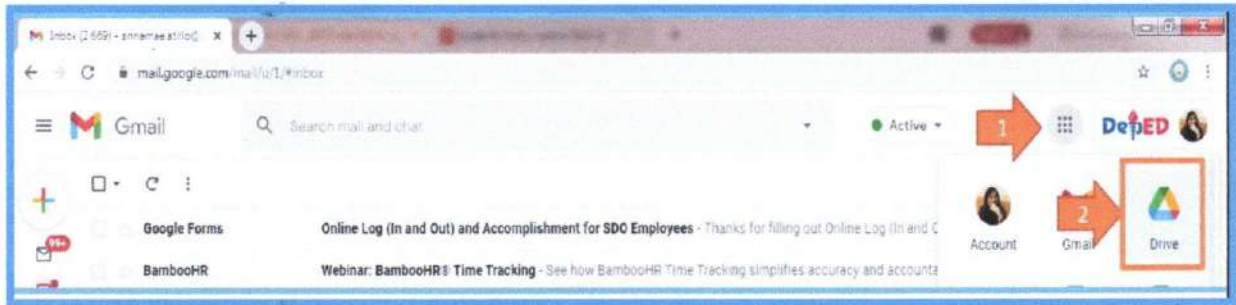




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II. Adding/uploading of employees' RPMS folders in the Unit's RPMS folder c/o individual employee

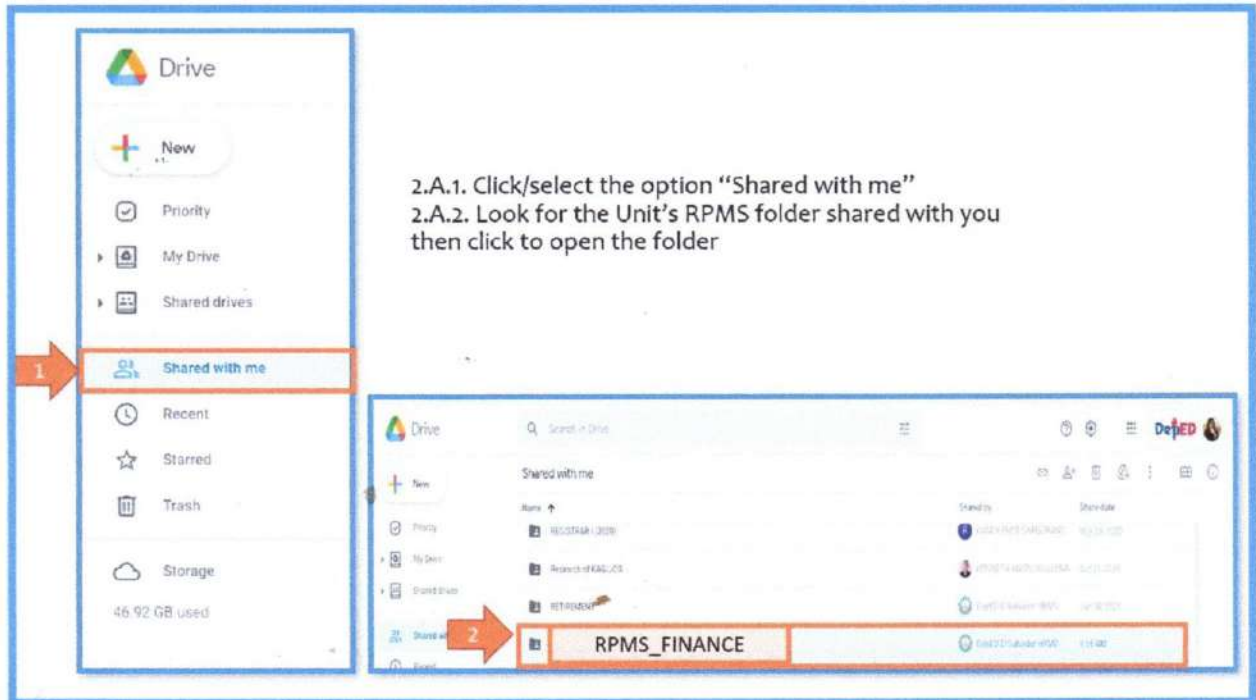
Step 1: Log-in to your DepEd Email and access the Google Drive via *menu*



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

Sample upload status notification

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

Sample shortcut added to a Google Drive Folder

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

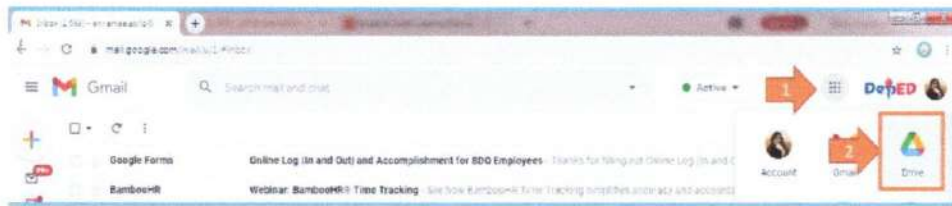




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III. Generating link of Unit's RPMS folder which will be included in the c/o Unit Head

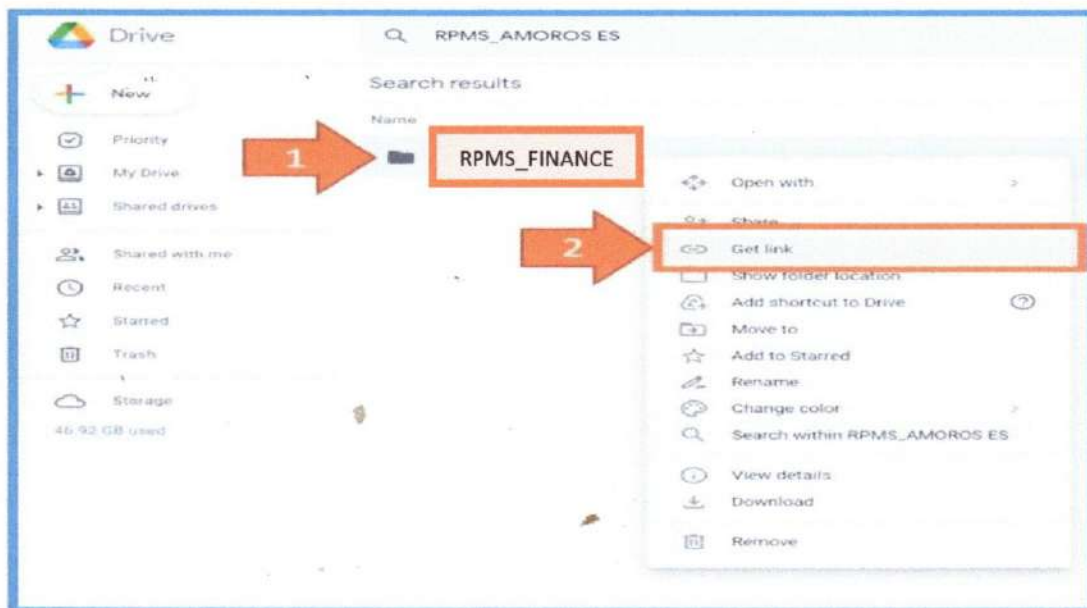
Step 1: Log-in to your DepEd Email and access the Google Drive via *menu*



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



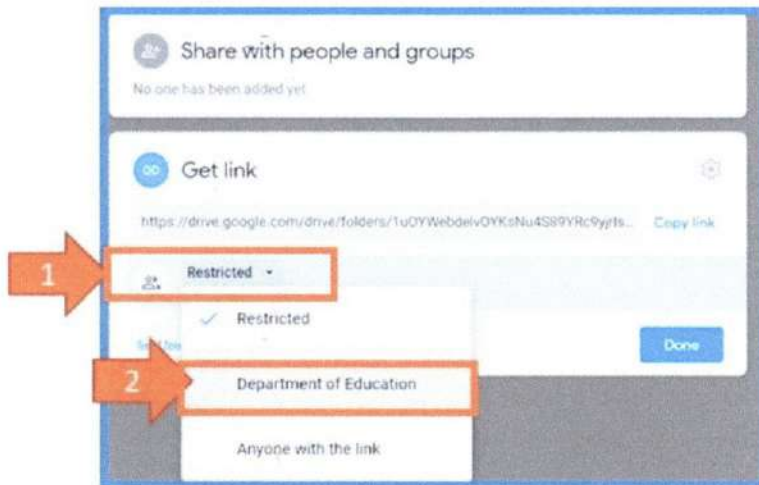
Step 3: Select your Unit's RPMS folder then right click for the drop-down list/options to appear



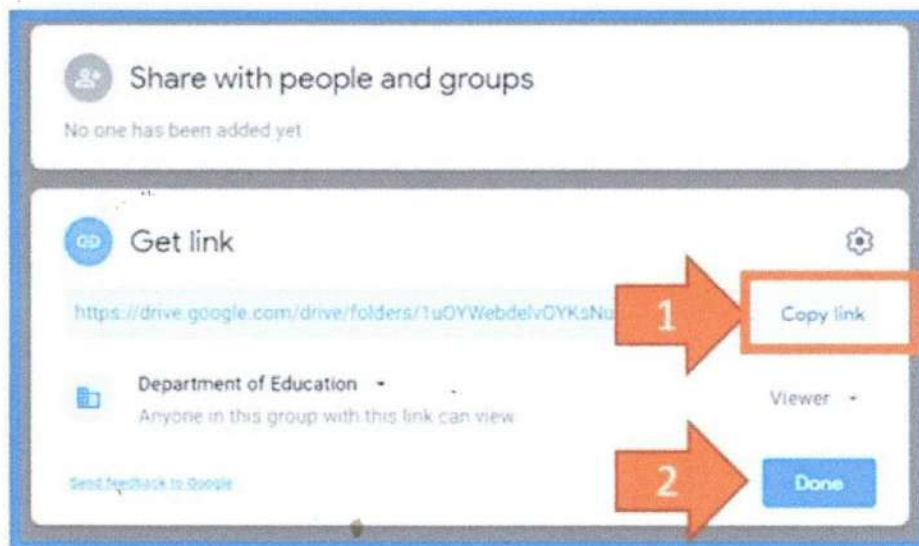


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Step 4: A pop-up will appear after you click the Get link option. Restrict access only to those who are within the organization – Department of Education



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





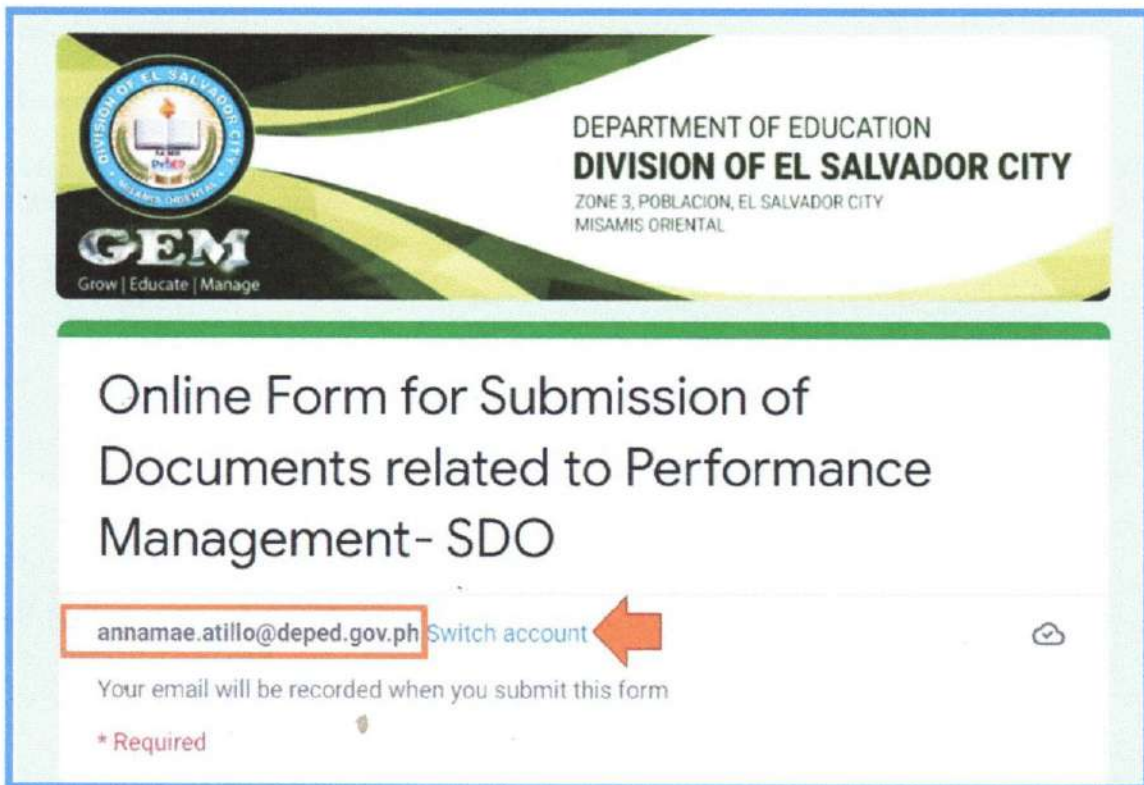
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**IV. Submission of Google Drive Link to Unit's RPMS folder via Google Form
c/o Unit Head**

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/SDOELSARPMSSubmission>



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/1uOYWebdelvOYKsNu4S89YRc9yjrIsJQP?usp=sharing>

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

2 → **Submit**

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



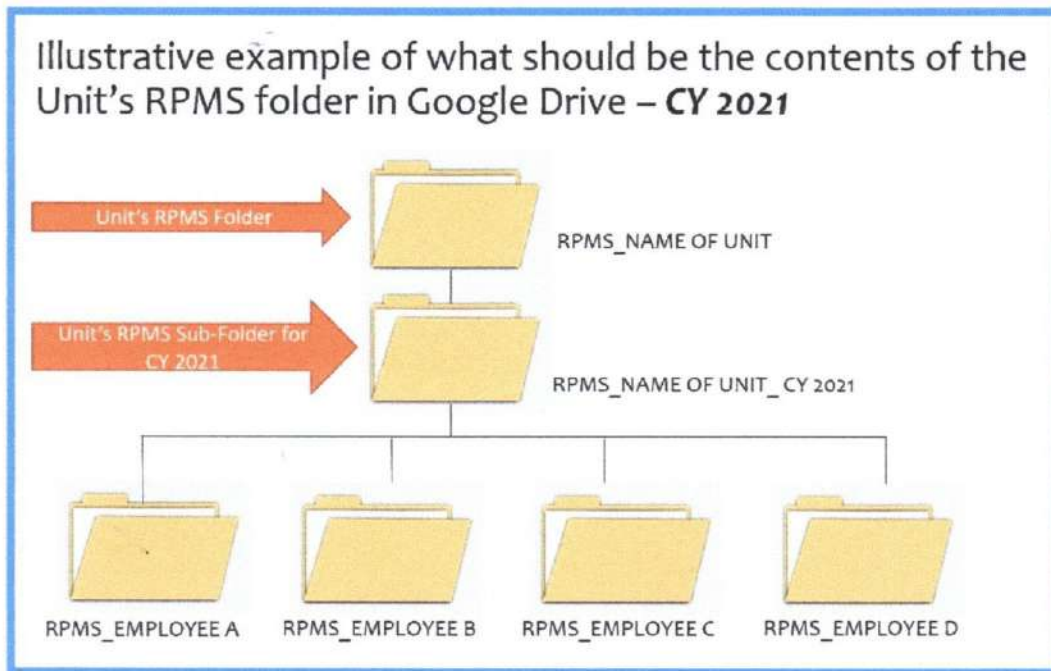


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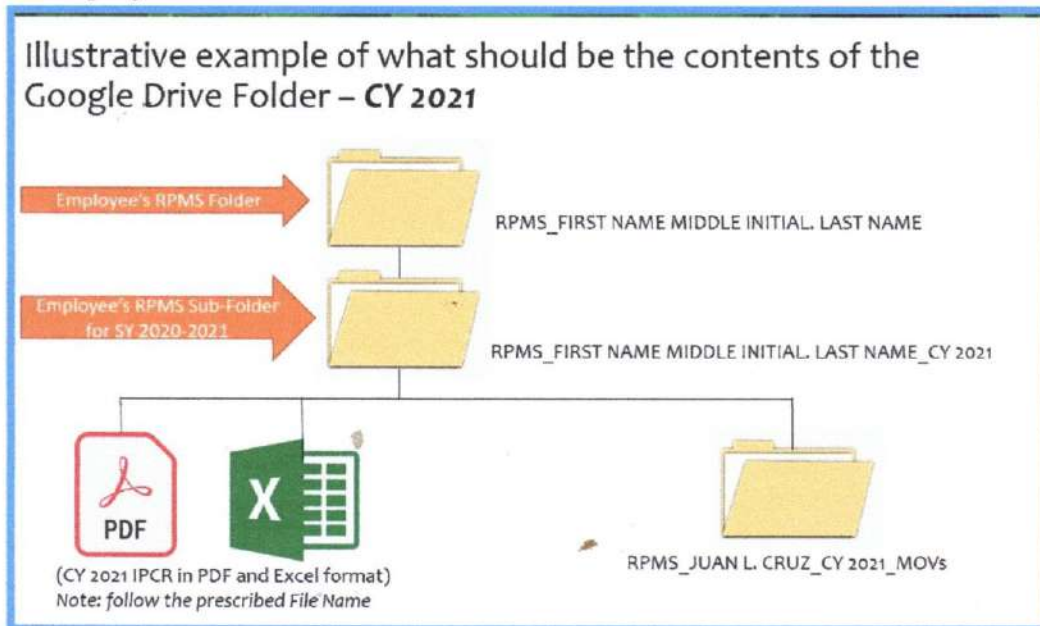
Enclosure No. 2 of Division Memorandum 133, s. 2022

RPMS PHASE I: 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.

