



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 2023

DIVISION MEMORANDUM
No. 031, s. 2023

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)- PHASE 3:
PERFORMANCE REVIEW AND EVALUATION FOR DIVISION PERSONNEL**

To: **OIC, Assistant Schools Division Superintendent**
Chief Education Supervisors, CID/SGOD
Education Program Supervisors
Division Performance Management Team (PMT)
Education Program Specialist, ALS
Section Heads
All Others Concerned
This Division


1. Relative 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 Review and Evaluation guidelines.
2. The performance review and evaluation shall be done during phase 3 of the performance cycle to assess the office and individual employee's performance level based on the commitments and measures as contained in the signed IPCRF.
3. Below is the Performance Review Process (with validation of self-rating):
 - a. Individual assesses performance vis-à-vis commitment made at the start of the rating period and submits to the rater for validation.
 - b. Rater assesses individual employee performance assessment vis-à-vis documented accomplishments.
 - The performance rating shall be based on records of accomplishments such that rating for planned and/or intervening tasks shall always be supported by reports, documentation, or any outputs as proof of actual performance.
 - It is expected that the rater keeps documents and evidence on the kind of outputs of individual employees which shall be used as the basis for employee assessment.
 - c. Rater arrives at a rating and discusses this with the concerned employee.
 - d. If the ratee and rater agree on the rating, IPCR shall be endorsed to the PMT who will review and validate the rating vis-à-vis documented accomplishments and performance standards.





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- e. If ratee and rater did not agree on the rating, both shall refer to the agreed/approved success indicators and justify with documented accomplishments, and the performance monitoring tool for a more objective assessment. They shall accordingly arrive at a rating based on proof of evidence and forward it to PMT, for validation.
 - f. PMT validates performance rating and endorses to Head of Office for approval.
 - g. Head of Office approves/determines final performance rating base on proof of performance endorsed by the PMT.
 - h. Head of Office may adopt mechanisms to assist the employee in ensuring fairness and transparency in gauging the performance level of individuals.
 - i. The final rating shall be forwarded to the concerned Office for the preparation of the Summary of Individual Performance Ratings.
4. Kindly find the attached enclosure for the submission process. The deadline for the performance review and evaluation will be on **January 27, 2023 at 9:00 in the morning**. The expected output/s for Phase III are included in the attached step-by-step procedure for submission.
 5. 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.
 6. 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/merogim



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



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Enclosure No. 1 of Division Memorandum 031, s. 2023

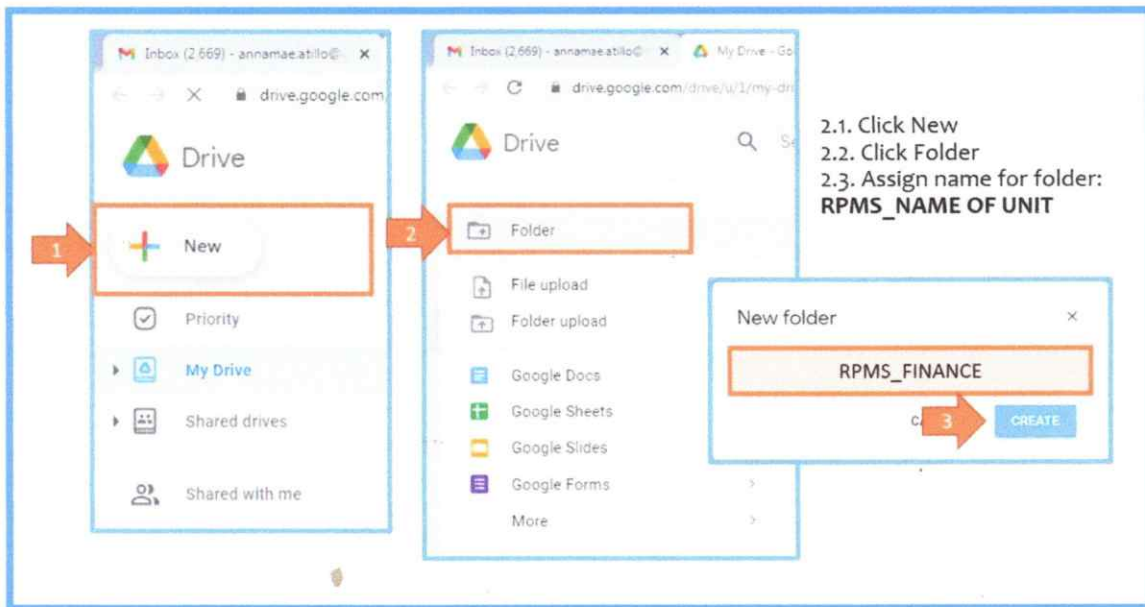
RPMS PHASE III: STEP-BY-STEP PROCEDURE FOR THE SUBMISSION

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



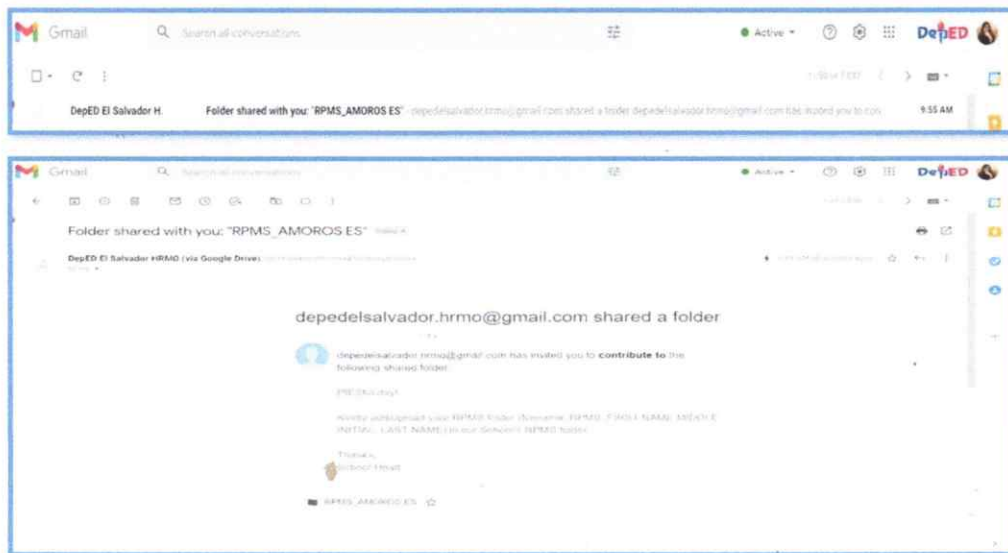


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Step 3: Share the Unit's RPMS folder to all employees deployed in the Unit

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*

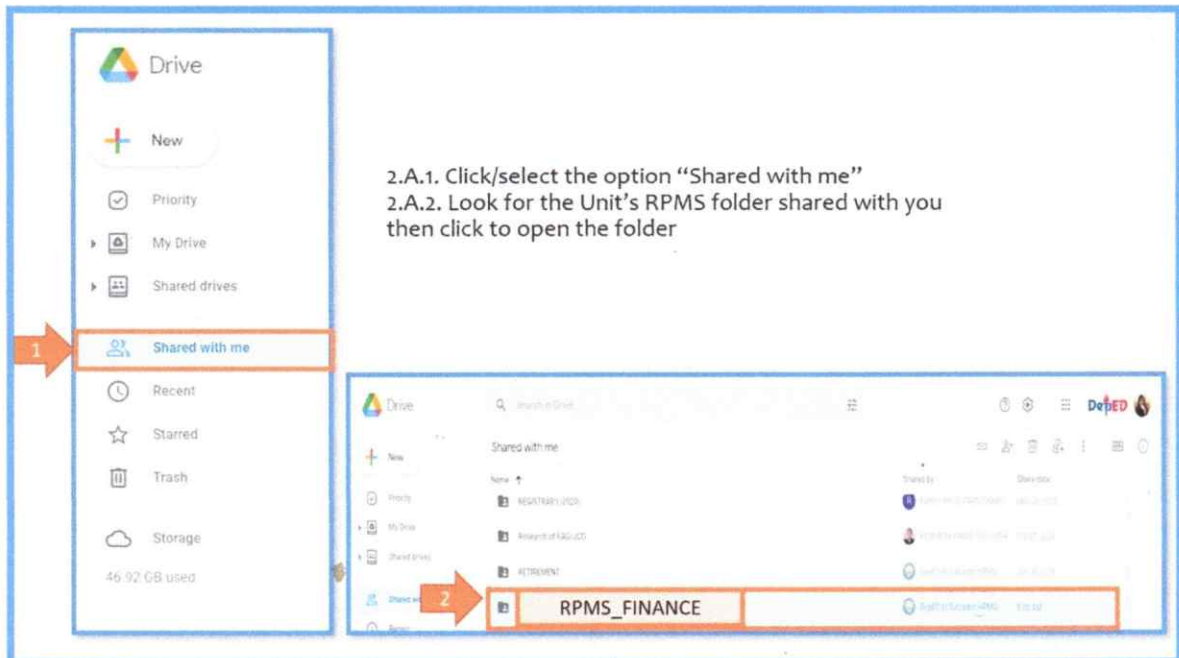


Step 2: Add your RPMS folder in the Unit's RPMS folder

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

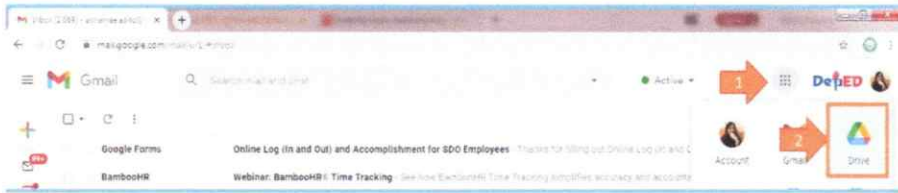




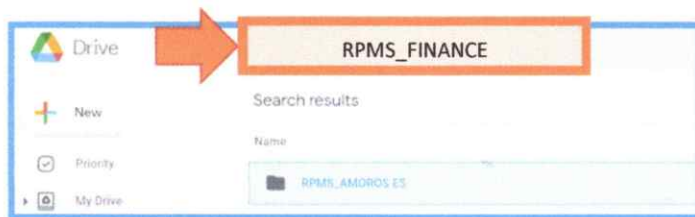
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III. Generating link of Unit's RPMS folder which will be included in the c/o Unit Head

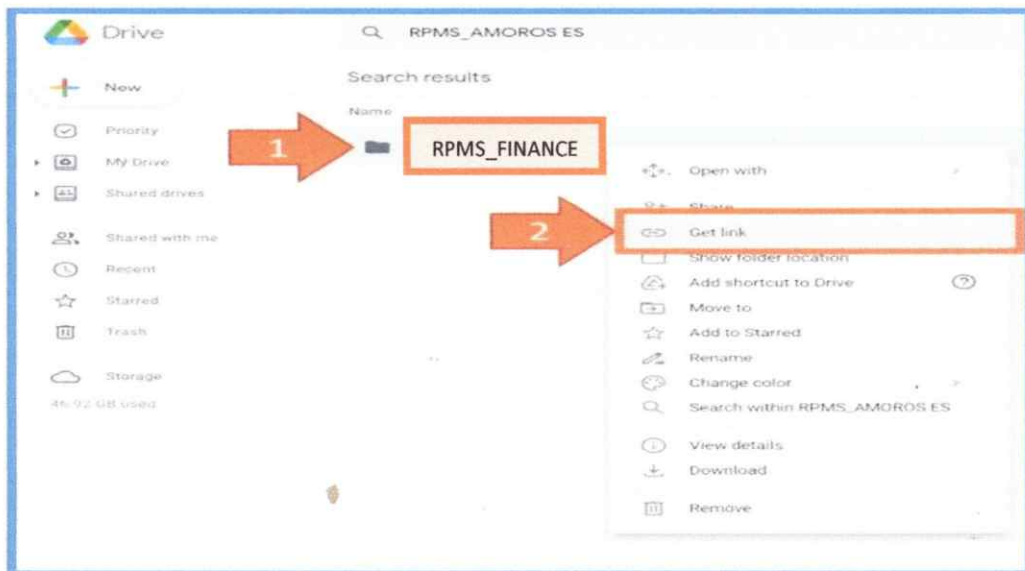
Step 1: Log-in to your DepEd Email and access the Google Drive via *menu*



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



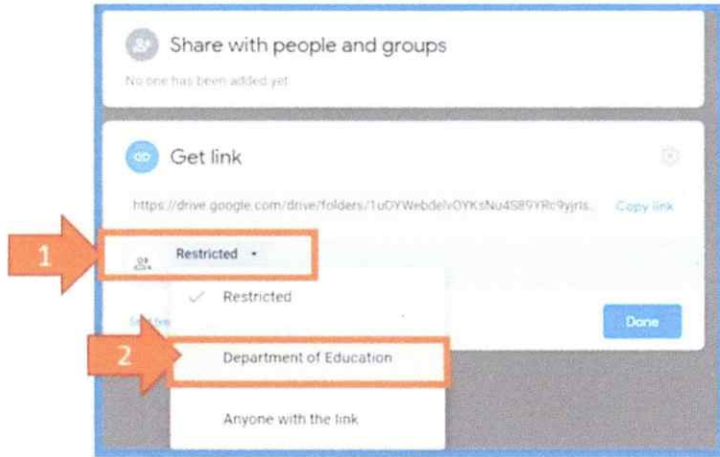
Step 3: Select your Unit's RPMS folder then right click for the drop-down list/options to appear



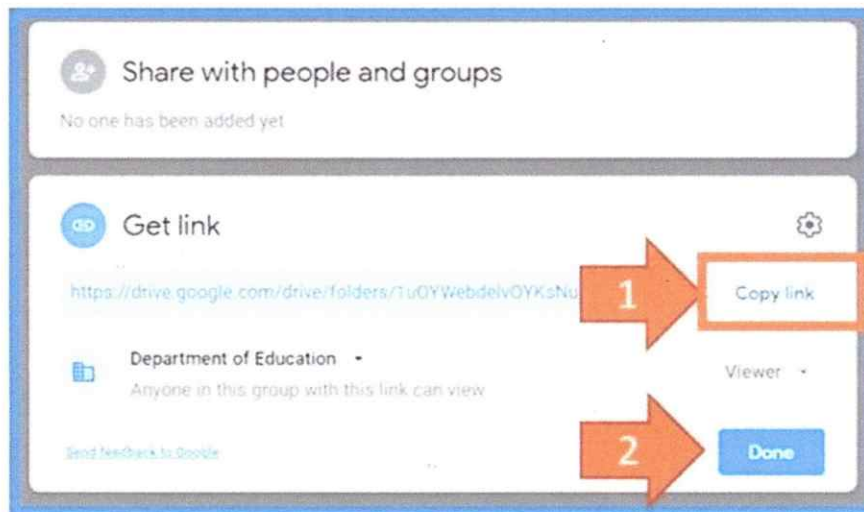


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Step 4: A pop-up will appear after you click the Get link option. Restrict access only to those who are within the organization – Department of Education



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





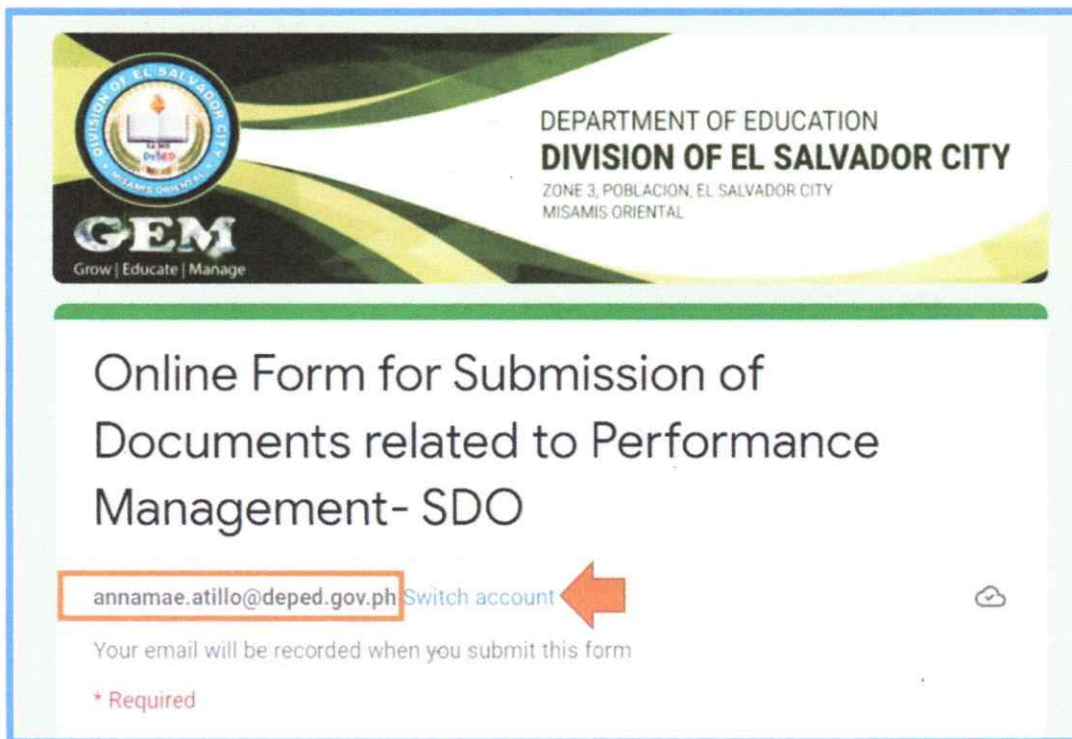
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IV. Submission of Google Drive Link to Unit's RPMS folder via Google Form c/o Unit Head

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/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 *
OSDS FINANCE

Rating Period *
CY 2021

Type of Document to Submit *
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: *

https://drive.google.com/drive/folders/1u0YWebdelv0YKsNu4S89YRc9yjrIsJQP?usp=sharing

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

Submit

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



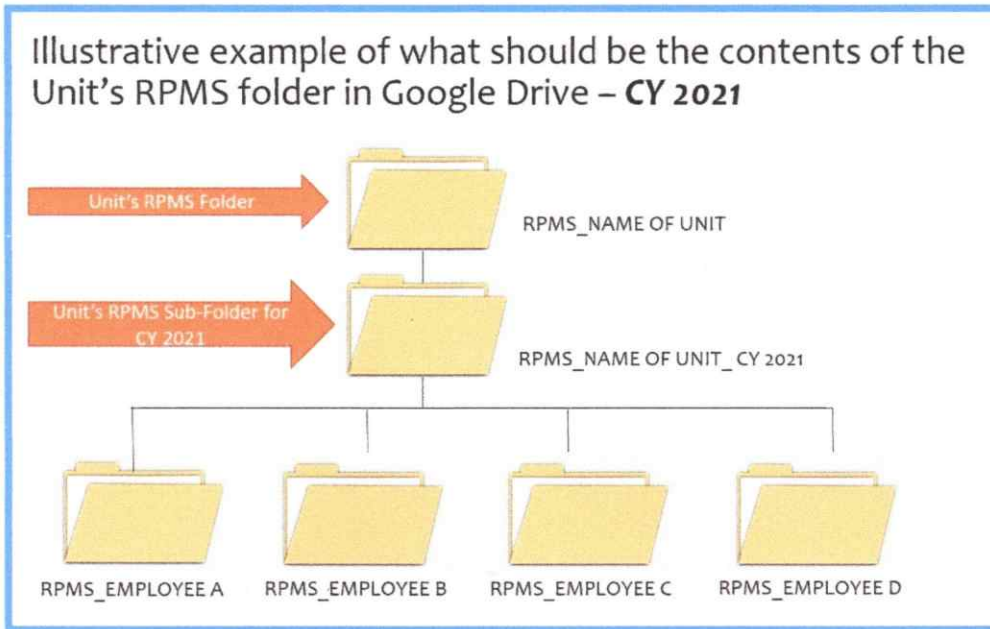


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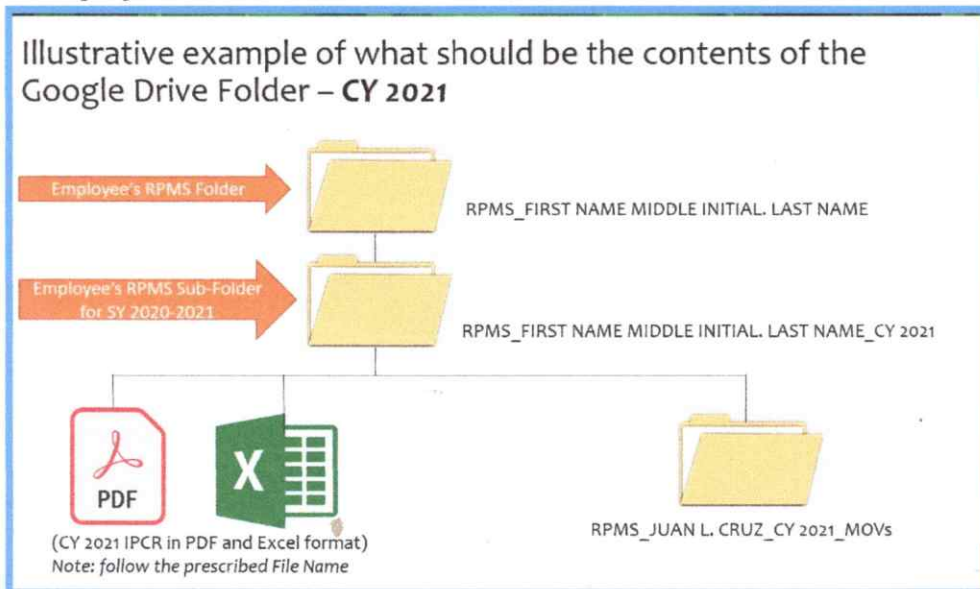
Enclosure No. 2 of Division Memorandum 031, s. 2023

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.

