



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

**Office of the Schools
Division Superintendent**

10 May 2023

DIVISION MEMORANDUM
No. 205, s. 2023

**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.

OK





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3. The following is the timeline for the performance monitoring and coaching of IPCRF:

Date	Activities	Person/Committee Responsible
May 17-19	Immediate Head and staff establish review schedules and performance milestones	Immediate Head and staff
May 23-25	Unit/section uploads the means of verifications (MOVs) and ratee-rater agreement form to the google drive folder	Immediate Head and staff
May 26	Unit/section submits the reviewed IPCRF to google drive	Immediate Head and staff
May 27	PMT secretariat forwards the google drive link to the ASDS for signature	PMT secretariat, ASDS secretary & ASDS
May 30-31	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 **June 23, 2023**. 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). 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.


RANDOLPH B. TORTOLA
 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

