



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

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**Office of the Schools**  
**Division Superintendent**

10 May 2023

DIVISION MEMORANDUM  
No. 208, s. 2023

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

To: **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.

*OK*







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3. Deadline on the mid-year review and submission will be on **May 19, 2023**. Please furnish copy to your assigned Master Teacher for consolidation and coaching basis. 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.

  
**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

**SGOD/HRD**

