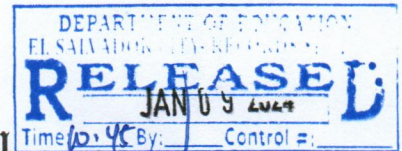




Republic of the Philippines
Department of Education

REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the
Schools Division Superintendent

8 January 2024

DIVISION MEMORANDUM
No. 013, s. 2024

**SUBMISSION OF CY 2023 INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORM FOR DIVISION OFFICE PERSONNEL**

To: **Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors, CID/SGOD
All Unit/Section Heads
Division Performance Management Team (PMT)
All SDO Personnel
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 informs all Schools Division Office Personnel and other Non-Teaching Personnel of the submission of the accomplished 2023 Individual Performance Commitment and Review Form (IPCRF) on **January 26, 2024**.
2. The performance review 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 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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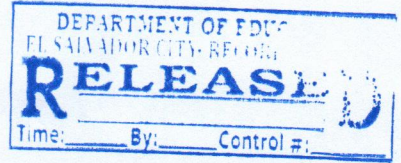
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- e. If rater and ratee did not agree on the rating, both shall refer to the agreed/approved success indicators and justify with documented accomplishments, and the performance monitoring tool for a more objective assessment. They shall accordingly 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. Scanned copy of the summary of Ratings shall be forwarded to records section and RPMS Focal Person, ATTN: Marilou Y. Descallar, RGC.
 5. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
 6. This is for information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
SGOD/PMT/hrd IPCRF
CY 2024

