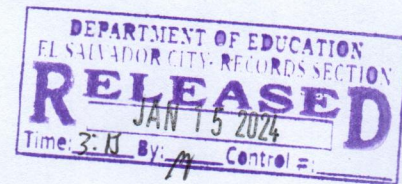




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



**Office of the
Schools Division Superintendent**

15 January 2024

DIVISION MEMORANDUM
No. 020B, s. 2024

**RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)
IMPLEMENTATION FOR DIVISION-BASED PERSONNEL
FOR THE CALENDAR YEAR 2024**

To: **Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
Education Program Supervisors
All Unit/Section Heads
Division Performance Management Team (PMT)
All SDO Personnel
All Others Concerned
This Division**

1. This Office reiterates the salient provisions of DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the RPMS in the Department of Education) for the effective and efficient implementation of RPMS for Division-based personnel. This RPMS implementation aims to:
 - a. offer techniques, approaches, resources, and incentives for evaluating the achievements in comparison to the commitments;
 - b. evaluate and honor improved performance across all units and all staff development plans at all levels; and
 - c. utilize the system as a tool for appraisals, which will serve as the foundation for programs aimed at learning and growth.
2. The Schools Division of El Salvador must adhere to the four-stage performance management cycle as outlined in the DepEd Order No. 2, s. 2015, and as prescribed by the Civil Service Commission. The four stages of the performance management cycle are as follows:

Phase I - Performance Planning and Commitment

Phase II - Performance Monitoring and Coaching

Phase III - Performance Review and Evaluation, and

Phase IV - Performance Rewarding and Development Planning.



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3. The performance cycle shall cover the performance for one calendar year. All division-based personnel shall follow a performance cycle starting last December 2023 and ending in December 2024 of the current year.
4. The following schedule shall be followed by division--based personnel of SDO El Salvador for Calendar Year 2024:

Phase	Activity	Timeline
I	Performance Topic Setting and Development of OPCRF/IPCRF	December 2023
II	Monitoring and Coaching	Year-Round
	Mid-Year Review and Development Planning	June 2024
	Calibration of OPCRF/IPCRF	Last week of August 2024
III	Performance Review and Evaluation	Last week of November 2024 to the 1st week of December 2024
IV	Performance Rewarding and Development Planning, Data Collection	December 2024

5. Further, this office shall adhere to the Equal Opportunity Principle (EEO), 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 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



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