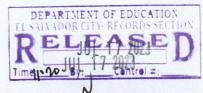


Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

17 July 2023

DIVISION MEMORANDUM No.__3/タB_, s. 2023

RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) IMPLEMENTATION FOR SCHOOL HEADS FOR THE SCHOOL YEAR 2023-2024

To: 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

- Under 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 Planning & Commitment guidelines.
- 2. The performance planning and commitment shall be done before the start of the performance cycle where the rater meets with the ratee to discuss and agree on the following:
 - a. The Office Performance Commitment and Review Form (OPCRF) shall be accomplished by the head of the office to reflect the Office KRAs, Objectives, and Performance Indicators. The head of the office, in coordination with the Planning team, shall ensure alignment of the office plans and commitments to the overall organizational outcomes.
 - b. The Individual Performance Commitment and Review Form (IPCRF) shall be accomplished by the individual personnel to reflect the agreed Individual KRAs, Objectives, and Performance Indicators.
- 3. In addition, once the office and individual KRAs, Objectives, and Performance Indicators are clearly defined, the rater and the ratee shall commit and reach an agreement by signing the OPCRF. The signed/approved OPCRF shall be the basis for monitoring and assessment, which shall take place in Phases II and Ill, respectively.













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4. The following is the timeline for the performance planning and commitment of IPCRF:

Phase	Activity	Timeline	Person Responsible
Ι	Performance Topic Setting and Development of OPCRF (School Heads complete the required forms (OPCR & e-SAT and IDPs)	July 2023	School Heads with ASDS
II	Monitoring and Coaching	Year-Round	Rater and Ratee
	Mid-Year Review and Development Planning	February-March 2024	Rater and Ratee
	Calibration of OPCRF	April 2024	PMT
III	Performance Review and Evaluation	May 2024	Rater and Ratee
IV	Performance Rewarding and Development Planning, Data Collection	June 2024	PMT

- 4. Further, 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 age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- 5. This is for information, guidance and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the <u>Perpetual Index</u> under the following subjects: SGOD/PMT/hrd IPCRF
CY 2023





