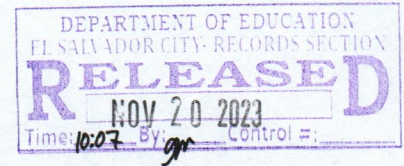




Republic of the Philippines
Department of Education

**REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY**



**Office of the
Schools Division Superintendent**

20 November 2023

DIVISION MEMORANDUM
No. 510B, s. 2023

**IPCR PHASE 1: PERFORMANCE PLANNING & COMMITMENT FOR
DIVISION PERSONNEL**

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. Relative to DepEd Order No. 002, s. 2015 Guidelines on the Establishment and Implementation of the Results-Based Performance System (RPMS), this Office enjoins all Division Office Personnel to take part in the OPCRf and IPCRF Performance Planning & Commitment Review for this Calendar Year 2024.
2. The Office reiterates the specifications set for the performance cycle:
 - a. The performance planning and commitment shall be done prior to the start of the performance cycle where the rater meets with the ratee to discuss and agree on objectives to be met and required competencies based on strategic priorities of the organization.
 - b. The Office Performance Commitment and Review Form (OPCRF) shall be accomplished by the head of office to reflect the Office KRAs, Objectives and Performance Indicators. The head of office, in coordination with the Planning Office, shall ensure alignment of the office plans and commitments to the overall organizational outcomes.
 - c. 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.
 - d. 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 and






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IPCRF shall be the basis for monitoring and assessment, which shall take place in Phase II and III, respectively.

3. The Division Performance Management Secretariat shall check and monitor the unit's submission. Deadline on the IPCRF Performance Planning and Commitment will be on **December 30, 2023**. Expected output for Phase I are the following;
 - Signed IPCRF-Development Plans based on self-assessment tools
 - Accomplished e-Self Assessment Tool (SAT)
 - Signed IPCRF
4. Scanned copy of the signed documents via Microsoft 365 will be shared to the RPMS Focal person, ATTN: Marilou Y. Descallar, RGC, EPS II HRD for monitoring purposes, with email address: marilou.descallar01@deped.gov.ph
5. The Section Heads shall submit an Office Learning and Development Plan based of the summary needs of the Individual Development Plans submitted by their subordinates using a required template.
6. 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 the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. 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



Address: Zone 3, Poblacion, El Salvador City
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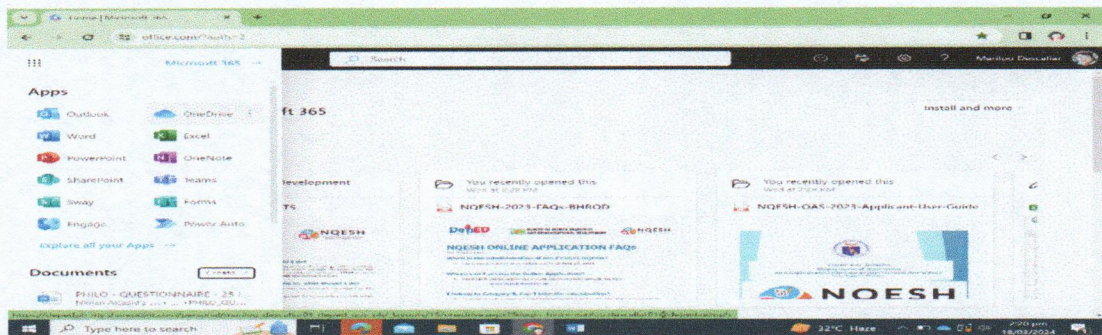
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Enclosure No. 1 of Division Memorandum 570B, s. 2023

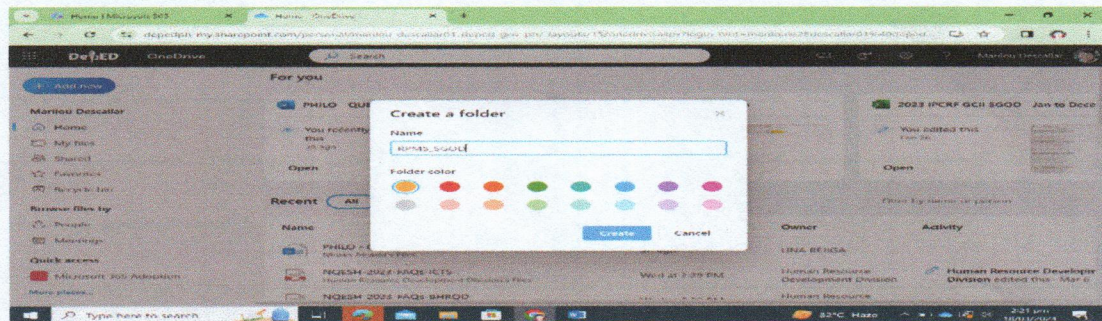
RPMS PHASE 1: STEP-BY-STEP PROCEDURE FOR THE SUBMISSION OF SIGNED DOCUMENTS

Part I. Setting up the RPMS folder of the Unit c/o the Unit Head

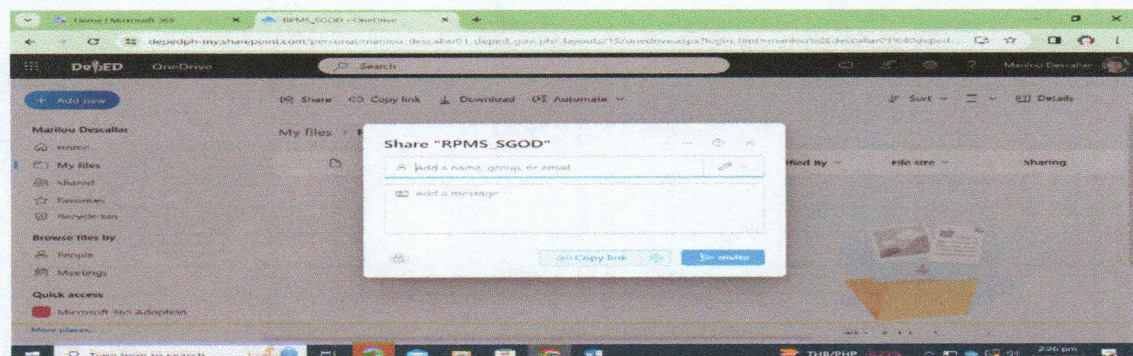
Step 1: Log-in to your DepEd Microsoft 365 Email and access the One Drive via menu



Step 2. Create an RPMS folder for your Unit and choose a Folder Color



Step 3. Share the Unit's RPMS folder to all employees deployed in the Unit



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Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113 city.net
Website address: elsalvador.city@deped.gov.ph
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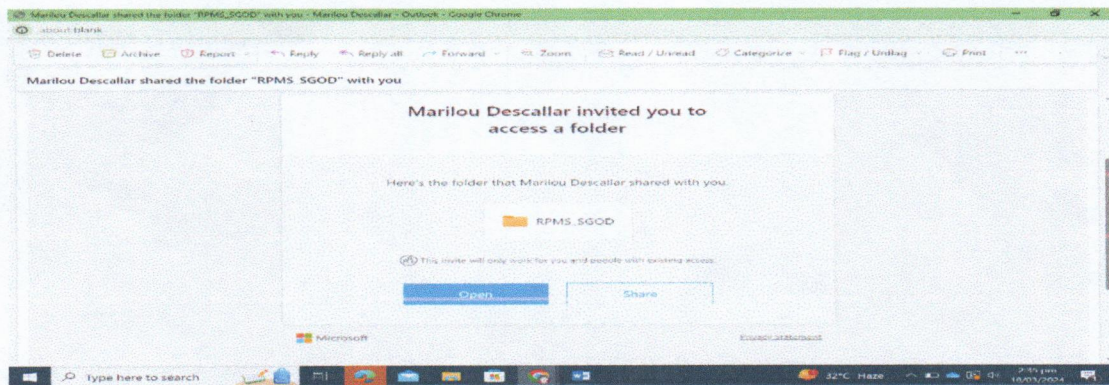
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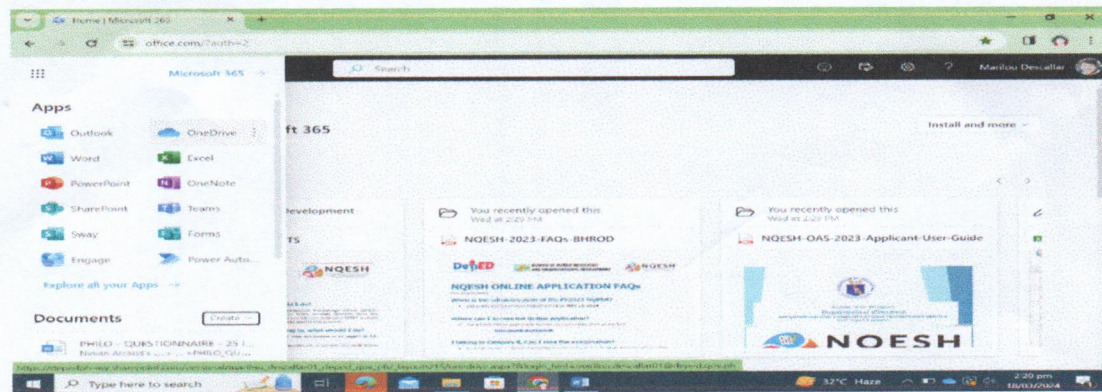
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Step 4: Confirm with the Employees if they have received the email indicating that the Unit's RPMS folder is shared. Below is a sample illustration of the email the employees will receive if the folder is successfully shared with them.



Part II. Adding/Uploading/Sharing of employees' RPMS folders in the Unit's RPMS folder c/o Individual Employee

Step 1. Log-in to your DepEd Microsoft 365 Email and access the One Drive via menu

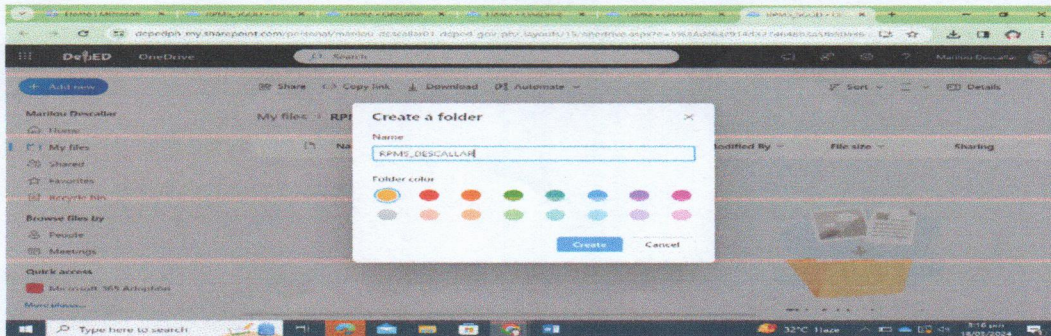


Step 2. Add your RPMS folder in the Unit's RPMS Folder by uploading your RPMS Folder in the Unit's RPMS folder shared with you by the Unit Head



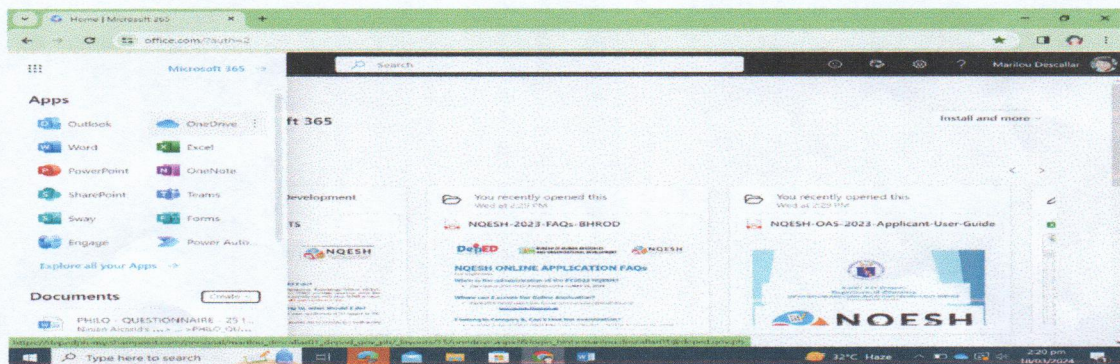


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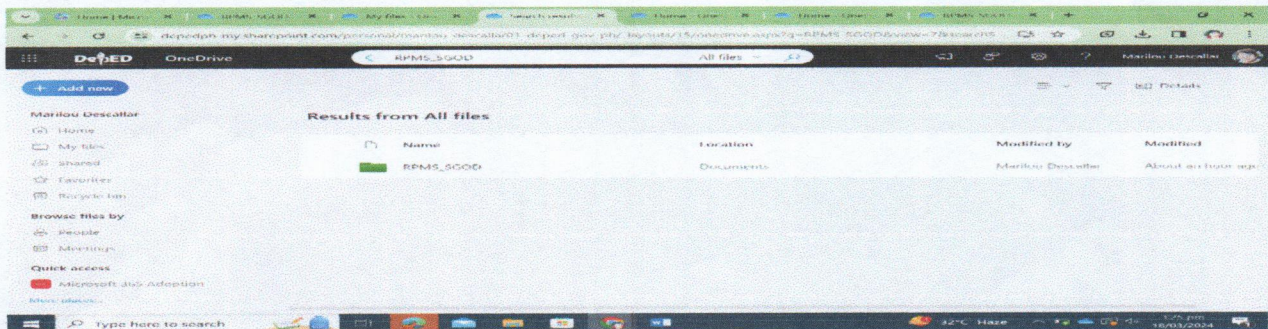


Step 3. Notify your rater once your RPMS folder is successfully uploaded/added in the Unit's RPMS folder

Part III. Generating Link of Unit's RPMS folder for restriction of access
Step 1. Log-in to your DepEd Microsoft 365 Email and access the One Drive via menu



Step 2. Look for your Unit's RPMS folder, you may type the folder name in the search bar and click Enter



Step 3. Click your Unit's RPMS folder then right click for the drop-down list/options to appear



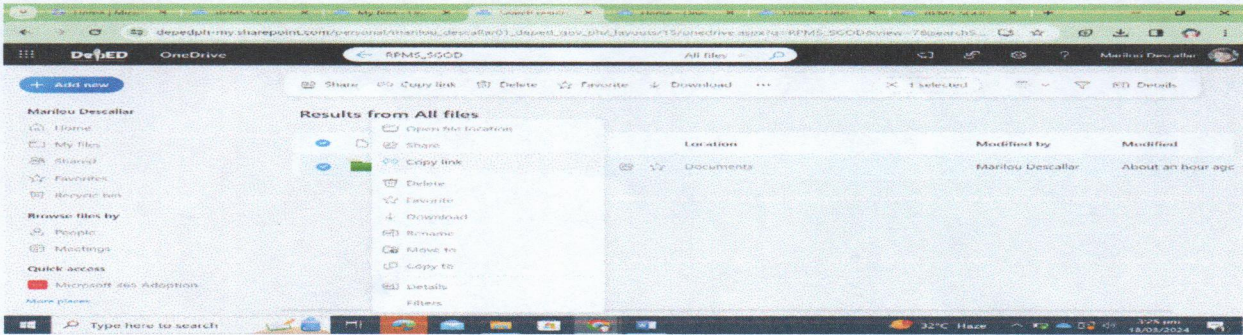
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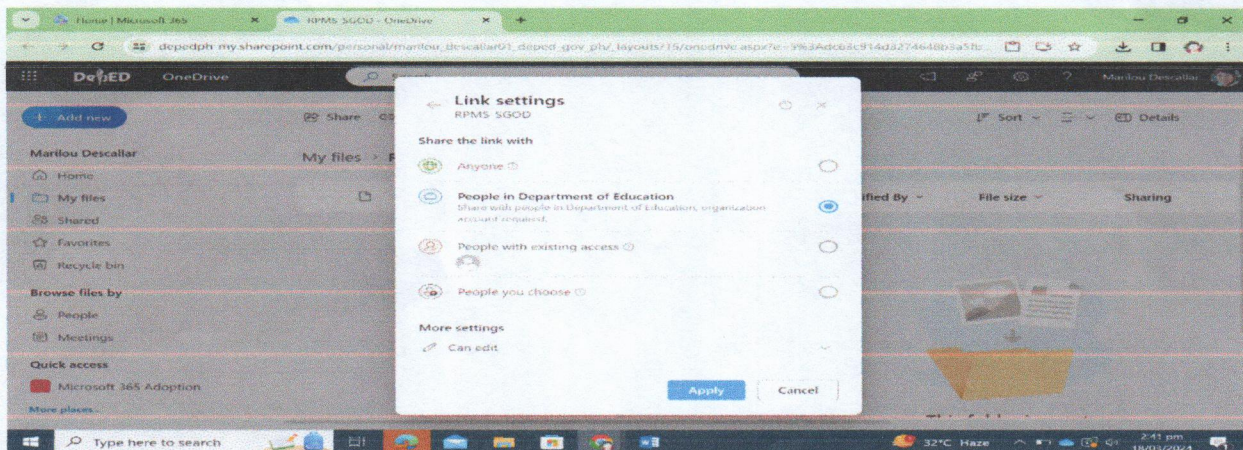
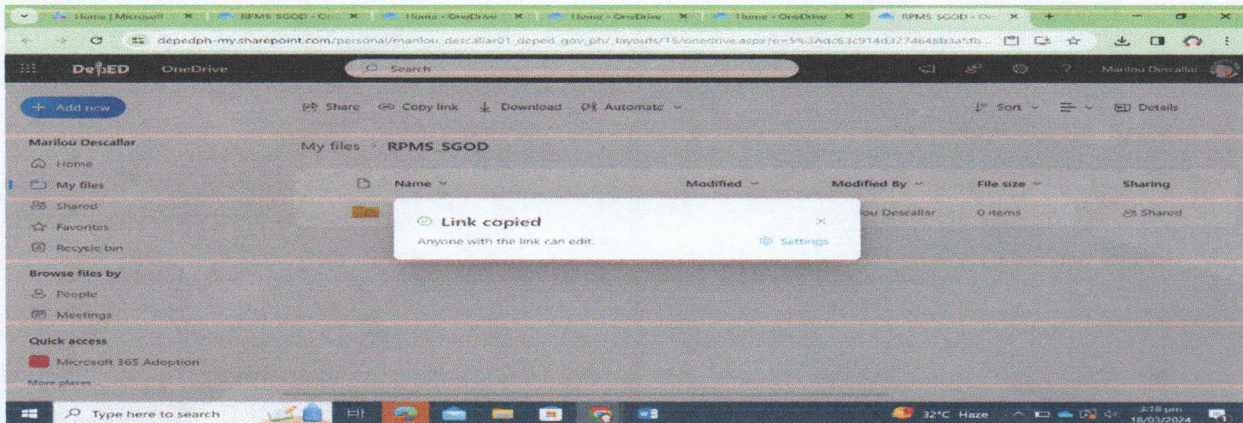




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Step 4. After the link is copied, edit the restriction by clicking Settings restricting access only to those who are within the organization-Department of Education



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