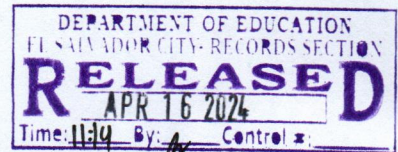




Republic of the Philippines  
Department of Education

REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the  
Schools Division Superintendent

15 April 2024

DIVISION MEMORANDUM  
No. 167, s. 2024

**OFFICE PERFORMANCE COMMITMENT MID-YEAR REVIEW, CALIBRATION,  
PERFORMANCE MONITORING AND COACHING FOR SCHOOL HEADS**

To: **Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID/SGOD  
Division Performance Management Team (PMT)  
All Public Elementary and Secondary School Heads  
All Others Concerned  
This Division**

1. In line with DepEd Order (DO) No 2, s. 2015 prescribing the **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)**, this Office disseminates the IPCRF Performance Monitoring and Coaching guidelines.
2. The performance monitoring and coaching shall commence after the rater and ratee commit and agree on the KRAs, Objectives, and Performance Indicators, and sign the OPCRf. The two main components of Phase II are the following;
  - a. Performance monitoring shall provide key inputs and an 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 feedback shall be provided by the rater and shall be sought by the ratee to improve work performance and behavior.
3. The Office performance commitment mid-year review, performance monitoring coaching, and calibration will be on **April 30, 2024, from 8:00-5:00 pm @ El Salvador City Central School, El Salvador City.**



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

4. The deadline for the mid-year review form will be on April 30, 2024. The expected output for Phase II are the following;
  - a. Agreements based on PMCF (Performance Monitoring & Coaching Form)
  - b. Mid-Year Review Form (MRF)
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 RPMS  
SY 2023-2024



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