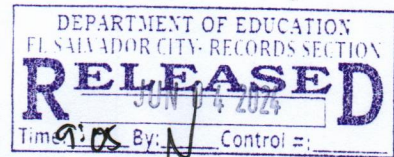




Republic of the Philippines
Department of Education

REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the
Schools Division Superintendent

04 June 2024

DIVISION MEMORANDUM
No. 22/B, s. 2024

**REITERATION AND ADDENDUM ON DIVISION MEMORANDUM NO. 020B S. 2024
RESULTS-BASED PERFORMANCE SYSTEM(RPMS) IMPLEMENTATION FOR
DIVISION-BASED PERSONNEL FOR THE CALENDAR YEAR 2024 &
DM 284 s. 2024**

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. This is to reiterate **Division Memorandum No. 020b S. 2024 Results-Based Performance System (RPMS) implementation for Division-based Personnel for the Calendar Year 2024** and **Division Memorandum No. 284 s. 2024 on Divisional Guidance on the Implementation of DepEd Results-Based Performance Management System (RPMS) relative to Executive Order no.61 (s.2024) and DM-OSEC-01, s. 2024**
2. **DM-OSEC-2024-01, s. 2024** states that the Implementation of FY 2024 RPMS for non-school-based personnel in the DepEd Schools Division Offices (SDO) shall continue to be in force. The existing guidelines and issuances governing the accomplishment of OPCRf and IPCRF of non-school based personnel shall remain in effect.
3. The schedule of Mid-Year Review and Development Planning for the Division Personnel is on **June 2024**.
4. 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



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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.
5. Kindly find attached the enclosure for the step-by-step procedure for submission. The deadline for the performance monitoring and coaching will be in **June 30, 2024**. Expected outputs from Phase II are the following;
 - **Agreement based on PMCF** (Performance Monitoring & Coaching Form) available on OneDrive
 - **Mid-year review form** (MRF)
 - **Scanned MOvs**
6. 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 RPMS
SY 2024-2025



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