

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

**Office of the
Schools Division Superintendent**

2 September 2024

DIVISION MEMORANDUM
No. 335, s. 2024

**CORRIGENDUM TO THE DIVISION MEMORANDUM NO. 330 ON THE 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
Division Performance Management Team (PMT)
All Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Under the **Division Memorandum No. 020b S. 2024 Results-Based Performance Management System (RPMS) implementation for Division-based Personnel for the Calendar Year 2024** and **Division Memorandum No. 284 s. 2024 on Divisional Guidance on Implementing DepEd Results-Based Performance Management System (RPMS) relative to Executive Order no.61 (s.2024) and DM-OSEC-01, s. 2024**, the office will have a follow-up session on the Performance Mid-Year Review through the **Office of the Assistant Schools Division Superintendent** with the Performance Management Team.
2. The schedule for the **follow-up Performance Mid-Year Review** of the Division Personnel will be held at the *Conference Room, Diamond Building, El Salvador City* on the following dates by assigned Section;
 - SGOD/Medical Team- September 16, 2024
 - Budget Section – September 17, 2024
 - Admin and Personnel Section- September 18, 2024
 - Finance – September 19, 2024
 - CID- September 23, 2024
3. Each division personnel will present their **KRA's, Accomplishments, and Bottlenecks** for 3-5 minutes only while being coached and mentored by the immediate head. This PPT document shall be submitted to the OneDrive link that the Section Heads created for their section inclusive of the following outputs.
 - IPCRF Mid-Year Report Form
 - PMCF



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- Scanned MOVs
4. These **documents** will be shared with the **RPMS Focal Attn: Marilou Y. Descallar, RGC, EPS II HRD**, and to the **Office of the Assistant Schools Division Superintendent** for review and monitoring.
 5. The **Section Heads** are expected to continually monitor and coach the personnel under them as coaching and feedback shall be a continuous process. Coaching feedback through the use of the **Performance Monitoring and Coaching Form (PMCF)** shall be provided by the rater and shall be sought by the ratee to improve work performance and behavior.
 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/myd

IPCRF RPMS
SY 2024-2025



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