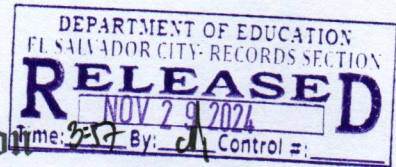




Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



November 28, 2024

DIVISION MEMORANDUM
No. 502, s. 2024

Phase IV Performance Rewarding and Development Planning of Division Personnel CY 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. 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 Phase IV Performance Rewarding and Development Planning guidelines.
2. That the schedule for the **Phase IV Performance Review and Development Planning will be on the third week of January 2025.**
3. The results of the performance review and evaluation shall be used in performance rewarding and development planning. This phase shall be done after Phase III.
4. The rater shall discuss and provide qualitative comments, observations, and recommendations on the individual employee's performance commitment, competency assessment, and significant incidents which shall be used for training and professional development. These can be written under the strengths and development needs column of Part IV-Development Plans of the IPCRF.
5. The rater and the ratee shall identify and discuss the individual's strengths and development needs, and reflect them in the Part IV-Development Plans of the IPCRF. The competencies that the ratee demonstrated consistently and the areas, where the ratee met or exceeded expectations shall be referred to as the ratee's strengths. The competencies, which the ratee rarely demonstrates and the areas where the ratee has room for improvement and has not met the expectations, shall be identified as the ratee's development needs.



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PART IV: DEVELOPMENT PLANS

Strength	Development Needs	Action Plan (Recommended Development Intervention)	Timeline	Resources Needed

Rater _____

Rate _____

6. For purposes of promotion and step increment, one (1) RPMS performance cycle shall be equivalent to two semestral rating periods.
7. Employee development is a continuous learning process that enables the ratee to achieve his/her personal objectives within the context of the organizational goals. Employee development shall be a shared responsibility of the rater and the ratee, HRD and the Organization. The summary of Development Plans Form shall be the basis for development planning.
8. That there will be a meeting with the **Performance Management Team** on **December 04, 2024** at 1:30 pm at the Conference Room, Diamond Building, El Salvador City in preparation for Phase IV Performance Rewarding and Development Planning of Division Personnel CY 2024.
9. 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 account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
10. This office directs the immediate information, guidance, and compliance.


RANDOLPH B. TORTOLA
 Schools Division Superintendent

Reference:

To be indicated in the Perpetual Index under the following subjects:

