

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

January 6, 2025

DIVISION MEMORANDUM
No. 009, s. 2025

**Reiteration and Addendum on 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. This is to reiterate **Division Memorandum No. 502 s.2024 Phase IV Performance Rewarding and Development Planning of Division Personnel CY 2024** on the submission of the following accomplished IPCRF Year-end reports;
 - a. Individual Performance Commitment and Review Form (IPCRF) Year-End Rating (2 signed hard copies and 1 scanned copy available in your *respective Unit Google Drive*)
 - b. Peer Monitoring and Coaching Form (2 signed hard copies and 1 scanned copy)
 - c. Individual Development Plan (2 signed copies and 1 scanned copy)
 - d. MOVs (Means of Verification) (Scanned Copies only via your respective Unit Google Drive)
2. The schedule for the final submission of these hard and soft copies of reports to the RPMS Focal Person, Attn. Marilou Y. Descallar, RGC, will be on or before **January 24, 2025**.
3. 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 the Part IV-Development Plans of the IPCRF.
4. 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 which the ratee demonstrated consistently and the areas, where the ratee meet or exceed 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

 Ratee

5. With reference to **Deped Order No. 2, s. 2015**, the authorized signatories for the IPCRF for the following Division Personnel are the following;



RATEE	RATER	APPROVING AUTHORITY
Chief, CID	ASDS	SDS
Chief, SGOD	ASDS	SDS
Administrative Officer V	ASDS	SDS
Accountant III	ASDS	SDS
Budget Officer III	ASDS	SDS
Supply Staff	Administrative Officer IV	ASDS
Accounting Staff	Accountant III	ASDS
OSDS Unit	Administrative Officer V	ASDS
SGOD Unit	Chief, SGOD	ASDS
CID Unit	Chief, CID	ASDS
Learning Resource	Chief, CID	ASDS
Bids and Awards Committee (BAC) Secretaries	ASDS	ASDS
SDS/ASDS Secretaries/Staff	ASDS	SDS
Drivers	ASDS	SDS





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6. This office shall adhere to the Equal Opportunity Principle (EEO), 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.
7. This office directs the immediate information, guidance, and compliance.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

Reference: DO2_2.2015

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

SGOD/RPMS/myd

RPMS
CY 2025

