

Republic of the Philippines
Department of Education

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

February 4, 2025

DIVISION MEMORANDUM

No. 051, s. 2025

**Office Performance Commitment Mid-Year Review, Calibration,
Performance Monitoring and Coaching for School Heads SY 2024-2025**

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 **March 10-11, 2025, from 8:00-5:00 pm @ Conference Room, Diamond Building, El Salvador City.**



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4. The deadline for the mid-year review form will be on March 17, 2025. 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. If you have any further questions about the following criteria, please see the Performance Management team.
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 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/HRD RPMS CY 2025



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