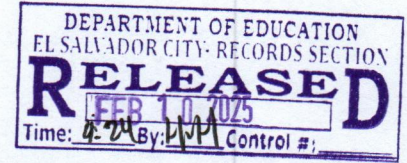




Republic of the Philippines
Department of Education

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



February 4, 2025

DIVISION MEMORANDUM
 No. 052, s. 2025

**Performance Review and Evaluation of Division Personnel CY 2024 and Crafting
 for 2025 IPCRF Commitment Form**

To: **Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID/SGOD
 Division Section Heads
 Division Performance Management Team (PMT)
 Division Personnel
 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 additional information and guidelines set in accomplishing the Division Personnel Year-End IPCRF final rating.
2. For validation of the final ratings of the Year-end IPCRF, each Division Personnel as a Ratee has to defend her final rating with the presence of her Rater, Approving Authority, and the Education Program Specialist II, HRD as the RPMS Focal Person and secretariat during its conduct.
3. The final rating shall be based solely on the accomplishment of the specific objectives as measured by the Performance Indicators. It shall be accomplished to reach an agreement and assess competencies as basis also in the crafting in the following year's commitment form.
4. The Individual Performance Commitment Review Form (IPCRF) shall be accomplished by the individual personnel to reflect the agreed Individual's KRAs, Objectives and Performance Indicators.
5. The following are the schedules for the final rating defense and submission of the Individual Performance Commitment Review Form (blank form);

CID	-	March 3, 2025
SGOD	-	March 4, 2025
OSDS	-	March 5, 2025






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Budget - **March 6, 2025**
Accounting - (1st Week of April 2025, considering the leave of absence of the rater due to major health concern)

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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