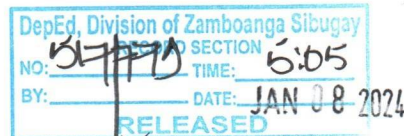




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



08 Jan 2024

**DIVISION MEMORANDUM**

No. 001, s. 2024

**SUBMISSION OF IPCRF/OPCRF OF DIVISION OFFICE PERSONNEL FY 2023  
CUM REITERATING THE ADOPTION OF DEPED ORDER NO. 2, SERIES 2015-  
IMPLEMENTATION OF RESULTS-BASED PERFORMANCE MANAGEMENT  
SYSTEM (RPMS) FOR NON-SCHOOL BASED PERSONNEL**

To: OIC-ASDS  
Chief ES, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
Section Heads  
All Division Office Personnel  
*This Division*

1. In alignment with DepEd Order No. 2, s. 2015 on the Implementation of Results-based Performance Management System to institutionalize an enhanced performance management system, this memorandum aims to reiterate and emphasize the adoption of Results-based Performance Management System (RPMS) Calendar of Activities for Non School-based Personnel.
2. In view of the above, all Schools Division Office (SDO) personnel shall adhere on the adoption of the calendar of activities attached in this memorandum to ensure proper implementation as stated in the policy under Performance Management.
3. Moreover, all personnel are reminded to *submit file copy of duly signed Individual/Office Performance Commitment Review Form (IPCRF/OPCRF) with attached Mode of Verification (MOVs) for FY 2023 to the Personnel Section and upload PDF File in the link provided below on or before **January 19, 2024.***

Link for the submission/uploading of IPCRF/OPCRF PDF file:

[https://bit.ly/IPCRF\\_OPCRF\\_SubmissionFY2023](https://bit.ly/IPCRF_OPCRF_SubmissionFY2023)

4. All personnel shall also ensure the submission and uploading of duly signed *Individual Work Plan (IWP) with Performance Contract for FY 2024* on the same date mentioned above. Link for uploading is provided below.

Link for submission/uploading of IWP and Performance Contract:

[https://bit.ly/Submission\\_IWPFY2024](https://bit.ly/Submission_IWPFY2024)

5. In line with the consolidation of all IPCRF/OPCRF result of rating and Development Needs, all personnel are also directed to respond to the Google Form thru link provided below.

Link for IPCRF/OPCRF Consolidation:

[https://bit.ly/IPCRF\\_OPCRFConsolidationFY2023](https://bit.ly/IPCRF_OPCRFConsolidationFY2023)



6. The Performance Management Team (PMT) shall ensure proper documentation and storage of all Performance Management data to be managed by Personnel Section.
7. Enclosed is the RPMS Calendar of Activities for guidance.
8. For immediate dissemination and strict compliance.

**VIRGILIO P. BATAN, JR., CESO VI**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 2, s. 2015

To be included in the perpetual index under the subject:  
PERFORMANCE MANAGEMENT IPCRF/OPCRF

ZS-OM-SGOD-HRD-2024-01-006-0

AMG-202401-08



**Enclosure.**

**RPMS CYCLE CALENDAR OF ACTIVITIES**

***Non-school-based Personnel:***

<b>Phases of RPMS Cycle</b>	<b>Tasks/Activities</b>	<b>Person/s Responsible</b>	<b>Schedule</b>	<b>Date of Submission</b>
Phase I: Performance Planning and Commitment	Self-assessment & development planning	Ratee	One week prior to the performance cycle or earlier	Every 3 <sup>rd</sup> Friday of January
	Performance planning & commitment setting	Ratee, Rater, Approving Authority	A week prior to the performance cycle	Every 3 <sup>rd</sup> Friday of January
Phase II: Performance Monitoring and Coaching	Monitoring and Coaching	Ratee, Rater, Field Technical Assistance Providers	Entire rating period	
Phase III: Performance Review and Evaluation	Mid-year review	Ratee, Rater	One (1) week after the end of 1 <sup>st</sup> semester	Within 2 weeks after end of 1 <sup>st</sup> semester
	Year-end performance review and assessment, evaluation of portfolio and computation of final rating	Ratee, Rater, Approving Authority	Within 2 weeks after the end of performance cycle	By the 15 <sup>th</sup> working day of January
	Preparation of schedule of validation of Outstanding IPCRF/OPCRF rating	Planning Officer III, PMT	One (1) week after year-end performance assessment and evaluation	
	Validation of Outstanding IPCRF/OPCRF rating	Ratee, Rater, PMT Approving Authority	One (1) week after the issuance of validation schedule	
Phase IV: Performance Rewarding and Development Planning	Ways forward and development planning	Ratee, Rater	One (1) week after the final rating has been made	
	IPCRF/OPCRF Data Collection	School Head, Rater, Personnel Section, HRD	One (1) month after the release of final rating	

