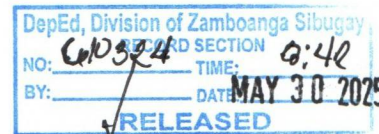




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



29 May 2025

DIVISION MEMORANDUM

No. 242, s. 2025

**2024-2025 END OF SCHOOL YEAR PERFORMANCE
MANAGEMENT ACTIVITIES**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
School-based Non-Teaching Personnel
All Others Concerned
This Division

1. Consistent with the guidelines in the implementation of Results-Based Performance Management System (RPMS), the Schools Division of Zamboanga Sibugay announces the schedule of SY 2024-2025 year-end performance evaluation and development planning activities. This includes IPCRF and OPCRf validation of outstanding performance and evaluation.
2. Ensuring streamlined, improved, and simplified processes and requirements for the performance management system, the following issuances were hereby disseminated for guidance and reference, to wit:
 - 2.1 *DepEd Memo No. 017, s. 2025 otherwise known as the Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the SY 2024-2025*
 - 2.2 *DM-OUHROD-2025-0922, Additional Guidelines on the Implementation of Performance Management System (PMES)*
3. These activities aim to ensure reliability and authenticity of performance evaluation results and as basis for the grant of rewards and incentives and other purposes based on existing guidelines.
4. On performance review and evaluation, all raters shall meet their ratees to evaluate/validate individual/organizational performance based on the portfolio of MOVs presented and identify developmental needs with the appropriate learning and development interventions following the guidelines on the preparation of Individual Development Plan (IDP).
 - 5.1 *For Teachers, the school heads are directed to consolidate the IDP as basis for the preparation of the School Personnel Development Plan (SPDP) and the conduct of In-Service Training (INSET) and School Learning Action Cell (SLAC). Further, the findings of CID monitoring and evaluation, and the results of the Learning and Development*

Needs Analysis (LDNA) are inputs to the Division Human Resource Development Plan which shall be the basis for the conduct of appropriate training programs.

- 4.2 *For Non-Teaching and Teaching-Related Personnel, the SGOD-HRD shall consolidate their OPD, IPD and LDNA. The results shall be the basis in the preparation of Human Resource Development Plan.*
- 4.3 *The HRDC, Scholarship Committee and HRD Section shall monitor and coordinate with training providers and disseminate available training or scholarship opportunities through the issuance of advisories to address their development needs.*
5. It is expected that the IPCRF/OPCRF and the required MOVs shall be presented during the validation and evaluation process. The Division Performance Management Team (DPMT) shall ensure proper documentation and storage of all PM data to be managed by HRD & Personnel Section.
6. All necessary forms and tools related to the IPCRF and OPCRf may be accessed and downloaded through the links provided for your convenience and compliance:
- 8.1 For Teachers' IPCRF: <https://bit.ly/PMESTeachersSY2425>
- 8.2 For OPCRf: <https://tinyurl.com/DepEdRPMSLibrary>
- 8.3 For the encoding of the OPCRf, kindly download the official tool using the link, <https://bit.ly/eOPCRFTool>. Ensure that all ratings are accurately entered using the downloaded tool. Further instructions will be provided for the uploading
- 8.4 For School-based IPCRF of Administrative Officer II: <https://tinyurl.com/2025IPCRFAO2>
7. Enclosed in this memorandum are the following:
- Annex A. School Year 2024-2025 Performance Cycle
 - Annex B. Calendar of OPCRf/IPCRf Validation and Evaluation
 - Annex C. Electronic Performance Coaching and Mentoring Form (ePMCF)
 - c.1 Coaching Journal Report
 - c.2 Coaching Request Form
8. For immediate dissemination and strict compliance.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

Enc...: As stated
References:

DepEd Order No. 2, s. 2015
DepEd Memo No. 017, s. 2025
DM-OUHROD-2025-0922

To be indicated in the perpetual index under the subject:
VALIDATION OPCRf IPCRF RPMS PMES

ZS-DM-SGOD-HRD-2025-05-130-0
AMG-202505 21

Annex A

SCHOOL YEAR 2024-2025 PERFORMANCE CYCLE

School-based Personnel:

Activity	Person/Office Responsible	Submit to	Schedule	Date of Submission
Phase I: Performance Planning and Commitment	Self-assessment & development planning	Ratee	A week prior to the performance cycle	
	Performance planning & commitment setting	Ratee, Rater, Approving Authority	A week prior to the next performance cycle	
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 with development planning	Rater, Ratee,	One (1) week after the culmination of the 2nd quarter	
	Year-end performance review and assessment, evaluation of portfolio and computation of final rating	Rater, Ratee, Approving Authority	Within two (2) weeks after end of the rating period	
	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	
	Submission of all rated IPCRF/OPCRF for approval	Rater, Planning Officer III	One (1) week after the OPCRf rating is ready for approval after year-end evaluation and validation	
Phase IV: Performance Rewarding	Ways forward and development planning	Ratee, Rater	One (1) week after the final rating has been made	<i>For IPCRF: Per DM #017, 2025, Paragraph 50: Uploading and submission shall be done from end of 4th Quarter until the 1st month or opening of classes for the next SY For OPCRf & IPCRF of DH: July 15, 2025</i>
	IPCRF/OPCRF Data Collection	Rater, Personnel Section, HRD	One (1) month after the release of final rating	

Annex B. Calendar of OPCRf and IPCRF Validation and Evaluation

Activities	Date	District	Venue
Evaluation of SY 2024-2025 IPCRF for school-based Personnel (Teaching, Related Teaching and Non-Teaching Positions)	May – June 2025	All	Schools and Districts
Division Validation of Outstanding IPCRF of School-based Non-Teaching Personnel	Same schedule with the OPCRf validation	Same with OPCRf schedule	Same with OPCRf schedule
District PMT OPCRf Validation and Evaluation by the District PMT <i>(This also includes the assessment of IPCRF of Master Teachers where the ASDS is the Approving Authority)</i>	May 16 – 30, 2025	All	District Office
Division PMT OPCRf/IPCRf Validation	June 10, 2024	Ipil	Zamboanga Sibugay NHS
	June 11 (morning)	Buug	Buug Pilot CES
	June 11 (afternoon)	Diplahan	Diplahan CES
	June 13 (morning)	Alicia	Alicia CES
	June 13 (afternoon)	Malangas	Malangas CES
	June 18 (morning)	Payao	Payao CES
	June 18 (afternoon)	Imelda	Imelda NHS
	June 19 (whole day)	Talusan, Mabuhay & Olutanga	Mabuhay CES
	June 20 (morning)	Siay	Siay NHS
	June 20 (afternoon)	Kabasalan	Kabasalan CES
	June 24 (morning)	Tungawan	Tungawan CES
	June 24 (afternoon)	RT Lim	Surabay CES
	June 25 (morning)	Naga	Sta. Clara NHS
	June 26 (morning)	Titay	Titay CES



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

Annex C

ELECTRONIC PERFORMANCE MONITORING AND COACHING FORM (ePMCF)

RATEE:		RATER:		Ratee DepEd Email:	
POSITION:		POSITION:		DATE OF MONITORING:	
SCHOOL ID:		GRADE LEVEL:		SCHOOL NAME:	
# OF LEARNERS PRESENT		ENROLLMENT:		RATING PERIOD:	
				YEAR:	
				DISTRICT:	
				Subject	

Critical Incidence Description			RESULT	Consequence	Agreement	Timeline	Name and Signature of Rater and Ratee
S	TASK	ACTION					



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

Annex c.1

COACHING JOURNAL REPORT

<i>Date of Coaching:</i>	<i>Time of Coaching:</i>
Coach <i>Signature over printed name</i>	Coachee <i>Signature over printed name</i>

AGENDA/OBJECTIVES:	
Goal <i>What do you want to accomplish?</i> <i>How will you know when it is achieved?</i>	
Reality <i>What's happening now in terms of the goal?</i> <i>How far I am away from the goal?</i>	
Options <i>What options do I have to resolve the issues or obstacles?</i>	
Way Forward <i>Which option will I commit to?</i>	

Annex c.2

COACHING REQUEST FORM

<i>Ratee/Coachee:</i>	<i>Date:</i>
<i>Position:</i>	
<i>Division/Section/School:</i>	
<i>Preferred Coach:</i>	

Please accurately provide the information requested in this form.

Reason/broad objective of the Coaching

Please provide a high-level reason why you are requesting coaching support for your personal development and details of what you hope to achieve from the coaching, remembering to make this measurable. This information will help us vital in identifying the appropriate coach.

--

Any other relevant information?

Any other Information that you wish us to bear in mind when matching you to your coach.

--

I understand that undertaking coaching requires a minimum commitment of at least 30 minutes to 1 hour per coaching session per month for 4-6 months.

Requested by: _____

Signature over printed name