



Department of Education
Region X-Northern Mindanao
DIVISION OF ILIGAN CITY




Gen. Aguinaldo St., Iligan City
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DIVISION MEMORANDUM

No. _____, s 2015

To: Assistant Schools Division Superintendent
Division Chiefs, CID and SGOD
Section/Units Heads

From:  RANDOLPH B. TORTOLA, CESO VI
Schools Division Superintendent

Date: April 20, 2015

Re: **IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)
for the Division Office Personnel, CY 2015**

1. In line with the DepED Order No. 2, s. 2015, GUIDELINES OF THE ESTABLISHMENT AND IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) IN THE DEPARTMENT OF EDUCATION, this office reiterates the following guidelines:
 - a. Item No. 14, Part V, p. 4: "The RPMS shall align the performance targets and accomplishments with the DepED's mandate, vision, mission and strategic goals. It shall ensure **100%** results orientation vis-à-vis the planned targets..." In this regard, the Division Chiefs are hereby advised to guide their respective personnel in making the necessary adjustments in the performance indicators. The corresponding rubrics must also be formulated to align with the five (5) point rating scale (Outstanding (5) to Poor (1). This will facilitate the computation of overall rating considering the weight per KRA (Item 42, p. 8)
 - b. Item No. 24, Part V, p. 5: In identifying performance indicator, the operational definition of meaning of each numerical rating shall be indicated under each relevant dimension – quality, efficiency or timeliness per performance target or success indicator. The rater and the ratee are advised to discuss these items thoroughly and agree to ensure that the rating is objective, impartial and verifiable.
 - c. Annex F, p. 18. After reaching an agreement, a copy of the IPCRF will be submitted to the Division Office, Attention: SGOD Human Resource Development Section. All IPCRF will be due on or before **April 28, 2015**. This will be used then to guide in Phase 2, Monitoring and Coaching by the respective raters. The following signatories (Annex A) will appear in the IPCRF:



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d. Annex F, p. 18. After reaching an agreement, a copy of the IPCRF SY 2015-16 will be submitted to the Division Office, Attention: SGOD Human Resource Development Section. This will be used then to guide in Phase 2, Monitoring and Coaching by the respective raters. The following signatories (Annex A) will appear in the IPCRF:

Ratee	Rater	Approving Authority
Principal/SICs	Asst. Superintendent in coordination with CID & SGOD Chief	Schools Division Superintendent
Department Head Teachers, Master Teachers, Secondary and Elementary School Teachers (with or without MTs) and Non-teaching Staff	Principal/Designated School Head	Schools Division Superintendent
Secondary School Teachers in schools with Dept Heads	Department Head Teacher	School Principals

- e. Item # 60, p. 13. In the submission of the final rating at the end of Phase 4 of the RPMS Cycle, the following signatories in the IPCRF should appear: Ratee, Rater, and Approving Authority. Upon submission to the Approving Authority, the Raters shall include a Certification summarizing the rating of each personnel in their respective group and have it certified /reviewed by the School Performance Management Team (SPMT) before submitting to the approving authority. The SPMT will certify that they have reviewed all the IPCRFs of the teachers and staff in line with the target as basis for the stated KRAs, objectives, and PIs. Only 1 copy will be submitted and the other copies and supporting documents shall be kept in the Principal's Office.
- f. The composition of the School PMT: Principal as the Chairman, members consists of representatives from MTs/HTs (4), School Planning Team (1), Non-teaching group (1), teacher association (1), PTA (1) and AO as secretariat.
- g. Annex C, p. 20. For SY 2015-2016 RPMS Cycle, all school-based personnel: school heads, teachers and non-teaching staff shall conduct Performance Planning (Phase 1) and submit the accomplished IPCRF in the 3rd week of May 2015. Phase 2 shall commence right after an agreement between the ratee and rater has been made.
4. For guidance and compliance.



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Ratee	Rater	Approving Authority
Assistant Superintendent	Superintendent	Assistant Regl Director
Chief of the Division (CID, SGOD), Attorney, ICT	ASDS	SDS
EPS, PSDS, ALS EPS, PDO, Librarian, AO VI	CID Chief	ASDS
ALS District Coordinator, Mobile Teachers	ALS EPS	CID Chief
SES, ESII, PDO, Engr., Planning Officer and Staff	SGOD Chief	ASDS
Section Head: Accounting, Admin Officers(Budget, Records, Personnel, Supply)	ASDS	SDS
Administrative Asst & Aide	Section Head	SDS
General Services Staff	AO Admin/Budget	SDS

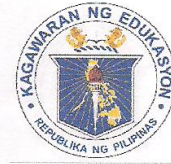
d. Item # 60, p. 13. In the submission of the final rating at the end of Phase 4 of the RPMS Cycle, the following signatories in the IPCRF should appear: Ratee, Rater, and Approving Authority. Upon submission to the Approving Authority, the CID and SGOD Chiefs and section heads shall include a Certification summarizing the rating of each personnel in their respective group and have it certified /reviewed by the Division Performance Management Team before submitting to the approving authority.

2. For guidance and compliance.

/RBT/o.c.a.



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DIVISION MEMORANDUM

No. 31 s. 2015

To: Elementary School Principals/Heads
Secondary School Principals/Heads
Secondary & Elementary School Teachers
Non-teaching Staff

From: RANDOLPH B. TORTOLA, CESO VI
Schools Division Superintendent ✓

Date: April 20, 2015

Re: **IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)**
for School-Based Personnel, SY 2015-16

1. In line with the DepED Order No. 2, s. 2015, GUIDELINES OF THE ESTABLISHMENT AND IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) IN THE DEPARTMENT OF EDUCATION, this office reiterates the following guidelines:

- a. Item No. 14, Part V, p. 4: "The RPMS shall align the performance targets and accomplishments with the DepED's mandate, vision, mission and strategic goals. It shall ensure **100%** results orientation vis-à-vis the planned targets..." In this regard, the School Heads are hereby advised to guide their respective school personnel in making the necessary adjustments in the performance indicators. The corresponding rubrics must also be formulated to align with the **five (5) point rating scale** (Outstanding (5) to Poor (1)). This will facilitate the computation of overall rating considering the weight per KRA (Item 42, p. 8)

- b. Item No. 18, Part VA, p. 4: "The Office Performance Commitment and Review Form (OPCRF) shall be accomplished by the head of office to reflect the office KRAs, Objectives and Performance Indicators. The OPCRf shall be **equivalent** to the IPCRF of the head of Office. In this regard, all school principals, officer-in-charge/SICs are advised to submit the OPCRf following the sample in Annex E of the DO 2, s. 2015.

- c. Item No. 24, Part V, p. 5: In identifying performance indicator, the operational definition of meaning of each numerical rating shall be indicated under each relevant dimension – quality, efficiency or timeliness per performance target or success indicator. The rater and the ratee then are advised to discuss these items thoroughly and agree to ensure that the rating is objective, impartial and verifiable.