Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region
SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City
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April 25, 2016

DIVISION MEMORANDUM
No. 270 s. 2016

REITERATION OF THE MECHANICS AND SUBMISSION FLOW OF RPMS AND THE SUBSEQUENT 2016 TRACKING

TO: *Chiefs, CID and SGOD*
DEPS/SEPS/EPS/Coordinators
District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. *Attached is* ***Regional Memorandum No. 0244 reiterating the Mechanics and Submission Flow of RPMS and the Sub sequent 2016 Tracking.***

2. *For details see attached communication and* ***OM-GO-2016-GOA-079 from the Office of the Assistant Secretary for Governance and Operations.***

3. ***All District Supervisors are directed to submit a copy of the schools OPCRF 2016-2017*** *(based on par. 4 of Regional Memo No. 0244, s. 2016)* ***to Dr. Rachel B. Picardal, SGOD Chief, on or before June 30, 2016.***

4. ***Attention is also hereby directed to paragraph 5 and 6 of the attached Memorandum.***

5. *For the information, guidance and compliance of all concerned.*

LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge

25 APR 2016

Be One of Us! Be Counted, Let's Practice
W.A.T.C.H.
We Advocate Time Consciousness and Honesty

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City

April 18, 2016

REGIONAL MEMORANDUM
No. 0244 s. 2016

TO: **All Schools Division Superintendents/ OIC- SDS**
Asaistant Schools Division Superintendents
CID/SGOD Chiefs
EPS, PSDS
Elementary and Secondary School Heads
All teachers

FROM: **JULIET A. JERUTA, Ph.D.**
OIC-Regional Director

SUBJECT: **Reiteration of the Mechanics and Submission Flow of RPMS and the Subsequent 2016 Tracking**

1. Submission and compliance to DepEd Order No. 2, s. 2015 is emphasized through this reiteration effort of the region to furnish each DepEd personnel fram highest to lowest rank and file on Memorandum OM-GO-2016-GOA-079 and ensure that a printed copy shall be furnished to all.

2. The RPMS Cycle starts with the individual IPCRF and OPCRF of each functional unit based on the performance results and development plans in 2015.

3. This 2016, all hierarchical officials (non-school based) and the teaching (school based) personnel shall prepare their IPCRF, the former for calendar year, the latter for school year. The Schools Division Superintendents shall submit their OPCRF 2016 by end of April (combining CY and SY concerns and interventions).

4. SGOD Chiefs must put up a "Progress and Tracking Measures" in which all school heads in area of jurisdiction must have OPCRF for SY 2016-2017. A copy of this must be filed at the SDO. Progressive monitoring of the implementation phases shall be done where key result area and indicators be plotted to track the extent of accomplishment in a span of time.

5. In schools, each teacher and nonteaching personnel must have his/her IPCRF filed at the respective schools/offices and each maintains his/her own personal files.

6. RPMS is the tracking tool both for individual and office/school performances. SGOD should not allow that preparation af the IPCRF be done in the evaluation phase. Like the annual implementation/procurement plan, IPCRF is prepared ahead of time in consonance with DepEd No. 2, s. 2015.

7. Attached is OM-GO-2016-GOA-079 for reference.

8. For compliance.

RD
ATP
04/18/2016

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7309; 414-7325; **Office of the Assistant Director**, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 **Curriculum Learning Management Division** (CLMD), Tel Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 **Human Resource Development Division** (HRDD), Tel. No.: (032) 255-5229
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 **Planning, Policy and Research Division** (PPRD), Tel. Nos.: (032) 233-9030; 414-7065 **Administrative Division**, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

DEPARTMENT OF EDUCATION

OFFICE OF THE ASSISTANT SECRETARY
FOR GOVERNANCE AND OPERATIONS

MEMORANDUM
OM-GO-2016-GOA-039

TO: **UNDERSECRETARIES**
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM: **JESUS J.R. MATEO**
Assistant Secretary

SUBJECT: *Progress Monitoring of the Results-Based Performance Management System (RPMS) - Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF)*

DATE: 06 April 2016

In the implementation of the Results-Based Performance Management System (RPMS), delivery units of the Department shall undertake progress tracking of the system to ensure timely submission and compliance to DepEd Order No. 2, s. 2015.

In this connection, at the beginning (Phase 1 – Planning and Commitment) and at the end (Phase 4 – Rewarding and Development Planning) of the performance cycle, delivery units shall submit file copies of the accomplished and duly signed RPMS forms (OPCRF and IPCRF) to the following concerned offices with specific functions:

DELIVERY UNIT	OPCRF		IPCRF	
	CONCERNED OFFICE	FUNCTION/ROLE	CONCERNED OFFICE	FUNCTION/ROLE
SCHOOL	Personnel Division (SDO)	Performance rating and 201 filing	School Office	Analysis & identification of development intervention
	Planning Division SDO-SGOD	School OPCRF analysis vis-à-vis WFP, SIP and SDO OPCRF	Personnel Division (SDO)	Performance rating and 201 filing
	School Effectiveness Division	Regional analysis of School OPCRF consolidated by the Regional Office		

HRDD-BHROD/Tresilo

Department of Education
Region VII, Central Visayas
RD2016-1122
18-Apr-16

MEMORANDUM
OM-GO-2016-GOA-079

DELIVERY UNIT	OPCRF		IPCRF	
	CONCERNED OFFICE	FUNCTION/ROLE	CONCERNED OFFICE	FUNCTION/ROLE
SDO	Personnel Division (SDO)	Performance rating and 201 filing	Personnel Division (SDO)	Performance rating and 201 filing
	Planning Division SDO-SGOD	SDO OPCRF analysis vis-à-vis WFP and RO OPCRF cc: PPRD (RO)	HRD (SGOD)	Analysis, identification and packaging of individual developmental plan/interventions
			HRDD (Regional Office)	Technical Assistance on identified develnpmental interventions by SDO
RO	Personnel Division (RO)	Performance rating and 201 filing	Personnel Division (SDO)	Performance rating and 201 filing
	PPRD (RO)	RO OPCRF analysis vis-à-vis WFP and CO Strategic Priorities cc: Planning Service (CO)	HRDD (RO)	Analysis, identify and packaging individual developmental plan/interventions
CO	Personnel Division (CO)	Performance rating and 201 filing	Personnel Division	Performance rating and 201 filing
	Planning Service	Analysis vis-à-vis WFP and CO Strategic Priorities	HRDD (BHROD)	Performance assessment and competency gaps and needs analysis
			NEAP	Identification, packaging and implementation of developmental interventions Professional Development assistance to RO HRDD

The Heads of Office and School Heads are primarily responsible for the performance management of his/her office/school and personnel with due diligence and compliance with the four (4) phases of the RPMS cycle. Moreover, the latter shall do analysis of individual performance results and development plans for both teaching and non-teaching personnel in the school.

HRDD-BHROD/Lopito

MEMORANDUM
OM-GO-2016-GOA-079

The Personnel Division at each level shall collect the OPCRF and IPCRF ratings which shall be attached to the individual personnel's 201 file, and primarily be recorded and validated in the granting of the Performance-Based Bonus (PBB), subject to the existing PBB guidelines.

The Planning Office (SGOD, PPRD and PPD) of each delivery unit shall also be furnished with a copy of the OPCRF and conduct an analysis to ensure that the office KRAs, objectives and performance indicators are aligned with the overall organizational outcomes vis-à-vis the allotted budget.

The Human Resource Development Division (HRDD) in CO and RO and Human Resource Development (HRD) section in SDO shall analyze the results of the performance and competency assessment to provide analytical data on skill/competency gaps, retention and development plans. On the other hand, NEAP shall be in-charge of designing and implementing development programs and interventions to address competency/skills gap identified.

For 2015, all accomplished RPMS forms with final rating (school-based and non school-based personnel) must be submitted to their respective Personnel Division and concerned office on or before **April 22, 2016**.

Non-submission of the OPCRF and IPCRF to the abovementioned concerned offices within the specific timelines shall be a ground for employee's disqualification for performance-based personnel incentives and/or intervention such as PBB, promotion, training, scholarship grants, etc. Likewise, any violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of OPCRF and IPCRF shall be dealt administratively as stipulated in DepED Order No. 2, s.2015.

For more queries and clarifications, please contact Mr. Earl Ryan Losito of the HRDD at telephone no. (02) 633-7237 or via email at bhrod.hrdd@deped.gov.ph.

For information and compliance.

HRDD-BHROD/Losito

Republic of the Philippines

Department of Education

06 FEB 2015

DepEd ORDER
No. 2, s. 2015

GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) IN THE DEPARTMENT OF EDUCATION

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. This Department issues the enclosed **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd)**.

2. It aims to provide comprehensive guidelines for the adoption of the Civil Service Commission's (CSC) Strategic Performance Management System (SPMS) in DepEd.

3. These guidelines stipulate the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning for schools and offices, covering all officials and employees, school-based and non school-based, in the Department holding regular plantilla positions. Personnel under contracts of service/job order and LGU-funded employees shall likewise be covered, but for purposes of performance evaluation only.

4. All provisions of DepEd rules, regulations, and issuances which are inconsistent with these guidelines are hereby repealed or modified accordingly.

5. This Order shall take effect immediately upon its issuance.

6. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES OFFICIALS PERFORMANCE POLICY

SMA, DO Guidelines on the Establishment and Implementation of RPMS
0028/January 14, 2015