



Republic of the Philippines
Department of Education
REGION IV - A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 September 2024

DIVISION MEMORANDUM
No. 621 s. 2024

**GUIDANCE ON THE ACTIVITIES RELATIVE TO RESULTS-BASED
PERFORMANCE MANAGEMENT SYSTEM (RPMS) FOR MID-YEAR REVIEW OF
NON-SCHOOL-BASED PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **DepEd Order No. 2, s. 2015**, titled **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education**, this Office informs all concerned personnel about the RPMS activities for the submission of the Individual Performance Commitment and Review Form (IPCRF) and the Office Performance Commitment and Review Form (OPCRF) for FY 2024, of the Non-School-Based Personnel, for the Mid-year Review.
2. Attached are Enclosure 1: Timeline of Activities and Enclosure 2: Review and Evaluation Form.
3. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent 

Encl.: As stated
References: DO No. 2, s. 2015
To be indicated in the Perpetual Index
Under the following subject:

NON-SCHOOL-BASED PERSONNEL

SGOD – guidance on the activities relative to results-based performance management system (rpms)
for school-based personnel
SGO2NI8L-001607 / September 17, 2024 :



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

Enclosure 1

Timeline of Activities

Activities	Date	Remarks
<ul style="list-style-type: none">• Submission of IPCRF of all personnel in the SDO to their respective Chief, with self-assessment rating	September 18, 2024	Personnel must be ready with their Means of Verification and the Review and Evaluation Form. Please see attachment.
<ul style="list-style-type: none">• Conduct of Review and Validation of IPCRF	September 20, 2024	Section and Unit Heads shall schedule their personnel for the review and validation.
<ul style="list-style-type: none">• Submission of OPCRf (CID and SGOD) and IPCRF of AO V	September 23, 2024	It is assumed that the rating of Chiefs and AO V must be equivalent or not higher than the average of rating of their personnel.

Enclosure 2

Review and Evaluation Form.

Name of Ratee (SH)				
Name of Approving Authority				
School :				
Rating Period: SY 2023-2024				
KRAs/Domains	Ratee's Rating (Self-Rating)	PMT Reviewed/Calibrated Rating Rater's Rating	(Immediate Supervisor's Rating)	REMARKS
Leading Strategically	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	
School Operations and Resources	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	
Focusing on Teaching and Learning	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	
Developing Self and Others	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	Obj 1- Obj 2 - Obj 3- Obj 4- Obj 5-	
Building Connections	Obj 1- Obj 2 - Obj 3- Obj 4-	Obj 1- Obj 2 - Obj 3- Obj 4-	Obj 1- Obj 2 - Obj 3- Obj 4-	
AVERAGE RATING				
			DR. HERBERT D. PEREZ, CESO VI	
Name and Signature of Ratee		Name and Signature of Evaluator		Name and Signature of PMT Chair
Date:		Date:		Date: