



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

July 18, 2022

**DIVISION MEMORANDUM**

No. 212, s. 2022

**UPDATES ON THE CONDUCT OF PHASES III AND IV OF SCHOOL YEAR 2021-2022  
RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) CYCLE  
FOR SCHOOL-BASED PERSONNEL**

To: Assistant Schools Division Superintendent/PMT Chair  
Chief Education Supervisors  
Education Program Supervisors/District Adopters  
Public Elementary and Secondary School Heads  
School-based Non-Teaching Personnel  
All Others Concerned

1. This Office, through the Performance Management Team, informs the field of some changes and updates in Division Memorandum No. 204, s. 2022 titled **Conduct of Phases III and IV of SY 2021-2022 Results-Based Performance Management System (RPMS) Cycle for School-Based Personnel**.
2. In the exigency of service, the Rater of the School Heads' OPCRf for SY 2021-2022 is **Dr. Manuel I. Lipata**, OIC, CID Chief in lieu of the Assistant Schools Division Superintendent while the Approving Authority of school-based Non-Teaching Personnel is **Mrs. Rema H. Allado**, OIC, Administrative Officer V.
3. Attached to this Memorandum are the following updates:
  - a. **Annex A** (Detailed Activities of SY 2021-2022 RPMS Cycle Phases III and IV for School Heads)
  - b. **Annex B** (Transmittal of School Heads' IPCRFs and MOVs to the Rater)
4. All other provisions stipulated in DM 204, s. 2022 shall remain in force.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
Email: [northernsamar@deped.gov.ph](mailto:northernsamar@deped.gov.ph)  
Website: <https://northernsamar.deped.gov.ph>

**RELEASED**  
  
18 7-18 2022 2:48  
Page 1 of 6

**UPDATED DETAILED ACTIVITIES OF SY 2021-2022 RPMS CYCLE  
PHASES III AND IV FOR SCHOOL HEADS**

TASKS			
Activity	Form/output	Schedule	Person/s involved
<p><b>Year-end Review and Assessment, Evaluation of MOVs, and computation of final rating for School Heads</b> (DO 02, s. 2015, p. 7).</p> <p>For this School Year, the usual/old OPCRf template shall be used by the School Heads. This Office shall announce in a Memorandum and update in the Division Performance Management Policy duly approved by the Civil Service Commission any adoption of the PPSSH indicators in the School Heads' RPMS.</p> <p>In the exigency of service, The OPCRfs of all School Heads for SY 2021-2022 shall be signed by <b>Dr. Manuel I Lipata</b>, OIC, CID Chief as the <b>Rater</b> but the same shall be countersigned first by the <b>Public Schools District Supervisor/District Head</b> concerned.</p>	<p><b>Part I</b> - Signed IPCRF by the Ratee, Rater, and Approving Authority</p> <p><b>Part II</b> - Core Behavioral Competencies</p> <p><b>Part III</b> - Summary of Ratings for Discussion</p>	July 11-29, 2022	Ratee, Rater, Approving Authority
<p><b>Development Planning</b></p> <p>All School Heads shall accomplish the updated Part IV (Development Plans) of the OPCRfs.</p> <p>There should be two components in the Development Plan for <b>School Heads</b>: (a) Functional/Organizational Competencies, based on KRAs; and (b) Core Behavioral Skills and Leadership Competencies [Annex E of DO 02, s. 2015]</p> <p>A separate online tool created by the Division Human Resource Development Section (HRDS) shall be disseminated</p>	<b>Part IV</b> - Individual Developmental Plan		Ratee, Rater, Approving Authority



<p>later for the consolidation of development needs or competency gaps of personnel as basis in planning and designing appropriate division-wide L&amp;D interventions.</p>			
<p><b>Validation of MOVs by the Division Performance Management Team (PMT) Core Group</b></p> <p>The Administrative Officer II of the District Office shall transmit the School Heads' OPCRf (in 3 copies) with their corresponding MOVs/Portfolio (for Outstanding Rating) to the Office of the OIC, CID Chief for validation by the Division PMT.</p> <p>The schedule of transmittal of OPCRfs is reset to <b>August 1-5, 2022</b> in view of the current Conduct of Recruitment and Selection Procedures for Teacher I Applicants as per DM 187, s. 2022 which involves some School Heads, District Heads, and the Division Performance Management Team. (see Annex B)</p>	<p>OPCRf countersigned by the District Head</p>	<p>Week/s after the scheduled transmittal of OPCRfs with MOVs</p>	<p>Division PMT, Rater, Approving Authority</p>
<p><b>Signing of OPCRf by the Schools Division Superintendent</b></p> <p>Once the MOVs of the School Heads' OPCRfs are validated and signed by the Rater, the SDS (Approving Authority) then signs the OPCRfs.</p>	<p>IPCRfs with SDS as the Approving Authority</p>	<p>A week or days after the MOV validation</p>	<p>Rater, Approving Authority, District Administrative Officer II, SDS</p>
<p><b>Submission of OPCRf</b></p> <p>The District AO II shall get the signed three (3) copies of School Heads' OPCRf then submits one (1) to the Division HRMO. The other two copies (2) shall be filed in the District Office and the remaining one (1) shall be kept by the Ratee.</p>	<p>Three (3) copies of IPCRF of personnel</p>	<p>Once the OPCRfs are signed by the SDS</p>	<p>District Administrative Officer II, HRMO, Planning Office,</p>