



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

February 28, 2023

OFFICE MEMORANDUM

No. 003, s. 2023

SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) AND INDIVIDUAL DEVELOPMENT PLAN (IDP) OF SCHOOLS DIVISION OFFICE (SDO-BASED) PERSONNEL FOR CY 2022

To: Assistant Schools Division Superintendent/PMT Chair
 Chief Education Supervisors
 Education Program Supervisors
 Unit and Section Heads
 SDO Personnel
 All Others Concerned

1. Pursuant to DepEd Order No. 2., s. 2015 or the **Results-Based Performance Management System (RPMS)** which is further adapted into a customized **Division Performance Management Policy** approved by the Civil Service Commission (CSC) compliant with Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level II, all Schools Division Office (SDO-based) personnel are mandated to submit their **Individual Performance Management and Review Form (IPCRF)** for **CY 2022** with MOVs following the prescribed parts:

- Part I. Individual Performance Commitment and Review Form with computed Final Rating
- Part II. Core Behavioral Competencies
- Part III. Summary of Ratings and Discussion
- Part IV. Development Plans

2. All SDO-based personnel shall observe the activities, forms/outputs, and schedule of Phases III and IV of the RPMS Cycle:

| RPMS Cycle | TASKS | | | |
|--------------------------|---|---|--------------------------|-----------------------------------|
| | Activity | Form/output | Schedule | Person/s involved |
| Phases III and IV | Year-end Review and Assessment, Evaluation of | Part I - Signed IPCRF by the Ratee, Rater, and | December 2022 - February | Ratee, Rater, Approving Authority |



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|--|--|---|----------------------------|--|
| | MOVs and computation of final rating | Approving Authority Part II - Core Behavioral Competencies Part III - Summary of Ratings for Discussion Part IV - Individual Developmental Plan | 2023 | |
| | Submission of IPCRF and consolidated ratings of personnel per functional division to the Human Resource Management Office (HRMO) to be attached in the personnel's 201 file copy furnished the Planning Office | Hard copy of IPRCF (to HRMO); Consolidated ratings of personnel per functional division (to HRMO copy furnished the Planning Office; template found in enclosure No.1) | On or before March 8, 2023 | All SDO Personnel HRMO Planning Office OSDS CID SGOD |

3. To highlight Item D, Paragraph 10 of the CSC-approved Performance Management System of the Division, employees who are on detail to another office shall be rated in their present or actual office, copy furnished their mother office. The ratings of those who were detailed or seconded to another office during the rating period shall be consolidated in the office either the mother (plantilla) office or the present office, where the employees have spent majority of their time during the rating period.

4. All personnel shall also reflect the entries of their IPCRF, i.e. Part III (Summary of Ratings and Discussion) and Part IV (Individual Development Plan) for consolidation of the strengths and development needs by the Human Resource Development Section (HRDS) for the Division Office Learning Plan for possible Learning and Development interventions for SDO-based non-teaching, teaching-related personnel, and non-teaching professionals, using this link <https://tinyurl.com/SDONorthernSamarIPCRF2022>.

8. Immediate dissemination of and compliance with this Memorandum are desired.


LANI H. CERVANTES, CESO VI
 Schools Division Superintendent

RELEASED

TSF 2-28-23 4280

Enclosure No. 1 of DM _____, s. 2023

INDIVIDUAL PERFORMANCE MANAGEMENT AND REVIEW FORM (IPCRF)

Calendar year: _____

Functional Division: _____

Head of Functional Division: _____

Number of personnel in the Functional Division: _____

| No. | Name | Position | Numerical Rating | Descriptive Rating |
|-----|------|----------|------------------|--------------------|
| 1 | | | | |
| 2 | | | | |
| 2 | | | | |

Signature over printed name
Head of the Functional Division