



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

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July 12, 2023

**DIVISION MEMORANDUM**

No. 210, s. 2023,

**CONDUCT OF PHASES III AND IV OF SCHOOL YEAR 2022-2023 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  
Human Resource Management Officer  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
School-based Teaching, Teaching-Related, and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to DepEd Order No. 02., s. 2015 or the **Results-Based Performance Management System (RPMS)** further adapted into a customized **Division Performance Management Policy** duly approved by the Civil Service Commission (CSC) compliant with Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level II, and DepEd Memorandum No. 008, s. 2023 or the **Multi-year Guidelines on the Results-based Performance Management System-Philippine Professional Standards for Teachers**, all school-based personnel, i.e. teaching, teaching-related, and non-teaching personnel for performance cycle School Year 2022-2023, are mandated to complete the RPMS Cycle for the school year with their **Individual Performance Management and Review Form (IPCRF)** and 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 concerned are also reminded of the Memorandum from Undersecretary Gloria Jumamil-Mercado of the Office of the Undersecretary for Human Resource and Organizational Development on the **Reiteration and Clarification on the Implementation of the Multi-Year Guidelines on RPMS-PPST** per DM 008, s. 2023 and the **Release of the Official Electronic IPCRF and Online IPCRF Consolidation System for the Multi-Year RPMS-PPST of Teachers** (see attached Memoranda).



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3. To ensure alignment and harmonization of the Performance Management System to the Learning and Development System compliant to PRIME-HRM, school heads, district heads, and all division supervisors shall read and refer to Division Memorandum No. 172, s. 2023 or the **Guidelines on the Implementation of Division and School-based Learning and Development System and its Subsystems and Processes.**

4. Enclosed to this Memorandum are the following important activities and schedule:

a. **Annex A** (Detailed Activities of SY 2022-2023 RPMS Cycle Phases III and IV for School-based Teaching and Non-Teaching Personnel)

b. **Annex B** (Detailed Activities of SY 2022-2023 RPMS Cycle Phases III and IV for School Heads)

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

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
OIC Schools Division Superintendent

**RELEASED**

*J. N. M.*

**DETAILED ACTIVITIES OF SY 2022-2023 RPMS CYCLE PHASES III AND IV FOR TEACHING AND NON-TEACHING PERSONNEL**

Activity	TASKS		
	Form/output	Schedule	Person/s involved
<p><b>Year-end Review and Assessment, Evaluation of MOVs, and computation of final rating for school-based teaching and non-teaching personnel (DO 008, s. 2023 and DO 02, s. 2015, p. 7)</b></p> <p>This activity shall be done religiously by the Rater and the Ratee. <b>The Rater shall schedule a meeting with his/her Ratee.</b></p> <p>The official eIPCRF can be downloaded here:  <a href="https://bit.ly/electronicIPCRF">https://bit.ly/electronicIPCRF</a></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>	<p>At least a week after scheduled graduation (DM 008, s. 2023 Figure 2)</p> <p><b>(July 17-28, 2023)</b></p>	<p>Ratee, Rater, Approving Authority</p>
<p><b>Development Planning</b></p> <p><i>(before proceeding to this Phase, please read and understand DM 172. S. 2023 Guidelines on the Implementation of Division and School-based Learning and Development System and its Subsystems and Processes, specifically, the Learning and Development Needs Assessment [LDNA])</i></p> <p>All teaching and non-teaching personnel shall accomplish the updated Part IV (Development Plans) of the IPCRFs. The rater and the ratee shall identify and discuss the individual's strength and development needs and reflect them in the form.</p> <p>There should be two components in the Development Plan for <b>teaching personnel</b>: (a) Teaching or Functional Competencies, based on the PPST; and (b) Core Behavioral Competencies [SAT for</p>	<p><b>Part IV</b> - Individual Developmental Plan</p>	<p><b>(July 17-28, 2023)</b></p>	<p>Ratee, Rater, Approving Authority</p>

<p>Teachers]. (Please read RPMS Manual</p> <p>For, <b>non-teaching personnel</b>, the two components are: (a) Functional/Organizational Competencies, based on KRAs; and (b) Core Behavioral Competencies [Annex F of DO 02, s. 2015].</p> <p>A separate online tool created by the Division Human Resource Development Section (HRDS) shall be disseminated 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>Signing of IPCRF with SDS as the Approving Authority for teaching and non-teaching personnel</b></p> <p>To ensure a structured and systematic signing process for the Individual Performance Commitment and Review Forms (IPCRFs) by the School Division Superintendent (SDS), where the SDS acts as the Approving Authority (as outlined in the attached Matrix of RPMS Ratee-Rater-Approving Authority), the Administrative Officer II (AO II) from the District Office will collect all IPCRFs (excluding the Means of Verification, or MOVs) from its personnel.</p> <p>The AO II should then separate these IPCRFs based on whether the School Head or the SDS is the Approving Authority, distinguishing between the IPCRFs of teaching staff and non-teaching staff.</p> <p>Once sorted, the AO II is to bring three copies of each IPCRF that requires the SDS's signature to the Records Section. The schedule</p>	<p>IPCRFs with SDS as the Approving Authority</p>	<p>July 31- August 4, 2023</p>	<p>Rater, Approving Authority, District Administrative Officer II, SDS</p>

<p>for this procedure can be found in Annex B of this Memorandum.</p>			
<p><b>Submission of IPCRF of teaching and non-teaching personnel</b></p> <p>When the School Division Superintendent (SDS) has signed the Individual Performance Commitment and Review Forms (IPCRFs) of employees, for whom the SDS is the Approving Authority, the Administrative Officer II (AO II) at the District Office should then forward one original copy of each signed IPCRF to the Division Office, through the HRMO for filing in their 201 file as mandated by the Civil Service Commission. Additionally, the other two IPCRFs should be filed at the District Office and be kept by individual employee for personal records.</p>	<p>Three (3) printed copies of IPCRF of personnel</p>	<p>August 7-11, 2023</p>	<p>District Administrative Officer II, HRMO, Planning Office</p>
<p><b>IPCRF consolidated ratings of personnel</b></p> <p>Summary of consolidated ratings of personnel per school/office and the entire district shall be submitted to the Planning Office</p>	<p>School and District Consolidated ratings of personnel (see Annex D)</p>	<p>A month after scheduled graduation</p>	<p>Division Planning Officer</p>
<p><b>IPCRF Data Collection</b></p> <p>As per DepEd Memorandum 008, s. 2023, there will be IPCRF Data Collection to be conducted by the DepEd Central Office at least a month after scheduled graduation. As per Memorandum DM-OUHROD-2023-0927 from the office of Undersecretary Gloria Jumamil-Mercado, schools shall</p>	<p>IPCRF Data using the IPCRF Data Collection form to the CO consolidator</p>		<p>HRDS</p>

<p>be responsible in the collection and uploading of the accomplished e-IPCRF of teachers to the system through this link:</p> <p><b><u><a href="https://eipcrf.deped.gov.ph">https://eipcrf.deped.gov.ph</a></u></b></p>			
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**DETAILED ACTIVITIES OF SY 2022-2023 RPMS CYCLE PHASES III AND IV  
FOR SCHOOL HEADS**

<b>TASKS</b>			
<b>Activity</b>	<b>Form/output</b>	<b>Schedule</b>	<b>Person/s involved</b>
<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 OPCRf template shall be used by the School Heads, most preferably or as it should be, with the objectives in each KRA agreed between the Ratee and the Rater during Phase I. 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>The OPCRfs of all School Heads shall be signed by the <b>Assistant Schools Division Superintendent</b> as the <b>Rater</b>. The same shall be countersigned first by the <b>Public Schools District Supervisor/District Head</b> concerned.</p> <p>Important Note: <b>There will be a face-to-face review and assessment and validation of MOVs between the ASDS and the School Head at the respective District Offices (schedule will be announced in a subsequent memorandum).</b></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>	<p>July 31- August 18, 2023</p>	<p>Ratee, Rater, Approving Authority</p>
<p><b>Development Planning</b></p> <p>All School Heads shall accomplish the updated Part IV (Development Plans) of the OPCRfs with the</p>	<p><b>Part IV</b> - Individual Developmental Plan</p>		<p>Ratee, Rater, Approving Authority</p>

<p>Rater during the Development Planning Phase.</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 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>Signing of OPCRf by the Schools Division Superintendent</b></p> <p>Once the MOVs are validated and the OPCRfs are signed by the ASDS as the Rater, the SDS then signs the OPCRfs.</p> <p>The Human Resource Management Office (HRMO) shall collect all signed OPCRfs by the Rater (ASDS) before the SDS as the Approving Authority signs the OPCRf. Thus, all School Heads shall submit their OPCRfs to the HRMO for consolidation as the concerned office will be the one to facilitate the signing of the OPCRf by the Approving Authority.</p>	<p>OPCRfs with SDS as the Approving Authority</p>		<p>Rater, Approving Authority, District Administrative Officer II, SDS</p>



<p><b>Submission of OPCRf</b></p> <p>After the Office Performance Commitment and Review Forms (OPCRFs) have been signed by the Approving Authority, the Human Resource Management Office (HRMO) will collect a copy to be added to the School Heads' 201 personnel file. Following this, the HRMO will notify the Administrative Officer II (AO II) via the Records Section to collect their two remaining original copies. One of these copies will be stored at the District Office, while the other will be given to the school head for their personal records.</p>	<p>Three copies of OPCRf personnel (3) of of</p>	<p>Once the OPCRfs are signed by the SDS</p>	<p>District Administrative Officer II, HRMO, Records Section</p>
<p><b>IPCRF consolidated ratings of personnel</b></p> <p>Summary of consolidated ratings of personnel per school/office and the entire district shall be submitted to the Planning Office</p>	<p>School and District Consolidated ratings of personnel (see Annex D)</p>	<p>The same with the Schedule of teaching and non-teaching personnel</p>	<p>Division Planning Officer</p>

**SCHEDULE OF TRANSMITTAL OF TEACHERS' IPCRFS FOR SIGNING BY THE  
SDS AS THE APPROVING AUTHORITY**

<b>Schedule</b>	<b>District</b>
July 31, 2023	San Isidro I, San Isidro II, Victoria, Allen I & Allen II Capul, San Vicente, San Antonio, Biri
August 1, 2023	Lavezares I, Lavezares II, Rosario, San Jose, Bobon, Catarman I, Catarman II, Catarman III
August 2, 2023	Catarman IV, Catarman V, Catarman VI, Lope de Vega, Mondragon I, Mondragon II, Mondragon III, Silvino Lubos, San Roque
August 3, 2023	Pambujan I, Pambujan II, Catubig I, Catubig II, Catubig III, Las Navas I, Las Navas II, Las Navas III, Laoang I
August 4, 2023	Laoang II, Laoang III, Laoang IV, Laoang V, Palapag I, Palapag II, Palapag III, Gamay I, Gamay II, Mapanas, Lapinig

**SCHOOL/DISTRICT INDIVIDUAL PERFORMANCE MANAGEMENT AND REVIEW  
FORM (IPCRF) CONSOLIDATED RATINGS**

School Year: \_\_\_\_\_

School/District: \_\_\_\_\_

School/District Head: \_\_\_\_\_

Number of personnel in the School/District: \_\_\_\_\_

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Numerical Rating</b>	<b>Descriptive Rating</b>
1				
2				
2				

Signature over printed name

**School/District**



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION  
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MEMORANDUM  
DM-OUHROD-2023- 0770

OFFICE OF THE DIRECTOR IV  
Date and Time Received  
Date and Time Released  
Signature  
Signature

TO : Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM : *Gloria*  
**GLORIA JUMAMIL-MERCADO**  
*Y*  
Undersecretary for Human Resource and Organizational Development

SUBJECT : **Reiteration and Clarification on the Implementation of the Multi-Year Guidelines on RPMS-PPST per DM 008, s. 2023**

DATE : 6 June 2023

This Memorandum aims to reiterate and clarify specific provisions of the issued DepEd Memorandum (DM) No. 008, s. 2023 titled **Multi-Year Guidelines on the Results-Based Performance Management System-Philippine Professional Standards for Teachers**, as follows:

**A. On the number of required classroom observations**

1. It is reiterated that for School Year (SY) 2022-2023, only two (2) classroom observations are required, which shall be conducted in the last two (2) quarters (one per quarter). Classroom observations conducted in the first and second quarters prior to the release of the list of Multi-year RPMS-PPST Objectives shall not be considered in the computation of Ratee's performance rating as part of the performance evaluation.
2. For SY 2022-2024 and SY 2024-2025, four (4) classroom observations are required, which shall be conducted once every quarter.
3. All classroom observations for performance evaluation purposes shall be scheduled in advance. The Ratee must be informed of the schedule at least three (3) working days before the classroom observation.




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**Department of Education**

**OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**


**DM-OUHROD-2023-0927**

**TO : Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned**

**FROM :   
GLORIA JUMAMIL-MERCADO  
Undersecretary for Human Resource and Organizational Development**

**SUBJECT : Release of the Official Electronic IPCRF and Online IPCRF  
Consolidation System for the Multi-Year RPMS-PPST of Teachers**

**DATE : 10 July 2023**

1. This is to release the official electronic Individual Performance Commitment and Review Form (e-IPCRF) for teachers and online IPCRF Consolidation System for the implementation of the Multi-year Results-based Performance Management System – Philippine Professional Standards for Teachers (RPMS-PPST) per DepEd Memorandum No. 008, s. 2023.
2. The Excel-based e-IPCRF can be accessed using the QR code below or through this link: <https://bit.ly/electronicIPCRF> using the official DepEd email address.  

3. All Ratees and Raters in the RPMS-PPST shall use this official e-IPCRF tool in inputting teachers' IPCRF data starting SY 2022-2023.
4. Furthermore, the online IPCRF Consolidation System shall be used for the consolidation of teachers' IPCRF data. Schools shall be responsible in the collection and uploading of the accomplished e-IPCRF of teachers to the system through this link: <https://eipcrf.deped.gov.ph>.
5. For more information, please contact the Human Resource Development Division of the Bureau of Human Resource and Organizational Development (BHROD-HRDD), 4<sup>th</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or at telephone number (02) 8470-6630.
6. For dissemination and compliance.

2. With this, schools division offices are requested to refrain from developing and releasing their own versions of e-IPCRF to avoid duplication of efforts and possible issues in the eventual data collection and consolidation in the division, region, and national levels.

Furthermore, the following RPMS-PPST Tools shall be used in SY 2022-2023, SY 2023-2024, and SY 2024-2025:

- a. Appendix A1: Proficient RPMS-PPST Tools for SY 2022-2023;
- b. Appendix A2: Proficient RPMS-PPST Tools for SY 2023-2024;
- c. Appendix A3: Proficient RPMS-PPST Tools for SY 2024-2025;
- d. Appendix B1: Highly Proficient RPMS-PPST Tools for SY 2022-2023;
- e. Appendix B2: Highly Proficient RPMS-PPST Tools for SY 2023-2024;
- f. Appendix B3: Highly Proficient RPMS-PPST Tools for SY 2024-2025; and
- g. Appendix C: RPMS Classroom Observation Tools (**updated folder**)

The RPMS-PPST tools may also be accessed using the QR code below or through this link: <https://bit.ly/RPMSPPSTMULTIYEAR> which can be accessed using the official DepEd e-mail address (example [juan.delacruz@deped.gov.ph](mailto:juan.delacruz@deped.gov.ph)). In case the employee does not yet have a DepEd e-mail address, they may request from their respective Division Information Technology Officer (ITO).

RPMS-PPST Tools



For more information, please contact the **Bureau of Human Resource and Organizational Development**, 4<sup>th</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number (02) 8470-6630.