



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

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August 15, 2024

**DIVISION MEMORANDUM**

No. 230, s. 2024

**CONDUCT OF PHASES III AND IV OF SCHOOL YEAR 2023-2024 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. This memorandum is in reference to Memorandum DM-OSEC-2024-01, titled *Guidance on the Implementation of DepEd RPMS Relative to Executive Order No. 61 (s. 2024)*, issued by the Office of the DepEd Secretary, Sonny M. Angara. The memorandum addresses the suspension of the implementation of the Results-Based Performance Management System (RPMS) for all DepEd school-based personnel for the upcoming school year 2024-2025. However, it also emphasizes



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**DETAILED ACTIVITIES OF SY 2023-2024 RPMS CYCLE PHASES III AND IV  
FOR TEACHING AND NON-TEACHING PERSONNEL**

| <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-based teaching and non-teaching personnel</b> (DO 008, s. 2023 and DO 02, s. 2015, p. 7)</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:</p> <p><b><a href="https://bit.ly/eIPCRFSY20232024">https://bit.ly/eIPCRFSY20232024</a></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><b>Until<br/>September<br/>15, 2024</b></p> | Ratee, Rater, Approving Authority |
| <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 Teachers].</p> | <p><b>Part IV</b> – Individual Developmental Plan</p>  |  | Ratee, Rater, Approving Authority |

|  |   |                                     |   |
|--|---|-------------------------------------|---|
| <p>(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><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 Rate-Rater-Approving Authority), the Administrative Officer II (AO II) from the District Office shall collect all IPCRFs (excluding the Means of Verification, or MOVs) from its personnel.</p> <p>The AO II shall 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 Records Section, in coordination with the HRMO (Secretariat), shall transmit the IPCRFs to the SDS Office. The schedule for this procedure can be found in Annex B of this Memorandum.</p> | <p>IPCRFs with SDS as the Approving Authority</p> | <p><b>September 16-27, 2024</b></p> | <p>Rater, Approving Authority, District Administrative Officer II, Records Officer, HRMO, SDS</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>September 23-27, 2024</p>    | <p>District Administrative Officer II, HRMO</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>Until September 30, 2024</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 be responsible in the collection and uploading of the accomplished e-IPCRF of teachers to the system through this link:</p> <p><a href="https://eipcrf.deped.gov.ph">https://eipcrf.deped.gov.ph</a></p>  | <p>IPCRF Data using the IPCRF Data Collection form to the CO consolidator</p> |                                 | <p>HRDS</p>                                     |



**DETAILED ACTIVITIES OF SY 2023-2024 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 OPCRf's 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:<br/><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>Until<br/>September<br/>15, 2024</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 OPCRf's 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>Until September 30, 2024</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 (3) copies of OPCRf of personnel</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>  |
|--------------------|--|
| September 23, 2023 | San Isidro I, San Isidro II, Victoria, Allen I & Allen II<br>Capul, San Vicente, San Antonio, Biri                     |
| September 24, 2023 | Lavezares I, Lavezares II, Rosario, San Jose, Bobon, Catarman I, Catarman II, Catarman III                             |
| September 25, 2023 | Catarman IV, Catarman V, Catarman VI, Lope de Vega, Mondragon I, Mondragon II, Mondragon III, Silvino Lubos, San Roque |
| September 26, 2023 | Pambujan I, Pambujan II, Catubig I, Catubig II, Catubig III, Las Navas I, Las Navas II, Las Navas III, Laoang I        |
| September 27, 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**



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 24, 2024

**REGIONAL MEMORANDUM**

No. **824** s. 2024

**GUIDANCE ON THE IMPLEMENTATION OF DEPED RESULTS-BASED  
PERFORMANCE MANAGEMENT SYSTEM (RPMS) RELATIVE  
TO EXECUTIVE ORDER NO. 61 S. 2024**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is a Memorandum (**DM-OSEC-2024-01**) dated July 22, 2024, and signed by Sonny M. Angara, Secretary of the Department of Education, which contains the '*Guidance on the Implementation of DepEd Results-Based Performance Management System (RPMS) Relative to Executive Order No. 61 S. 2024.*'
2. The memorandum seeks to clarify the implementation of Executive Order (EO) No. 61, s. 2024 titled '*Suspending the Implementation of Administrative Order No. 25 s. 2011 and Executive Order No. 80 s. 2012, As Amended*' dated 3 June 2024.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

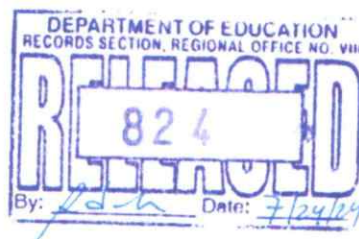
Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

IPCR OPCR RPMS

PPRD-RCB



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph





Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE SECRETARY

JUL 23 2024  
 7349

**MEMORANDUM**  
 DM-OSEC-2024- 01

JUL 23 2024 THE DIRECTOR  
 JUL 23 2024 9:20  
 [Signature]

FOR : Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Regional Directors  
 Schools Division Superintendents  
 Public Elementary and Secondary School Heads  
 All Others Concerned

ATTENTION : Performance Management Teams in All Governance Levels

FROM :   
**SONNY M. ANGARA**  
 Secretary



SUBJECT : **GUIDANCE ON THE IMPLEMENTATION OF DEPED RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) RELATIVE TO EXECUTIVE ORDER NO. 61 (S. 2024)**

DATE : 22 July 2024

1. With reference to the Executive Order (EO) No. 61, s. 2024 titled, 'Suspending the Implementation of Administrative Order No. 25 (s. 2011) and Executive Order No. 80 (s. 2012), As Amended' dated 3 June 2024, this is to announce the **suspension of the implementation of the Results-Based Performance Management System (RPMS) for all DepEd school-based personnel for the upcoming SY 2024-2025.** All activities related to RPMS at the school level, including performance planning and commitment, monitoring, assessment, and evaluation of the school and individual personnel (i.e., school heads, teachers, and non-teaching personnel at the school level), shall be suspended until further notice.
2. While the Department understands the importance of performance management in achieving educational goals, it also recognizes the need for all its schools and school personnel, particularly teachers, to focus on the preparations for the opening of classes for SY 2024-2025. Furthermore, aligned with the objectives of EO No. 61, this suspension aims to review and study the implementation of RPMS at the school level with the goal of streamlining, improving, and simplifying processes and requirements, supporting the direction of the Department to reduce the tasks of teachers by rationalizing their workload.

However, it should be emphasized that the **results of the performance evaluation RPMS Office Performance Commitment and Rating Form (OPCRF)**



and **Individual Performance Commitment and Review Form (IPCRF)** ratings remain as requirements for particular human resource (HR) actions and personnel benefits, both monetary and non-monetary performance-related incentives, such as step increments, mid-year and year-end bonuses, promotion, awards and recognition, educational support, training opportunities, and other related official travels.

- Hence, the **submission of OPCRf and IPCRF ratings of school-based personnel for SY 2023-2024 shall still be required.** This is to avoid possible grounds for disqualification of school-based personnel from monetary and non-monetary performance-related incentives.
- In view of the foregoing and to provide DepEd schools and school-based personnel ample time to perform RPMS-related activities, an adjusted and revised RPMS Timeline for SY 2023-2024 shall be provided as follows:

|   | <b>SY 2023-2024<br/>RPMS Cycle<br/>Phase</b>                      | <b>Task/<br/>Activity</b>   | <b>RPMS Tool/Form</b>   | <b>Person/s<br/>Involved</b>   | <b>Extended<br/>Schedule</b> |
|---|---|---|---|--|------------------------------|
| <b>School-based Personnel</b><br><br><i>(school heads, teachers, and non-teaching personnel in schools)</i> | <b>PHASE III</b><br>Performance Review and Evaluation             | Review and assessment of individual performance                       | IPCRF for SY 2023-2024<br><br><i>(For teachers, use eIPCRF tool; download at <a href="https://hd.his.edu.ph/SY2023-2024">https://hd.his.edu.ph/SY2023-2024</a>)</i>   | Ratees<br><i>(teachers, non-teaching personnel).</i><br><br>Raters, Approving Authorities  | Until September 15, 2024     |
|   |   | Review and assessment of school performance                           | OPCRF   | Ratees<br><i>(school head),</i><br>Raters, Approving Authorities                           | Until September 15, 2024     |
|   | <b>PHASE IV</b><br>Performance Rewarding and Development Planning | Finalization of Development Plans                                     | IPCRF-IDP<br><br>OPCRF- Development Plan  | Ratees<br><i>(teachers, non-teaching personnel)</i><br><br>Ratees<br><i>(school heads)</i> | Until September 15, 2024     |
|   |   | Submission IPCRF and Uploading of Teachers' eIPCRF thru eIPCRF System | Accomplished IPCRF for SY 2023-2024<br><br>eIPCRF Consolidation System<br><i>(for teachers, submit through eIPCRF online submission; access at <a href="http://eipcrf.deped.gov.ph">http://eipcrf.deped.gov.ph</a>)</i> | Ratees and Raters  | Until September 30, 2024     |
|   |   | Submission of OPCRf to SDO  | Accomplished OPCRf  | Ratees<br><i>(school heads)</i>  | Until September 30, 2024     |

- Finally, the implementation of FY 2024 RPMS for non-school based personnel in the DepEd Central Office (CO), Regional Offices (RO), and Schools Division Offices (SDO) shall continue to be in force. The existing guidelines and issuances governing the accomplishment of OPCRf and IPCRF of non-school based personnel shall remain in effect.

6. This Memorandum is issued to clarify the implementation of EO No. 61 relative to the implementation of DepEd RPMS. This is to ensure continuous improvement of the DepEd performance management system while remaining consistent with the response of the Civil Service Commission (CSC) to DepEd's inquiry on the same, through CSC letter dated 27 June 2024, by which it clarifies that:

*“[...] The provisions of AO No. 25 and EO No. 61 about RBPMS is a performance management system that focuses on the performance of government agencies. The CSC's SPMS and CESB's CESPES are aligned to the RBPMS for purposes of ensuring seamless implementation of the performance management of agencies vis-à-vis their mandates and strategic objectives/goals.*

*The **SPMS should be distinguished from the RBPMS** as the former is a performance management system that focuses on individual's performance and its alignment with the agency's organizational vision, mission, and goals, while the latter is focused on performance management of government agencies.*

*Accordingly, the suspension of the RBPMS and PBI System and other relevant issuances related thereto pursuant to EO No. 61, s. 2024, **is deemed not to affect the implementation of the SPMS as required by law (EO No. 292).***

***Agencies are advised to continue with the implementation of their existing CSC-approved agency SPMS** to monitor and evaluate the employees' work performance that aligned to their agencies' mandates, functions, and commitments.”*

7. Further guidance and updates regarding DepEd RPMS will be provided as necessary.
8. For more information, please contact 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.
9. For immediate dissemination and strict compliance.



## RPMS Tools for SY 2021-2022

Attached to this DepEd Memorandum are the COT-RPMS, SAT-RPMS, and TRF (*Appendix 3 to 5*) for Proficient Teachers and Highly Proficient Teachers for SY 2021-2022 (both Regular Teachers and Teacher Broadcasters). Subsequently, the aforementioned tools may also be accessed through this link: <https://bit.ly/RPMSPPST20212022>

The abovementioned link can only be accessed by teachers using their official DepEd e-mail address (example [juan.luna@deped.gov.ph](mailto:juan.luna@deped.gov.ph)) when accessing the link. Any other e-mail address other shall not be allowed access to the Google Drive.

In case the teacher does not yet have a DepEd e-mail address, they may request for one from their respective Division Information Technology Officer (ITO).

### Ratee, Rater, and Approving Authority in the RPMS

DepEd Order No. 2, s. 2015, or the *Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education*, establishes who the ratees are and their corresponding raters and approving authorities. See table below as reference to the expanded version of ratee-rater matrix.

Table 8. Matrix of RPMS Ratee-Rater-Approving Authority

| Ratee/Teacher   | Rater/Observer   | Approving Authority  |
|---|--|--|
| <b>Regular Teachers</b>                                       |  |  |
| Head Teacher<br>Master Teacher                                | Principal/ School Head   | Superintendent<br><i>Small and Medium Divisions</i><br><br>Assistant Superintendent<br><i>Large and Very Large Divisions</i> |
| Teacher   | Principal/ School Head   | Superintendent<br><i>Small and Medium Divisions</i><br><br>Assistant Superintendent<br><i>Large and Very Large Divisions</i> |
| Teacher   | Master Teacher/ Head Teacher/ Assistant Principal                                  | Principal/ School Head   |
| ALS Implementers<br><i>(school-based)</i>                     | Master Teacher/ Head Teacher/ Assistant Principal                                  | Principal/ School Head   |
| ALS Implementers<br><i>(community learning centers-based)</i> | Education Program Specialist for ALS   | Chief of Curriculum Implementation Division (CID)  |
| <b>Full-Time Teacher Broadcasters (TBs)</b>                   |  |  |
| TBs holding Teacher I-III positions                           | Any TB holding Master Teacher I-IV positions, preferably in the same learning area | Director IV, ICTS  |
| TBs holding Master Teacher I-IV positions                     | Director IV, ICTS  | Director IV, ICTS  |