



DepEd Division of Catanduanes
RECORDS SECTION

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Republic of the Philippines
Department of Education
Region V - Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

September 11, 2024

DIVISION MEMORANDUM
No. 432, s. 2024

REMINDER AND INSTRUCTIONS ON THE SUBMISSION OF IPCRF/OPCRF FOR SY 2023-204 FOR SCHOOL-BASED PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID & SGOD Personnel
OSDS Unit Heads and Personnel
School Heads and Teachers
School-based Non-Teaching Personnel
All Others Concerned

1. This Office reiterates DM-OSEC-2024-01 issued July 22, 2024 "Guidance on the Implementation of DepEd Results-based Performance Management System (RPMS) Relative to Executive Order No. 61, s. 2024" and provides specific instructions on the submission of the accomplished IPCRF and OPCRFS of School-based personnel.
2. As specified in the said memorandum, **School-based personnel refer to School Heads, Teaching and Non-Teaching Personnel in the School.** It also provides the revised timeline of activities relative to the RPMS Cycle for SY 2023-2024:

	SY 2023-2024 RPMS Cycle Phase	Task/Activity	RPMS Tool/Form	Person/s Involved	Extended Schedule
School-based Personnel <i>(school heads, teachers, and non-teaching personnel in schools)</i>	PHASE III Performance Review and Evaluation	Review and assessment of individual performance	IPCRF for SY 2023-2024 <i>(For teachers, use eIPCRF tool; download at http://bit.ly/eIPCRFSY20232024)</i>	Ratees <i>(teachers, non-teaching personnel).</i> Raters, Approving Authorities	Until September 15, 2024
		Review and assessment of school performance	OPCRF	Ratees <i>(school head).</i> Raters, Approving Authorities	Until September 15, 2024
	PHASE IV Performance Rewarding and Development Planning	Finalization of Development Plans	IPCRF-IDP OPCRF- Development Plan	Ratees <i>(teachers, non-teaching personnel)</i> Ratees <i>(school heads)</i>	Until September 15, 2024
		Submission IPCRF and Uploading of Teachers' eIPCRF thru eIPCRF System	Accomplished IPCRF for SY 2023-2024 eIPCRF Consolidation System <i>(for teachers, submit through eIPCRF online submission, access at http://eipcrf.deped.gov.ph)</i>	Ratees and Raters	Until September 30, 2024
		Submission of OPCRFS to SDO	Accomplished OPCRFS	Ratees <i>(school heads)</i>	Until September 30, 2024



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3. It is expected that the persons involved will comply with the activities and timelines set in the above-mentioned Department Memorandum.

However, a validation of the School Heads' OPCRf will be conducted by a validating team composed of the SDO Performance Management Team members, Public Schools District Supervisors and Education Program Supervisors from September 17 to 20, 2024.

4. Enclosures to this memorandum are provided for reference, specific instructions and guidance:

Enclosure 1	Copy of DM-OSEC-2024-01
Enclosure 2	Schedule of the Office Performance Validation of Schools
Enclosure 3	Rater and Approving Authority for School-Based Personnel
Enclosure 4	Instructions on the Submission of Approved IPCRF and OPCRf to the Human Resource Unit

5. The Sanctions stipulated in DepEd Order No. 2, s. 2015 "Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education" are also herein included as a reminder:

IX. Sanctions:


67. Any violation of reasonable office rules and regulations and simple neglect of duty for the supervisors and employees responsible for the delay or non-submission of the OPCRf and IPCRF shall be dealt with administratively.

68. Failure on the part of the head of office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

6. Travel and incidental expenses of all personnel involved in the performance assessment shall be charged to local funds subject to relevant accounting and auditing rules and regulations.

7. Compliance with this memorandum is desired.

By Authority of the OIC-SDS:


ATTY. NORLITO JR. P. AGUNDAY
Division Legal Officer
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. 432 s. 2024
Copy of DM-OSEC-2024-01




Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-2024- 01

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)**



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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.

3. 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.
4. 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:

	SY 2023-2024 RPMS Cycle Phase	Task/ Activity	RPMS Tool/Form	Person/s Involved	Extended Schedule
School-based Personnel <i>(school heads, teachers, and non-teaching personnel in schools)</i>	PHASE III Performance Review and Evaluation	Review and assessment of individual performance	IPCRF for SY 2023-2024 <i>(For teachers, use eIPCRF tool; download at http://hr.dep.gov.ph/eIPCRFSSY4q23-2024)</i>	Ratees <i>(teachers, non-teaching personnel)</i> Raters, Approving Authorities	Until September 15, 2024
		Review and assessment of school performance	OPCRF	Ratees <i>(school heads)</i> , Raters, Approving Authorities	Until September 15, 2024
	PHASE IV Performance Rewarding and Development Planning	Finalization of Development Plans	IPCRF-IDP OPCRF- Development Plan	Ratees <i>(teachers, non-teaching personnel)</i> Raters <i>(school heads)</i>	Until September 15, 2024
		Submission IPCRF and Uploading of Teachers' eIPCRF thru eIPCRF System	Accomplished IPCRF for SY 2023-2024 eIPCRF Consolidation System <i>(for teachers, submit through eIPCRF online submission; access at http://eipcrf.deped.gov.ph)</i>	Ratees and Raters	Until September 30, 2024
		Submission of OPCRf to SDO	Accomplished OPCRf	Ratees <i>(school heads)</i>	Until September 30, 2024

5. 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.



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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)**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.hrdd@deped.gov.ph or at telephone number (02) 8470 6630.
9. For immediate dissemination and strict compliance.



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Enclosure No. 2 to Division Memorandum No. 432, s. 2024

SCHEDULE OF OFFICE PERFORMANCE VALIDATION FOR SCHOOLS

DATE	ZONE	TEAM 1 (Venue: Virac Pilot ES)	TEAM 2 (Venue: Virac Central ES)	TEAM 3 (Venue: Gogon ES)	TEAM 4 (Venue: JMAMES)
September 17, 2024 (Tuesday)	1	<ol style="list-style-type: none"> 1. Bigaa ES 2. Calabnigan ES 3. Calatagan ES 4. Capilihan ES 5. Danicop ES 6. Dugui San Isidro ES 7. Dugui Too ES 8. Dugui Wala ES 9. Gogon ES 10. Hicming ES 11. JMA Puniton ES 12. Juan M. Alberto Memorial ES 13. San Vicente ES 14. Simamla ES 15. Sogod Simamla ES 16. Sto. Domingo ES 17. Sto. Niño ES 18. Taytay ES 19. Virac Pilot ES 20. Buyo Integrated School 21. Calatagan HS 	<ol style="list-style-type: none"> 1. Antipolo ES 2. Balite ES 3. Batag ES 4. Buenavista ES 5. Calampong ES 6. Casooacan ES 7. Cavinitan ES 8. F. Tacorda Village ES 9. Hawan ES 10. Hawan Ilaya ES 11. Igang ES 12. Magnesia ES 13. Marilima ES 14. Pajo Baguio ES 15. Pajo San Isidro ES 16. Palmab ES 17. Palta ES 18. Palta Saday ES 19. San Isidro Village ES 20. Sto. Cristo ES 21. Talisoy ES 	<ol style="list-style-type: none"> 1. Alibuag ES 2. Batong Paloway ES 3. Bon-ot ES 4. Caragñag ES 5. Comagaycay ES 6. Jose Rizal ES 7. Palawig ES 8. San Andres CES 9. San Jose ES 10. Timbaan ES 11. Yocti ES 12. Lictin IS 13. Valencaí ES 14. Virac CES 15. San Andres Vocational School 16. Catanduanes National HS 17. Antipolo National HS 18. Hawan HS 19. Magnesia National HS 20. Palta HS 21. Mayngaway National HS 	<ol style="list-style-type: none"> 1. Agojo ES 2. Bagong Sirang ES 3. Barihay ES 4. Bislig ES 5. Cabcab CES 6. Cabungahan ES 7. Catagbacan ES 8. Codon ES 9. Datag ES 10. Hilawan ES 11. Juan M. Alberto ES (Asgad ES) 12. Manambrag ES 13. Mayngaway ES 14. Puting Baybay ES 15. San Isidro ES 16. San Vicente ES 17. Tibang ES 18. Tominawog ES 19. Cabcab National HS 20. Codon National HS 21. Manambrag National HS
September 18, 2024 (Wednesday)	2	<ol style="list-style-type: none"> 1. Bagumbayan ES 2. Batalay ES 3. Bato CES 4. Buenavista ES 5. Cagraray ES 6. Carorian ES 7. Libjo ES 8. Mintay ES 9. Pananaogan ES 10. San Pedro ES 11. San Roque ES 12. Bato Rural Development HS 13. Bote Integrated School 	<ol style="list-style-type: none"> 1. Alma ES 2. Balatohan ES 3. Caglatawan ES 4. JMA Tucao Primary School 5. Kilikilihan ES 6. Mabato CES 7. Pacogon ES 8. Pagsanghan ES 9. Paraiso ES A 10. Paraiso ES B 11. San Marcos PS 12. Siay ES 13. Tobrehon ES 	<ol style="list-style-type: none"> 1. Agban CES 2. Benticayan ES 3. Genitligan ES 4. Guinsaanan ES 5. Puraran ES 6. San Miguel ES 7. Agban National HS 8. Abihao ES 9. Baras CES 10. Caragumihan ES 11. Macutal ES 12. Moning ES 13. Paniquihan ES 14. Putsan-Danao ES 15. Salvacion ES 16. Sta. Maria ES 17. Tilod ES 	<ol style="list-style-type: none"> 1. Biong ES 2. Dominador C Guerrero ES 3. Dororian ES 4. Gigmoto CES 5. San Pedro ES 6. Sioron ES 7. Dororian National HS 8. Gigmoto Rural Development HS 9. Sicmil Integrated HS 10. Sipi ES 11. Katipunan ES 12. Obo ES 13. Pangilao Primary Sch



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		14. Cabugao Integrated Sch 15. Guinobatan ES 16. Marinawa ES 17. Oguis ES 18. Sibacungan ES	14. Pagsangahan Integrated School 15. Mabato HS Annex 16. Boton PS 17. Buhi ES 18. Dayawa ES	18. Baras Rural Development HS	14. Patagan ES 15. San Juan ES 16. San Miguel CES 17. Solong Primary Sch 18. San Miguel Rural Development HS
September 19, 2024 (Thursday)	3	1. Batohonan ES 2. Begonia ES 3. Botinagan ES 4. Buenavista ES 5. Magsaysay ES 6. Quirino ES 7. Soboc ES 8. Tambongon CES 9. Tinago ES 10. Villa Aurora ES 11. Summit ES 12. Tambogñon National HS 13. Tinago National HS 14. Viga CES 15. San Jose National HS	1. Almojuela ES 2. Ananong ES 3. Burgos ES 4. Del Pilar ES 5. Ogbong ES 6. Osmena Primary Sch. 7. Mabini ES 8. P. Vera ES 9. Quezon ES 10. Rizal ES 11. Roxas ES 12. Sagrada ES 13. San Jose ES (Oco ES) 14. San Roque ES 15. San Vicente PS 16. Sta. Rosa ES	1. Aliwanan ES 2. Babaguan Com Sch 3. Bayhan Com Sch 4. Burabod Com Sch 5. Cabuyoan ES 6. Cagdarao ES 7. Mabini Com Sch 8. Maculiw Com Sch 9. Panay Com Sch 10. Panganiban ES 11. San Miguel ES 12. Tibo ES 13. Panganiban National HS (CAIC Compound) 14. Panganiban NHS 15. Viga Rural Development HS	1. Bugao CES 2. Cahan ES 3. Hinipaan ES 4. Sagrada ES 5. San Vicente ES 6. Bugao National HS 7. San Vicente National HS 8. Bacak ES 9. Bagamanoc CES 10. Pangcayanan ES 11. Quigaray ES 12. Salvacion ES 13. San Rafael Primary Sch 14. Suchan ES 15. Bagamanoc RDHS
September 20, 2024 (Friday)	4	1. Buenavista ES 2. Caramoran CES 3. Camburo ES 4. Dariao ES 5. Mabini ES 6. Panique ES 7. San Jose ES 8. Tubli ES 9. Tucao-Maysuram ES 10. Caramoran Rural Development HS 11. Dariao National HS 12. Tubli NHS	1. Bocon ES 2. Datag CES 3. Guiamlong ES 4. Hitoma-Bulalacao ES 5. Inalmasinan ES 6. Iyao ES 7. Maui ES 8. Obi ES 9. Sabloyon ES 10. Salvacion ES 11. Supang ES 12. Milaviga Integrated School 13. Supang-Datag NHS	1. Canlubi ES 2. Hiyop ES 3. Jose O Vera ES 4. Lourdes ES 5. Marambong ES 6. San Isidro ES 7. Porot ES 8. Tabugoc ES 9. Baldoc IS 10. Leandro I. Verceles SR. NHS 11. Palumbanes Integrated School 12. Caramoran Sch. of Fisheries 13. Pandan Sch. of Arts and Trades	1. Bagawang ES 2. Balogñonan ES 3. Caruyo Primary Sch 4. Catamban ES 5. Lumabao ES 6. Oga ES 7. Pandan CES 8. Panuto ES 9. San Andres ES 10. San Rafael Prim Sch 11. Sta. Cruz ES 12. Tariwara ES 13. Cobo Integrated School





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Enclosure No. 3 to Division Memorandum No. 42, s. 2024

**REFERENCES ON THE RATER AND APPROVING AUTHORITY
FOR SCHOOL-BASED PERSONNEL**

A. Annex A of DepEd Order No. 2, s. 2015

School Personnel	Rater	Approving Authority
Principal/School Head	Assistant Superintendent	Superintendent
Head/Master Teacher	Principal	Superintendent (Small and Medium Division) Assistant Superintendent (Large and Very Large Divisions)
Teacher	Head Teacher/Master Teacher	Principal

In the exigency of service, while there is no Assistant Superintendent designated in SDO Catanduanes yet, CID Chief ROMEL G. PETAJEN was designated by the OIC-SDS as the rater for the School Heads.

B. DepEd Memorandum No. 008, s. 2023 “Multi-year Guidelines on the Results-Based Performance Management System – Philippine Professional Standards for Teachers”

Figure 7. Ratee-Rater-Approving Authority Matrix

Ratee/Teacher	Rater/Observer	Approving Authority
Head Teacher Master Teacher	Principal/ School Head	Superintendent Small and Medium Divisions Assistant Superintendent Large and Very Large Divisions
Teacher (for schools with no Master Teachers, Head Teachers, and/or Assistant Principal)	Principal/ School Head	Superintendent Small and Medium Divisions Assistant Superintendent Large and Very Large Divisions
Teacher	Master Teacher/ Head Teacher/ Assistant Principal	Principal/ School Head
ALS Implementers (school-based)	Master Teacher/ Head Teacher/ Assistant Principal	Principal/ School Head
ALS Implementers (community learning centers-based)	Education Program Specialist for ALS/ In charge for ALS	Chief of Curriculum Implementation Division (CID)



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Enclosure 4 to Division Memorandum No. 432 s. 2024

**SPECIFIC INSTRUCTIONS FOR THE SUBMISSION OF APPROVED
IPCRF AND OPCRf OF SCHOOL PERSONNEL TO THE SDO
(ON OR BEFORE SEPTEMBER 30, 2024)**

**a. IPCRF Submission
(by School Heads)**

- 1) School Heads must prepare a transmittal letter of the IPCRFs of teachers and non-teaching personnel in the school.
- 2) In the transmittal letter, school personnel must be listed using their family name in alphabetized order, classified into teaching and non-teaching personnel along with their individual final rating.
- 3) Hard copy to be attached to the transmittal letter must be the one-page summary rating only, arranged in the order stated in the transmittal.
- 4) Soft copy must be a scanned clear copy of all pages of the approved IPCRF of all the school personnel & its transmittal to be uploaded in the link: <https://tinyurl.com/CTD-PCRf23-24>.

**b. OPCRf Submission
(by Public Schools District Supervisors/In-charge of Districts)**

- 1) Public Schools District Supervisor/In-charge of District must prepare a transmittal letter of the OPCRf of school heads in the district.
- 2) In the transmittal letter, school heads must be listed using their family name in alphabetized order along with their individual final rating.
- 3) Hard copy to be attached to the transmittal letter must be the one-page summary rating only, arranged in the order stated in the transmittal.
- 4) Soft copy must be a scanned clear copy of all pages of the approved IPCRF of all the school heads & its transmittal to be uploaded in the link: <https://tinyurl.com/CTD-PCRf23-24>.



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