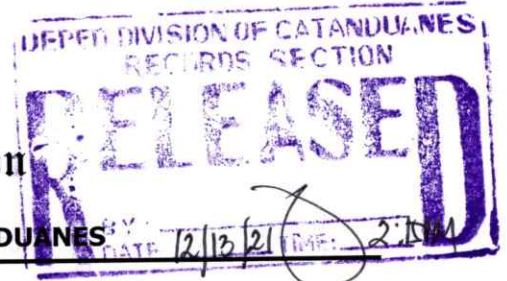




Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



December 09, 2021

DIVISION MEMORANDUM

No. 364, s. 2021

**RPMS INDIVIDUAL PERFORMANCE AND COMMITMENT REVIEW FORM
(IPCRF) YEAR-END PERFORMANCE ASSESSMENT AND DEVELOPMENT
PLANNING FOR SGOD PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Performance Management Team
All SGOD Personnel
All Others Concerned

1. Relative to DepEd Order No. 02, s. 2015 **re: Results-Based Performance Management System (RPMS)**, this Office will conduct a Year-End Evaluation of Performance for all School Governance and Operations Division (SGOD) personnel based on Key Result Areas (KRAs) reflected in their Individual Performance Commitment Review Form (IPCRF) from January to December 2021.
2. The activity aims to ensure that each SGOD employee is performing well according to the mandates of his/her position based on KRAs for CY 2021 by presenting the accomplished IPCRF; review and evaluate IPCRFs in terms of accomplishment of targets, issues encountered, and Means of Verifications (MOVs) per Key Result Area (KRA); and forge commitments for improvement of performance in the next cycle of performance evaluation.
3. The said activity will be conducted on **December 20-21, 2021** at a venue to be announced later.
4. Participants are expected to prepare their KRA-based Individual Accomplishment Report for CY 2021 through a PowerPoint or video presentation, portfolio of accomplishments as a means of verification, and action plan for CY 2022.
5. During the presentation of the KRA-Based Individual Accomplishment Report for CY 2021, each participant shall be given a maximum of five (10) minutes to present his/her video or PowerPoint presentation. The Performance Management Team (PMT) shall review the ratings, evaluate and check MOVs, and give feedback.
6. Participants are reminded to **observe the minimum health safety standards** such as wearing of facemask, maintaining physical distancing, and frequent handwashing or using of alcohol while attending the activity.



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7. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development Interventions on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
8. All expenses incurred relative to the conduct of this activity shall be charged to HRTD funds, subject to existing accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum is desired.

A handwritten signature in blue ink, appearing to read "Susan S. Collano", is written over a large, empty oval shape.

SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: as stated

References:

DO 02, s. 2015

To be indicated in the Perpetual Index

under the following subjects:

IPCRF

AGT/DM RPMS Individual Performance and Commitment Review Form (IPCRF) Year-End Performance Assessment and Development Planning for SGOD Personnel
PRS/December 09, 2021