



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

VNM 2019-12-90C
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 9:30
BY: 8-2-2019 *[Signature]*
JEC

MEMORANDUM

TO: Division Performance Management Team
Sunny Ray F. Amit, Assistant Schools Division Superintendent
Lorenzo O. Capacio, Chief Education Supervisor- SGOD
Ralph T. Quirog, Chief Education Supervisor-CID
All Section/Unit Heads, OSDS
All Others Concerned

FROM: VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent *[Signature]*

DATE: December 2, 2019

RE: RPMS: PERFORMANCE PLANNING AND COMMITMENT (PHASE I)
FOR CY 2020 AND SUBMISSION OF OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF) FOR CY 2019

Consistent to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education, this Office is required to accomplish the Office Performance Commitment and Review Form (OPCRF) for CY 2020, in coordination with the Planning Office (Item 18 of A. Phase I: Performance Planning and Commitment). As such, this Office hereby directs you to attend the Office Performance Planning and Commitment for CY 2020 Activity on January 2, 2020 at the LRMDC Conference Hall, SDO Building, Casisang, Malaybalay City.

This activity aims to:

- Ensure that the Office KRAs, Objectives and Performance Indicators are reflected in the OPCRf;
- Ensure the alignment of the office plans and commitments to the overall organizational outcomes;
- Submit a copy of the signed OPCRf for use in the succeeding phases in terms of the Performance Monitoring and Coaching (Phase II) and Performance Review and Evaluation (Phase III) of the Office; and,
- Discuss other related matters.

As stipulated in Item 18 (DepEd Order No. 2, s. 2015), the OPCRf shall be equivalent to the IPCRF of the head of office (SDS). Hence, the OPCRf is also required to be signed by



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the rater (ARD), approving authority (RD) and ratee (SDS) to signify their commitment and agreement. Further, the signed OPCRF shall be the basis for monitoring and assessment of the office performance (Phase II & III), respectively as well as the preparation of the Individual Performance Commitment and Review Form (IPCRF).

As such, a copy of the signed OPCRF is required to be submitted to the Division PMT Secretariat – Florabelle R. Porras, Administrative Section, on or before January 3, 2020. The PMT Secretariat is instructed to provide a copy of the signed OPCRF to each office through the raters for use in the preparation of the IPCRF 2020 of employees under supervision on or January 3, 2020.

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