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

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

DATE: December 2, 2019

RE: RPMS: PERFORMANCE PLANNING AND COMMTMENT (PHASE I)
FOR CY 2020 AND SUBMISSION OF INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (IPCRF) FOR CY 2020

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 hereby directs you to conduct the **performance planning and commitment for CY 2020 of the individual employees under your supervision on January 3, 2020 in your respective offices.**

This activity aims to:
- Ensure that the rater and ratee discuss and agree on the following: Individual KRAs, Objectives, and Performance Indicators as anchored to the Office KRAs and Objectives or OPCRF;
- Enable the rater and rate commit and reach an agreement by signing the IPCRF, which shall then be the basis for monitoring and assessment (Phase II & III), respectively;
- Submit a copy of the signed IPCRF for use in the succeeding phases in terms of Performance Monitoring and Coaching (Phase II) and Performance Review and Evaluation (Phase III); and,
- Discuss other related matters.

As such, each office is required to submit a copy of the IPCRF of the employees under supervision to the Office of the Schools Division Superintendent Attention: Division PMT Secretariat – Florabelle R. Porras, Administrative Section, on or before January 6, 2020 for PRIME-HRM documentation and other future references.

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