



April 28, 2017

DIVISION MEMORANDUM
NO. 095s., 2017

**SUBMISSION OF 2017 OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORM (O/IPCRF) FOR SCHOOL BASED PERSONNEL AND
OTHER RPMS CONCERNS**

TO: Asst. Schools Division Superintendent
Division Unit Heads and Personnel
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads and School Based Personnel
Other concerned

1. In reference to DepEd Order No. 2, s. 2015 entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education" and Division Memo No. 52, s. 2016, the RPMS year-end results (Phase III and IV) for School Based Personnel is completed on *April 2017*. Thus, this would like to inform ALL School Based Personnel that the submission of O/IPCRF to the Division Office will be on **May 15, 2017, Monday**, to the Division Records Unit attention to the Division Human Resource Unit c/o *Ms. Ellaine V. Balen, Administrative Officer IV*.

2. For **School-Based Personnel**, the list of rater, ratee and approving authority is presented below:

Ratee	Rater	Approving Authority
1. School Head <i>(this refers to the Principal position, HTs or TICs who designated to manage school supported by appointments/ special order/ designation order)</i>	Elias A. Alicaya, Jr. (ASDS) <i>(with initial of Education Program/Parent Supervisor)</i>	Cherrylou D. De Mesa (SDS)
2. Head/Master Teacher <i>(this refers to Head Teacher and Master Teacher who do not perform as School Head)</i>	School Head <i>(this refers to the Principal position, HTs or TICs who designated to manage school supported by appointments/ special order/ designation order)</i>	Elias A. Alicaya, Jr. (ASDS)

3. Teacher <i>(schools with HTs/MTs positions)</i> Teacher <i>(schools without HTs/MTs positions)</i>	Head Teacher/Master Teacher <i>(schools with available HTs/MTs)</i> School Head <i>(schools with no HTs/MTs)</i>	School Head Education Program/Parent Supervisor
4. Non-Teaching Staff <i>(schools with AO position)</i> Non-Teaching Staff <i>(schools without AO position)</i>	School Administrative Officer School Head	School Head Verna C. Cabaya (AO)

3. Moreover, the list of rater, ratee and approving authority for Schools Division Office, is presented below:

Ratee	Rater	Approving Authority
1. Cherrylou D. De Mesa (SDS)	Francis Cesar B. Bringas(ARD)	Diosdado M. San Antonio (RD)
2. Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)	Francis Cesar B. Bringas(ARD)
3. Elpidia B. Bergado (Chief, CID)	Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)
4. Education Program Supervisors	Elpidia B. Bergado (Chief, CID)	Elias A. Alicaya, Jr. (ASDS)
5. Public Schools District Supervisors	Elpidia B. Bergado (Chief, CID)	Elias A. Alicaya, Jr. (ASDS)
6. Education Program Specialist (ALS)	Elpidia B. Bergado (Chief, CID)	Elias A. Alicaya, Jr. (ASDS)
7. Information and Technology Officer (ITO)	Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)
8. Legal Unit	Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)
9. SGOD EPS and Staff	Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)
10. Reinero Reyes (Chief, Medical)	Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)
11. Division Medical and Dental Staff	Reinero Reyes (Chief, Medical)	Elias A. Alicaya, Jr. (ASDS)
12. Verna C. Cabaya (AO V)	Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)
13. Administrative Division, Section Chiefs a. Ellaine V. Balen (Personnel) b. Melecio D. Perdon (Records) c. Laura Crema (Cashier) d. Edward Joevan R. Romen (Supply)	Verna C. Cabaya (Administrative Officer V) -do- -do- -do-	Elias A. Alicaya, Jr. (ASDS) -do- -do- -do-
14. Personnel Staff	Ellaine V. Balen (Section Chief)	Verna C. Cabaya (AO)

15. Records Staff	Melecio D. Perdon (Section Chief)	Verna C. Cabaya (AO)
16. Supply Staff	Edward Joevan R. Romen (Section Chief)	Verna C. Cabaya (AO)
17. Joel A. Solis (AO V)	Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)
18. Budget Staff	Joel A. Solis (AO V)	Elias A. Alicaya, Jr. (ASDS)
19. Cashier Staff	Laura Crema	Elias A. Alicaya, Jr. (ASDS)
20. Cherry D. Bayot	Elias A. Alicaya, Jr. (ASDS)	Cherrylou D. De Mesa (SDS)
21. Bookkeepers	Cherry D. Bayot	Elias A. Alicaya, Jr. (ASDS)
22. Driver and Admin Assts.	Ellaine V. Balen (Section Chief) <i>with consultation from designated immediate superior</i>	Verna C. Cabaya (AO)

4. One (1) folder contains three (3) copies of signed O/IPR Form with one (1) copy of all supporting documents or mode of verification (MOV) should be submitted. MOVs should be organized with ear tags based on the arrangement of Performance Indicators.

5. The rater and ratee should give time to discuss among themselves the accomplishment results based on agreement, key result areas (KRAs) and targets before signing the said form. Finally, the School Based Performance Planning for the coming School Year 2017-2018 should be done anytime within the month of May.

6. All division memo and other division related issuances, which are inconsistent with these guidelines, are hereby repealed, rescinded or modified accordingly.

7. Immediate dissemination of this Memorandum is highly desired.



ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
for **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent