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December 28, 2018

DIVISION MEMORANDUM
NO. 383, s. 2018

**IMPLEMENTATION OF RESULTS-BASED PERFORMANCE
MANAGEMENT SYSTEM (RPMS) IN THE SCHOOLS
DIVISION OFFICE**

To: OIC, Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division
OIC - Chief, Schools Governance and Operations Division
Unit/Section Heads
All Schools Division Office Personnel

1. In line with 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", all Schools Division Office personnel shall follow performance cycle starting January and ending in December.
2. The following schedules of submission of reports for CY 2019 in implementation of RPMS in the Schools Division Office are as follows:

RPMS Cycle	Target Date
Performance Planning and Commitment	
Target Setting/Preparation of Individual Work Plan	December 2018/January 2019
Performance Monitoring and Coaching	
Submission of Monthly Accomplishment Report per Unit/Section	Monthly
Coaching and Mentoring	Monthly (during Unit/Section Monthly Meeting)
Performance Review and Evaluation	
Mid-Year Review	July 2019
Year-End Review	December 2019
Submission of Accomplishment Reports (IPCRF)	December 2019
Development Planning	
Submission of Individual Development Plan	December 2019

3. For strict compliance and Immediate dissemination of this Memorandum is highly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent