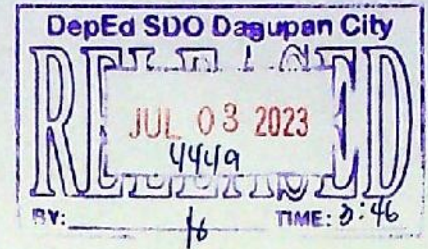




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 244, s.2023

TO: Asst. Schools Division Superintendent
Chief, CID & SGOD
Performance Management Team (PMT)
Education Program Supervisors
Public School District Supervisors
Public School Principals/SHs (Elem & Sec)
All others concerned

FROM: DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent

DATE: July 3, 2023

SUBJECT: VALIDATION OF RPMS: PERFORMANCE REVIEW & EVALUATION
(PHASE III) OF IPCRF/OPCRF OF SCHOOL HEADS, HEAD TEACHERS
AND MASTER TEACHERS

1. Please be informed of the hereunder schedule of the Performance Review and Evaluation (Phase III) of IPCRF/OPCRF of School Heads, Head Teachers and Master Teachers.

Date	District/School	Number of				Venue
		SH	HT	MT	Total	
July 18	<u>District V</u> Bonuan Boquig NHS	1	8	10	19	BBNHS
July 19	JJDVSTVSS	1	7	8	16	JJDVSTVSS
July 20-am	Carael NHS	11	5	4	23	CNHS
July 20-pm	Salapingao NHS	1		2		
July 21	Dagupan City NHS	1 3	8	31	43	DCNHS



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Date	District/School	Number of				Venue
		SH	HT	MT	Total	
	PSDS: Ronie G. Bonao(JHS) and Edwin R. Ferrer (SHS)					
July 25, 2023 AM	<u>District IV-B</u> Juan P. Guadiz ES T. Ayson-Rosario ES Calmay ES Carael ES PSDS: Jaime C. Siapno	1 1 1	1	1 1 3	10	JPGES
July 25, 2023 PM	<u>District IV-A</u> Lombay ES Suit ES Pugaro IS Pantal ES Salapingao ES PSDS: Isabelita N. Daroya	1 1 1	1 1	1 1 3 2	18	PANTAL ES
July 26, 2023 AM	<u>District III-C</u> Mamalingling ES Bolosan ES Salisay ES Victoria Q. Zarate ES PSDS: Alicia B. Quimboy	1 1 1 1		1 2 1 2	10	Salisay ES
July 26, 2023 PM	<u>District III-B</u> Sabangan ES Gen. Gregorio Del Pilar ES North Central ES PSDS: Perpetua V. Barongan	1 1 1		4 3 4	14	Sabangan ES
July 27, 2023 AM	<u>District III-A</u> Bliss ES Bonuan Buquig ES Leon Francisoc Maramba ES Federico N. Ceralde IS PSDS: Jane T. Cajayon	1 1 1	1	1 3 1 5	14	FNCIS



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Date	District/School	Number of				Venue
		SH	HT	MT	Total	
July 27, 2023 PM	<u>District II-B</u>					Tambac ES
	Mangin-Tebeng ES	1		1	9	
	Tambac ES	1		1		
	Tebeng ES	1		1		
	Caranglaan ES	1		2		
PSDS: Rowena O. Lapaan						
July 28, 2023 AM	<u>District II-A</u>					BSES
	East Central IS	1		5	16	
	Bacayao Sur ES	1		2		
	PGVES	1		1		
	Pogo-Lasip ES	1		2		
	Lasip Grande ES		1	1		
PSDS: Debbie C. Gan						
July 28, 2023 PM	<u>District I</u>					West I CES
	Juan L. Siapno ES	1		1	23	
	Lucao ES	1		3		
	Malued ES	1		4		
	West Central ES I	1		8		
	West Central ES II	1		2		
PSDS: Leonarda J. Manansala						

2. Master Teachers, Head Teachers and School Heads should bring the copies of their IPCRFs/OPCRFs with initial rating and Means of Verification (MOVs) at the said venue.
3. Should there be a changes in schedules, it shall be communicated to the concerned through text messaging, CP calls or other modalities.



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4. List of Evaluators:

Chairperson: **MARCIANO U. SORIANO**
Asst. Schools Division Superintendent

Co-Chair: **WILLY U. GUIEB**
NAPSHI President
VALENTINA F. HORTALEZA
PESPA President

Members:

Domain 1 : PSDS In-Charge
Leading Strategically Edwin R. Ferrer
Maria Victoria S. Antonio

Domain 2 : Myrel Angelica N. Lopez
Managing School Harking C. Reyes
Operations & Resources Clarita F. Tamayo

Domain 3 : PSDS In-Charge
Focusing on Teaching & Renata G. Rovillos
Learning Liezl S. Cancino


Domain 4 : Ronie G. Bonao
Developing Self and Others Alfred B. Gonzales
Mitchellene V. Rivo

Domain 5 : Jane T Cajayon
Building Connections Vladimir C. Parayno
Isagani D. Rosario

Secretariat: Gilliane Jessa C. Sable
Joann L. Jimenez

5. Templates for the RPMS is herein attached.

6. For information, guidance and compliance.


DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent



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PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating	Adjectival Rating
Accomplishments of KRAs and Objectives		Outstanding

Rater-Ratee Agreement

The signatures below confirm that the employee and her superior have agreed on content of this appraisal form and the performance rating.

Name of Employee:	Name of Superior:
Signature:	Signature:
Date:	Date:



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INDIVIDUAL DEVELOPMENT PLANS

Name of Employee: Position: Review Period: Bureau/Center/Service/Division: Dagupan City	Name of Rater : MARIA LINDA R. VENTENILLA Position: Chief, CID Date of Review:
--	--

STRENGTHS	DEVELOPMENT NEEDS	ACTION PLAN		TIMELINE	RESOURCES NEEDED
		Learning Objectives of the PD Program	Intervention		

Rater

Ratee

Approving Authority



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OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Name of Employee: Position: Bureau/Center/Service/Division: Rating Period:					Name of Rater: Position: Date of Review						
TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION						
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS				RATING	SCORE
						Q	E	T	Ave		
<i>*To get the score, the rating is multiplied by the weight assigned</i>										OVERALL RATING FOR ACCOMPLISHMENTS	

Rater

Ratee

Approving Authority



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)
For Proficient Teacher

Name of Employee:								Name of Rater:									
Position:								Position:		Principal							
Bureau/Center/Service/Division:								Date of Review:									
MFO	KRA's	OBJECTIVES	TIME-LINE	WEIGHT PER KRA	Q E T	PERFORMANCE INDICATORS					ACTUAL RESULTS	RATING				SCORE	
						5	4	3	2	1		Q	E	T	AVE.		

 Rater

 Ratee

 Approving Authority



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF – for non-teaching)

Name of Employee: Position: Bureau/Center/Service/Division: Rating Period:					Name of Rater: Position: Date of Review						
TO BE FILLED DURING PLANNING						TO BE FILLED DURING EVALUATION					
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS				RATING	SCORE
						Q	E	T	Ave		
<i>*To get the score, the rating is multiplied by the weight assigned</i>										OVERALL RATING FOR ACCOMPLISHMENTS	

 Rater

 Ratee

 Approving Authority



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SUMMARY OF LIST OF INDIVIDUAL PERFORMANCE RATING

CLASSIFICATION (small, medium, large)	NAME OF SCHOOL	SCHOOL ID	INDIVIDUAL PERFORMANCE RATING (TOTAL SCORE)	LIST OF ELIGIBLE SCHOOL-BASED PERSONNEL				
				NAME OF PERSONNEL (e.g., DALISAY, RICARDO AGUAS)	Salary Grade	Salary Step	Monthly Basic Salary (as of December 31, 2020)	Months in Service in 2020 (June 1, 2020 to July 10, 2021)

Prepared by:

School Head

Date: _____

Certified correct by:

Assistant Schools Division Superintendent

Date: _____

Approved:

Schools Division Superintendent

Date: _____



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MID-YEAR REVIEW FORM

Name of Employee: Position: School:	Rating Period:	Reviewer: Position: Date Review:
--	-----------------------	---

MFO	KRAs	Objective	Weight per KRA	MOV	Performance Targets	Mid-Year Review Rating				Mid-Year Review Results
						Ratee		Rater		
						Rating	Remarks	Rating	Remarks	
					Quality					
					Efficiency					
					Timeliness					

Name of Employee:		Name of Reviewer:	
Signature:		Signature:	
Date:		Date:	



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PERFORMANCE MONITORING AND COACHING FORM

Date	Critical Incident Description	Output	Impact on Job/Action Plan/OPCRF	Signature

Name of Employee:		Provider/Coach	
Signature:		Signature:	
Date:		Date:	



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PERFORMANCE MANAGEMENT LOG

OFFICE/SCHOOL					UNIT HEAD/SCHOOL HEAD	
QUARTER	<input type="radio"/> 1 ST	<input type="radio"/> 2 ND	<input type="radio"/> 3 RD	<input type="radio"/> 4 TH	PERSONNEL	

DATE	PHASE	KRA	OBJECTIVE	ACTUAL RESULTS	REMARKS (Recommendation/Action to be taken/Agreement)

Reviewed by :

PERFORMANCE MANAGEMENT TEAM (PMT)

Name and Designation

Conforme:

NAME RATEE

Noted by:

NAME OF RATER



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SUMMARY OF OFFICE/SCHOOL DEVELOPMENT PLAN

OFFICE/SCHOOL Functional Office/ School ID	MID-YEAR REVIEW		YEAR-END REVIEW	
	Date of Review:		Date of Review:	

STRENGTHS	DEVELOPMENT NEEDS	ACTION PLAN (Recommended Developmental Intervention)	TIMELINE	RESOURCES NEEDED	NAME OF CONCERNED PERSONNEL	TOTAL NUMBER OF PERSONNEL
A. COMPETENCIES (KRAs/PPSS/PPSSH/PPS)						
B. CORE BEHAVIORAL COMPETENCIES (DepEd)						

Prepared by : _____
 (Name and Signature of Office/School Head)



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