



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

ED-DIVISION OF CAGAYAN DE ORO CITY
CAGAYAN DE ORO CITY
RELEASED
DATE: SEP 06 2021

Office of the Schools Division Superintendent

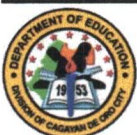
September 6, 2021

MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Program Supervisor – CID
Chief Education Program Supervisor - SGOD
Education Program Supervisors
Public Schools District Supervisors
Medical personnel
Performance Management Team
All Public Elementary and Secondary School Heads
All others concerned

**FINAL EVALUATION OF SCHOOL OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF)
FOR SCHOOL YEAR 2020-2021**

1. Attached is DM-PHRODFO-2020-00199 entitled Updated on the Result-Based Performance Management System for School Years 2019-2020 and 2020-2021. Paragraph 3 of the said memo states that “Guided by the community quarantine declarations in the different areas of the country and by the alternative work arrangement (AWA) issuances by the Department, all Schools Division Superintendents (SDSs) and school heads are directed to employ all possible and available modalities in the resumption of RPMS Portfolio submission and evaluation with due diligence and caution following protocols.”
2. As Cagayan de Oro City is classified under the Modified Enhanced Community Quarantine (MECQ) and as per Omnibus Guidelines on the Implementation on the Implementation of Community Quarantine in the Philippines with amendments as of May 20, 2021, Section 3 – Guidelines for Areas placed under Modified Enhanced Community Quarantine, items 3 and 6:
 3. Any person below eighteen (18) years old, those who are over sixty-five years (65) of age, those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall be required to remain in their



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residences at all times, except for obtaining essential goods and services, or for work in industries and offices or such other activities permitted in this Section. Local government units may relax the minimum age range down to fifteen (15) years old, depending on the COVID-19 situation in their respective jurisdictions. (As amended by Paragraph A of IATF Resolution No. 79, October 15, 2020)

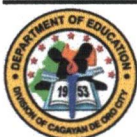
6. Agencies and instrumentalities of the government shall be fully operational, with a skeleton workforce on-site and the remainder under alternative work arrangements as approved by the head of agency unless a greater on-site capacity is required in agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services, in accordance with the relevant rules and regulations issued by the CSC.

With the abovementioned provision in Section 3, item 3 and 6, school heads with co-morbidities and/or under home quarantine or isolation may request for online presentation and validation.

3. Guided by the said memoranda, the field is hereby informed of the conduct of the **2020-2021 School OPCR Final Evaluation on September 16-17, 2021.**
4. The general schedule of the said activities is indicated below.

| DATE AND TIME | VENUE | DISTRICTS |
|---|--------------------------|----------------------------------|
| September 16, 2021 08:00 AM - 12:00 Noon | East City Central School | East 1, East 2 |
| September 16, 2021 01:00 PM - 05:00 PM | CDONHS SHS | North 1, North 2, South, Central |
| September 17, 2021 08:00 AM - 12:00 Noon | FWMES | West 1, West 2 |
| September 17, 2021 01:00 PM - 05:00 PM | Lumbia NHS | Southwest 1, Southwest 2 |


5. To regulate the number of attendees, only the school head shall attend the said activity during their schedule. No walk-ins outside of their schedule shall be accommodated.
6. Concerned school heads of the said venues are requested to prepare the following:
 - a. Use of covered court with sound system for the short opening program to be facilitated by the host school; with the singing of the national anthem, prayer, welcome remarks by the host school, message and instructions for the activity flow and other important reminders.
 - b. Tables and chairs for the evaluators and school heads with proper distancing.



7. The following Division personnel shall be assigned to facilitate the evaluation and validation of the **2020-2021 School OPCR**:

| KRA | Team A (Elementary) | Team B (Secondary) |
|--|---|---|
| A. Instructional Leadership | <i>Shirley Merida</i> <i>Lorebina Carrasco</i> | <i>Jean Macasero</i> <i>Rosalio Vitorillo</i> |
| B. Learning Environment | <i>Joel Potane</i> | <i>Mark Gabule</i> |
| C. Human Resource Management & Development | <i>Eulogio Suaner</i> | <i>Derrold Marl Aves</i> |
| D. Parents' Involvement | <i>Jimboy Eugenio</i> | <i>Jimboy Eugenio</i> |
| E. School Leadership & Management Operations | <i>Arnel Calubag</i> <i>Rodolfo Bayeta</i> | <i>Accounting personnel</i> <i>Planning personnel</i> |
| F. Other Tasks | <i>Lorebina Carrasco</i> | <i>Rosalio Vitorillo</i> |
| Secretariat | <i>Jairus Gochuco</i> <i>Michael Dave Tan</i> <i>Shiela Lagrama</i> | <i>Eleanor Rollan</i> <i>Roxanne Fuentes</i> <i>Ryan Blanco</i> |

8. The Public Schools District Supervisors shall evaluate the KRA 1 indicators on Instructional Leadership in their respective districts on a separate schedule and shall arrange for the specific date, time and venue.
9. All concerned school heads, evaluators and working committee members are required to observe strict social distancing and the general health and safety protocols during the whole duration of the activity.
10. Immediate dissemination is enjoined for your information and guidance.


ALICIA E. ANGHAY
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRODFO-2020-00199

TO: Minister of Basic, Higher, and Technical Education, *BARMM*
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Updates on the Results-based Performance Management System for School Years 2019-2020 and 2020-2021*

DATE: 16 June 2020

This has reference to Section 10.j of DepEd Order (DO) No. 11, s. 2020 titled **Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency due to COVID-19 Pandemic** indicating the completion of the Results-based Performance Management System (RPMS) requirements of the School Year (SY) 2019-2020 as one of the work priorities anchored on the operationalization of the Basic Education Learning Continuity Plan (BE-LCP) and School Calendar and Activities for SY 2020-2021.

In view of the above, all DepEd schools can resume the RPMS Portfolio submission and evaluation with recalibrated Efficiency component stipulated in DepEd Memorandum (DM) No. 45, s. 2020, and the data collection and consolidation of IPCR rating for school-based personnel following the adjusted timeline (see Annex A). Meanwhile, the commencement of the RPMS Cycle for SY 2020-2021 shall resume only until comprehensive guidelines are issued. Attached is the preliminary guidelines relative to the next cycle (see Annex B).

Guided by the community quarantine declarations in the different areas of the country and by the alternative work arrangement (AWA) issuances by the Department, all Schools Division Superintendents (SDSs) and school heads are directed to employ all possible and available modalities in the resumption of RPMS Portfolio submission and evaluation with due diligence and caution following protocols:

1. Alternative strategies and online platforms shall be utilized.
2. In cases when physically reporting to school is necessary (e.g. retrieval of Means of Verifications (MOVs) from school premises, face-to-face assessment), minimum public health standards and stringent physical distancing measures shall be strictly observed.

BHROD-HRDD/RPMS

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Technical support and utmost consideration to school-based personnel who may encounter logistical challenges (i.e. transportation, challenges of the vulnerable groups, etc.) in the performance of duties to comply with this Memorandum is expected from the school heads. **Priority shall be given to the conduct of year-end assessment of Senior High School (SHS) teachers on provisional status in view of the renewal of their respective appointments, subject to applicable DepEd guidelines and Civil Service Commission (CSC) rules and regulations.**

The prescribed Individual Performance and Commitment Review Form (IPCRF) for teachers and the User's Guide of the entire IPCRF Data Collection System for SY 2019-2020, from accomplishment and submission to monitoring of submission, can be accessed at <http://deped.in/IPCRFEncode20192020>. All public elementary and secondary school heads are requested to register their nominated school-based IPCRF uploaders by accessing the link: <http://bit.ly/IPCRFUserRegistration> and accomplishing all required information in the Google form **on or before 6 July 2020**. Other materials such as RPMS-Philippine Professional Standards for Teachers (PPST) Materials, including tools, forms, and other support materials, for SY 2019-2020 can be accessed at <http://deped.in/RPMSPPSTSY20192020>.

For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD)**, 4th Floor Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email addresses bhrod.hrdd@deped.gov.ph and helpdesk.rpms@deped.gov.ph or at telephone number (02) 8470-6630.

For information and guidance.

ANNEX A

ADJUSTED SCHEDULE OF RPMS SY 2019-2020 YEAR-END ACTIVITIES
FOR SCHOOL-BASED PERSONNEL

A. Teaching Personnel

| Governance Level | Focal Office/Person | Task/Activity | Schedule | |
|---|---|---|-------------------------|-------------------------|
| | | | Start | End |
| Schools | Ratee | <ul style="list-style-type: none"> Finalization of Ratee's RPMS Portfolio Submission and Rater's Evaluation of the RPMS Portfolio Ratee-Rater Accomplishment of IPCRF and Agreement on Final IPCR rating (*) Development Planning by Ratee (**) Ratee-Rater Conference to Discuss Phase IV IPCRF-DP | 4th week of June 2020 | 4th week of July 2020 |
| | Rater (e.g. Master Teacher, School Head) | | | |
| (*) a. Ratee accomplishes Parts 1 and 2 of the Encoding tab of the e-IPCRF b. Ratee and Rater agree on the Q, E, T ratings; and Ratee clicks the <i>Finalize</i> button of Parts 1 and 2 of the Encoding tab (**) Ratee accomplishes Part 4 of the e-IPCRF and submits the final copy to Rater for final verification | | | | |
| | School Head | <ul style="list-style-type: none"> Harvesting of electronic and printed IPCRFs of all teachers Submission of electronic IPCRFs to the CO via online IPCRF Data Collection System (https://bit.ly/IPCRFSystemSubmit) and printed IPCRFs to SDO for signing of Approving Authority and/or for filing | 1st week of August 2020 | 3rd week of August 2020 |
| Schools Division Office (SDO) | Human Resource Development Section (SDO-HRDS), School Governance and Operations Division (SGOD) Chief | <ul style="list-style-type: none"> Monitoring of IPCRF submission of schools (https://bit.ly/IPCRFMonitoring) | | |

| | | | | |
|----------------------|--|---|-------------------------|----------------------------|
| Regional Office (RO) | Regional Human Resource Development Division (RO-HRDD), HRDD Chief | <ul style="list-style-type: none"> Monitoring of IPCRF submission of SDOs (https://bit.ly/IPCRFMonitoring) | | |
| Central Office (CO) | Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHRD-HRDD) | <ul style="list-style-type: none"> Monitoring of IPCRF submission Analysis and Interpretation of national IPCRF Data Submission of RPMS Data analysis and interpretation results to NEAP for HR development planning | 4th week of August 2020 | 4th week of September 2020 |
| | National Educators Academy of the Philippines-Performance Management Unit and Professional Development Division (NEAP-PMU, NEAP-PDD) | | | |

B. Non-Teaching Personnel

| Governance Level | Focal Office/Person | Task/Activity | Schedule | |
|------------------|---------------------|--|-----------------------|-------------------------|
| | | | Start | End |
| Schools | Ratee | <ul style="list-style-type: none"> Finalization of Ratee's RPMS Portfolio Submission and Rater's Evaluation of the RPMS Portfolio Ratee-Rater Accomplishment of IPCRF and Agreement on Final IPCR rating Development Planning by Ratee Ratee-Rater Conference to Discuss Phase IV IPCRF-Development Plan Harvesting of printed IPCRFs of all ratees Submission to SDO for signing of Approving Authority and for filing | 4th week of June 2020 | 3rd week of August 2020 |
| | Rater | | | |

ANNEX B

PRELIMINARY GUIDELINES RELATIVE TO RPMS SY 2020-2021 FOR SCHOOL-BASED PERSONNEL

A. General

1. The Department of Education (DepEd) maintains the advice to wait for the issuance of the comprehensive guidelines on the performance of RPMS 2020-2021 activities for school-based personnel.
2. The guidelines set to be released shall primarily consider the Basic Education Learning Continuity Plan (BE-LCP), including the available learning delivery modalities in the entire country; the new guidelines on work arrangements for officials, teaching and non-teaching personnel in all its offices, units and schools; and the consequent adjustments in the protocols and timelines.
3. The orientations, trainings, and capacity building activities shall employ the most appropriate delivery modality, while strictly observing minimum public health standards and stringent physical distancing measures, consistent with the policies set forth by the Office of the President (OP), the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), and other related DepEd-issued policies.

B. Teaching Personnel

1. In view of the DM-PHRODFO-2020-00154 dated 27 April 2020 titled *Update on the Conduct of Regional/Division Capacity Building for Raters on the Next 12 Philippine Professional Standards for Teachers (PPST) Indicators of the Results-based Performance Management System (RPMS) for SY 2020-2021*, the capacity building activities shall resume as soon as the RPMS tools and other RPMS-related forms and support materials are released in support to the new guidelines on RPMS 2020-2021.

C. Non-Teaching Personnel

1. School heads are advised to assist all non-teaching personnel in the performance target setting, development of IPCRF, and initial development planning during the Phase I of the RPMS Cycle, SY 2020-2021.