



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 095, s. 2022

February 11, 2022

REMINDERS ON THE CONDUCT OF DIFFERENT ACTIVITIES FOR NON-SCHOOL-BASED PERSONNEL FOR THE IMPLEMENTATION OF THE CUSTOMIZED PERFORMANCE MANAGEMENT (PM) PROCESSES WITH SPECIFIC APPLICATIONS OF EQUAL OPPORTUNITY PRINCIPLES (EOP) FOR THE SCHOOLS DIVISION OF DIGOS CITY

To: Assistant Schools Division Superintendent
Performance Management Team (PMT)
CID and SGOD Chiefs
Unit Heads
All Other Division Personnel

1. In pursuance to Deped Order No. 002, s. 2015, re: Guidelines on the Establishment and Implementation of RPMS in the Department of Education, and guided with the Customized Performance Management Processes with Specific Applications of Equal Opportunity Principles (EOP) for the Schools Division of Digos City, this Office reminds all Division Personnel of the following:

TASK	DEADLINE	MOVs to file/submit to PMS committee in preparation for CSC Evaluation
a) Cascading of the Customized PM Process with EOPs to Office Staffs by Division/Unit	February, 2022	Minutes
For IPCRF/OPCRF 2021		
b) Submission of IPCRF & OPCRf for CY 2021 to Rater	Feb. 18, 2022	
c) Review of IPCRF & OPCRf by Rater - Forward to PMT-Planning Office the signed OPCRf - Forward to PMT-Personnel Division the signed IPCRF	Feb. 21-25, 2022	
d) Review & Validation of OPCRf by PMT through the Planning Office	Feb. 28-March 4, 2022	Minutes/Resolution
e) Review & Validation of IPCRF – by PMT through the Personnel Division	Feb. 28-March 4, 2022	Minutes/Resolution
f) Endorsement of PMT-signed OPCRf & IPCRF to Approving Authority for Review/Signing	March 7-11, 2022	
g) Conduct of Development Planning based on 2021 Performance by Division/Unit	4 th Week of February 2022	Minutes
h) Submission of Summarized Development Plan to HRTD	4 th Week of February 2022	Copy of Summarized Dev't Plan
i) Identification of potential employees for awards for recommendation to the PRAISE Committee by the PMT	March 2022	List of Potential Employees

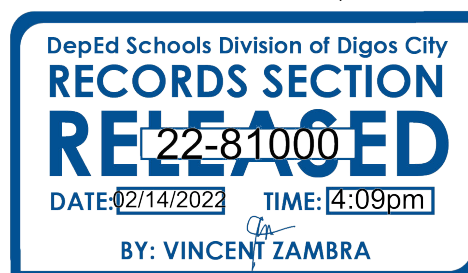


		Copy of signed OPCRf & IPCRF; Summary List by Division/Unit
For IPCRF/OPCRF for CY 2022		
j) Cascading of Targets and Commitment Setting by Division/Unit	February 2022	Minutes
2) Preparation of OPC/IPC by individual employee		
3) Review of OPCRf by the PMT and Rater		
4) Review of IPCRF by the Rater		
5) Finalization/Signing of OPCRf/IPCRF		Copy of signed OPC & IPC
6) Conduct of Performance Monitoring, and Coaching and Feedback	March onwards	Monitoring & Coaching Report
7) Conduct of FD-MEA by Division/Unit; DMEA	1 st – 4 th Quarters	Minutes
8) Conduct of Other Activities under Phase 3 of the PM Processes, and Phase 4	Pls refer to the PM Process Flow Document	
9) Filing/Submission of Annual Performance Management Schedule (by individual employee)	March onwards	Accomplished Template

2. The tasks/activities articulated in this Memorandum as reminders are found in the Customized Performance Management Processes with Specific Applications of Equal Opportunity Principles (EOP) for the Schools Division of Digos City. It is expected that said document shall thoroughly be reviewed by all employees especially the Division/Unit Heads for proper guidance.
3. All Division and Unit Heads are hereby instructed to do the filing and submission of required documents as MOVs for PRIME-HRM concern through the folders in the Google Drive, which shall be created soon and be relayed to the heads. A Group Chat for “PM-PRIME-HRM-Non-School-Based-Personnel” will be established for this purpose and for other relevant concerns.
4. Moreover, for emphasis and reminder, please be sure to utilize the customized OPCRf and IPCRF templates which are attached hereto and are found in the Customized Performance Management Processes with Specific Applications of Equal Opportunity Principles (EOP) for the Schools Division of Digos City, together with other approved templates for Performance Management implementation.
5. For guidance and compliance.



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Schools Division Superintendent



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