



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

DIVISION MEMORANDUM
No. 536, s. 2021

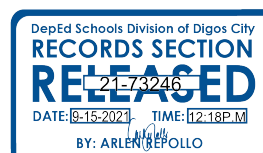
September 13, 2021

**SDO ACTIVITIES RELATIVE TO THE IMPLEMENTATION OF THE RPMS
CYCLE FOR CY 2021**

To: Assistant Schools Division Superintendent
Division Chiefs
Units Heads
All SDO Personnel

1. This is in reference to DepEd Order Number 2 series 2015, re: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education.
2. The RPMS shall align the performance targets and accomplishments with the DepED's mandate, vision, mission, and strategic goal. The RPMS cycle shall cover performance for one whole year. The performance planning and commitment shall be done prior to the beginning of the performance cycle, while performance monitoring and coaching shall take place immediately after Phase I and continue throughout the performance cycle. The performance review and evaluation, as well as the performance rewarding and development planning shall be done at the end of the performance cycle.
3. Along this line, this Office shall conduct activities relative to the implementation of the RPMS Cycle for CY 2021. Attached are the timeline/schedule of the activities to complete the cycle, Indicative Program of Activities and the template for the Presentation of Outputs for ready reference. The links shall be posted in the Official GCs and emails.
4. All SDO Personnel shall prepare copies (both soft and hard files) of their 2021 IPCRF to be used during the breakout sessions.
5. Lunch and snacks shall be served to the participants charged to FY 2021 OPDNTF Budget subject to the usual accounting and auditing rules and regulations.
6. For your information, guidance and compliance.

CRISTY C. EPE 9/14/21
Schools Division Superintendent



Schedule/Timeline

September 21, 2021 (Phase II: Performance Monitoring and Coaching)
 September 22, 2021 (Phase II: Performance Monitoring and Coaching)
 October 22, 2021(Phase III: Performance Review and Evaluation)
 October 26, 2021(Phase III: Performance Review and Evaluation)
 December 14, 2021 (Phase IV: Performance Rewarding and Development Planning)
 December 17, 2021 (Phase IV: Performance Rewarding and Development Planning)
 December 22, 2021 (Phase I: Performance Planning and Commitment)
 December 28, 2021 (Phase I: Performance Planning and Commitment)

Program of Activities: SDO Activities Relative to the Implementation of the RPMS Cycle for CY 2021		
Modality: Blended (virtual and face-to-face)		
TIME	ACTIVITY	PERSON IN-CHARGE
8:00-8:30 (Plenary-Virtual-Google Meet Platform)	Preliminaries - Lupang Hinirang - Prayer - Digos City Hymn - Roll Call - Welcome Message - Message	HRD ASDS SDS
Break out Session-by Unit/Office 8:30-12:00	Individual Presentation -Revisit IPCRF Targets -Adjustments -Comments and Suggestions -Brainstorming	By Unit -Chiefs -Unit Heads
12:00-1:00	Lunch	
Break out Session-by Unit/Office 1:00-4:00	Individual Presentation -Revisit IPCRF Targets -Adjustments -Comments and Suggestions -Brainstorming	By Unit -Chiefs -Unit Heads
4:00-5:00	Submission of Outputs Closing Program	By Unit
TIME	ACTIVITY (for the Unit Heads)	PERSON IN-CHARGE
8:00-8:30 (Plenary-Virtual-Google Meet Platform)	Preliminaries - Lupang Hinirang - Prayer - Digos City Hymn - Roll Call - Welcome Message - Message	HRD
8:30-12:00	Presentation-IPCR -Revisit IPCRF Targets -Adjustments -Comments and Suggestions	By Unit -ASDS -Chiefs -Unit Heads -Legal -ITO
12:00-1:00	Lunch	
1:00-4:00	Presentation-IPCR -Adjustments -Comments and Suggestions	By Unit -ASDS -Chiefs -Unit Heads -Legal -ITO
4:00-5:00	Submission of Outputs Closing Program	By Unit

Template for the Presentation of Outputs

Names/Employees	KRAs	Adjustments	Available MOVs