



Republic of the Philippines
 Department of Education
 MIMAROPA Region
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Chief Education Supervisors, CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officer V
 Section Heads and Personnel
 All Others Concerned

FROM: LYNN G. MENDOZA, EDD
 OIC, Schools Division Superintendent

SUBJECT: SUBMISSION OF 2023 IPCRF AND SCHEDULE OF ACTIVITIES FOR 2024 RPMS CYCLE FOR SDO PERSONNEL

DATE: January 8, 2024

1. Pursuant to DepEd Order No. 2, s. 2015 re: Guidelines on the Establishment and Implementation of Results-based Performance Management System (RPMS) in the Department of Education, all non-school based personnel specifically the SDO personnel are instructed to submit the approved 2023 IPCRF/OPCR to the Human Resource Management Section on or before January 26, 2024.

2. Likewise, the agreed target performance of all SDO personnel for CY 2024 shall be submitted to their respective raters on the same date.

3. Further, all SDO personnel (raters and rates) are reminded to strictly implement all the phases of RPMS guided by the hereunder schedule for CY 2024 rating period:

Date/ Schedule	RPMS Activities	Concerned Employees
December 2023 to January 2024	Performance Planning and Commitment for 2024	Raters and Rates
January 2024	<ul style="list-style-type: none"> Defining the KRA for each position Setting of Objectives Setting of Timeline Assigning the Weight per KRA Identifying the Performance Indicators 	Raters and Rates
January to December 2024	Performance Monitoring and Coaching based on the submitted IPCRF for 2023 of the rates	Raters
July 2024	Mid-year review and Recalibration of 2024 IPCRF	Raters and Rates
December 2024	Performance Review and evaluation for 2024	Raters and Rates

3. Immediate dissemination of and compliance with the contents of this Memorandum are enjoined.

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Lead to Excel, Excel to Lead.



Division of Education
 RECORDS SECTION
 RELEASED
 000062
 Name: _____
 Signature: _____
 Date: JAN 09 2024