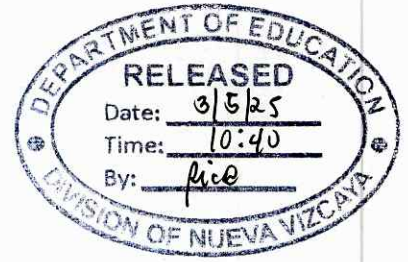




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya



March 3 2025

DIVISION MEMORANDUM
No. 125, s. 2025

**RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)
CALENDAR OF ACTIVITIES**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors (SGOD and CID)
Public Schools District Supervisors/ District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. The office hereby reiterates compliance to the implementation of the Results-Based Performance Management System (RPMS) as stipulated in DepEd Order No. 02, s. 2015 both school-based and SDO-based personnel including Job Order workers, contractual and LGU funded personnel for the purpose of performance rating.
2. Division chiefs, section heads and district/school heads are directed to gather and analyze the data reflected on the Office/Individual Performance Commitment Review Form (O/IPCRF), Individual Development Plan (IDP) and Performance Monitoring and Coaching Form (PMCF) and to monitor the effectiveness of the interventions provided to the SDO human resource.
3. Division chiefs, section heads and district/school heads are advised to exercise equal opportunity principle (EOP) in the conduct of the four phases of the RPMS.
4. Data on IDP emanating from Key-Result Areas (KRAs) and Core Behavioral Competencies shall be analyzed by the PRIME-HRM Performance Management (PM) and Learning and Development (L&D) Teams for appropriate interventions to be captured in the L&D Plan.
5. Consolidated IDP of the functional divisions and of the districts (emanating from the schools) and will be submitted to the Human Resource and Development Section (HRDS) every after the Phase IV of the RPMS.
6. RPMS Calendar of Activities is hereby issued for strict compliance and implementation of the DO No. 2, s. 2015.
7. Wide dissemination of this Memorandum is directed.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) CALENDAR OF ACTIVITIES

RPMS Cycle	Activities	SDO -Based Personnel		School-Based Personnel		Documents Needed
		In-charge	Schedule	In-charge	Schedule	
PHASE I: Performance Planning and Commitment	Crafting of RPMS Calendar of Activities	PMT	December (Prior to the start of RPMS Cycle)	School-based PMT School Head/ Department Heads	3 rd week of May (Prior to Start of RPMS cycle- usually during INSET)	Calendar of Activities
	Conduct of Performance Planning and Target Setting	Chiefs and Staff OSDS BALITA	December 2024 (Prior to the start of RPMS Cycle)	School Head and Staff	3 rd -4 th week of May 2025 (Prior to Start of RPMS cycle)	O/IPCRF w/Targets
	-Submission of Targets	PMT (OSDS, CID, SGOD)	2 nd Week of January	School Head and Staff	2 nd Week of June	Duly signed O/IPCRF
	-Submission of Agreements and Minutes		2 nd Week of January		2 nd Week of June	Minutes and Resolutions w/ attendance
	-Submission of Monitoring Forms		2 nd Week of January		2 nd Week of June	Duly signed performance monitoring form
PHASE II: Performance Monitoring and Coaching	Tracking and recording of significant incidence using Performance Monitoring and Coaching Form (PMCF)	PMT Chiefs, Section Heads and Staff	Quarterly and as needs arises	School Head and Staff	Year Round	Accomplished PMCF
	Conduct of School/Division Monitoring, Evaluation and Adjustment (DMEA)	PMT Top Management	Quarterly (March, June, September, December)	School's PMT School Head and Staff	Quarterly (March, June, September, December)	DMEA Report (Individual and consolidated) Adjustment Plan Minutes of Meeting



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RPMS Cycle	Activities	SDO -Based Personnel		School-Based Personnel		Documents Needed
		In-charge	Schedule	In-charge	Schedule	
	Evaluating and feedbacking on performance monitoring and coaching	PMT Chiefs, Section Heads and Staff	Quarterly (March, June, September, December)	School's PMT	Quarterly (March, June, September, December)	Feedback Form Accomplished PMCF
PHASE III: Performance Review	Conduct of OPCRf Mid-Year Review	Chiefs and SDS PMT	4 th Week of June	School Head	4 th Week of October -1 st Week of November	OPCRf Midyear
	Conduct of IPCRF Mid-Year Review	PMT, ASDS SGOD, CID and OSDS Staff	4 th Week of June	Teaching Staff	4 th Week of October -1 st Week of November	IPCRf Midyear
	Conduct of OPCRf Year-End Review	Chiefs and SDS PMT	3 rd -Week of December	School Head	4 th Week of October -1 st Week of November	OPCRf
	Conduct of IPCRF Year- End Review	PMT, ASDS SGOD, CID and OSDS Staff	3 rd -4 th Week of December	Teaching Staff	4 th Week of October -1 st Week of November	OPCRf
	-Submission of self- rated I/OPCRf with MOVs	PMT SGOD, CID and OSDS Staff	4 th Week of December	School Head and Staff	1 st -2 nd Week of April	O/IPCRf Self- Rating and MOVs
	-Submission of approved I/OPCRf	PMT SGOD, CID and OSDS Staff	4 th Week of December	School Head and Staff	1 st -2 nd Week of April	O/IPCRf Self- Rating and MOVs
	-Submission of consolidated I/OPCRf	PMT, Chiefs and Section Heads	1 st Week of January	School Head	2 nd Week of April	Consolidated O/IPCRf Minutes of Meeting
	-Submission of Top Performing Employees to PMT	PMT, Chiefs and Section Heads	1 st Week of January	School Head	2 nd Week of April	List of Top Performing Employees



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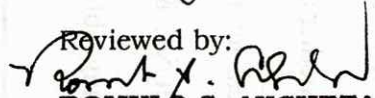
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RPMS Cycle	Activities	SDO -Based Personnel		School-Based Personnel		Documents Needed
		In-charge	Schedule	In-charge	Schedule	
PHASE IV: Performance Rewarding and Development Planning	Crafting the Individual Development Plan (IDP)	PMT Chiefs, Section Heads and Staff	4 th Week of December	School Head and Staff	3 rd Week of April (One Week after Graduation)	Accomplished IDP
	Consolidation of IDP focus on KRAs/ Core Competencies	PMT, Chief and Section Heads	4 th Week of December	School Head	3 rd Week of April (One Week after Graduation)	Consolidated IDP Resolutions Minutes of meeting
	Identification of L&D Interventions	RSPI, PMT and L&D Team	4 th Week of December	School Head/ Department Head and MTs	3 rd Week of April (One Week after Graduation)	Proposed L&D Interventions and L&D Calendar
	-Submission of Top Performing Employees to the R&R Team	PMT and R&R	1 st – 2 nd Week of December	School Head	4 th Week of April	Approved list of Top Performing Employees Resolution/Minutes

Prepared by:


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 Co-Chairman, PMT

Reviewed by:


ROMULO S. ANCHETA PhD
 Chairman, PMT

Approved:


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 Schools Division Superintendent



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