



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

January 03, 2023

DIVISION MEMORANDUM
No. 003, s. 2023

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORMS
(IPCRF) AND OFFICE PERFORMANCE COMMITMENT REVIEW FORMS (OPCRF) OF
NON-TEACHING PERSONNEL FOR CALENDAR YEAR 2022**

To: Division Office Personnel
Public Elementary and Secondary School Heads
Non-Teaching Personnel in Schools
All Others Concerned

1. DepEd Order No. 2, s. 2015 titled *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education* provides for the establishment and implementation of the RPMS in all DepEd schools and offices, covering all officials and employees, school-based and non school-based in the Department holding regular plantilla positions. These guidelines formulate mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning.
2. In this regard, all non-teaching personnel in public schools and division offices (CID, SGOD and OSDS) shall submit a copy of their IPCRF and OPCRf to the Admin Office on or before **January 31, 2023**.
3. The Human Resource Development Division Specialists of SGOD shall review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT; provide analytical data or retention, skill/competency gaps, and talent development plans that align with strategic plans; and coordinate development interventions that will form part of the HR plan.
4. Delay or non-submission of IPCRF and OPCRf shall be dealt with administratively.
5. Immediate and wide dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/ADMIN/atm



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147
Email Address: tagbilarancity.division@deped.gov.ph