



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 02 2022

MEMORANDUM

No. 171 s. 2022

**SUBMISSION OF 2ND QUARTER PERFORMANCE MANAGEMENT REPORTS,
CALIBRATED OFFICE PERFORMANCE RATING FORMS (OPCRFs) AND INDIVIDUAL
PERFORMANCE CALIBRATION RATING FORMS (IPCRFs) OF DEPED NON-TEACHING
AND TEACHING-RELATED PERSONNEL**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary School Heads/OICs
All Others Concerned

1. Attached are Regional Memorandum No. 096, 2022 and Advisory No. 183, s. 2022 on the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. With this, all functional divisions and their units are required to carry out Coaching and Mentoring from August 8 to 12, 2022, in accordance with the implementation of the Result-based Performance Management System, which directs us to complete Phase II-Coaching and Mentoring and begin working on Phase III-Performance Review and Evaluation. Likewise, the following forms shall be accomplished and submitted on or before **August 15, 2022** to the Performance Management Team (PMT) headed by OIC-ASDS Dr. Nerissa Roxas-Lomeda:
 - RPMS Monitoring Report
 - Performance Monitoring and Coaching Form
 - Performance Monitoring and Coaching Tracking Tool for Monitoring Assignments
3. Furthermore, office and individual target calibration will be performed on August 17–19, 2022. The Office and Individual Performance Calibration Forms must be completed and returned by August 25, 2022.
4. Please note that the PMT will keep track of this activity; hence, it is advised that proper documentation should be done.



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdomuntinlupa@gmail.com



5. Immediate dissemination of, and strict compliance to this Memorandum is desired.


CARLEEN S. SEDILLA CESOSA
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects

PERFORMANCE
EMPLOYEES

PROGRAMS
REVIEW

IMR/ 2nd Quarter Submission of Calibrated IPCRFs and OPCRFS
171 July 29, 2022

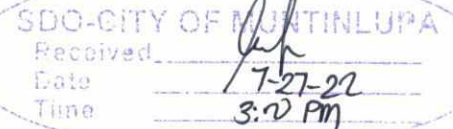


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DNCR-F-ORD-038/R0/01112019

Advisory No. 183 s. 2022
July 26, 2022



Rescheduling of the Submission of Office and Individual Performance Calibration Form

1. In reference to the attached Memorandum No. ROP -2011-096, all Regional Office Personnel are hereby informed of the rescheduling of the submission of Office and Individual Performance Calibration Form after the conduct of Program Implementation Review and Plan Adjustments (PIRPA). Should it be conducted on August 3, 2022, the submission of accomplished Office and Individual Performance Calibration Form will be on August 10, 2022 or a week after the conduct of PIRPA.
2. In the event that there will be changes in the Organizations' strategic directions based on the PIRPA results, the office and individual targets must be calibrated to keep the alignment.
3. Submission of Quarter 2 Performance Management Reports to the HRDD NEAP office is until August 5, 2022.
4. For information of all concerned.

WILFREDO E. CABRAL
Regional Director





Republic of the Philippines
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DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR
RELEASED
Date **JUL 07 2022**
DNCR-F-ORD-034/RO/01112019

MEMORANDUM
No. ROP-2022- 096

To : Functional Division Chiefs
Unit and Section Heads
All Concerned

FROM : Office of the Regional Director

SUBJECT : Submission of 2nd Quarter Performance Management Reports and Calibrated OPCRF and IPCRF

DATE : July 7, 2022

1. In reference to Memorandum No. 022 s. 2022 dated February 11, 2022 on Results-Based Performance Management System (RPMS) Calendar of Activities for FY 2022 and DepEd NCR Results-Based Performance Management System Internal Guidelines, all regional office personnel are hereby informed of the above captioned subject.
2. This quarterly undertaking will help build a positive and observable refinement in the work performance of personnel and enhance the transfer of knowledge from the coach/mentor to individual employees.
3. All Functional Divisions are requested to submit the following Performance Management related documents that can be downloaded and accessed through **<http://tinyurl.com/RPMSMonitoringtools>**:
 - a. RPMS Monitoring Report
 - b. Performance Monitoring and Coaching Report and
 - c. Tracking Tool for Monitoring Assignments





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4. Functional Division Chiefs shall lead the conduct of midyear review and align their OPCRF to the WFP and AIP approved by the Regional Director to determine the accomplished First Semester Targets and Adjustments to be made from July-December 2022. Should there be changes to be made in the commitments reflected in the OPCRF and IPCRF, the Office/Individual Performance Calibration templates which are available in the above-mentioned link shall be used.
5. Submission of the reports will be on or before **July 15, 2022**, at the HRDD NEAP Office. For reference, the hard copies of the templates are hereby attached.
6. The said undertaking will enable the Performance Management pillar to provide relevant analysis on the data to be generated as part of the requirements for the PRIME HRM Level III Maturity.
7. Immediate dissemination and strict compliance to this Memorandum are desired.

WILFREDO E. CABRAL

Regional Director, DepEd -NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

/rjchrdneap





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DNCR-F-HRD-015/R0/02192020

Performance Monitoring and Coaching
Tracking Tool for Monitoring Assignments

Individual Performance Monitoring

PPAs	Person In-Charge	Output	Date Assigned	Date Accomplished	Remarks

Prepared by:

Division Chief/Unit Head

Noted:

Assistant Regional Director



A legacy as rich as excellence!
Misamis St., Bago Bantay, Quezon City
Tel. Nos.: 920-5824; 926-2213 loc. 801
Email Address: ncr@deped.gov.ph
Website: <http://www.deped.gov.ph/regions/ncr/>



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DNCR-F-HRD-003/R0/01112019

RPMS Monitoring Report

Date/Quarter:

Division:

Performance Cycle	Highlights of the Activity	Personnel Involved	Agreement/s made	Signature
Phase I: Performance Planning and Commitment				
Phase II: Coaching and Mentoring				
Phase III: Performance Review and Evaluation				
Phase IV: Performance Rewarding and Development Planning				

Prepared by:

Division Chief/Unit Head

Noted:

Assistant Regional Director



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Misamis St., Bago Bantay, Quezon City

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DNCR-F-HRD-002/R1/02182020

Quarter			
1st	2nd	3rd	4 th

Performance Monitoring and Coaching Form

Division: _____

Please indicate the date in the appropriate box when the monitoring was conducted.

Activity (PPAs assigned & other related tasks given)	Critical Incidence Description (Notable accomplishments/Concerns /Issues/Gaps/Problems)	Output	Impact on Job/Action Plan	Signature (Rater/Ratee)

Prepared by: _____

Division Chief/Unit Head

Noted: _____



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DNCR-F-HRD-024/R0/05072021

Office Performance Calibration Form

Functional Division/Unit/Section: _____

Date: _____

No.	Original OPCRf Content (Based on approved 2022 OPCRf)	Amendment	Justification	Rater Remarks
1.				☐ Approved ☐ Disapproved Remarks:
2.				☐ Approved ☐ Disapproved Remarks:

Prepared by: _____

Name of Ratee and Position

Date: _____

Recommending Approval: _____

Name of Rater and Position

Date: _____

Approved by: _____

Name of Approving Authority and Position

Date: _____



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Misamis St., Bago Bantay, Quezon City

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Email Address: ncr@deped.gov.ph

Website: <http://www.deped.gov.ph/regions/ncr/>





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DNCR-F-HRD-025/R0/05072021

Individual Performance Calibration Form

Name: _____

Functional Division/Unit/Section: _____

No.	Original IPCRF Content (Based on approved 2022 IPCRF)	Amendment	Justification	Rater Remarks
1.				☐ Approved ☐ Disapproved Remarks:
2.				☐ Approved ☐ Disapproved Remarks:

Prepared by: _____

Recommending Approval: _____

Name of Ratee and Position
Date: _____

Name of Rater and Position
Date: _____

Approved by: _____

Name of Approving Authority and Position
Date: _____



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Misamis St., Bago Bantay, Quezon City
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office Performance Calibration Form

Functional Division/Unit/Section: _____

Date: _____

No.	Original OPCRF Content (Based on approved 2022 OPCRF)	Amendment	Justification	Rater Remarks
1.				☐ Approved ☐ Disapproved Remarks:
2.				☐ Approved ☐ Disapproved Remarks:

Prepared by:

Name of Ratee and Position

Date:

Recommending Approval:

Name of Rater and Position

Date:

Approved by:

Name of Approving Authority and Position
Date:



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

RPMS Monitoring Report

Date/Quarter: Division:

Performance Cycle	Highlights of the Activity	Personnel Involved	Agreement/s made	Signature
Phase I: Performance Planning and Commitment				
	1.			
Phase II: Coaching and Mentoring				



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Phase III: Performance Review and Evaluation				
Phase IV: Performance Rewarding and Development Planning				

Prepared by:

Division Chief/Unit Head

Noted:

Assistant Schools Division Superintendent



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Quarter			
1st	2nd	3rd	4th

Performance Monitoring and Coaching Form

Unit: _____

Please indicate the date in the appropriate box when the monitoring was conducted.

Activity (PPAs assigned & other related tasks given)	Critical Incidence Description (Notable accomplishments/Concerns /Issues/Gaps/Problems)	Output	Impact on Job/Action Plan	Signature (Rater/Ratee)

Prepared by:

Division Chief/Unit Head

Noted:

Assistant Schools Division Superintendent



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Individual Performance Calibration Form

Name: _____

Functional Division/Unit/Section: _____

No.	Original IPCRF Content (Based on approved 2022 IPCRF)	Amendment	Justification	Rater Remarks
1.				☐ Approved ☐ Disapproved Remarks:
2.				☐ Approved ☐ Disapproved Remarks:



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Prepared by:

Recommending approval:

Name of ratee and position

Name of rater and position

Date:

Date;



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PERFORMANCE MONITORING AND COACHING
TRACKING TOOL FOR MONITORING ASSIGNMENTS

Individual Performance Monitoring					
PPAs	Person In-Charge	Output	Date Assigned	Date Accomplished	Remarks
1.					

Prepared by:

Noted by:

Division Chief/Unit Head

OIC-Assistant Schools Division Superintendent