Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION, REGIONAL OFFICE-NCR
FEB 05 2024
BY: _____ DATE: _____

Advisory No. 024 s. 2024
January 30, 2024

ENCODING OF 2024 OPCRF AND IPCRF IN THE PMS

Pursuant to the attached Office Memorandum ROP No. 013 s. 2024, please be informed of the schedule for the above-captioned subject:

RPMS Tools	Schedule of Encoding in the PMS
OPCRF	On or before February 6, 2024
IPCRF	February 5-9, 2024

JOCELYN DR. ANDAYA
Director IV

AD-2024-034

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DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION, REGIONAL OFFICE-NCR
JAN 22 2024
BY: DATE:

18 January 2024

OFFICE MEMORANDUM
ROP No. 013, s. 2024

To: Regional Office Personnel

PERFORMANCE MANAGEMENT (PM) CALENDAR OF ACTIVITIES FY 2024

1. In reference to Memorandum No. ROP-102 s. 2022 "Deped NCR Competency-Based Performance Management System (CPMS) Guidelines, all Regional Office Personnel are hereby informed of the above-captioned subject.

2. In adherence to the CPMS cycle, the attached Performance Management (PPM) Calendar of Activities FY 2024 shall be observed. The pRiMe Performance Management System (PMS) will be used to complete the RPMS tools, and it has specific timelines. Once the system automatically closes, access requests must be made to the HRDD-NEAP. The OPCRF, IPCRF, and other RPMS tools are integrated into the system. The PMS user manual is also attached for reference.

3. For concerns, please contact Dr. Hajji R. Palmero through email hajji.palmero@deped.gov.ph or mobile No. 0998-4766518.

4. Immediate dissemination and strict compliance with this Memorandum are desired.

JOCELYN DR. ANDAYA
Director IV

Attachment 1: PERFORMANCE MANAGEMENT (PPM) CALENDAR OF ACTIVITIES FY 2024

RPMS Phase	Activity	Expected Output	Time Frame	In-Charge
Phase I. Performance Planning and Commitment	Crafting of Office Performance commitment and Targets using the prescribed template	Office Performance Commitment and Targets	December 19, 2023 to January 12, 2024	All ROP
	Quarter 1 PMT Learning Engagement -Presentation Office Plans and Targets	Approved Plans and targets (OPCRF)	January 30, 2024	All Functional Division Chiefs Unit/Section Heads/ Program Owners Regional Office Performance Management Team (RO PMT) HRDD-NEAP, PPRD
	Encoding of approved OPCRF in the PMS	Encoded approved OPCRF by the Functional Division Chiefs in the PRIME PMS	January 31-February 2, 2024	All Functional Division Chiefs
	Consolidation of approved Plans and targets (OPCRF)	Consolidated approved Office Plans and targets (OPCRF)	February 5-6, 2024	RO PMT
	Crafting of Individual Commitment and Targets using the	Encoded Approved Individual Plans and targets	February 5-9, 2024	All ROP

	prescribed template	(IPCRF) in the PRIME PMS		
	Consolidation of approved individual Plans and targets (IPCRF)	Consolidated approved Office Plans and targets (IPCRF)	February 12-13, 2024	RO PMT
	Review and finalization of the CPMS Guidelines	Reviewed CPMS Guidelines	January 30, 2024	RO PMT TWG
Phase II. Performance Monitoring and Coaching	1st Quarter Monitoring and Coaching	Encoded 1st Quarter RPMS tools in the PRIME PMS	January to March 2024	Rater and Ratees
	Consolidation of printed Accomplished 1st Quarter RPMS Tools	Consolidated Printed Accomplished 1st Quarter RPMS Tools	March 29-30, 2024	RO PMT Secretariat
	Upskilling of Regional Office Personnel on the use of Performance Management System	Activity Completion Report	February 7, 2024	HRDD-NEAP
	Training-Workshop on strengthening the coaching and mentoring sessions	Activity Completion Report	February 13-15, 2024	HRDD-NEAP
	Accomplishment of the 2nd Quarter RPMS Monitoring Tools and encoding in the PRIME PMS	Encoded 2nd Quarter RPMS Monitoring Tools in the PRIME PMS	April to June 2024	Rater and Ratees

	Consolidation of Printed Accomplished 2nd Quarter RPMS Tools	Consolidated Printed Accomplished 2nd Quarter RPMS Tools	June 10-11, 2024	RO PMT Secretariat
	2nd Quarter PMT Meeting	Minutes of the meeting	June 13, 2024	RO PMT
	Presentation of Reviewed Plans and Targets to the RO PMT	Approved Reviewed Office Plans and Targets	July 22, 2024	RO PMT
	Accomplishment of the 3rd Quarter RPMS Monitoring Tools and encoding in the PRIME PMS	Encoded 3rd RPMS Monitoring Tools in the PRIME PMS	July to September 2024	Rater and Ratees
	Consolidation of Printed Accomplished 3rd Quarter RPMS Tools	Consolidated Printed Accomplished 3rd Quarter RPMS Tools	September 26-27, 2024	RO PMT Secretariat
	Accomplishment of the 4th Quarter Monitoring and Coaching Form Via the PRIME PMS	Accomplished 4th Quarter RPMS Monitoring Tools in the PRIME PMS	September to December 2024	Rater and Ratees
	Consolidation of Printed Accomplished 3rd Quarter RPMS Tools	Consolidated Printed Accomplished 3rd Quarter RPMS Tools	December 2024	PMT Secretariat
Phase III. Performance Review and Evaluation	**- 1st Semester** Mid-Year Performance Review and Evaluation	Calibrated/ adjusted OPCRF	July 15 to 19, 2024	Functional Divisions

	Presentation of Reviewed Plans and Targets to the RO PMT	Approved Reviewed Office Plans and Targets	July 22, 2024	RO PMT
	Performance Review and Presentation of Calibrated OPCRF	Approved Calibrated OPCRF	July 22 to 26, 2024	RO PMT FD Chiefs
	Consolidation of printed approved Calibrated OPCRF	Consolidated printed approved Calibrated OPCRF	July 29 to 30, 2023	RO PMT Secretariat
	Calibration/ adjustment of IPCRF	Calibrated IPCRF	August 1 to 9, 2024	Rater and Ratees
	Consolidation of printed approved Calibrated OPCRF	Consolidated printed approved Calibrated IPCRF	August 12 to 14, 2024	RO PMT Secretariat
	3rd Quarter PMT Meeting	Minutes of the Meeting	August 20, 2024	RO PMT FD Chiefs
Phase IV Performance Rewarding and Development Planning	- 2nd Semester Review and evaluation of 2024 OPCRF and IPCRF via the PRIME PMS	Self-rated OPCRF/IPCRF	November 25 to 29, 2024	Rater and Ratees
		Reviewed, evaluated, and signed 2024 OPCRF and IPCRF		
	Presentation of Reviewed and evaluated 2024 OPCRF	Approved rated 2024 OPCRF	Nov. 27-28, 2024	All Functional Division Chiefs, RO PMT, HRDD-NEAP, PPRD
	Downloading and printing of signed OPCRF and	Filed printed signed 2023 OPCRF and IPCRF	December 2 to 6, 2024	RO PMT Secretariat

	IPCRF via the pRiMe PMS			
	Encapsulation of OPCRF/ IPCRF ratings and Development needs	Summary reports on Identified employees with Outstanding ratings, identified strength and development needs	December 10, 2024	RO PMT Secretariat
	4th Quarter PMT Meeting	Minutes of the Meeting	December 11, 2024	RO PMT

Department of Education
National Capital Region
Human Resource Development Division -
National Educators Academy of the Philippines

USER MANUAL ON DEPED-NCR REGIONAL OFFICE PROPER PRIME PERFORMANCE MANAGEMENT SYSTEM (PMS)

DepEd NCR PRIME
PERFORMANCE MANAGEMENT SYSTEM

In its effort to further enhance the mechanisms in measuring and tracking the performance of employees, and in compliance with the requirements towards the achievement of PRIME HRM Maturity Level III, the DepEd NCR Regional Office Proper Competency-Based Performance Management System (CPMS) has upgraded its digitalized system version. It is dubbed **"pRiMe Performance Management System" (PMS)** formerly called "PRIME Strategic Human Resource Management System (PSHRMS)."

The established PMS displays interconnections of human resource pillars. Using the system ensures the attainment of quality service delivery in the Regional Office. Personnel will be able to improve their ICT skills. Workflow is uninterrupted, encoding of vital information is conveniently accomplished, and relevant data is easily and quickly generated.

The PMS processes are anchored on D.O. 2 s. 2015 *"Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education"* and
Memorandum No. ROP 102 s. 2022 *"DepEd NCR Competency-Based Performance Management System Guidelines"*.

The utilization of the system adheres to Deped Order No.32 s 2017-*Gender-Responsive Basic Education Policy*CSC Memorandum Circular No. 7 Series of 2014"*Encouraging Government Agencies to hire PWDs pursuant to Republic Act No. 7277, as amended"*.
Provided herein are the steps for accessing the link and accomplishing the OPCRF and IPCRF. Coordinate with the HRDD NEAP for any concerns using the online system.

PHASE I

To access the pRiMe PMS

1

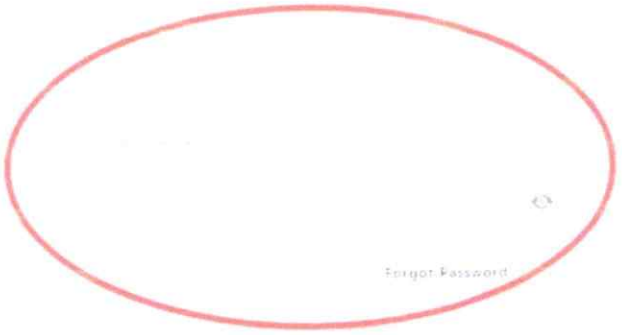
Type the link **prime.deped.ncr.com.ph n the URL.**

PRIME

MATATAG

2

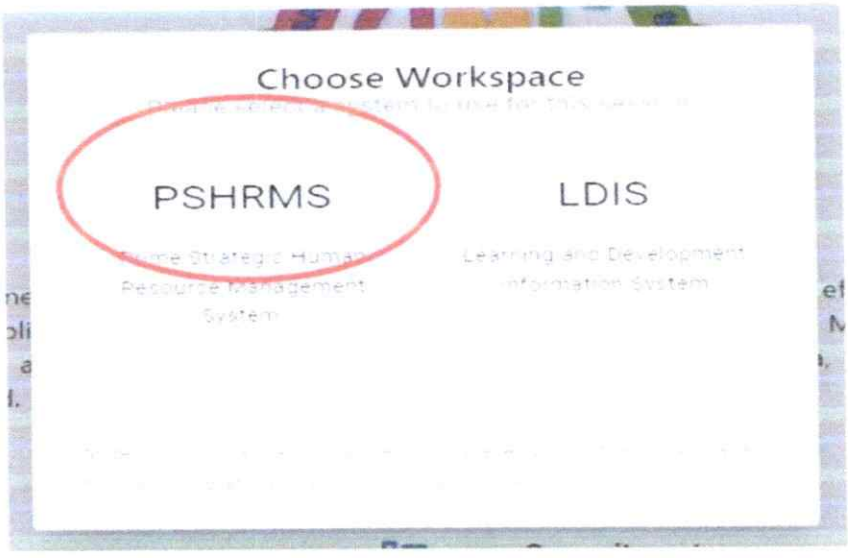
Enter **StratHR Account Name** and **Password** on the box provided and click the button *"Login"*.



In case the password does not match, click the *"Forget Password"* button to continue the process.

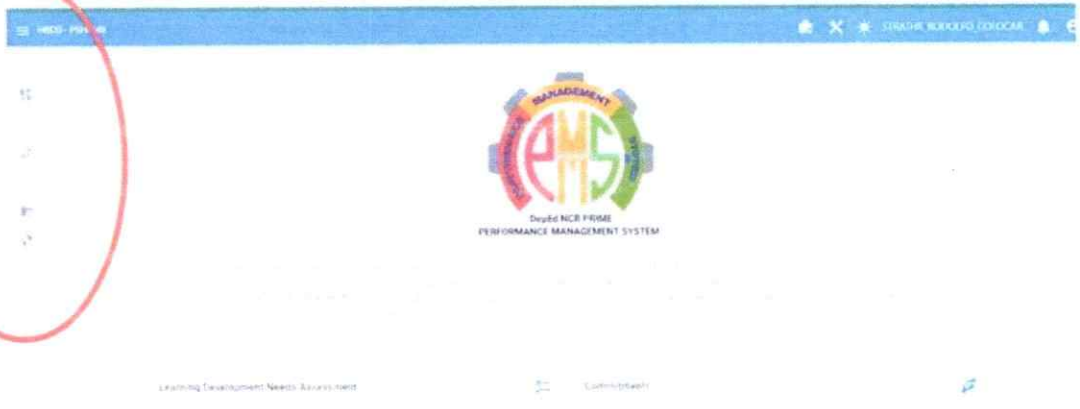
3

Click the **PSHRMS** box to proceed with the PMS.

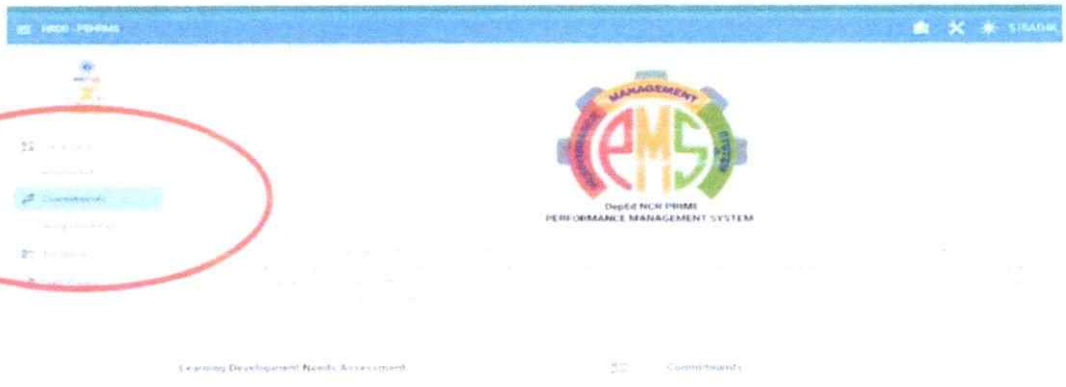


4

Place the cursor on the Menu task bar on the left corner.

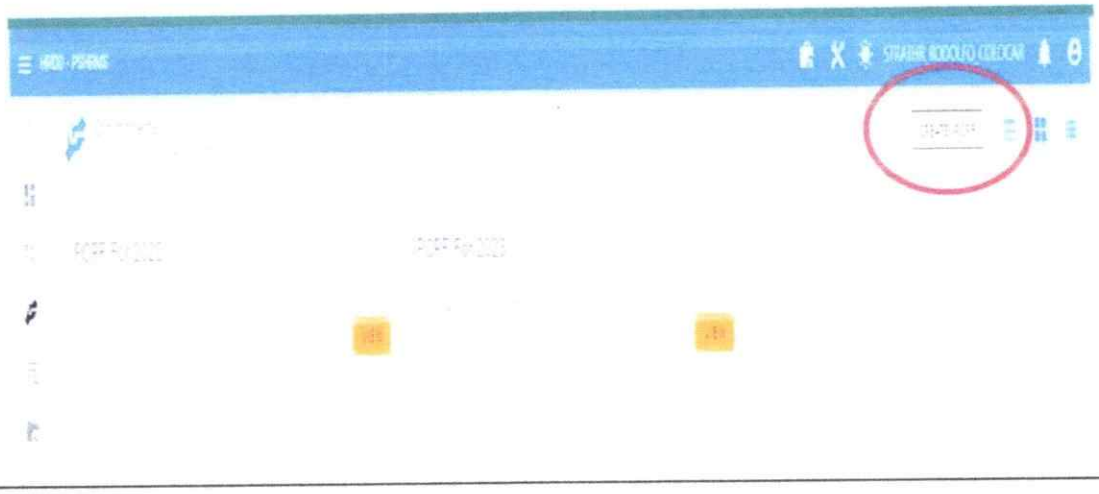


click ***"Commitments"***.

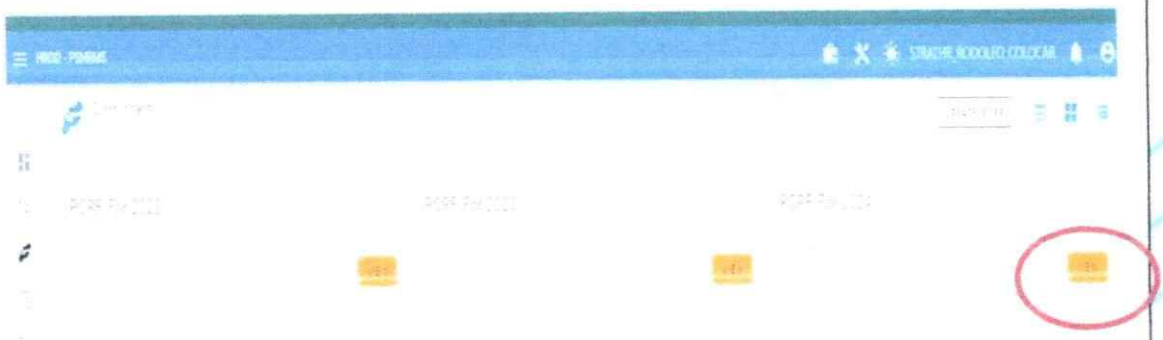


5

Click **create OPCR/IPCR** button.

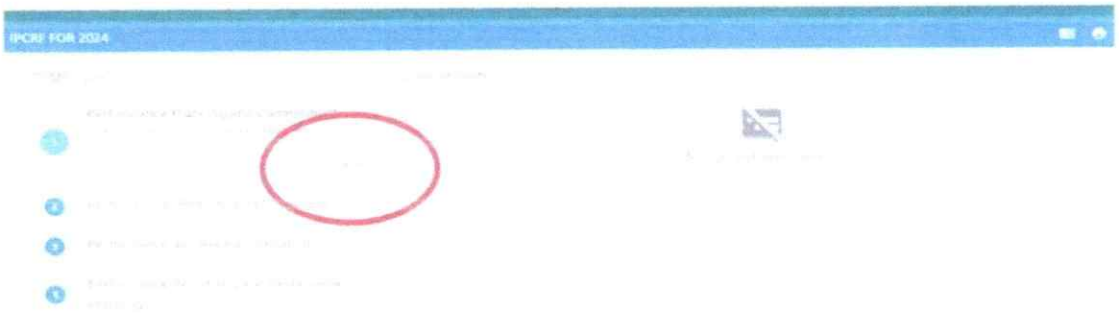


Click the "**View**" box to proceed

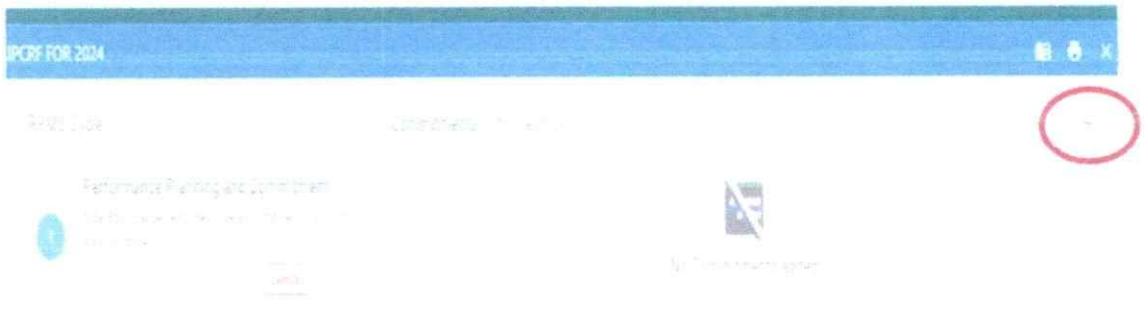


Click **"Edit"** to proceed

6

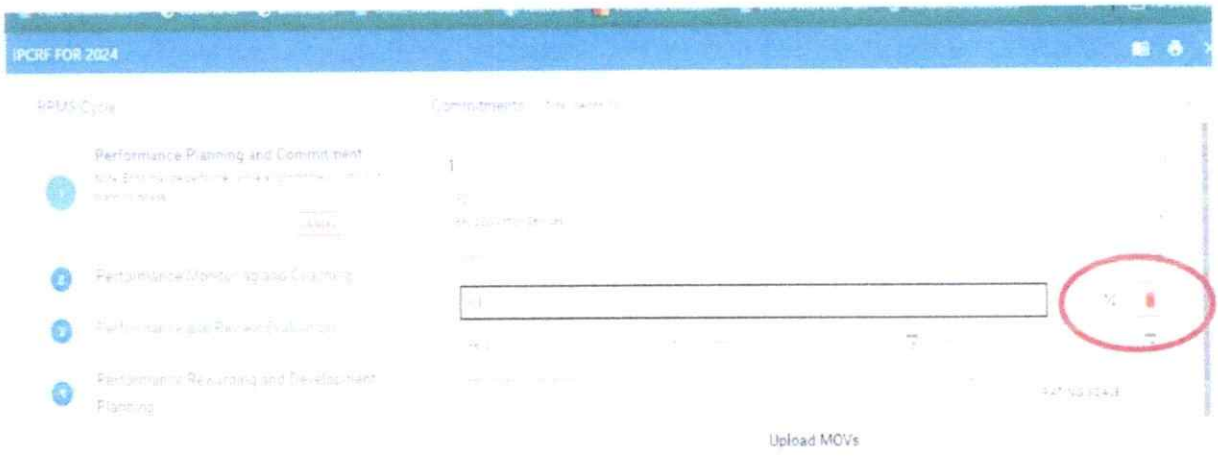


To encode and add more KRAs, left click "+" opposite the ***"Commitments"***. To add more objectives, left click "+" opposite the ***"Objectives."*** Do the same with the ***"Performance Indicators."*** Fill out likewise the percent box and target timeline.



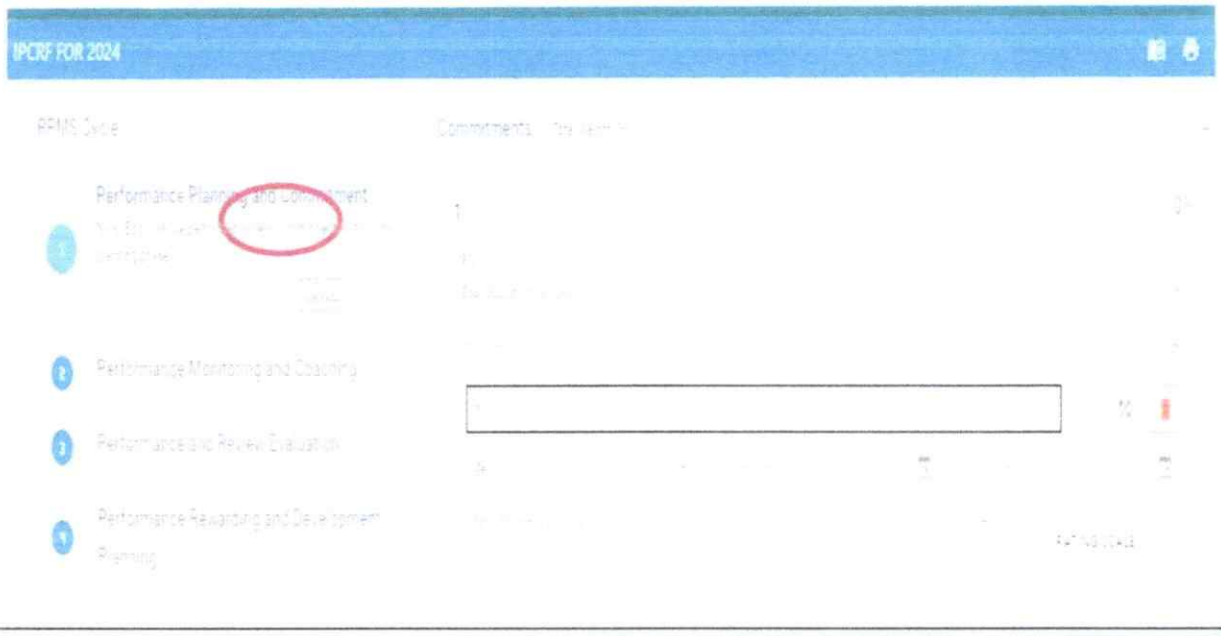
7

Click the **Trash bin** icon to delete the encoded items. Left click "Rating Scale" to encode the performance measures.



8

Left click **"Submit"** to complete the process.



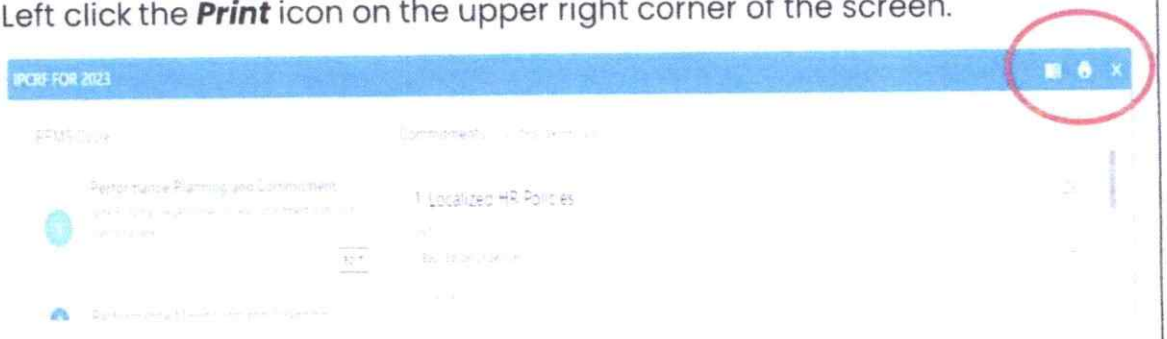
9

To view the created OPCRF/IPCRF, left click "View" and for any modifications click "Edit" below the Performance Planning and Commitment. Encode or edit the content in the boxes. Left click "Submit" to complete the process.

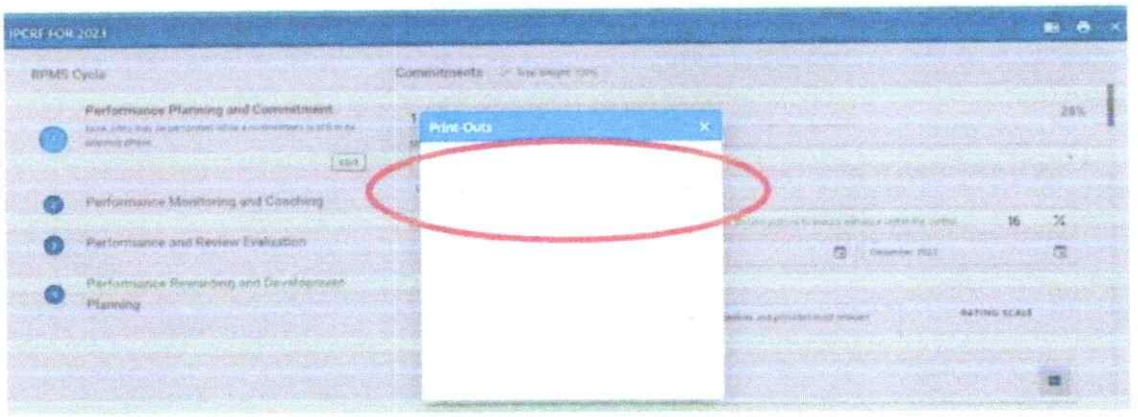
PRINT PREVIEW AND PRINTING

10

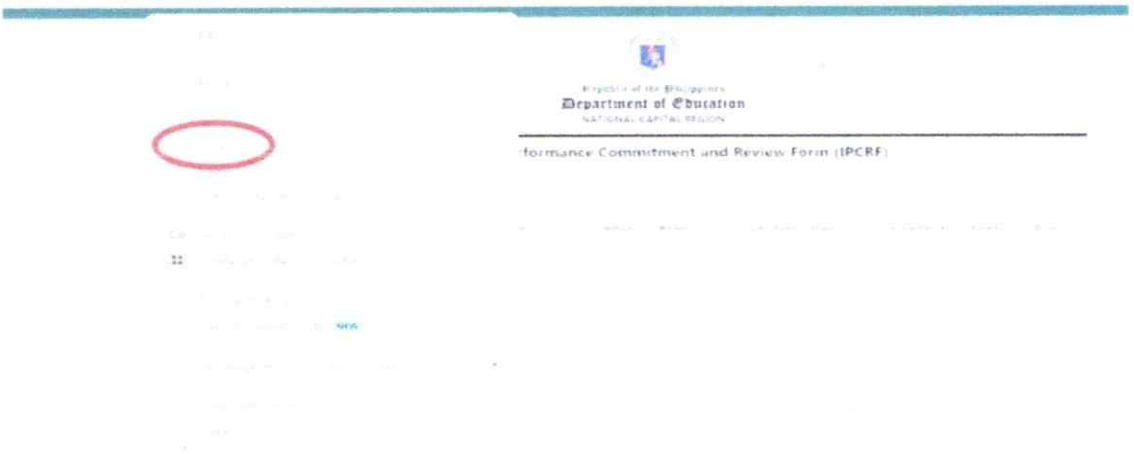
Left click the ***Print*** icon on the upper right corner of the screen.



Left click the arrow box of the ***"Commitment Form "*** on the Print-out Dialogue box



Bring the cursor to the center, right click and select "Print" to proceed with the printing process.



11

To proceed to other Phases, go to RPMS Cycle on the menu task bar at the left side of the screen and click desired phase number to visit or edit the encoded contents.

LOGGING OUT

12

Left click the backward arrow on the upper left corner of the screen to go back to the "Commitments" page. Left Click the ***Account Name*** *on the upper right corner of the screen.* Left Click ***"Log out".***

PHASE II. PERFORMANCE MONITORING AND COACHING

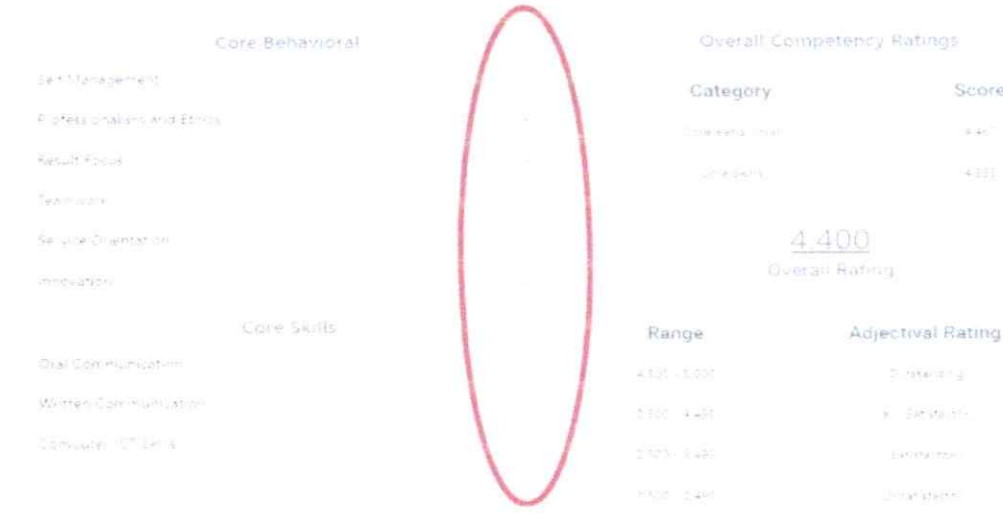
1. Perform steps **1,2,** and **3** of the Phase I

2. Below the RPMS Cycle, Left click **"2"** Performance Monitoring and Coaching and click "**Edit".** Accomplish or edit the RPMS Tools. Left Click "**Submit"** wen done to complete the process.

3. To proceed to other Phases, go to RPMS Cycle and click desired phase number to visit or edit the encoded contents.

COMPETENCY ASSESSMENT

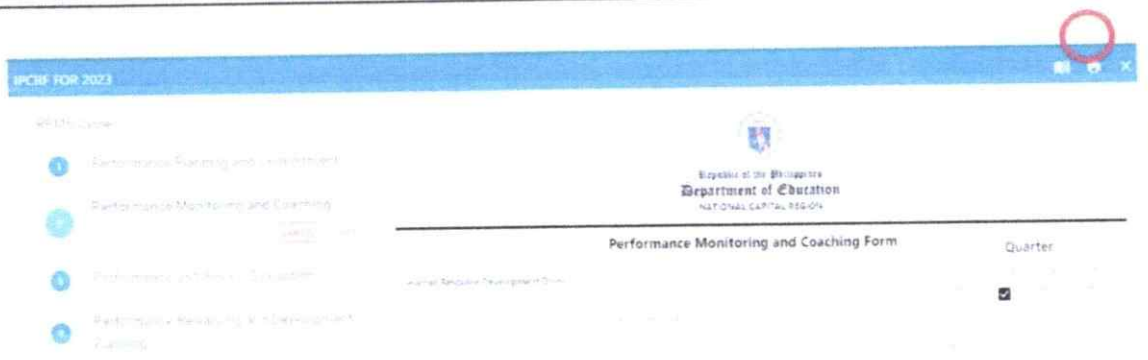
4. Left click the arrow down button of each of the competency category to perform competency self-rating.



Left click the ***Submit*** icon to save the encoded items.

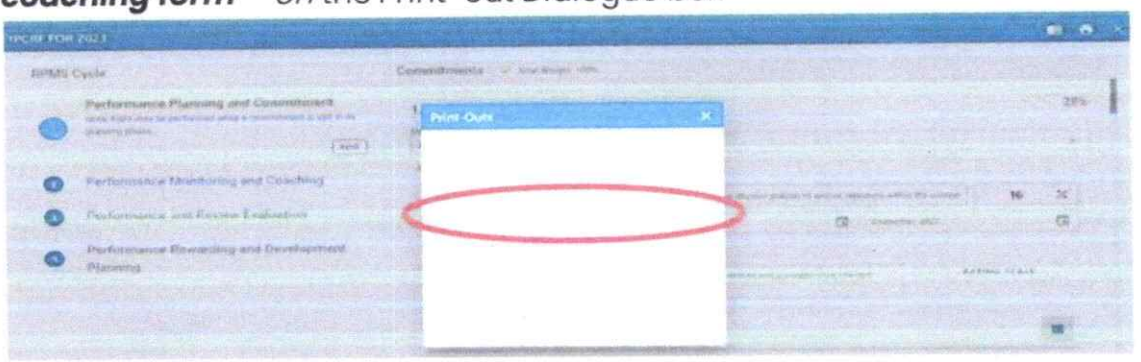
5.

PRINT PREVIEW AND PRINTING



Left click the arrow box of the ***"Performance Monitoring and coaching form*** *"on* the Print-out Dialogue box

6



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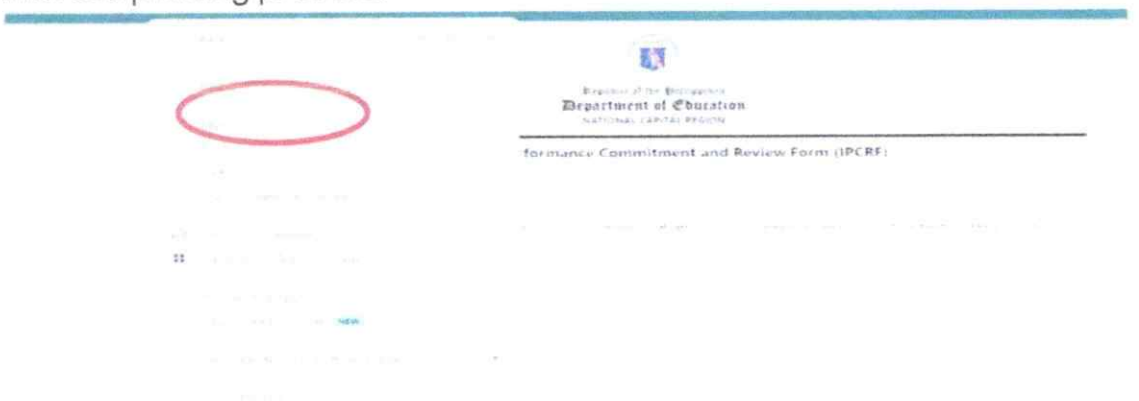

7

To proceed to other Phases, go to RPMS Cycle on the menu task bar at the left side of the screen and click desired phase number to visit or edit the encoded contents.

8

LOGGING OUT

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PHASE III. PERFORMANCE AND REVIEW EVALUATION

PERFORMANCE CALIBRATION

1. Perform steps **1,2,** and **3** of the Phase I

2. Below the RPMS Cycle, Left click **"3"** Performance and Review Evaluation. Click "**Calibrate".** Accomplish or edit the Individual Performance Calibration Form. When done, left click "Submit" to complete the process.

3. To proceed to other Phases, go to RPMS Cycle and click desired phase number to visit or edit the encoded contents.

PRINT PREVIEW AND PRINTING

4. Left click the ***Print*** icon on the upper right corner of the screen. Left click the diagonally upward arrow of the **Performance Calibration Form on the Print-out Dialogue box.** Staying on the current page, right click to view the choices on the dialogue box. Click **"Print".**

5. Make a desired adjustments on the provided items of the Print dialogue box. Left click "Print" to complete the process.

6. **LOGGING OUT** Left click the backward arrow on the upper left corner of the screen to go back to the "Commitments" page. Left Click the ***Account Name*** *on the upper right corner of the screen.* Left Click ***"Log out".***

PHASE IV. PERFORMANCE REWARDING AND DEVELOPMENT PLANNING

1. Perform steps **1,2,** and **3** of the Phase I

2. Below the RPMS Cycle, Left click **"4"** Performance Rewarding and Development Planning. Click **"Edit** to accomplish Summary of Ratings and Development Plans. When done, Left Click "**Submit"** to complete the process.

PRINT PREVIEW AND PRINTING

3. Left click the ***Print*** icon on the upper right corner of the screen.

4. Left click the *diagonally upward arrow of the* **"Summary of Ratings"** *on* the Print-out Dialogue box.

5. Staying on the current page, Right click to view the choices on the dialogue box. Click ***"Print".*** Make a desired adjustments on the provided items of the Print dialogue box. Left click "Print" to complete the process.

6 **LOGGING OUT**

Left click the backward arrow on the upper left corner of the screen to go back to the "Commitments" page. Left Click the ***Account Name*** *on the upper right corner of the screen.* Left Click ***"Log out".***

LEARNING AND DEVELOPMENT NEEDS ANALYSIS (LDNA) ASSESSMENT

To perform L&D Needs Assessment

1. Place the cursor on the Menu column. Left click ***"Assessments"***. It displays all assigned assessments.

2. Pending assignments can be done by clicking "***Perform***". Click "***Start the Assessments".***

3. Provide rating for each of the given competency by selecting the corresponding number button.

4. To proceed, click the "***Next***" button. To navigate back, click "***Prev***." For switching to the next category, select "***Next Category,***" and for returning to the previous category, choose "***Prev Category***." Wen done, click "Submit Assessment" to complete the process.

PRINT PREVIEW AND PRINTING

5. To view the performed assessment, left click "***Review***". Left click the Print icon on the upper right corner of the screen. Left click the Print icon button.

6. Make a desired adjustments on the provided items of the Print dialogue box. Left click "Print" to complete the process. Staying on the current page, Right click to view the choices on the dialogue box. Click "Print".

7 **LOGGING OUT**

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DepEd NCR PRIME
PERFORMANCE MANAGEMENT SYSTEM

PERFORMANCE MANAGEMENT TEAM

ADVISER:
DR. JOCELYN DR. ANDAYA
Director IV

CHAIR:
DR. CRISTITO A. ECO
Assistant Regional Director

MEMBERS:

ATTY. JOYLYN P. DULNUAN
Chief, ASD

DR. ROGER R. MORALLOS
Chief, FTAD

DR. MARINA C. ESPINO, EPS
OIC-Chief, QAD

DR. LILIA A. RICERO, EPS
OIC-Chief, ASD

DR. HAJJI R. PALMERO
Chief, HRDD NEAP-R

MS. MICAH G. PACHECO, EPS
OIC-Chief, CLMD

MS. JOAN R. PEDROCHE, PDO IV
OIC-Chief, ESSD

MS. JULIET J. ICAMEN
Chief, Finance Division

rjc / hrdd
rdv / hrdd
011824

Advisory No. _____ s. 2024
January 30, 2024

ENCODING OF 2024 OPCRF AND IPCRF IN THE PMS

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IPCRF	February 5-9, 2024

JOCELYN DR. ANDAYA
Director IV

DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION, REGIONAL OFFICE-NCR
JAN 22 2024
BY: DATE:

18 January 2024

OFFICE MEMORANDUM
ROP No. 013, s. 2023

To: Regional Office Personnel

PERFORMANCE MANAGEMENT (PM) CALENDAR OF ACTIVITIES FY 2024

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JOCELYN DR. ANDAYA
Director IV

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	prescribed template	(IPCRF) in the PRIME PMS		
	Consolidation of approved individual Plans and targets (IPCRF)	Consolidated approved Office Plans and targets (IPCRF)	February 12-13, 2024	RO PMT
	Review and finalization of the CPMS Guidelines	Reviewed CPMS Guidelines	January 30, 2024	RO PMT TWG
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	Accomplishment of the 4th Quarter Monitoring and Coaching Form Via the PRIME PMS	Accomplished 4th Quarter RPMS Monitoring Tools in the PRIME PMS	September to December 2024	Rater and Ratees
	Consolidation of Printed Accomplished 3rd Quarter RPMS Tools	Consolidated Printed Accomplished 3rd Quarter RPMS Tools	December 2024	PMT Secretariat
Phase III. Performance Review and Evaluation	**- 1st Semester** Mid-Year Performance Review and Evaluation	Calibrated/ adjusted OPCRF	July 15 to 19, 2024	Functional Divisions

	Presentation of Reviewed Plans and Targets to the RO PMT	Approved Reviewed Office Plans and Targets	July 22, 2024	RO PMT
	Performance Review and Presentation of Calibrated OPCRF	Approved Calibrated OPCRF	July 22 to 26, 2024	RO PMT FD Chiefs
	Consolidation of printed approved Calibrated OPCRF	Consolidated printed approved Calibrated OPCRF	July 29 to 30, 2023	RO PMT Secretariat
	Calibration/ adjustment of IPCRF	Calibrated IPCRF	August 1 to 9, 2024	Rater and Ratees
	Consolidation of printed approved Calibrated OPCRF	Consolidated printed approved Calibrated IPCRF	August 12 to 14, 2024	RO PMT Secretariat
	3rd Quarter PMT Meeting	Minutes of the Meeting	August 20, 2024	RO PMT FD Chiefs
Phase IV Performance Rewarding and Development Planning	- 2nd Semester Review and evaluation of 2024 OPCRF and IPCRF via the PRIME PMS	Self-rated OPCRF/IPCRF Reviewed, evaluated, and signed 2024 OPCRF and IPCRF	November 25 to 29, 2024	Rater and Ratees
	Presentation of Reviewed and evaluated 2024 OPCRF	Approved rated 2024 OPCRF	Nov. 27-28, 2024	All Functional Division Chiefs, RO PMT, HRDD-NEAP, PPRD
	Downloading and printing of signed OPCRF and	Filed printed signed 2023 OPCRF and IPCRF	December 2 to 6, 2024	RO PMT Secretariat

	IPCRF via the pRiMe PMS			
	Encapsulation of OPCRF/ IPCRF ratings and Development needs	Summary reports on Identified employees with Outstanding ratings, identified strength and development needs	December 10, 2024	RO PMT Secretariat
	4th Quarter PMT Meeting	Minutes of the Meeting	December 11, 2024	RO PMT

Department of Education
National Capital Region
Human Resource Development Division -
National Educators Academy of the Philippines

USER MANUAL ON DEPED-NCR REGIONAL OFFICE PROPER PRIME PERFORMANCE MANAGEMENT SYSTEM (PMS)

DepEd NCR PRIME
PERFORMANCE MANAGEMENT SYSTEM

In its effort to further enhance the mechanisms in measuring and tracking the performance of employees, and in compliance with the requirements towards the achievement of PRIME HRM Maturity Level III, the DepEd NCR Regional Office Proper Competency-Based Performance Management System (CPMS) has upgraded its digitalized system version. It is dubbed **"pRiMe Performance Management System" (PMS)** formerly called "PRIME Strategic Human Resource Management System (PSHRMS)."

The established PMS displays interconnections of human resource pillars. Using the system ensures the attainment of quality service delivery in the Regional Office. Personnel will be able to improve their ICT skills. Workflow is uninterrupted, encoding of vital information is conveniently accomplished, and relevant data is easily and quickly generated.

The PMS processes are anchored on D.O. 2 s. 2015 *"Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education"* and
Memorandum No. ROP 102 s. 2022 *"DepEd NCR Competency-Based Performance Management System Guidelines".*

The utilization of the system adheres to Deped Order No.32 s 2017-*Gender-Responsive Basic Education Policy*CSC Memorandum Circular No. 7 Series of 2014"*Encouraging Government Agencies to hire PWDs pursuant to Republic Act No. 7277, as amended".*
Provided herein are the steps for accessing the link and accomplishing the OPCRF and IPCRF. Coordinate with the HRDD NEAP for any concerns using the online system.

PHASE I

To access the pRiMe PMS

Type the link **prime.deped.ncr.com.ph n the URL.**

1

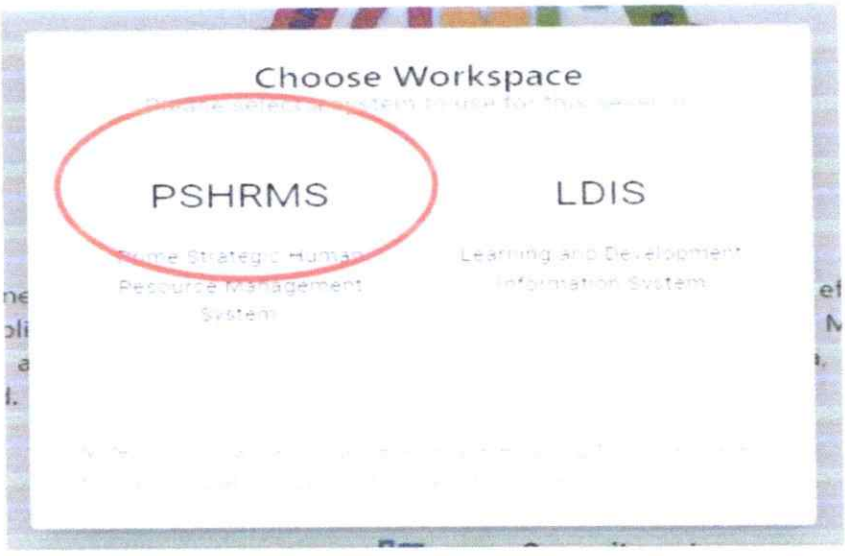
2

Enter **StratHR Account Name** and **Password** on the box provided and click the button *"Login"*.

In case the password does not match, click the *"Forget Password"* button to continue the process.

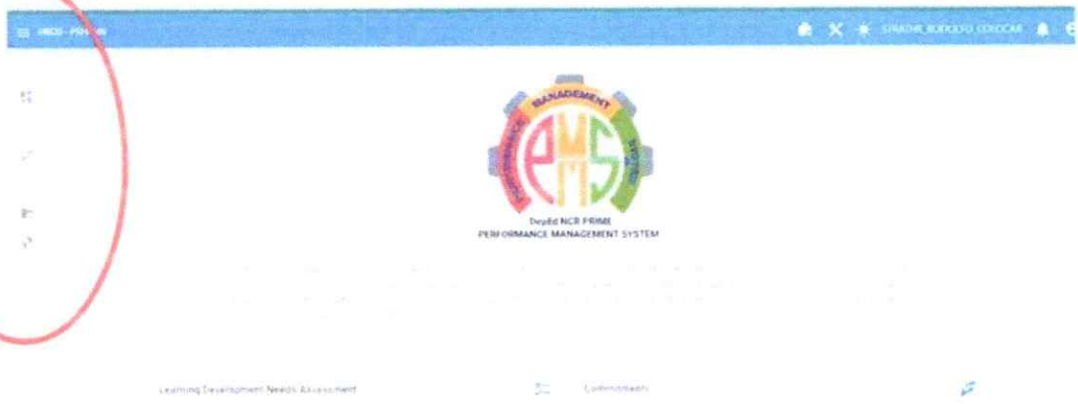
3

Click the **PSHRMS** box to proceed with the PMS.

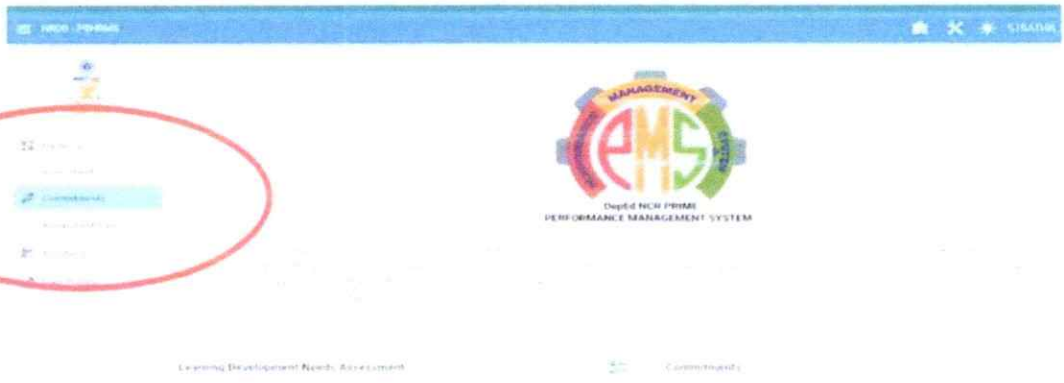


4

Place the cursor on the Menu task bar on the left corner.

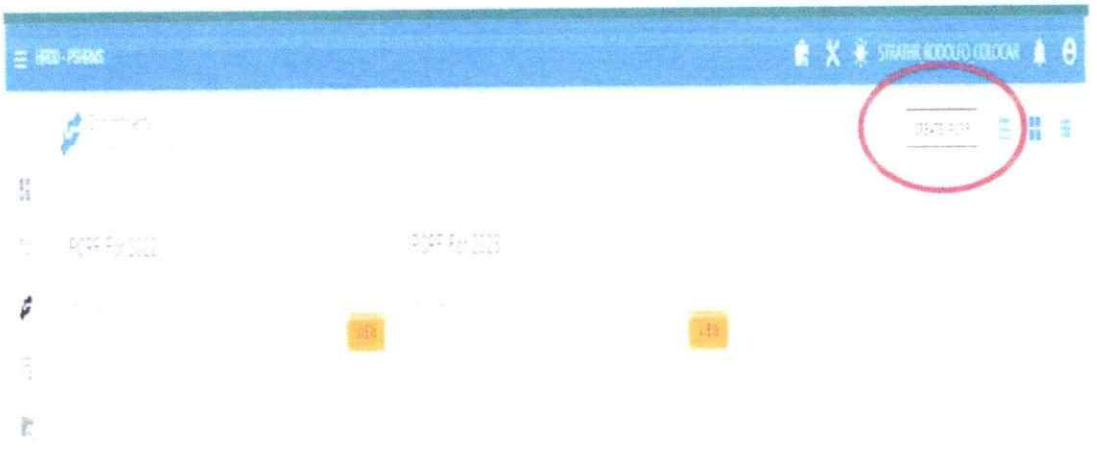


click ***"Commitments"***.



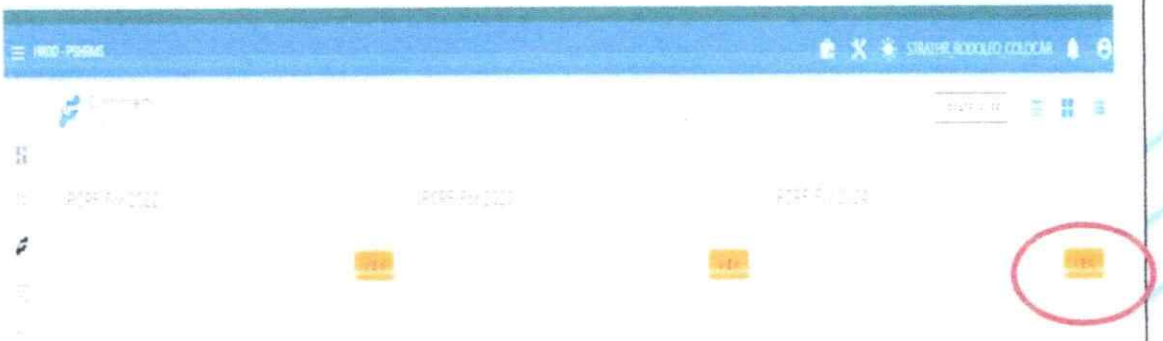
5

Click **create OPCR/IPCR** button.

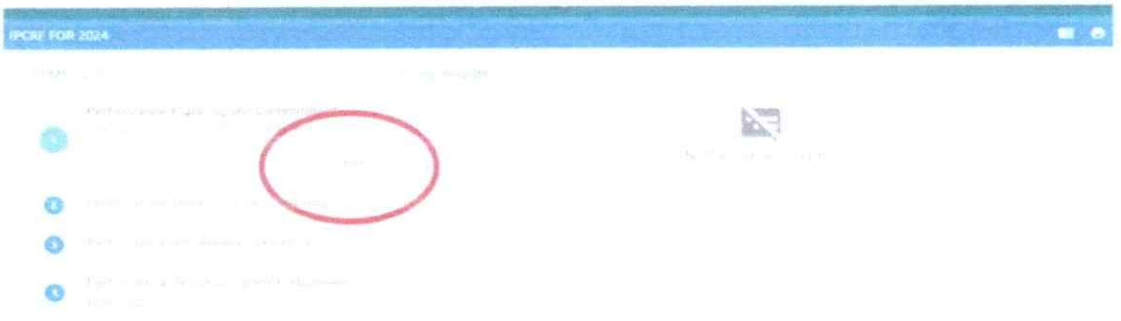


6

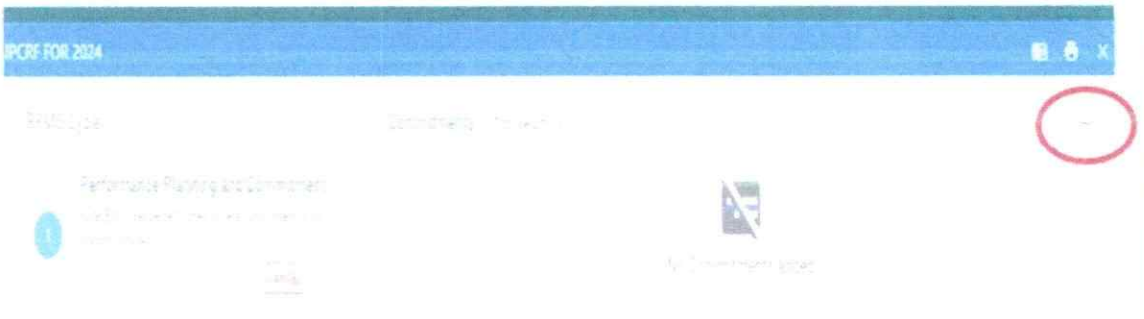
Click the "**View**" box to proceed



Click **"Edit"** to proceed

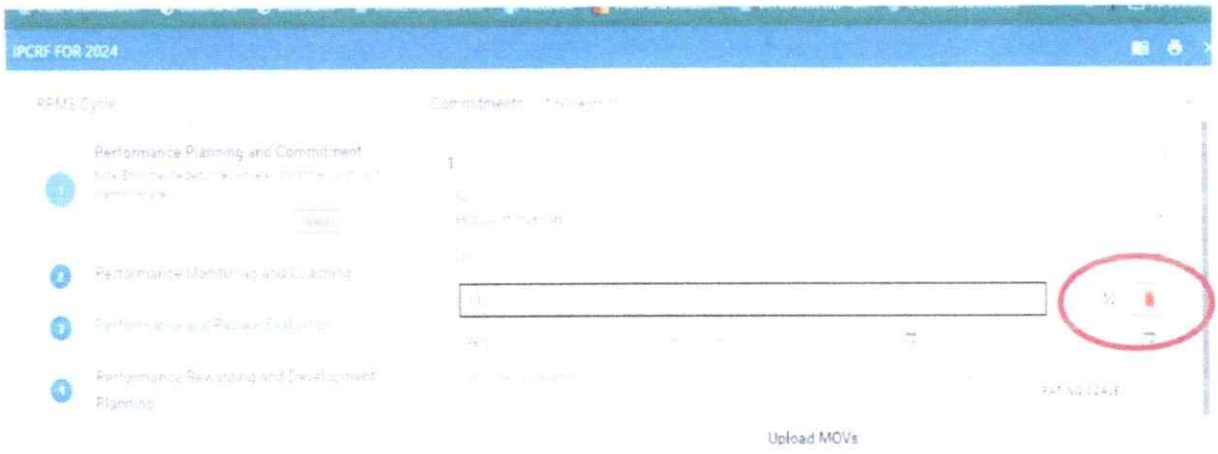


To encode and add more KRAs, left click "+" opposite the ***"Commitments"***. To add more objectives, left click "+" opposite the ***"Objectives."*** Do the same with the ***"Performance Indicators."*** Fill out likewise the percent box and target timeline.



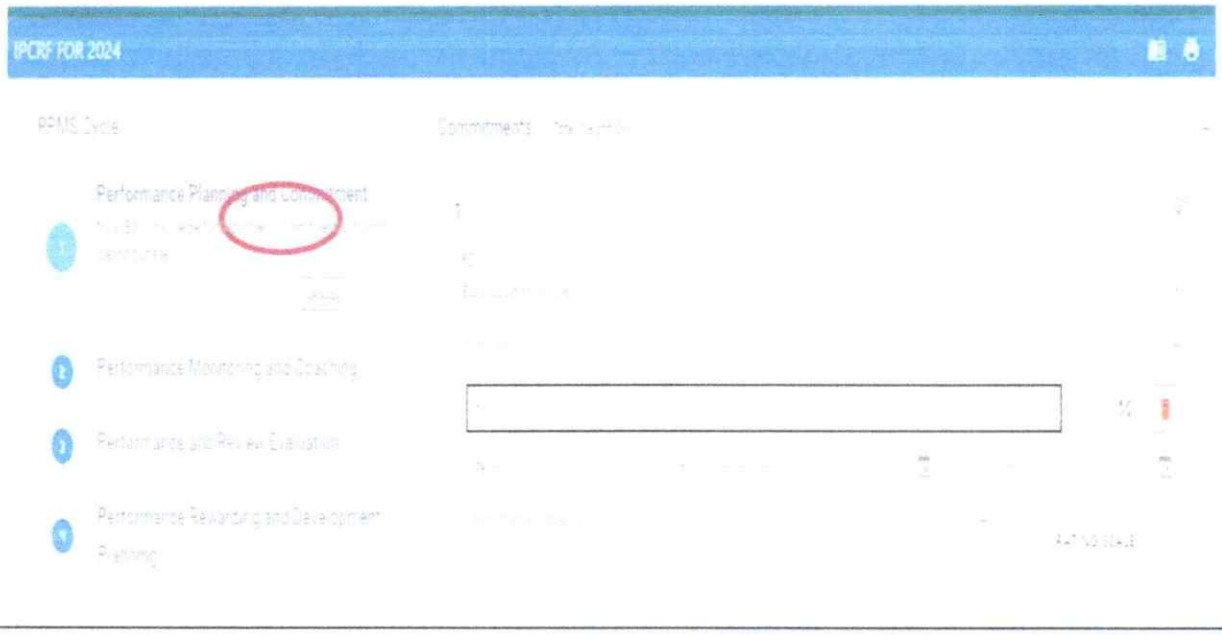
7

Click the **Trash bin** icon to delete the encoded items. Left click "Rating Scale" to encode the performance measures.



8

Left click **"Submit"** to complete the process.



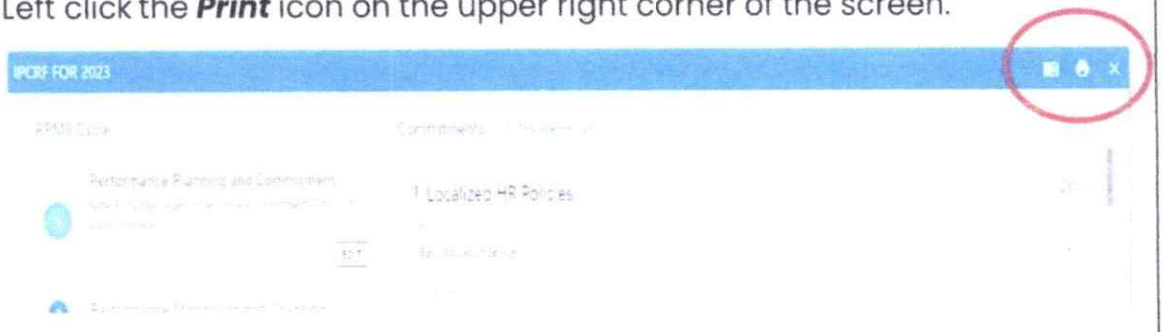
9

To view the created OPCRF/IPCRF, left click "View" and for any modifications click "Edit" below the Performance Planning and Commitment. Encode or edit the content in the boxes. Left click "Submit" to complete the process.

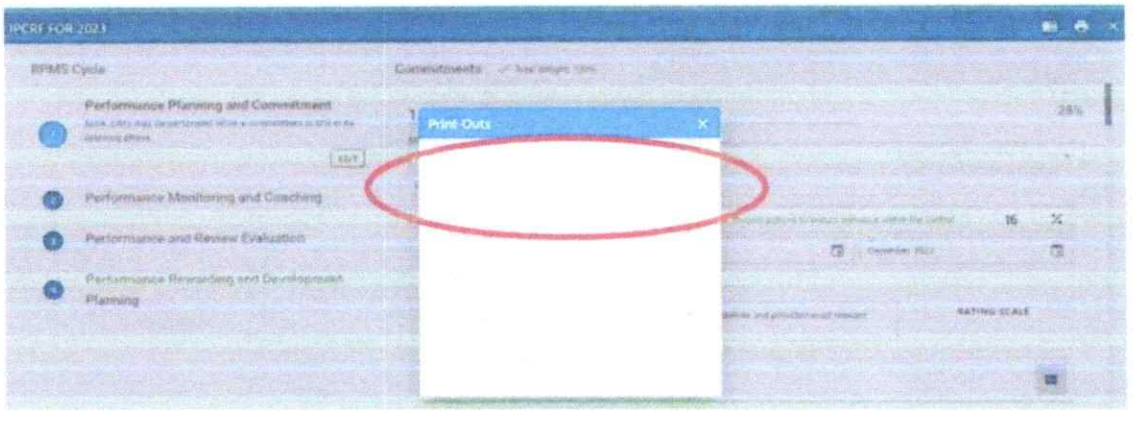
PRINT PREVIEW AND PRINTING

10

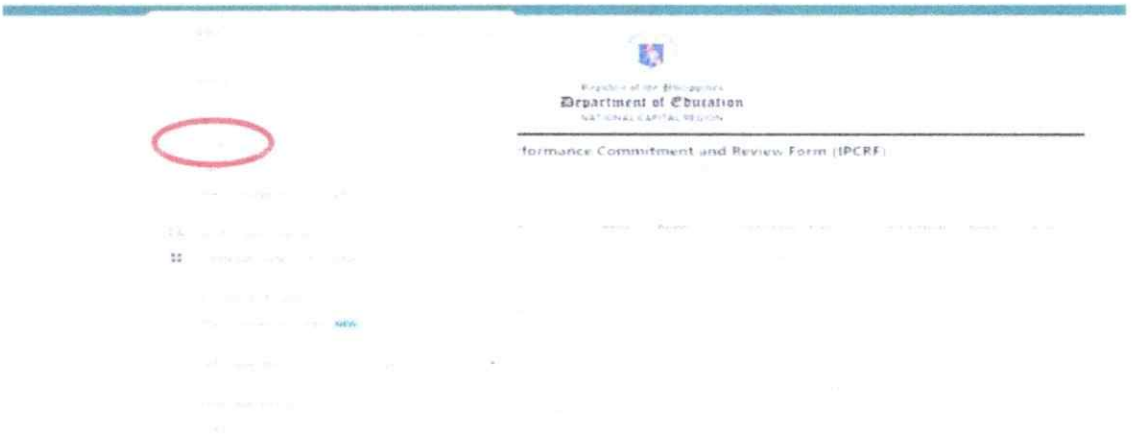
Left click the ***Print*** icon on the upper right corner of the screen.



Left click the arrow box of the ***"Commitment Form "*** on the Print-out Dialogue box



Bring the cursor to the center, right click and select "Print" to proceed with the printing process.



11

To proceed to other Phases, go to RPMS Cycle on the menu task bar at the left side of the screen and click desired phase number to visit or edit the encoded contents.

LOGGING OUT

12

Left click the backward arrow on the upper left corner of the screen to go back to the "Commitments" page. Left Click the ***Account Name*** *on the upper right corner of the screen.* Left Click ***"Log out".***

PHASE II. PERFORMANCE MONITORING AND COACHING

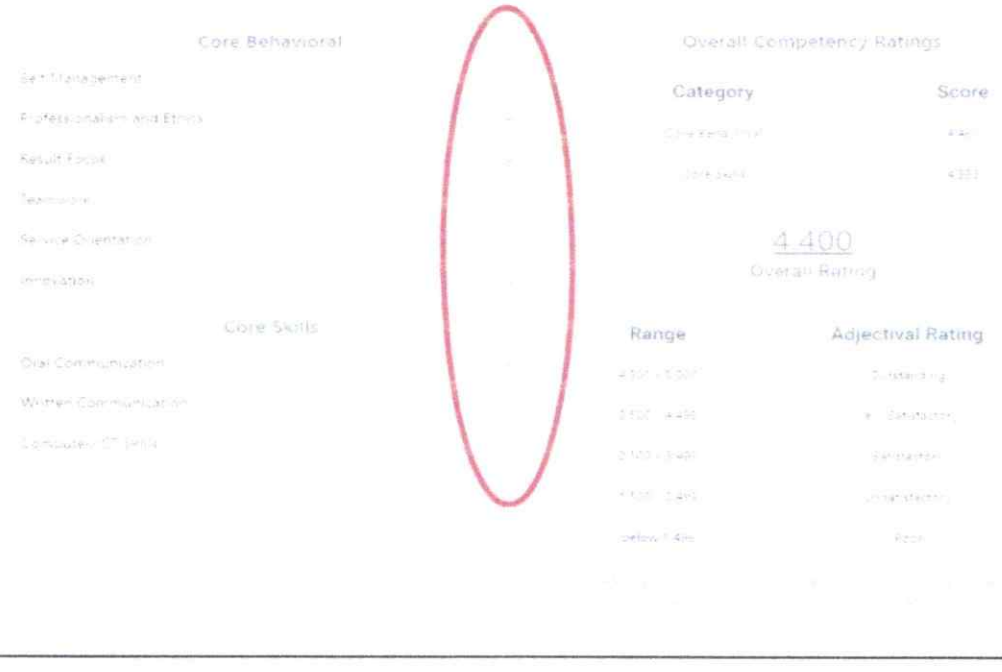
1. Perform steps **1,2,** and **3** of the Phase I

2. Below the RPMS Cycle, Left click **"2"** Performance Monitoring and Coaching and click "**Edit".** Accomplish or edit the RPMS Tools. Left Click "**Submit"** wen done to complete the process.

3. To proceed to other Phases, go to RPMS Cycle and click desired phase number to visit or edit the encoded contents.

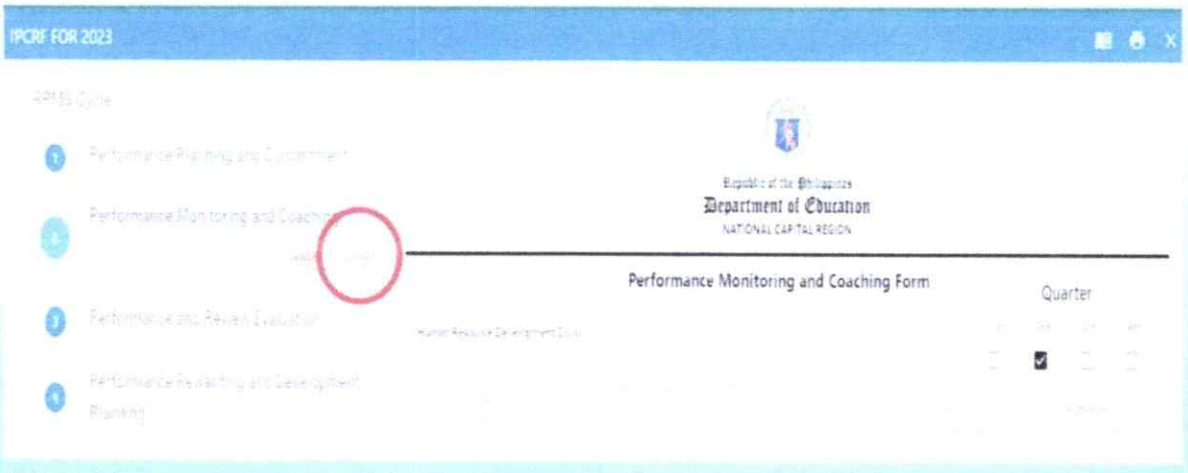
COMPETENCY ASSESSMENT

4. Left click the arrow down button of each of the competency category to perform competency self-rating.



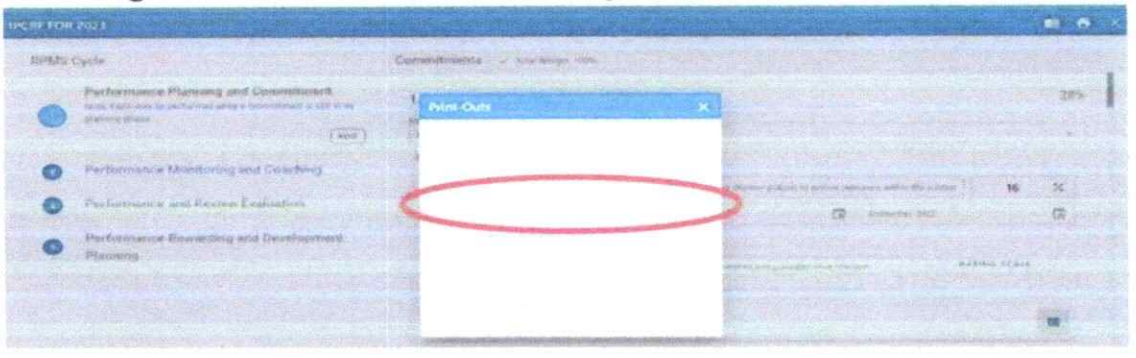
Left click the ***Submit*** icon to save the encoded items.

5.



PRINT PREVIEW AND PRINTING

Left click the arrow box of the ***"Performance Monitoring and coaching form*** *"on* the Print-out Dialogue box



6

Bring the cursor to the center, right click and select "Print" to proceed with the printing process.

7

To proceed to other Phases, go to RPMS Cycle on the menu task bar at the left side of the screen and click desired phase number to visit or edit the encoded contents.

8

LOGGING OUT

Left click the backward arrow on the upper left corner of the screen to go back to the "Commitments" page. Left Click the ***Account Name*** *on the upper right corner of the screen.* Left Click ***"Log out".***

PHASE III. PERFORMANCE AND REVIEW EVALUATION

PERFORMANCE CALIBRATION

1. Perform steps **1,2,** and **3** of the Phase I

2. Below the RPMS Cycle, Left click **"3"** Performance and Review Evaluation. Click "**Calibrate".** Accomplish or edit the Individual Performance Calibration Form. When done, left click "Submit" to complete the process.

3. To proceed to other Phases, go to RPMS Cycle and click desired phase number to visit or edit the encoded contents.

PRINT PREVIEW AND PRINTING

4. Left click the ***Print*** icon on the upper right corner of the screen. Left click the diagonally upward arrow of the **Performance Calibration Form on the Print-out Dialogue box.** Staying on the current page, right click to view the choices on the dialogue box. Click **"Print".**

5. Make a desired adjustments on the provided items of the Print dialogue box. Left click "Print" to complete the process.

6. **LOGGING OUT**

Left click the backward arrow on the upper left corner of the screen to go back to the "Commitments" page. Left Click the ***Account Name*** *on the upper right corner of the screen.* Left Click ***"Log out".***

PHASE IV. PERFORMANCE REWARDING AND DEVELOPMENT PLANNING

1. Perform steps **1,2,** and **3** of the Phase I

2. Below the RPMS Cycle, Left click **"4"** Performance Rewarding and Development Planning. Click **"Edit** to accomplish Summary of Ratings and Development Plans. When done, Left Click "**Submit"** to complete the process.

PRINT PREVIEW AND PRINTING

3. Left click the ***Print*** icon on the upper right corner of the screen.

4. Left click the *diagonally upward arrow of the* **"Summary of Ratings"** *on* the Print-out Dialogue box.

5. Staying on the current page, Right click to view the choices on the dialogue box. Click ***"Print".*** Make a desired adjustments on the provided items of the Print dialogue box. Left click "Print" to complete the process.

6 **LOGGING OUT**

Left click the backward arrow on the upper left corner of the screen to go back to the "Commitments" page. Left Click the ***Account Name*** *on the upper right corner of the screen.* Left Click ***"Log out".***

LEARNING AND DEVELOPMENT NEEDS ANALYSIS (LDNA) ASSESSMENT

To perform L&D Needs Assessment

1. Place the cursor on the Menu column. Left click ***"Assessments"***. It displays all assigned assessments.

2. Pending assignments can be done by clicking "***Perform***". Click "***Start the Assessments".***

3. Provide rating for each of the given competency by selecting the corresponding number button.

4. To proceed, click the "***Next***" button. To navigate back, click "***Prev***." For switching to the next category, select "***Next Category,***" and for returning to the previous category, choose "***Prev Category***." Wen done, click "Submit Assessment" to complete the process.

PRINT PREVIEW AND PRINTING

5. To view the performed assessment, left click "***Review***". Left click the Print icon on the upper right corner of the screen. Left click the Print icon button.

6. Make a desired adjustments on the provided items of the Print dialogue box. Left click "Print" to complete the process. Staying on the current page, Right click to view the choices on the dialogue box. Click "Print".

7 **LOGGING OUT**

Left click the backward arrow on the upper left corner of the screen to go back to the "Commitments" page. Left Click the ***Account Name*** *on the upper right corner of the screen.* Left Click ***"Log out".***

DepEd NCR PRIME
PERFORMANCE MANAGEMENT SYSTEM

PERFORMANCE MANAGEMENT TEAM

ADVISER:
DR. JOCELYN DR. ANDAYA
Director IV

CHAIR:
DR. CRISTITO A. ECO
Assistant Regional Director

MEMBERS:

ATTY. JOYLYN P. DULNUAN
Chief, ASD

DR. ROGER R. MORALLOS
Chief, FTAD

DR. MARINA C. ESPINO, EPS
OIC-Chief, QAD

DR. LILIA A. RICERO, EPS
OIC-Chief, ASD

DR. HAJJI R. PALMERO
Chief, HRDD NEAP-R

MS. MICAH G. PACHECO, EPS
OIC-Chief, CLMD

MS. JOAN R. PEDROCHE, PDO IV
OIC-Chief, ESSD

MS. JULIET J. ICAMEN
Chief, Finance Division

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