



Republic of the Philippines
 Department of Education
CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet




November 16, 2016

REGIONAL MEMORANDUM

No. ~~346~~ 2016 s. 2016

NOV 17 2016
 RECEIVED

To: Schools Division Superintendents
 Division/Regional Performance Management Teams
 Chiefs/OICs of Divisions
 All concerned

From: 
BEATRIZ G. TORNO, Ph. D., CESO IV
 Assistant Regional Director
 Officer-In-Charge, Office of the Regional Director

Subject: **DISSEMINATION OF THE REGIONAL PMT INTERNAL GUIDELINES
 ON THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM**

- As a result of the progressive implementation by this Office of the Results Based Performance Management System (RPMS), the Performance Management Team (PMT) of the Regional Office has resolved the adoption of agreed-upon standards, workflows and calendar of activities relative to the implementation of the Results Based Performance Management System.
- PMT Resolution No. 3, s. 2016 and its Annexes are disseminated for the information, guidance and compliance of employees and concerned Offices effective immediately:
 - Annex A – OPCRF Workflow
 - Annex B – IPCRF Workflow
 - Annex C - RPMS Calendar of Activities
- Schools Division Offices (SDOs) are advised to comply with the date of submission of the Division Office Performance Commitment and Review Form (OPCRF) Commitments and OPCRF Evaluation/Rating as indicated in the OPCRF Workflow (Annex B) and RPMS Calendar of Activities (Annex C), in time for the review of the Regional (PMT) and approval of the Regional Director.
- Please be guided accordingly.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
 Wangal, La Trinidad, Benguet



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REGIONAL PERFORMANCE MANAGEMENT TEAM (PMT) RESOLUTION NO. 3
 Series 2016

A RESOLUTION ADOPTING INTERNAL GUIDELINES IN THE IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) ON THE PROCESS FLOW OF OPCRF AND IPCRF, STANDARDS FOR EVALUATION, AND CALENDAR OF ACTIVITIES

WHEREAS, in consonance with the functions and responsibilities of the Performance Management Team (PMT) as stipulated in DepEd Order no. 2, s. 2015 sec VII, item 60, the PMT shall adopt internal guidelines in carrying out the responsibilities and delegation of authority to representatives in case of absence of its members;

WHEREAS, the internal guidelines do not intend to amend, modify or change the guidelines issued by the Department, instead, they are adapted in conformity with said guidelines to facilitate planning and commitment, monitoring and coaching, performance review and evaluation and rewarding and planning activities;

WHEREAS, the Regional Performance Management Team conducted a meeting to review the Results-Based Performance Management System (RPMS) cycle and agreed on internal guidelines to clarify the Order;

NOW, THEREFORE, be it resolved as it is hereby resolved, that the following internal guidelines are hereby formulated in order to advance the understanding of the implementation of the RPMS;

RESOLVED FURTHER, that copies of this resolution be furnished to all members of the Regional PMT and to all for their information and record and shall take effect immediately.

Section 1. PROCESS FLOW OF THE OPCRF AND IPCRF

- a. **OPCRF and IPCRF.** The process flow for the Office Performance Commitment and Review Form and the Individual Performance Commitment and Review Form shall be adopted (see Annex A).

Section 2. STANDARDS FOR THE EVALUATION OF THE OPCRF AND IPCRF

- a. Performance Indicators on the following activities:

1. Action on documents/vouchers/requests/memo	5- acted within 1 day after receipt 4- acted 2 days after receipt 3- acted 3 days after receipt 2- acted 4 days after receipt 1- acted 5 days after receipt
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2. Continuous Improvement	5- One CI Project conducted, submitted completion report with policy recommendations by the end of December 4- One CI Project conducted and submitted completion report by the end of December 3- One CI Project conducted and completed the 10 steps by the end of December 2- One CI Project with 5-9 steps completed by the end of December 1-One CI Project with 1-4 steps completed by the end of December
3. Research	5- One Research Project conducted, submitted completion report with policy recommendations by the end of December 4- One Research Project conducted and submitted completion report by the end of December 3- One Research Project conducted and completed by the end of December 2- One Research Project completed after December 1-One Research Proposal Approved
4. Technical Assistance Other Forms of TA: ➤ duties performed with no additional compensation in the forms of overtime COC, RATA, honoraria. ➤ not within your regular duty	5- rendered 5 TA with report and 100% resolution of issues and concerns 4- rendered 4 TA with report and 100% resolution of issues and concerns 3- rendered 3 TA with report and 100% resolution of issues and concerns 2- rendered 2 TA with report and 100% resolution of issues and concerns 1- rendered 1 TA with report and 100% resolution of issues and concerns
5. Personnel actions	5-finished recruitment activities (from posting to assessment) within 2 months 4- finished recruitment activities (from posting to assessment) within 3 months 3- finished recruitment activities (from posting to assessment) within 4 months 2- finished recruitment activities (from posting to assessment) within 5 months 1- finished recruitment activities (from posting to assessment) more than 6 months

b. Other Items/Forms :

1. Plus Factor	These are value-adding accomplishments that are not covered within the regular duties & responsibilities. Otherwise, remove the plus factor. Invitations to lecture during office hours is not included as plus factor.
2. Referral form	A referral form or a service form will be used by the requesting division for any technical assistance which will form part of the documentation
3. IPCRF/OPCRF Submission	Submission of IPCRF/OPCRF shall be by division following the schedule



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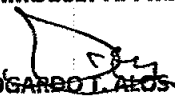
4. Coaching Forms	Filled out coaching forms shall be submitted during evaluation period
5. IPDP	Prepare IPDP, submit the consolidated IPDP to HRDD with a copy of the approved IPCRF

Section 3. RPMS CALENDAR OF ACTIVITIES

- a. Activities in the RPMS Cycle shall be conducted in accordance with the agreed upon schedule as indicated in the Results-Based Performance Management System (RPMS) Calendar of Activities (see Annex C of this Resolution).


Applicability. These internal policies shall be used by the Regional PMT in this Region and maybe adopted by the Schools Division Offices (SDOs) for purposes of uniformity.

UNANIMOUSLY APPROVED this 10th Day of October 2016 at DepEd-CAR, Wangal, La Trinidad, Benguet.


EDGARDO L. ALOS
Chief Administrative Officer
Administrative Division

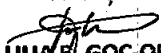
GLORIA B. BUYA-AO
OIC-Schools Division Superintendent
PASS Representative

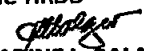

PIO D. ECUÁN, Ed.D
Chief Education Supervisor
PPRD



ATTY. SEBASTIAN G. TAYABAN
Chief Administrative Officer
Finance Division

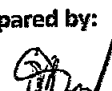
EMILIA M. FAUSTINO
Education Program Supervisor
OIC-HRDD


JOEL B. TADAO
NEU Representative


LILIA B. GOC-OBAN
Chief Education Supervisor
QuAD

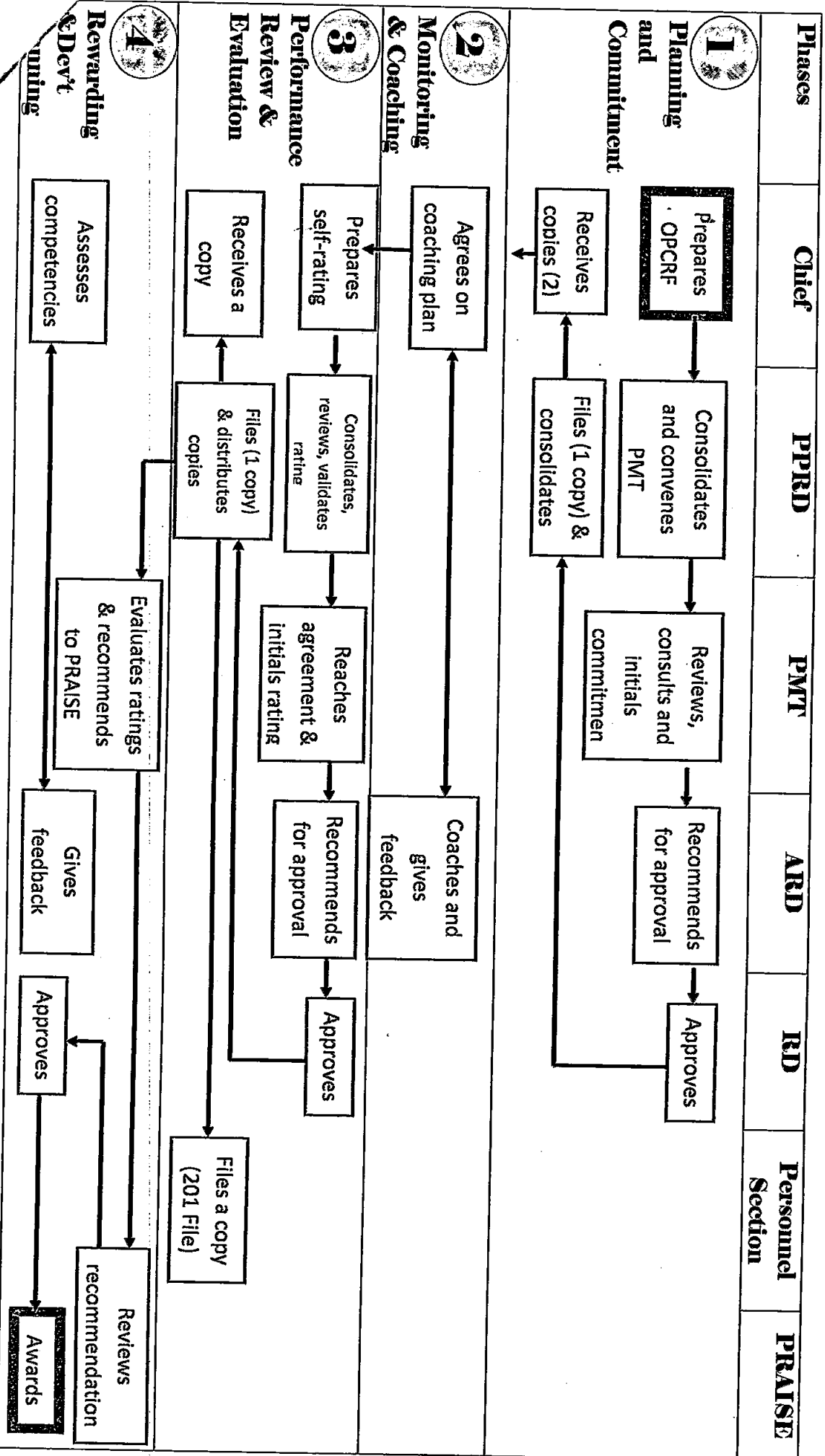

GINADINE L. BALAGSO
Public Schools District Supervisor
OIC, HRDD

ATTESTED:

SORAYA T. FACULO
PMT Chairperson
Chief Education Supervisor
Officer-In-Charge
Office of the Assistant Regional Director

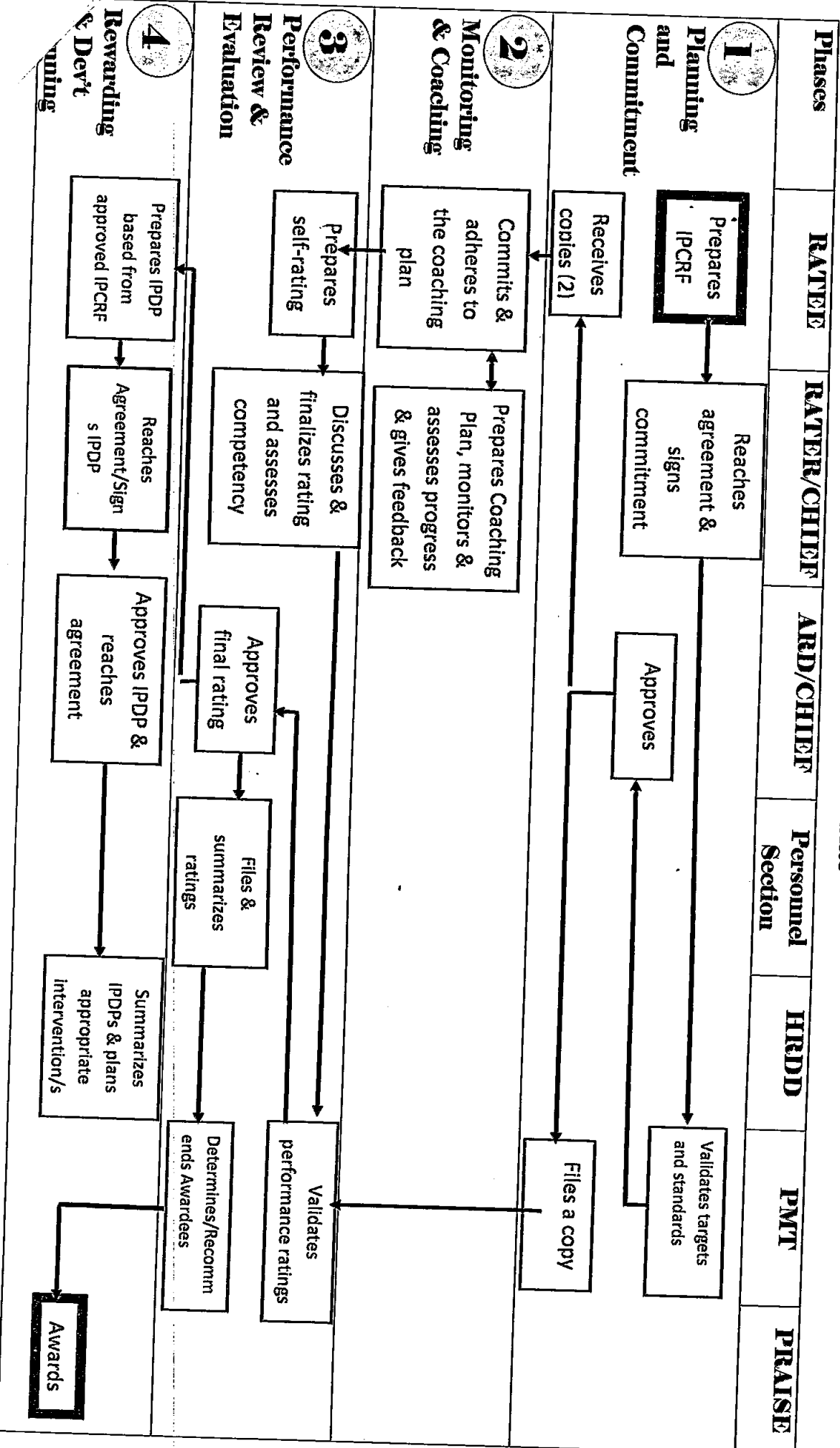
Prepared by:

ELEONORA A. ALBIDAS
AO V, PMT Secretariat

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-301
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-399
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-516
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434

OPCRF WORKFLOW CHART



IPCRF WORKFLOW CHART



DEPED-CAR REGIONAL OFFICE
CALENDAR OF ACTIVITIES FOR THE RESULTS BASED PERFORMANCE MANAGEMENT SYSTEM

RPMS PHASE	ACTIVITY	SCHEDULE	PERSONS INVOLVED/RESPONSIBLE	OFFICE IN CHARGE
I. PERFORMANCE PLANNING AND COMMITMENT				
	Performance Planning and Review Conference (OPCRF) and Standard Setting	On or before the 2nd Friday of December	Head of Office and Chiefs of Divisions	PPRD
	Performance Planning and Review Conference (IPCRF)	On or before the 3rd Friday of December	Chiefs of Divisions and Staff	Chiefs/OICs of Divisions/Sections/Units
	Submission of OPCRf (Commitments)	On or before the 2nd Monday of January	Chiefs/Heads of Offices/Schools Division Superintendents	PPRD
	PMT Review and Recommendation for the approval of the OPCRf(Commitments) to the RD	On or before the 2nd Friday of January	PMT Members, PMT Secretariat	PMT
	Submission of IPCRF (Commitments) to the PMT	On or before the 3rd Friday of January	Employees and Chiefs of Divisions	HRDD
II. PERFORMANCE MONITORING & COACHING				
	Monitoring of Performance, Preparation of Coaching Plans, giving feedback on performance	1st Friday of March onwards	Chiefs/OICs of Divisions/Sections/Units, ARD, RD	RO Divisions
III. PERFORMANCE REVIEW & EVALUATION				
	Mid Year Review and Plan Adjustment (OPCRF)	on or before the 2nd Friday of July	PMT, Chiefs/OICs of Divisions, ARD, RD	ORD, PPRD, PMT Secretariat
	Mid Year Review and Plan Adjustment (IPCRF)	on or before the 3rd Friday of July	Employees and Chiefs of Divisions	RO Divisions
	Self rating	On or before the 2nd Friday of January	Employees and Chiefs of Divisions	RO Divisions
	Submission of accomplished OPCRf Ratings	On or before 4th Friday of January	Chiefs/Heads of Offices/Schools Division Superintendents	PPRD
	Review of OPCRf Rating, and recommend approval of rating to the RD	Within the 1st Week of February	PMT Members, PMT Secretariat	PPRD, PMT Secretariat
	Submission of IPCRF Ratings, Summary of ratings	3rd Week of February	Employees and Chiefs of Divisions, Personnel Section	Office of the ARD, Personnel Section
	Review of Summary of Ratings by the PMT to ensure that the average ratings of IPCRFs did not exceed the OPCRf Rating	4th Week of February	PMT Members, PMT Secretariat	Personnel Section
IV. PERFORMANCE REWARDING & DEVELOPMENT PLANNING				
	Rater-ratee discussion of individual strengths and dev't needs; accomplish (IPDP)	Within 4th Week of February	Employees and Chiefs of Divisions	RO Divisions
	Submission of consolidated IPDP with copy of approved OPCRf/ IPCRF Ratings	On or before the 1st week of March	Employees and Chiefs of Divisions	HRDD