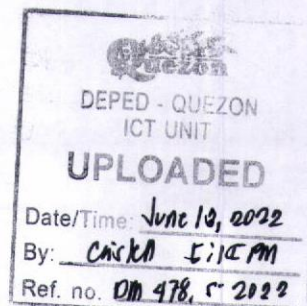




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



6 June 2022

DIVISION MEMORANDUM

DM No. 478, s. 2022

CONDUCT OF YEAR-END PERFORMANCE MANAGEMENT REVIEW AND SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE AND REVIEW FORMS (OPCRF/IPCRF) FOR SCHOOL-BASED PERSONNEL

To: Assistant Schools Division Superintendents
Performance Management Team Members and Alternates
Public Elementary and Secondary School Heads
All Others Concerned

1. As part of the DepEd's Results-based Performance Management System (RPMS) cycle based on DeEd Order No. 2, s. 2015, offices are expected to conduct Performance Review and Evaluation at the end of the performance cycle to assess office and individual employee's performance level based on the commitment and measures as contained in the signed OPCRF and IPCRF.
2. Thru the School Performance Management Team (PMT) headed by the School Heads, performance review in the school shall be conducted either online or limited face to face subject to IATF protocols at the end of the school year based on the School Calendar for SY 2021-2022. Meanwhile the Division PMT shall facilitate the conduct of School Head self-rated- OPCRF Evaluation/Calibration for School Heads thru clustering in which separate memorandum shall be released regarding this matter.
3. The output of the said activity is the rated Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF) supported by evidential documents. Evidence can either be hard or softcopy whichever is applicable to the current pandemic situation.
4. School-based Teaching personnel shall use the electronic IPCRF and electronic – Self Assessment Tool (e-SAT) which can be accessed and downloaded through bit.ly/RPMSPST20202021 while School Heads shall use the Division initiated OPCRF for School Heads which can be downloaded thru <https://tinyurl.com/SH-OPCRF2021-2022>.

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5. Specific name of school/station must be clearly stated in the IPCRF/OPCRF.
6. The average rating of individual personnel shall not go higher than the collective performance assessment of the office.
7. School-based Personnel shall submit their IPCRF to their School Heads after the conduct of Year-End Performance Review, while OPCRf shall be submitted to the Division Office thru the Records Section after the conduct of cluster Performance Review.
8. School Heads-in-Charge of Governance and Operations shall consolidate the PMT-validated OPCRf's for each district.
9. Please refer to the table below for the signatories.

RATEE	RATER	APPROVING AUTHORITY
Principal/Head Teacher/TIC (School Head)	Assistant Schools Division Superintendent (in-Charge) Gregorio A. Co Jr. – 1st District Herbert D. Perez – 2nd & 3rd District Gregorio T. Mueco – 4th District	Schools Division Superintendent Elias A. Alicaya Jr., EdD
Head Teacher (Department Head) Master Teacher (Secondary) Master Teacher (Elementary)	Principal/School Head	Assistant Schools Division Superintendent (in-Charge) Gregorio A. Co Jr. – 1st District Herbert D. Perez – 2nd & 3rd District Gregorio T. Mueco – 4th District
Teacher	Head Teacher (Department Head) /Master Teacher/ Principal/ School Head	Principal/ School Head
Non-Teaching (With AO IV)	Administrative Officer IV	Principal/ School Head
Non-Teaching (Without AO IV)	Principal/ School Head	Administrative Officer V (OSDS) Maria Dolores D. Atienza
ALS Implementers (school-based)	Master Teacher/Head Teacher	Principal/ School Head
ALS Implementers (community learning centers-based)	Education Program Specialist for ALS	CID Chief Lorena S. Walangsumbat

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10. Two hardcopies of School Heads' OPCRf and one copy of Summarized OPCRf/IPCRf Ratings summary shall be submitted to the Records Section. Summary template can be downloaded at tinyurl.com/quezonisotemplate. Please follow the schedule below.

Activities	Timelines
Year-End Performance Review	July 11 – 22, 2022
Submission of OPCRf (School Head)/ IPCRF (Head teacher – Dept. Head/ Master Teacher) to the ASDS Office for signature	August 8 – 19, 2022
Submission of OPCRf and IPCRF Summary by district (1 hardcopy – Records, spreadsheet and PDF file to sdo.quezon.personnel@deped.gov.ph)	August 22 – 31, 2022
Submission of scanned, conolidated and signed OPCRf (in PDF with file name: OPCRf20-21_District Name_School Name) via sdo.quezon.planning@deped.gov.ph	August 22 – 31, 2022

*Note: Only the district thru the SHiGO shall submit the consolidated file using the email subject OPCRf 2021-2022_District Name. The total number of school shall match the total submitted OPCRf in PDF

11. Unless justified and accepted by the PMT, **non-submission of the OPCRf/IPCRf within the specified dates shall be a ground for employee's disqualification for performance-based personnel actions as per DO 2, s. 2015** that require the rating such as promotion, training, scholarship, grants, and PBB.
12. Office performance assessment as discussed in the performance review and conference shall be final and non-appealable.
13. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Head of Office. An office/unit or individual employee, however shall not be allowed to protest the performance ratings of other office/unit or co-employees. Please refer to DO 2, s. 2015 for proper guidance on the appeal process.

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14. Expenses relative to the conduct of this activity shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
15. Immediate dissemination of end strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent

Pamjdf05/26/2022

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