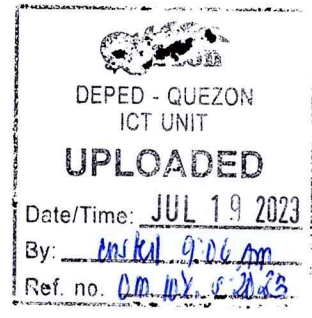




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
 OM No. 108, s. 2023

17 July 2023

**PERFORMANCE MANAGEMENT (PM) ACTIVITIES AND
 MONITORING OF CORRESPONDING PM DOCUMENTS**

To : Assistant Schools Division Superintendents
 Division Chiefs
 Section and Unit Heads
 PMT Members
 All others concerned

In line with the implementation of DepEd Order No. 2, s. 2021, the Performance Management Team (PMT) and all SDO Personnel are advised to conduct the scheduled PM activities in the Division Office and their respective sections/offices following the schedule below.

ACTIVITY	TIMELINE	PERSON /S RESPONSIBLE
Mid-Year Performance Review	July 18-28, 2023	PMT/Section Heads
Consolidation of Coaching Forms and Minutes of Meeting	July 31 – August 4, 2023	Section Heads
Completion of Monthly Individual Performance Monitoring	Every 1st Week of the Month 2023	Section Heads/ Division Personnel
Year End Review	December 11 – 29, 2023	PMT/ Section Heads
Submission and Approval of IPCRF/OPCRF Developmental Plan and Minutes of the Meeting	January 1 – 12, 2024	PMT/Section Heads

On the other note, to ensure that Performance Management (PM) documents are in place, this Office thru the Division PM Team Members will conduct Monitoring of Performance Management Documents per Section/Office as well as checking of the alignment of Matatag Agenda, Kalilayan Strategies and OPCRf to IPCRF anytime on **July 20-31, 2023**. Schedule per section shall be announce thru the Group Chat.

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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

Functional Divisions and Section Heads are advised to file properly all the PM documents (scanned and hardcopy) following the checklist of documents as attached.

Moreover, prior to conduct of these activities, PMT Members together with the Section Heads are advised to gather at the Division Library Hub on **July 20, 2023** at 9:00 a.m. to discuss the PM activities and SDO Commitment and Accomplishment from January – June 2023.

Furthermore, all outputs in every PM activity are expected to be scanned and uploaded thru the following link below.

OUTPUT	FILE NAME	LINK TO UPLOAD SCANNED FILE	FILE TYPE
OPCRF	OPCRF_YEAR_DIVISION <i>*For SGOD and CID Chiefs and SDS Only</i>	https://tinyurl.com/QuezonOPCRF	PDF
IPCRF	IPCRF_DIVISION_SECTION_LAST NAME_FIRST NAME_MIDDLE NAME	https://tinyurl.com/PMT-IPCRF	PDF
IPCRF Summary	<i>*To be encoded by Section-in-Charge</i>	https://tinyurl.com/IOPCRF Summary	Google Sheet
Coaching Form (OLD)	COACHING_YEAR_DIVISION_SECTION_ LAST NAME_FIRST NAME_MIDDLE NAME	https://tinyurl.com/PMT- COACHING	PDF
Monitoring Tool (OLD)	MONITORING_YEAR_DIVISION_SECTIO N_LAST NAME_FIRST NAME_MIDDLE NAME	https://tinyurl.com/PMT- MONITORING	PDF
Performance Monitoring and Coaching Form – PMCF (NEW)	PMCF_YEAR_DIVISION_SECTION_LAST NAME_FIRST NAME_MIDDLE NAME	https://tinyurl.com/PMCFn ew	PDF
Minutes of Meeting (Planning, Mid- Year	MINUTES_YEAR_DIVISION_SECTION_A CTIVITY_DATE Activity: (1) Planning, (2)Mid-Year, (3)Year-End Review)	https://tinyurl.com/PMT- MINUTES	PDF

DEPEDQUEZON-TM-SDS-04-010-005



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph




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

Review, Year-End Review)			
Table of MFO		https://tinyurl.com/TableMFO	Google Sheets
Table of Success Indicator		https://tinyurl.com/TSuccessIndicator	Google Sheets

Expenses relative to the conduct of PM activities shall be charged against local fund subject to the usual accounting and auditing rules and regulations.

Strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjdf07/17/2023

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

PM Document Checklist

Division/Section: _____

Documents	Hardcopies	Scanned Copy
Performance Planning		
2019		
1. OPCRF/IPCRF without score		
2. Minutes of Meeting		
2020		
1. OPCRF/IPCRF without score		
2. Minutes of Meeting		
2021		
1. OPCRF/IPCRF without score		
2. Minutes of Meeting		
2022		
1. OPCRF/IPCRF without score (<i>New Template</i>)		
2. Minutes of Meeting		
2023		
3. OPCRF/IPCRF without score (<i>New Template</i>)		
4. Minutes of Meeting		
Performance Coaching and Monitoring		
2019		
1. PM Monitoring Tool		
2. Coaching Form		
2020		
1. PM Monitoring Tool		
2. Coaching Form		
2021		
1. PM Monitoring Tool		
2. Coaching Form		
2022		
1. Performance Monitoring and Coaching Form - PMCF (<i>New Template</i>)		
2023		
2. Performance Monitoring and Coaching Form - PMCF (<i>New Template</i>)		
Performance Review and Evaluation		
2019		
1. OPCRF/IPCRF with score		

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

Documents	Hardcopies	Scanned Copy
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of Submission and Calibration		
2020		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of Submission and Calibration		
2021		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of Submission and Calibration		
2022		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of Submission and Calibration		
2023		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of Submission and Calibration		
Performance Rewarding and Development Planning		
2019		
1. Individual Development Plan (Consolidated/Summarized)		
2020		
1. Individual Development Plan (Consolidated/Summarized)		
2021		

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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

Documents	Hardcopies	Scanned Copy
1. Individual Development Plan (Consolidated/Summarized) 2022		
1. Individual Development Plan (Consolidated/Summarized) 2023		
1. Individual Development Plan (Consolidated/Summarized)		

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph