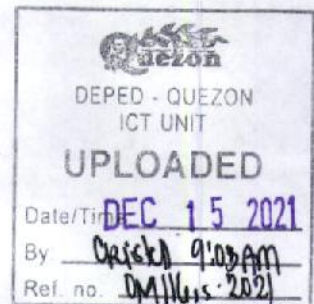




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



06 December 2021

OFFICE MEMORANDUM
 OM No. 114, s. 2021

SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE COMMITMENT FORM (OPCRF/IPCRF) AND OTHER PERFORMANCE MANAGEMENT (PM) RELATED DOCUMENTS FROM CY 2019 - 2022

TO: OIC - Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 Section/Unit Heads
 Division Performance Management Team Members
 All Others Concerned

As an output of the 2021 Year-End Performance Management Review, all Division Personnel are advised to finalize, consolidate and submit their rated Individual and Office Performance Commitment and Review Form (IPCRF/OPCRF) on or before January 7, 2022. Consolidated IPCRF/OPCRFs are expected to be at the Office of the Assistant Schools Division Superintendents on January 14, 2022 for calibration, validation and signature. **Only the CID and SGOD Chiefs, as well as the SDS, are expected to submit OPCRFs**; the rest of the SDO Personnel will be IPCRFs.

Functional Division/Section Heads thru their staff shall consolidated the Development Plan (which is found in Part IV of IPCRF/OPCRF) and upload it thru <https://tinyurl.com/QuezonDP>. Please see attached DP template. DP shall be consolidated by section/division using the file name: **IDP(YEAR)_DIVISION_SECTION**.

Meanwhile, IPCRF/OPCRF 2022 (for Planning Phase) are expected to be consolidated thru their corresponding Division/Section Heads for scanning and submission thru the link provided.

Moreover, all Performance Management files from CY 2019 to present are expected to be uploaded completely by functional Divisions/ section heads thru their designated staff. All outputs in every activity are expected to be updated, scanned and uploaded thru the following link below.

OUTPUT	FILE NAME	LINK TO UPLOAD SCANNED FILE	FILE TYPE
OPCRF	OPCRF_YEAR_DIVISION	For SGOD and CID CHIEFS and SDS ONLY	
IPCRF	IPCRF_DIVISION_SECTION_LAST NAME_FIRST NAME_MIDDLE NAME	https://tinyurl.com/PMT-IPCRF	PDF File

DEPEDQUEZON-TM-SDS-04-010-003



"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



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OUTPUT	FILE NAME	LINK TO UPLOAD SCANNED FILE	FILE TYPE
Coaching Form	COACHING_YEAR_DIVISION_SECTION_ LAST NAME/S	https://tinyurl.com/PMT-COACHING	PDF File
Monitoring Tool	MONITORING_YEAR_DIVISION_SECTION_ LAST NAME_FIRST NAME_MIDDLE NAME	https://tinyurl.com/PMT-MONITORING	PDF File
Minutes of the Meeting (Planning, Mid-Year Review, Year- End Review)	MINUTES_YEAR_DIVISION_SECTION_ ACTIVITY_DATE	https://tinyurl.com/PMT-MINUTES	PDF File
Table of MFO <i>*for updating</i>		https://tinyurl.com/PMT-MFO	Google Sheets
Table of Success Indicator <i>*for updating</i>		https://tinyurl.com/PMT-SUCCESSINDICATOR	Google Sheets

For the information, guidance and compliance of all concerned.

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

Parmjdf12/07/2021

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_____ SECTION/DIVISION
DEVELOPMENT PLANS SUMMARY

Name (Last, First, Middle)	Position (Per Plantilla)	Strengths	Development Needs	Action Plan	Timeline	Resources Needed

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