



Republic of the Philippines  
**Department of Education**

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No: _____	By: _____
Date: <u>JAN 16 2023</u>	
RELEASED	

January 11, 2023

**Division Memorandum**

No. 17 s. 2023

**DIVISION STANDARDS AND PROCEDURES ON THE IMPLEMENTATION OF RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM AND PROCESS FLOW**

**To: Assistant Schools Division Superintendents  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads, Public Elementary and Secondary Schools  
Teaching, Teaching- Related and Non- Teaching Personnel  
All Concerned  
This Division**

1. The Schools Division of Zamboanga del Norte, in its effort to achieve shared success across governance level, endeavors to standardize processes for the uniformity of compliance through the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
2. Pursuant thereto, enclosed is the approved Division Standards and Procedures on the Implementation of Results-Based Performance Management System (RPMS) and Process Flow.
3. For any clarification and more information, kindly contact the HRD through 09998842496 or 09685211332.
4. Widest dissemination and compliance of this memorandum is desired.

**VIRGILIO P. BATAN JR. CESO VI**  
Schools Division Superintendent

HRD/nret/RIP/Division-Wide Adoption of the Standards and Procedures of the RPMS/ DM - 2023/01112023



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**STANDARDS AND PROCEDURES ON THE IMPLEMENTATION OF THE  
RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM  
IN THE SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**I. Rationale**

The Schools Division of Zamboanga del Norte (SDO ZDN) adopts the issuance of the Civil Service Commission (CSC) Memorandum Circular (MC) No. 06, s. 2012, to set the guidelines on the establishment and implementation of the Strategic Performance Management System (SPMS) in all government agencies. Consequently, DepEd Order No. 2, s. 2015 – Results-based Performance Management System (RPMS) – is aligned and responsive to the SPMS.

Moreover, to ensure that the Division-wide RPMS implementation is fair, safe, inclusive and with a respectful mechanism, which is free from discrimination the Equal Employment Opportunity Principle is its guide. Assuring that every employee can participate freely and equally in the Planning, Monitoring, Evaluation and Rewarding phases of the RPMS.

In addition, SDO ZDN uses the Personnel Tracking System (PTS) as its online platform to manage the database relating to Performance Management for teaching, teaching-related, and non-teaching personnel of its 757 schools, 35 districts, and three (3) functional divisions.

Hence, the result of the performance management system shall be the basis for intervention, scholarship, promotion, and rewards and recognition for its personnel.

**II. Scope of Policy**

This policy provides for the establishment and implementation of the RPMS in all schools and offices of the Schools Division of Zamboanga del Norte, covering all officials and employees, school-based and non-school-based, holding regular plantilla positions, regardless of age, gender, civil status, disability, religion, ethnicity, social status, economic standing, paternity and filiation, political affiliation, pregnancy or other similar factors/personal circumstances. It stipulates the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning.

The following shall likewise be covered by these guidelines but for purposes of performance evaluation only:

- a. Personnel under contracts of service/ job order, pursuant to CSC MC No. 17, s. 2002 titled "Policy Guidelines for Contract of Services"; and
- b. LGU- funded employees.

In consideration of the Equal Opportunity Clause, the standard performance of all personnel shall be subject to the adjustments to cater the needs and capabilities of the following:



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- a. Employees with disability shall be given office targets/deliverables that are within their capacity. Those who are unable to join any activity due to health reasons may join virtually through recommended platforms.
- b. Employees who are granted on study or scholarship leave shall likewise have their office targets/deliverables adjusted or, if necessary, during the period of their study leave they would no longer be given an office target to comply.
- c. All employees shall not be forced to perform or deliver any target that would cause them violating their own religious beliefs and practices.
- d. All scheduled tasks to be performed that may cause the employees lives in danger and hamper the outcome of their performance shall be taken into consideration during the performance planning and commitment setting to ensure that they all benefit the EOP.

### III. Definition of Terms

For purposes of this policy, the following operational terms shall be defined and understood as:

- a. **Head of Office** refers to the approving authority enumerated in Annex A who determines the final performance rating of individual employees based on proof of performance.
- b. **Individual Performance Commitment and Review Form (IPCRF)** is the form that shall reflect the individual commitments and performance, which shall be accomplished by individual employees.
- c. **Key Result Area (KRA)** is a broad category of general outputs or outcomes. It is the mandate or function of the office and/ or individual employee. The office and/ or individual employee are expected to focus on the KRA.
- d. **Major Final Output (MFO)** is a good or service that an organization, unit and/or individual personnel is mandated to deliver to internal and external clients through the achievement of specific objectives under the key result areas.
- e. **Non School- Based Personnel** include all regular/ permanent, LGU- funded and contract of service/ job order personnel assigned and/or detailed in DepEd offices, from the central office to the schools division offices.
- f. **Objective** is a specific task that an office and/or individual employee needs to do to achieve the major final outputs under the key result areas.
- g. **Office Performance Commitment and Review Form (OPCRF)** is the form that shall reflect the office commitments and performance, which shall be accomplished by the head of office.
- h. **Performance- Based Bonus** is a top-up bonus given to government personnel in accordance to their contributions to the accomplishment of the organization's overall targets and commitments.
- i. **Performance Indicator (PI)** is an exact quantification of objectives, which shall serve as an assessment tool that gauges whether a performance is positive or negative.



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- j. **Performance Management System (PMS)** is a mechanism to manage, monitor and measure performance
- k. **Performance Monitoring and Coaching Form (PMCF)** is the form intended for capturing the significant incidents.
- l. **Planning Office.** These are the Planning Offices in the division:
  - a. Schools Division Office- Division Planning Unit
  - b. School- School Planning Team
- m. **Qualification Standards (QS)** are the minimum and basic requirements for positions in the government. These shall serve as the basic guide in the selection of personnel and in the evaluation of appointments to all positions in the government.
- n. **Ratee** refers to the individual employee who is a subordinate.
- o. **Rater** refers to the immediate superior who directly supervises the performance of the individual employee and gives the preliminary rating for approval of the head of office at the end of the rating period based on the performance measures.
- p. **Results-based Performance Management System (RPMS)** refers to the DepEd- contextualized SPMS. It is an organization- wide process of ensuring that employees focus work efforts towards achieving DepEd vision, mission, values, and strategic priorities. It is also a mechanism to manage, monitor and measure performance, and identify human resource and organizational development needs.
- q. **School- Based Personnel** include all regular/ permanent, LGU-funded and contract of service/ job order teaching, teaching- related and non- teaching personnel assigned and/ or detailed in the schools including mobile teachers.
- r. **Significant incidents** are actual events and behaviors in which positive and negative performances are observed and documented.
- s. **Personnel Tracking System (PTS)** refers to the division online system initiative, which serves as a database for accurate and detailed personnel information that can generate necessary data for policy making.
- t. **Coaching and Mentoring** - refers to the intervention initiated by a superior to a subordinate to provide guidance on their goals and help them reach their full potential. And it should be captured in a coaching and mentoring form.

The following acronyms shall be used throughout this policy to mean:

- i. CO- Central Office
- ii. CSC- Civil Service Commission
- iii. EO- Executive Order
- iv. HR- Human Resource
- v. HRMO- Human Resource Management Office
- vi. M&E- Monitoring and Evaluation
- vii. PERC- Performance Evaluation Review Committee
- viii. PRAISE- Program on Awards and Incentive for Service Excellence
- ix. RO- Regional Office
- x. SDO- Schools Division Office
- xi. VMV- Vision, Mission, Values
- xii. PTS- Personnel Tracking System
- xiii. OPC- Office Performance Commitment



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xiv. RPMS- Results- based Performance Management System

**IV. Performance Cycle/ Process**

1. The RPMS shall align the performance targets and accomplishments with the Department's mandate, vision, mission and strategic goals. It shall ensure 100% results orientation vis-à-vis the planned targets. On the other hand, the ratee's demonstration of the required competencies shall be monitored for developmental purposes only.
2. The RPMS cycle shall cover performance for one whole year. All school- based personnel shall follow a performance cycle starting on the opening of classes of the current year and ending on the end of school year on the following year; while non-school- based personnel shall follow a performance cycle starting in January and ending in December.
3. The performance planning and commitment shall be done prior to the beginning of the performance cycle; while the performance monitoring and coaching shall take place immediately after Phase I, and continue throughout the performance cycle. The performance review and evaluation, as well as the performance rewarding and development planning shall be done at the end of the performance cycle.
4. For purposes of promotion and step increment, one (1) RPMS performance cycle shall be equivalent to two semestral rating periods.

**Policy Statement**

The Schools Division of Zamboanga del Norte shall adopt the existing policies set by DepEd, with certain modifications to effectively respond to issues and concerns peculiar to the division to ensure an efficient implementation of the RPMS. The division performance management action plan and process shall serve as a blue print for the proper implementation of the performance management system (PMS). The Personnel Tracking System (PTS) shall be utilized for the uploading of the required documents for performance management monitoring and evaluation.

Hence, the output of the PMS will be used for continuous improvement of performance of all personnel in all levels.

**V. Monitoring and Evaluation**

**A. Submission of Accomplished Forms**

To properly track the submission and compliance of this division policy, all personnel shall upload their accomplished IPCRF/ OPCRf, encode the final rating and identify their training needs to the Personnel Tracking System (PTS) after the end of each performance cycle.



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**B. Disqualification Criteria**

The non- submission of the accomplished IPCRF/ OPCRf to the Personnel Tracking System (PTS) within the specified dates provided through an issuance by the division after the end of each cycle shall be ground for employee's disqualification for performance- based personnel actions if the failure of the submission of the said forms is due to the fault of the employee.

**C. Sanctions**

Any violation of reasonable office rules and regulations and simple neglect of duty for the supervisors of employees responsible for the delay or non- submission of the OPCRf and IPCRF shall be dealt with administratively.

Non- compliance will be included in the isolation lists and will not be qualified for promotion, training, scholarship grants, and PBB.

**D. Penal Clause**

Statements in this policy that are not in consonance or contradictory with the existing policies shall be modified.


**VI. Effectivity**

The Performance Management Policy shall become effective upon approval. Subsequent amendments shall likewise be submitted for evaluation and shall take effect immediately upon approval.

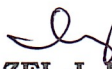
**VII. Reference/s:**

DepEd Order No. 2, s. 2015


Prepared by the PRIME- HRM Performance Management Committee:

  
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


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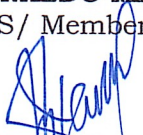
  
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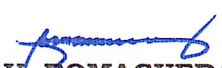
  
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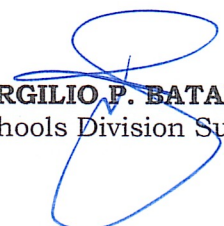
  
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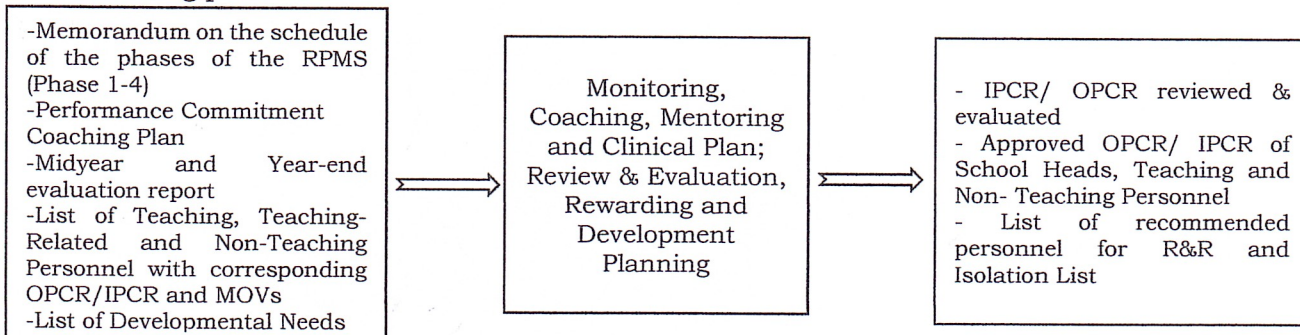
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<b>Division</b>	Zamboanga del Norte
<b>Office/ Committee</b>	Performance Management Team
<b>Title</b>	Performance Management Process
<b>Objective</b>	To develop and align processes and activities for an effective performance management system in the SDO Zamboanga del Norte.
<b>Scope</b>	All personnel of the DepEd Schools Division of Zamboanga del Norte
<b>References</b>	<ul style="list-style-type: none"> <li>DO 2, s. 2015 Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education</li> <li>DO 7, s.2021 Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials</li> </ul>

**Process Description and Input/Output:**

This process outlines the steps in the RPMS phases 1-4 for teaching, teaching- related and non- teaching personnel.



<b>Resources Needed</b>	Office supplies, Monitoring Allowance, Human Resources (Teaching, Teaching- related and Non- Teaching Personnel)
<b>Monitoring and Measurements</b>	Online M & E tool adopted from NEAPCO, Localized Online QATAME
<b>Performance Indicator</b>	All or 100% of the documents submitted to the SDO were evaluated.

**Process Flow**

STEP NO.	INPUT	PROCESS STEP/ACTIVITIES	OUTPUT	RESPONSIBILITIES AND AUTHORITIES
1	<ul style="list-style-type: none"> <li>Previous ratings</li> <li>Previous year's developmental plan</li> <li>OPC of the SDS</li> </ul>	<b>PERFORMANCE PLANNING</b> <ul style="list-style-type: none"> <li>Meetings and Setting of Standards</li> </ul>	<ul style="list-style-type: none"> <li>targets set in the office performance commitment and rating form</li> <li>aligned office performance management targets and measures as well as the budget with those of the agency</li> </ul>	PMT



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			<ul style="list-style-type: none"> <li>• approved office performance commitment</li> </ul>	
2	<ul style="list-style-type: none"> <li>• targets set in the office performance commitment and rating form</li> <li>• aligned office performance management targets and measures as well as the budget with those of the agency</li> <li>• approved office performance commitment</li> </ul>	<b>PERFORMANCE COMMITMENT</b> <ul style="list-style-type: none"> <li>• Orientation <ul style="list-style-type: none"> <li>• discussing the targets</li> <li>• presentation of KRA</li> <li>• agreements and/or commitment between rater and ratee</li> </ul> </li> </ul>	OPC and IPC of Schools and Functional Divisions	Rater- Ratee
3	OPC/ IPC of Schools and Functional Divisions	<b>PERFORMANCE MONITORING AND COACHING</b> <ul style="list-style-type: none"> <li>• Monitoring</li> <li>• Data analysis through meeting/FGD</li> <li>• Crafting/drafting of recommendations/intervention</li> <li>• Implementation of agreed recommendation/intervention</li> </ul>	Monitoring and Coaching Form	Rater- Ratee
4	Monitoring and Coaching Form	<b>PERFORMANCE REVIEW AND ADJUSTMENT</b> <ul style="list-style-type: none"> <li>• FGD</li> <li>• Consolidation and presentation results from coaching and mentoring process and other approved interventions</li> </ul>	Recalibrated / adjusted / Finalized OPC/IPC	Rater-Ratee



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		<ul style="list-style-type: none"> <li>Alignment of performance and standards to OPC</li> </ul>		
5	Recalibrated / adjusted / Finalized OPC/ IPC	<b>PERFORMANCE REVIEW AND EVALUATION</b> <ul style="list-style-type: none"> <li>Assessment of OPCRF/ IPCRF MOVs with Planning/Meeting on schedules</li> <li>Craft guidelines for inclusion to Isolation Lists</li> </ul>	OPCRF/ IPCRF Part I-III (for RSP & R&R)	Rater- Ratee
6	OPCRF/IPC RF Part I-III	<b>DEVELOPMENT PLANNING</b> <ul style="list-style-type: none"> <li>Data Collection</li> <li>Identification and consolidation of development Needs</li> <li>Action Planning and endorsement for L&amp;D intervention</li> <li>Identification of personnel to be included in the isolation list.</li> </ul>	<ul style="list-style-type: none"> <li>Development Plan (for L&amp;D)</li> <li>OPCRF/ IPCRF Part IV (Competencies)</li> <li>Isolation List</li> </ul>	SDS, PMT, HRD, Planning Office


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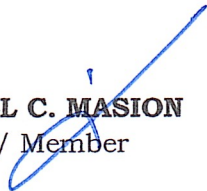


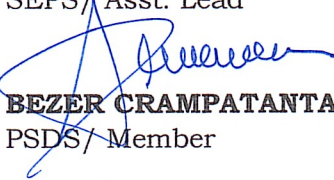
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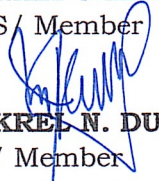
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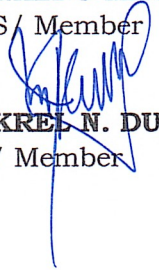
  
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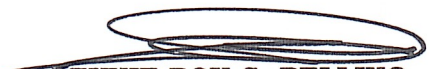
  
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