



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

August 2, 2021

DIVISION MEMORANDUM
No. 270, s. 2021

**RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)
IMPLEMENTATION FOR SCHOOL-BASED PERSONNEL
FOR SCHOOL YEAR 2020-2021**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Elementary, Integrated and Secondary Schools
Section/Unit Heads
All Others Concerned**

1. This Office reiterates the salient provisions of DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the RPMS in the Department of Education) and DM-PHROD-2020-0223 Adjusted Timeline for RPMS Implementation in view of the Amended School Calendar for SY 2020-2021) for the effective and efficient implementation of RPMS for school-based personnel. This RPMS implementation aims to:
 - a. provide strategies, methods, tools and rewards for assessing the accomplishments vis-à-vis the commitments;
 - b. measure and reward higher levels of performance of the various units and development planning of all personnel in all levels; and
 - c. use the system as an appraisal tool which shall be the basis for learning and development initiatives.
2. The Schools Division of Aklan shall follow the four-stage performance management cycle as stipulated in DepEd Order No. 2, s. 2015 and as prescribed by the Civil Service Commission: Performance Planning and Commitment (Phase I); Performance Monitoring and Coaching (Phase II); Performance Review and Evaluation (Phase III); and Performance Rewarding and Development Planning (Phase IV).
3. The performance cycle shall cover the performance for one whole year. All school-based personnel shall follow a performance cycle starting in April of the current year and ending in March of the following year. However, due to pandemic and amendments in school calendar, the Department of Education has issued the Adjusted Timeline for the RPMS Implementation for teaching and non-teaching personnel in schools.



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4. The following schedule shall be followed by school-based personnel of SDO Aklan for School Year 2020-2021:

a. For Teaching Personnel

Phase	Activity	Adjusted Timeline
I	Self-Assessment with Initial Development Planning	January 2021
II	Classroom Observation 1	February-April 2021
	Monitoring and Coaching	all SY round
	Mid-Year Review	first week of May 2021
	Classroom Observation 2	May-June 2021
III	Performance Review and Evaluation	July 26-August 6, 2021
IV	Performance Rewarding and Development Planning, Data Collection	August 23-27, 2021

b. For Non-Teaching Personnel

Phase	Activity	Adjusted Timeline
I	Performance Topic Setting and Development of OPCR/IPC	October 2020
II	Monitoring and Coaching	all SY round
	Mid-Year Review and Development Planning	first week of May 2021
	Calibration of OPCR/IPC	August 3-11, 2021
III	Performance Review and Evaluation	August 16-20, 2021
IV	Performance Rewarding and Development Planning, Data Collection	August 23-27, 2021

5. There will be a Virtual Orientation for the OPCR Calibration of School Heads on August 5, 2021, Thursday, 10:00 o'clock in the morning. Link shall be forwarded to DepEd Aklan MANCOM Group. The Principal/School Heads shall take charge of the calibration activity of the teaching and non-teaching personnel in their respective schools.

6. The following are the Rater and Approving Authority of the performance rating obtained at the school level:

Ratee	Rater	Approving Authority
Principal/School Head	Asst. Schools Division Superintendent	Schools Division Superintendent
Head Teacher/Master Teacher	Principal/School Head	Asst. Schools Division Superintendent
Teacher	Head Teacher/Master Teacher	Principal/School Head
Non-Teaching Staff	Principal/School Head	Administrative Officer V

7. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel action.



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8. Unless justified and accepted by the Performance Management Team (PMT), non-submission of the OPCRf and IPCRF shall be ground for the employees' disqualification for performance-based action that require the rating for the given period such as promotion, training, scholarship grants and Performance-Based Bonus (PBB), if the failure of the submission of the said forms is due to the fault of the employee.

9. The Grievance Committee composed of the following shall act as appeals board on all issues relating to the implementation of RPMS:

Chairperson: Jerson B. Labos EdD
OIC, Office of the Asst. Schools Division Superintendent

Patrocenia Y. Mamburam
Administrative Officer V

Public Schools District Supervisor of the District where
the school is located

School Head, Head Teacher and Master Teacher and
Teachers Association Representative of the School

10. 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 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.

11. Proper health and safety protocols shall be strictly observed during the conduct of various activities of the RPMS implementation. The use of virtual modalities and teleconferencing are highly encouraged.

12. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: none

Reference: DepEd Order No. 2, s. 2015
DM-PHROD-2020-0223

To be indicated in the Perpetual Index
under the following subjects:

**PERFORMANCE MANAGEMENT
RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)
SCHOOL-BASED PERSONNEL
SCHOOLS**

JBL/cdb



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