



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

December 12, 2023

DIVISION MEMORANDUM

OSDS No. 190, s. 2023

2023 YEAR-END PERFORMANCE REVIEW AND RATINGS OF SDO TACURONG CITY

To: Assistant Schools Division Superintendent
Functional Division Chiefs
All SDO Personnel Concerned

1. In adherence to DepEd Order 02 s. 2015, "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education," the Year-End review and rating of the Office Performance Commitment Review Form (OPCRF) and Individual Performance Commitment Review Form (IPCRF) of personnel shall be conducted from **December 18- 28, 2023**.
2. The IPCRF and OPCRf shall be accomplished and completed by the rater and the ratee to:
 - a. Reflect actual accomplishments and results;
 - b. Rate each of the objectives;
 - c. Compute for the score per objective;
 - d. Determine the overall rating for accomplishments;
 - e. Reach an agreement; and
 - f. Assess the competencies
3. Other specific mechanism for the Review and Rating shall include:
 - a. one-on-one rating
 - b. presentation of documents as Means of Verification (MOVs)
 - c. Performance agreement/ Action Plan (*to be submitted on January 5, 2024*)
4. The rater and ratee shall agree on the specific date, time, and venue for rating. Relative to this, all chiefs and unit heads are advised to rate the recalibrated IPCRF and OPCRf for CY 2023.
5. The Performance Management Team shall convene together with the Division Chiefs, Unit and Section Heads for the presentation of performance rating. A five-



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minute presentation is expected to be delivered by the assigned. A separate memorandum shall be disseminated regarding the date/s of the presentation.

6. The PMT Secretariat shall consolidate the minutes of the proceedings from each of the assigned teams and submit a report to the Schools Division Superintendent.
7. For immediate dissemination and strict compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosure: None

Reference: DepEd Order 02, s. 2015

Allotment: NONE

To be indicated in the Perpetual Index under the following subjects

PERFORMANCE RATINGS

MYS/OSDS/DM/ 2023 YEAR-END PERFORMANCE REVIEW AND RATINGS OF SDO TACURONG CITY/
December 6, 2023



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