



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

March 19, 2021

Division Memorandum ORDER  
No. 137, s. 2021

**SUBMISSION OF SUMMARY OF LIST OF INDIVIDUAL PERFORMANCE RATING  
FROM SY 2016-2017, 2017-2018, 2018-2019 AND 2019-2020**

To : **District Supervisors/DICs**  
**School Heads**  
This Division

1. Pursuant to DepEd Order No. 2, series of 2015 (Guidelines on the Establishment and Implementation of the Result-Based Performance Management System (RPMS) in the Department of Education), all DepEd officials and employees, school based and non-school based, holding regular plantilla positions and those under contracts of service/job order, are required to accomplish Individual Performance Commitment and Review Form (IPCRF) as part of the Result-based Performance Management System (RPMS).
2. For school-based personnel, the RPMS shall be used as an appraisal tool which shall be the basis for training and development.
3. In order to determine the trainings and development planning for implementation based on the actual needs of the personnel of this Division, all school heads are required to submit a summary of list of individual performance rating from SY 2016-2017, 2017-2018, 2018-2019, and 2019-2020.
4. As mandated by Section 58 of Department Order No. 2, series of 2015, all permanent employees are required to submit a copy of the IPCRF to the Division Office for the inclusion in the individual personnel's 201 file starting this SY 2020-2021.
5. Please be reminded that causing delay or non-submission of the OPCR/IPCRRF is a ground for administrative action for violation of reasonable office rules and regulations and/or simple neglect of duty.
6. Deadline of submission shall be on April 15, 2021.
7. Failure to comply to this Order shall be dealt with administratively.

**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent



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