



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

Office of the Schools Division Superintendent

07 DECEMBER 2021

Office MEMORANDUM
No. 203, s. 2021

CY 2021 YEAR-END PERFORMANCE ASSESSMENT

To: Chiefs of Functional Division
Unit/ Section Heads
All concerned
This Division

1. Part III of the Results-Based Performance Management System (RPMS) Cycle per DepEd Order No. 2, s. 2015 is the Performance Review and Evaluation. This shall be done at the end of the performance cycle to assess the office and individual employee's performance based on the commitments and measures as contained in the signed OPCRf and IPCRF.
2. In the Office and Individual Performance Assessment, the Head of Office, in coordination with the Planning Office, shall assess the performance of the office vis-à-vis the committed targets at the beginning of the performance cycle.
3. In line with this, there will be CY 2021 Year-End Performance Assessment following these schedules:

Date	Activity
December 9-10, 2021	CY 2021 Year-End Performance Assessment per Functional Division
December 13, 2021	IPCR Presentation with MOVs for Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) Personnel
December 14, 2021	IPCR Presentation with MOVs for Office of the Schools Division Superintendent (OSDS) Personnel

4. Education Program Supervisors, Public Schools District Supervisors/ District In-Charge, Division Coordinators, Unit/ Section Heads Senior Education Program Specialists, Administrative Officers V and IV, Legal Officer, IT Officer, Medical Officer, Engineer III and select personnel from Human Resource, Accounting, Budget,



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Date: 4/22/2021

Version: V2



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Supply, Cashiering, Admin, IT, and Procurement Offices shall present their CY 2021 IPCRF with accomplishments.

5. This is a face to face activity. CY 2021 Year-End Performance Assessment per Functional Division will be conducted in their respective offices. While the venue for the IPCR Presentation will be announced in a separate office memo. Lunch and snacks during the IPCR Presentation will be charged against Division INSET Fund subject to COA auditing rules and regulations.
6. For information, guidance and compliance.

JOSITA B. CARMEN, CESO V.
Schools Division Superintendent



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