



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the
Schools Division Superintendent**

30 June 2025

DIVISION MEMORANDUM
No. 222, s. 2025

**MID-YEAR PERFORMANCE REVIEW ON INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM FOR RESULT-BASED PERFORMANCE
MANAGEMENT SYSTEM (RPMS) SYSTEM (RPMS) IMPLEMENTATION FOR DIVISION-
BASED PERSONNEL CY 2025**

To: **Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors, CID/SGOD
Division Performance Management Team (PMT)
All Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to the Department Order No. 2, S. 2015 on **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System {RPMS} in the Department of Education**, the office will have a Performance Mid-Year Review through the **Office of the Assistant Schools Division Superintendent** with the Performance Management Team.
2. The schedule for the **Performance Mid-Year Review** of the Division Personnel will be held at the *Conference Room, Diamond Building, El Salvador City* on the following dates by assigned Section;
 - SGOD- July 10, 2025
 - Budget Section -July 14, 2025
 - Admin and Personnel Section- July 15, 2025
 - Finance - July 16, 2025
 - CID- July 18, 2025
3. Each division personnel will present their **KRA's, Accomplishments, and Bottlenecks** for 3-5 minutes only while being coached and mentored by the immediate head. This PPT document shall be submitted to the OneDrive link that the Section Heads created for their section inclusive of the following outputs. You may access needed forms via online <https://tinyurl.com/3ee7be7u>
 - IPCRF Mid-Year Report Form
 - PMCF
 - Scanned Accomplishments/MOVs



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4. These **documents** will be shared with the **RPMS Focal Attn: Marilou Y. Descallar, RGC, EPS II HRD**, and to the **Office of the Assistant Schools Division Superintendent** for review and monitoring.
5. The **Section Heads** are expected to continually monitor and coach the personnel under them as coaching and feedback shall be a continuous process. Coaching feedback through the use of the **Performance Monitoring and Coaching Form (PMCF)** shall be provided by the rater and shall be sought by the ratee to improve work performance and behavior.
6. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. This is for information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

SGOD/PMT/hrd/myd

IPCRF RPMS
CY 2025



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