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Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

13 July 2001

DIVISION MEMORANDUM
No. 177, s. 2021

**TIMELINE OF PERFORMANCE REVIEW AND EVALUATION
OF TEACHING PERSONNEL FOR SY 2020-2021**

To: Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Earlier this year, the Bureau of Human Resource and Organizational Development (BHRD) released DM-PHROD-2021-0010 which adjusts the timeline of RPMS cycle in light of the COVID-19 pandemic. The memorandum highlights provisions on the conduct of the cycle from performance planning to rewarding taking into consideration the situation of its personnel during this time of pandemic.
2. In line with this, school heads are reminded on the adjusted timeline of the RPMS cycle:

RPMS Cycle	Adjusted Timeline	RPMS Tool
Phase 1: Performance Planning and Commitment	January	<ul style="list-style-type: none"> • E-SAT
Phase 2: Performance Monitoring and Coaching	Year-round	<ul style="list-style-type: none"> • Portfolio (Preparation) • PMCF • COT
Phase 3: Performance Review and Evaluation	A week after the graduation (July 19- August 06, 2021)	<ul style="list-style-type: none"> • Accomplished IPCRF • Accomplished and signed RPMS Portfolio
Phase 4: Performance Rewarding and Development Planning		<ul style="list-style-type: none"> • Development Plan

3. Based on addendum 3 of the supplementary document of the RPMS for Teachers, the matrix of signatories of their IPCRFs can be seen in enclosure 1 of this memorandum.





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4. IPCRFs which require the approval of our Assistant Schools Division Superintendents, Mr. Ronilo E. Hilario for CD I and II and Dr. Mina Gracia L. Acosta for CD III and IV shall be transmitted to the offices of the aforementioned ASDSs through the frontline services following the **schedule of each district including the secondary schools** enclosed in this memorandum.
5. Scanned copies of the summary of ratings of each school are requested to be sent to hrd.nuevaecija@deped.gov.ph using the following e-mail subject and file name:
 - o E-mail subject (re): Summary of Rating of "District-School Name"
 - o File Name: District_SchoolName_Summary of Rating
6. Summary of ratings shall include all the ratings (from poor to outstanding) of teaching personnel in each school signed by the school head. Further, teachers' portfolio shall only be reviewed and evaluated by the school Performance Management Team (PMT) and shall not be forwarded to the Schools Division Office.
7. Means of verification (MOVs) which were used in LDM practicum portfolio building are also allowed to be used as MOVs in RPMS portfolio.
8. For information, guidance and compliance


JESSIE D. FERRER, CESO V
Schools Division Superintendent 

Encl: Matrix of Signatories of IPCRF

Schedule of Submission of IPCRFs with ASDS as Approving Authority

References: DM-PHROD-2021-0010

DO 02, s. 2015

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

RPMS

DM 2021 TIMELINE OF PERFORMANCE REVIEW AND EVALUATION OF TEACHING PERSONNEL FOR SY 2020
3-4/ITG 07-13-2021



Enclosure 1: Matrix of Signatories of IPCRF

Ratee/Teacher	Rater/Observer	Approving Authority
Principal/School Head	ASDS	SDS
HT/MT	School Head	ASDS
ASP		
Teacher	School Head <i>(for schools with no HTs or MTs)</i>	ASDS
	HT or MT	School Head
ALS Implementers (school-based)	MT/HT	School Head
ALS Implementers (Community Learning Centers-based)	ALS Supervisor	CID Chief

Enclosure 2:
Schedule of Submission of IPCRFs with ASDS as Approving Authority

Districts I and II <i>(IPCRFs to be signed by Mr. Ronilo E. Hilario)</i>	Districts III and IV <i>(IPCRFs to be signed By Dr. Mina Gracia L. Acosta)</i>	Schedule
Aliaga	Bongabon	August 9-13
Cuyapo West	Gabaldon	
Cuyapo East	Gen. Natividad	
Guimba East	Laur	
Guimba West	Palayan City	
Licab	Sta. Rosa North	
Quezon	Sta. Rosa South	
Sto. Domingo	Cabiao	August 16-20
Talavera North	Gen. Tinio	
Talavera South	Jaen South	
Zaragoza	Jaen North	
Carranglan	Peñaranda	August 23-27
Llanera	San Antonio	
Lupao	San Isidro	
Pantabangan	San Leonardo	
Rizal		
Talugtug		

