



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

May 26, 2025

DIVISION MEMORANDUM
No. 172, s. 2025

**CONDUCT OF SCHOOL-BASED PERFORMANCE MANAGEMENT AND
EVALUATION-RELATED (PMES) ACTIVITIES FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent/PMT Chair
Chief Education Supervisors
Education Program Supervisors/District Adopters
Human Resource Management Officer
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
School-based Teaching, Teaching-Related, and Non-Teaching Personnel
All Others Concerned

1. As the comprehensive guidelines for the revision of DepEd Order No. 2, s. 2015 are currently being developed, the Department of Education (DepEd) has issued **DepEd Memorandum No. 017, s. 2025**, titled *“Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers for School Year 2024–2025 Pursuant to DepEd Order No. 2, s. 2015 (Results-Based Performance Management System or RPMS).”*
2. Accordingly, all school-based personnel—**teaching, teaching-related including School Heads, and non-teaching**—who were part of the performance cycle for **School Year 2024–2025** are mandated to complete the PMES cycle for the said school year. This includes the accomplishment and submission of their **Individual Performance Commitment and Review Form (IPCRF)**, following the prescribed structure:
 - **Part I:** Individual Performance Commitment and Review Form with Computed Final Rating
 - **Part II:** Core Behavioral Competencies
 - **Part III:** Summary of Ratings and Discussion
 - **Part IV:** Development Plans
3. Updated instructions for the accomplishment of the IPCRF of **Schol Heads** is attached in this Memorandum.
4. For more information, visit the link: <https://tinyurl.com/DepEdRPMSLibrary>.
3. To ensure alignment and harmonization of the Performance Management System to the Learning and Development System compliant to PRIME-HRM, school heads, district heads, and all division supervisors shall read and refer to Division Memorandum No. 172, s. 2023 or the **Guidelines on the Implementation of**



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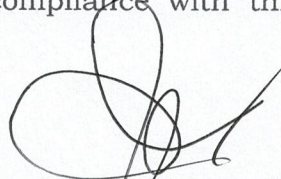
Division and School-based Learning and Development System and its Subsystems and Processes downloadable at the Schools Division website.

4. Enclosed to this Memorandum are the following important activities and schedule:

a. **Annex A** (Detailed Activities of SY 2024-2025 PMES Cycle Phases III and IV for School-based Teaching and Non-Teaching Personnel)

b. **Annex B** (Detailed Activities of SY 2024-2025 PMES Cycle Phases III and IV for School Heads)


5. Immediate dissemination of and compliance with this Memorandum are desired.



GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: 
Date: JUN 02 2025

Annex A

**DETAILED ACTIVITIES OF SY 2024-2025 PMES CYCLE PHASES III AND IV
FOR TEACHING AND NON-TEACHING PERSONNEL**

TASKS			
Activity	Form/output	Schedule	Person/s involved
<p>Year-end Review and Assessment, Evaluation of MOVs, and computation of final rating for school-based teaching and non-teaching personnel (DepEd Memo No. 17, s. 2025; DO 008, s. 2023 and DO 02, s. 2015, p. 7)</p> <p>This activity shall be done religiously by the Rater and the Ratee. The Rater shall schedule a meeting with his/her Ratee.</p> <p>PMES tools can be downloaded here: https://bit.ly/PMESTeachersSY2425</p>	<p>Part I - Signed IPCRF by the Ratee, Rater, and Approving Authority</p> <p>Part II - Core Behavioral Competencies</p> <p>Part III - Summary of Ratings for Discussion</p>	At least a week after scheduled graduation until return of teachers	Ratee, Rater, Approving Authority
<p>Development Planning</p> <p><i>(before proceeding to this Phase, please read and understand DM 172. S. 2023 Guidelines on the Implementation of Division and School-based Learning and Development System and its Subsystems and Processes, specifically, the Learning and Development Needs Assessment [LDNA])</i></p> <p>All teaching and non-teaching personnel shall accomplish the updated Part IV (Development Plans) of the IPCRFs. The rater and the ratee shall identify and discuss the individual's strength and development needs and reflect them in the form.</p> <p>There should be two components in the Development Plan for teaching personnel: (a) Teaching or Functional Competencies, based on the PPST; and (b) Core Behavioral Competencies [SAT for Teachers]. (Please read RPMS Manual</p>	Part IV - Individual Developmental Plan	(for teaching personnel) after their 30-day uninterrupted vacation as per DO 9. S. 2025	Ratee, Rater, Approving Authority

<p>For, non-teaching personnel, the two components are: (a) Functional/Organizational Competencies, based on KRAs; and (b) Core Behavioral Competencies [Annex F of DO 02, s. 2015].</p> <p>For the Division-wide consolidation of the development needs of school-based teaching and non-teaching personnel, as basis for planning and designing appropriate division-wide L&D interventions, all school-based teaching and non-teaching personnel are required to respond to this LDNA Tool:</p> <p>https://tinyurl.com/PMES2405LDNAToolNS</p>			
<p>Signing of IPCRF by the Assistant Schools Division Superintendent (ASDS) as Approving Authority for Teaching and Non-Teaching Personnel</p> <p>To ensure a structured and systematic process for the signing of Individual Performance Commitment and Review Forms (IPCRFs) by the Assistant Schools Division Superintendent (ASDS), who serves as the Approving Authority (as indicated in the attached Matrix of RPMS Ratee-Rater-Approving Authority), the following guidelines shall be observed:</p> <ol style="list-style-type: none"> 1. The Administrative Officer II (AO II) from the District Office shall collect all IPCRFs from both teaching and non-teaching personnel under their jurisdiction. Note: <i>The submission shall exclude the Means of Verification (MOVs).</i> 2. The AO II shall categorize the IPCRFs based on the designated Approving Authority: <ul style="list-style-type: none"> o IPCRFs requiring the signature of the School Head o IPCRFs requiring the signature of the ASDS 3. After proper sorting, the AO II shall submit three (3) copies of 	<p>IPCRFs with ASDS as the Approving Authority</p>	<p>June 2-30, 2025</p>	<p>Rater, Approving Authority, District Administrative Officer II, ASDS</p>

<p>each IPCRF that requires the ASDS's signature to the Records Section.</p> <p>4. The schedule for submission and signing is outlined in Annex B of this Memorandum.</p>			
<p>Once the Assistant Schools Division Superintendent (ASDS) has signed the Individual Performance Commitment and Review Forms (IPCRFs) of employees for whom the ASDS is the designated Approving Authority, the following procedures shall be observed:</p> <ol style="list-style-type: none"> 1. The Administrative Officer II (AO II) at the District Office shall forward one (1) original copy of each signed IPCRF to the Division Office, through the Human Resource Management Officer (HRMO), for filing in the employee's 201 file, in compliance with Civil Service Commission (CSC) guidelines. 2. The second copy shall be retained at the District Office for official records. 3. The third copy shall be returned to the respective employee for personal keeping. 	<p>Three (3) printed copies of IPCRF of personnel</p>	<p>Until July 15, 2025</p>	<p>District Administrative Officer II, HRMO, Planning Office</p>
<p>IPCRF consolidated ratings of personnel</p> <p>Summary of consolidated ratings of personnel per school/office and the entire district shall be submitted to the Planning Office</p>	<p>School and District Consolidated ratings of personnel (see Annex D)</p>		<p>Division Planning Officer</p>
<p>IPCRF Data Collection</p> <p>As per DepEd Memorandum 008, s. 2023, there will be IPCRF Data Collection to be conducted by the DepEd Central Office at least a month after scheduled graduation.</p> <p>https://eipcrf.deped.gov.ph</p>	<p>IPCRF Data using the IPCRF Data Collection form to the CO consolidator</p>	<p>Until July 31, 2025</p>	<p>HRDS</p>

Annex B

**DETAILED ACTIVITIES OF SY 2024-2025 RPMS CYCLE PHASES III AND IV
FOR SCHOOL HEADS**

TASKS			
Activity	Form/output	Schedule	Person/s involved
<p>Year-end Review and Assessment, Evaluation of MOVs, and computation of final rating for School Heads (DO 02, s. 2015, p. 7).</p> <p>For this School Year, a new IPCRF template shall be used by the School Heads. For more information, read the attached Memorandum.</p> <p>The OPCRFS of all School Heads shall be signed by the Assistant Schools Division Superintendent as the Rater. The same shall be countersigned first by the Public Schools District Supervisor/District Head concerned.</p> <p>Important Note: There will be a face-to-face review and assessment and validation of MOVs between the ASDS and the School Head. Schedule and venue will be announced in a subsequent memorandum).</p>	<p>Part I - Signed IPCRF by the Ratee, Rater, and Approving Authority</p> <p>Part II - Core Behavioral Competencies</p> <p>Part III - Summary of Ratings for Discussion</p>	July 7-11, 2025	Ratee, Rater, Approving Authority
<p>Development Planning</p> <p>All School Heads shall accomplish the updated Part IV (Development Plans) of the OPCRFS with the Rater during the Development Planning Phase.</p> <p>There should be two components in the Development Plan for School Heads: (a) Functional/Organizational Competencies, based on KRAs; and (b) Core Behavioral Skills and Leadership Competencies [Annex E of DO 02, s. 2015]</p> <p>For the Division-wide consolidation of the development needs of School Heads, as basis for planning and designing appropriate division-wide L&D interventions, all school-based teaching</p>	Part IV - Individual Developmental Plan		Ratee, Rater, Approving Authority

and non-teaching personnel are required to respond to this LDNA Tool:			
https://tinyurl.com/PMES2405LDNAToolNS			
Signing of OPCRf by the Schools Division Superintendent Once the MOVs are validated and the OPCRfs are signed by the ASDS as the Rater, the SDS then signs the OPCRfs. The Human Resource Management Office (HRMO) shall collect all signed OPCRfs by the Rater (ASDS) before the SDS as the Approving Authority signs the OPCRf. Thus, all School Heads shall submit their OPCRfs to the HRMO for consolidation as the concerned office will be the one to facilitate the signing of the OPCRf by the Approving Authority.	OPCRfs with SDS as the Approving Authority		Rater, Approving Authority, District Administrative Officer II, SDS
Submission of OPCRf After the Office Performance Commitment and Review Forms (OPCRfs) have been signed by the Approving Authority, the Human Resource Management Office (HRMO) will collect a copy to be added to the School Heads' 201 personnel file. Following this, the HRMO will notify the Administrative Officer II (AO II) via the Records Section to collect their two remaining original copies. One of these copies will be stored at the District Office, while the other will be given to the school head for their personal records.	Three (3) copies of OPCRf of personnel	Once the OPCRfs are signed by the SDS	District Administrative Officer II, HRMO, Records Section
OPCRf consolidated ratings of personnel Summary of consolidated ratings of personnel per school/office and the entire district shall be submitted to the Planning Office	School and District Consolidated ratings of personnel (see Annex D)	The same with the Schedule of teaching and non-teaching personnel	Division Planning Officer

Annex C

**SCHEDULE OF TRANSMITTAL OF TEACHERS' IPCRFS FOR SIGNING BY THE
ASDS AS THE APPROVING AUTHORITY AND REVIEW, ASSESSMENT, AND
VALIDATION OF MOVs OF SCHOOL HEADS' OPCRf**

Schedule	District
July 7, 2025	San Isidro I, San Isidro II, Victoria, Allen I & Allen II Capul, San Vicente, San Antonio, Biri
July 8, 2025	Lavezares I, Lavezares II, Rosario, San Jose, Bobon, Catarman I, Catarman II, Catarman III
July 9, 2025	Catarman IV, Catarman V, Catarman VI, Lope de Vega, Mondragon I, Mondragon II, Mondragon III, Silvino Lubos, San Roque
July 10, 2025	Pambujan I, Pambujan II, Catubig I, Catubig II, Catubig III, Las Navas I, Las Navas II, Las Navas III, Laoang I
July 11, 2025	Laoang II, Laoang III, Laoang IV, Laoang V, Palapag I, Palapag II, Palapag III, Gamay I, Gamay II, Mapanas, Lapinig

Annex D

**SCHOOL/DISTRICT INDIVIDUAL PERFORMANCE MANAGEMENT AND REVIEW
FORM (IPCRF) CONSOLIDATED RATINGS**

School Year: _____

School/District: _____

School/District Head: _____

Number of personnel in the School/District: _____

No.	Name	Position	Numerical Rating	Descriptive Rating
1				
2				
2				

Signature over printed name
School/District