



*Republic of the Philippines*  
**DEPARTMENT OF EDUCATION**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
 Wangal, La Trinidad, Benguet 2601




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January 19, 2018

DIVISION MEMORANDUM: 027 s. 2018

To: **All Personnel**  
**Office of the Schools Division Superintendent**  
**School Governance and Operations Division**  
**Curriculum Implementation Division**  
**School Based Personnel**

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From:   
**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent

Subject: **SUBMISSION OF OPCRFs / IPCRFs PLAN FOR CY 2018, 2017 OPCRFs / IPCRFs / IPDPs, AND DPMT REVIEW SCHEDULE**

1. With reference to the calendar of activities in implementing the Results - Based Performance Management System (RPMS), the following schedule for CY 2018 and 2017 RPMS reports/forms/activities shall be enforced:

DUE DATE	REPORTS DUE/ACTIVITY	OFFICE/EMPLOYEES CONCERNED
January 31, 2018	A. Last day of submission of 2017 OPCRFs / IPCRFs with ratings and MOVs. B. Last day of submission of 2018 OPCRFs / IPCRFs Plan and IPDP.	All Division Personnel
February 13 - 15, 2018	A. PMT Review of the 2017 OPCRFs / IPCRFs with ratings and MOVs. B. Presentation, critiquing and summary ratings of 2018 OPCRFs / IPCRFs Commitments and Plans C. Consolidated file of approved copy of OPCRFs / IPCRFs and IPDP	DPMT Committee

2. Evaluation shall be done by the DPMT Committee (D.M. No.322, s. 2017) as Follows:

<b>NESTOR L. BOLAYO</b>	OIC – Assistant Schools Division Superintendent Chairperson
<b>JEANETTE I. KIONG</b>	Planning Officer III Member
<b>FLORINDA C. PAGOY</b>	Accountant III Member
<b>GLENN N. DUGUIS</b>	Administrative Officer V / NEU Representative Member
<b>WARDEN A. BALTAZAR</b>	Education Program Supervisor Member
<b>SIMON T. BACKIAN</b>	School Principal III PESPA President, Member
<b>WILBERT H. CUIDNO</b>	School Principal IV NAPSSI President, Member
<b>ANGEL C. BUDONG</b>	School Principal I BPSTEA Vice-President, Member
<b>OBSERVER</b>	Sonny E. Olas Division PTA Federation President
<b>SECRETARIAT</b>	Brylen A. Moresto SEPS - HRD Avelina T. Pepoa – Admin. Aide III / Araceli C. Sagubo – Admin. Assistant II

3. For information, guidance and compliance.