
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p>		<p>Document Code: SDO-GQF-QF-CID-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018</p>
<p>Division Memo No. <u>145</u> S. 2019</p>		<p>Name of Office: OSDS</p>	

To: Division Office Chiefs
PSDS/CP
All other concerned

MAY 15 2019



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



SUBJECT: GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)

DATE: MAY 15, 2019

1. Corollary to D.O. 2, s. 2015, Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS), the following are hereby reiterated:

a. Ratee, Rater and Approving Authority

	Ratee	Rater	Approving Authority
School Level			
1	School Heads (SP, HT and Identified TIC)	ASDS	SDS
2	Assistant Principals, Head Teachers as Department Heads, Master Teachers	School Head	Superintendent
3	Teachers 1-3 with MT/ HT-Dep't Head in the School	Master Teacher/ HT-Department Heads	School Head
4	Teachers 1-3 without MT/HT-Dep't Head	School Head	ASDS
5	Secondary School Teachers in Annex/ Extension Schools	School Head	School Head of Main School
6	School-based Non-teaching personnel	School Head	SDO AO V
7	School-based Nurses	School Head	SGOD Chief ES
Schools Division Office			

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1	Schools Division Superintendent	ARD	RD
2	Assistant Schools Division Superintendent	SDS	ARD
3	Chief Education Supervisors	ASDS	SDS
4	Education Program Supervisors	Chief of Division	ASDS
5	PSDSs / District Heads	CID Chief	ASDS
6	Legal Officer, ITO, Accountant, AO V, Budget Officer	ASDS	SDS
7	Section/ Unit Heads	Chief of Division	ASDS
8	Staff	Section/ Unit Heads	Chief/ Head of Division

- b. **Creation of a SDO Performance Management Sub-committee.** Considering the number of School Heads to be rated following the four RPMS cycles, a Division Performance Management Sub-committee shall be formed in each district to assist the ASDS to review the rating and the attached MOVs of schools' OPCRf. The following shall compose the committee membership:

Chairperson: Mr. Nestor L. Bolayo
 Co-chairperson: Public Schools District Supervisor/ District Heads
 Members: Representative, District Public School Teachers' Association
 Representative, District Association of School Heads
 School/ School Cluster Book Keeper

The sub-committee shall recommend the approval of the School OPCRf based on the perusal conducted and the co-chairperson shall affix signature, "Reviewed". For the personal professional improvement of the school head- ratee, the committee shall provide recommendations for improvement to the ratee to be reflected in the ratee's IPDP to be attached with the OPCRf. The co-chairperson shall also initial the IPDP under the name of the approving authority.

- c. **The School Performance Management Team.** Schools are reminded to establish a functional School PMT based on the RPMS-PPST Manual.
2. For information and compliance.