



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
 Wangal La Trinidad, Benguet



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Revision: 00

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**DIVISION MEMORANDUM No. 150 s. 2019**

Name of Office:  
**OSDS -SDS OFFICE**

To: **All Personnel**  
**Office of the Schools Division Superintendent**  
**School Governance and Operations Division**  
**Curriculum Implementation Division**  
**School Based Personnel**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**All Other Concerned**

MAY 20 2019

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

Subject: **ATTACHMENT OF OPCRFS / IPCRFs**

Date: **May 17, 2019**

1. With reference to the calendar of activities in implementing the Results - Based Performance Management System (RPMS), the Evaluation of the DPMT Committee shall be attached to the IPCRFs and OPCRFS. See template.
2. Evaluation shall be done by the DPMT Committee (D.M. No. 149, s. 2019) 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 Member
<b>GEORGINA C. DUCAYSO</b>	Education Program Supervisor Member
<b>SIMON T. BACKIAN</b>	School Principal III PESPA President, Member
<b>WILBERT H. CUIDNO</b>	School Principal IV NAPSSHI President, Member
<b>MARCELINO S. BALDO</b>	School Principal I BPSTEA President, Member
<b>FRANCISCO V. BAGUL-LO JR.</b>	NEU Representative Member
<b>OBSERVER</b>	Bernabe Wasen Division PTA Federation President
<b>SECRETARIAT</b>	Corazon C. Quipot EPS - HRD Mel W. Alingbas – Admin. Assistant II / Lizelle L. Lupante – Admin. Assistant II



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3. The PMT have the following functions and responsibilities: (DepEd Order no. 2, S. 2015)
  - a. The secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
  - b. The Planning Office shall ensure that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/Unit is rationalized;
  - c. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
  - d. Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grants of awards and incentives; and
  - e. PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.
  
4. For **IPCRF of SDO Personnel**, please **ATTACH** the **Evaluation** done by the **DPMT Committee** (D. M. No.      s. 2019). The sample template below:

**Reviewed by the Division PMT**

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

JEANETTE I. KIONG  
 Planning Officer III  
 Member

FLORINDA C. PAGOY  
 Accountant III  
 Member

GLENN N. DUGUIS  
 Administrative Officer V  
 Member

GEORGINA C. DUCAYSO  
 Education Program Supervisor  
 Member

SIMON T. BACKIAN  
 School Principal III  
 PESPA President, Member

WILBERT H. CUIDNO  
 School Principal IV  
 NAPSSHI President, Member

MARCELINO S. BALDO  
 School Principal II  
 BPSTEA President, Member

FRANCISCO V. BAGUL-LO JR.  
 Administrative Aide VI  
 NEU Representative, Member

CORAZON C. QUIPOT  
 EPS – HRD  
 Secretariat

NESTOR L. BOLAYO  
 OIC – Assistant Schools Division Superintendent  
 Chairperson



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- For **OPCRF of School Heads/Master Teachers**, please refer to D. M. 145, s. 2019 then **ATTACH** the **Evaluation** done by the **Division Performance Management Sub – committee** team. The sample template is shown below:

**Reviewed by the Division Performance Management Sub-committee**

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 District Public School Teachers' Association (PPSTA)  
 Member

\_\_\_\_\_  
 District Association of School Heads (PESPA/NAPSSHI)  
 Member/Representative

\_\_\_\_\_  
 School/School Cluster Book Keeper  
 Member/Secretariat

\_\_\_\_\_  
 Public Schools District Supervisor/District Heads  
 Co - Chairperson

NESTOR L. BOLAYO  
 OIC – Assistant Schools Division Superintendent  
 Chairperson

- Reiteration for the **submission of OPCRF/IPCRF PLAN** for the next rating period.
- Attach to **OPCRF/IPCRF** the **Individual Performance Development Plan/Development Plan (IPDP/DP)** for the next rating period.

Example: OPCRF/IPCRF for SY 2018 – 2019, attach SY 2019- 2020 IPDP.

- For information, guidance and compliance.