



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



DIVISION MEMORANDUM

No. 78, s. 2019

To: : Asst. Schools Division Superintendent
All Public Schools District Supervisors/In-Charge
School Heads of Senior High Schools/In-Charge
Unit Heads
All others concerned

From :  **MA. LORLINIE M. ORTILLO, CESO VI**
Schools Division Superintendent

Date : **May 3, 2019**

Subject : **Schedule of Submission of IPCRF and OPRCF of School Based Personnel and Composition of District Validating Teams**

1. In reference to the calendar of activities in implementing the Results-based Performance Management System (RPMS) as per DepEd Order No. 2, s. 2015, the submission of the summary of ratings per school shall be from May 27-31, 2019. The submission of OPRCF of schools shall be from June 10-21, 2019.
2. The summary of ratings must be signed by the school head, be duly noted by one of their respective Public Schools District Supervisors and shall be submitted to the Records Unit of this Division both in MS Excel format and printed copy (2 copies).
3. In order to facilitate the validation of the pertinent documents and accomplishments of outstanding employees, a District Validating Team for each district shall be tasked to validate accomplishments through MOVs which shall be contained in the employee's portfolio to be submitted on May 31, 2019 to the SGOD personnel assigned for each district.
4. The District Validating Team shall be composed of five (5) key personnel to be assigned for each of the five school districts. The PESPA and NAPPSPHIL President shall be a representing member through all the school districts.



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- One (1) District Supervisor
 - One (1) Education Program Supervisor
 - One (1) Personnel from SGOD
 - PESPA President of SDO Kabankalan for Elementary Level
 - School Head of the Outstanding Employee
 - NAPPSPHIL President of SDO Kabankalan for High School Level
5. For outstanding school heads, the Division PMT shall be the one tasked to evaluate accomplishments through MOVs which shall be contained in the portfolio of the school head to be submitted on June 21, 2019 to the PMT Secretariat.
 6. The District Supervisor assigned for each team shall stand as the team leader and the rest as members. The SGOD personnel shall serve as the secretariat of the team to record and consolidate portfolios to be validated and shall later endorse these to the Division PMT Secretariat through the Records Unit after the conduct of the validation.
 7. The composition of the District Validating Team for each district will be announced on a later date through memorandum.



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