

SOCCSKSARGEN REGION

December 1, 2022

REGION MEMORANDUM AD No. 49, s. 2022

RECONSTITUTION OF DEPED SOCCSKSARGEN REGIONAL PERFORMANCE MANAGEMENT TEAM (RPMT)

To: Asst. Regional Director Schools Division Superintendent General Santos City Functional Division Chiefs and Concerned Employees

- 1. Pursuant to DepEd Order 2, s. 2015, titled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) of the Department of Education," and institutionalization of DepEd Memorandum 14, s. 2022, titled "The DepEd Quality Management System Manual and Procedures and Work Instructions Manual," this Office hereby reconstitutes the **Regional Performance Management Team (RPMT)** to ascertain alignment of individual employee and functional divisions' performance with the Department's organizational vision, mission, strategic goals and outcomes,
- 2. Effective immediately, the RPMT shall be composed of the following:

Name	Position	Responsibility
Rebonfamil R. Baguio	Director III	Chair
Kathrine H. Lotilla	Chief Administrative	Co-Chair
	Officer- AD	
Glenn A. Bisnar	Chief Education	Member
	Supervisor, PPRD	
Ma. Lourdes A. Sanchez	Chief Administrative	Member
	Officer, FD	
Luz Lalli L. Ferrer	Chief Education	Member
	Supervisor, QAD	
Gilbert B. Barrera	Chief Education	Member
	Supervisor, CLMD	
Melinda A. Rivera	Chief Education	Member
	Supervisor, FTAD	
Peter Van Ang-ug	OIC-Chief Education	Member
	Supervisor, HRDD	
Napoleon J. Gio	Chief Education	Member
	Supervisor, ESSD	
Shirley G. Saur	EPS, PPRD	EPS Representative
Rommel G. Flores	SDS, General Santos City	PASS Representative



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Norman S. Valeroso	EPS, QAD	NEU Regional
		Representative
Luz Ronquillo	DECS-MPC - CSO	Observer
	Representative	
Joseph Russel M.	Supervising	Head, Secretariat
Farnazo	Administrative Officer -AD	
Emerin B. Astillero	Administrative Officer V	Member, Secretariat
Maricel B. Rodriguez	Administrative Officer IV	Member, Secretariat
Samsudin M. Paraid	Administrative Assistant I	Member, Secretariat
	–AD	
Kelvin Jay Losanes	Administrative Aide VI-AD	Member, Secretariat

- 3. The RPMT shall have the following functions and responsibilities:
 - 3.1 The secretariat at each level sets meetings of all Chiefs of Functional Divisions to discuss targets set in the Office Performance Commitment and Rating Form;
 - 3.2 The Planning Office shall ensure that performance targets and measures, as well as the budget are aligned with the agency and that work distribution of offices/units is rationalized.
 - 3.3 The RPMT recommends approval of the office performance commitment and rating of the Head of Agency;
 - 3.4 RPMT identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
 - 3.5 In addition to the tasks, the RPMT shall formulate localized guidelines affiliated with the equal opportunity policy, review the existing policies related to performance management system, processes and procedures including the crafting of the periodic tracking performance tools for adoption to gauge the performance of the employees against the office targets
- 4. For purposes of efficiency and ascertaining that the committee achieves its tasks, it can function even in the absence of the chairperson and/or co-chair. In this case, the remaining members of the committee can elect among themselves the temporary chair. Hence in the absence too of the chairperson, the co-chair can convene the committee and act on matters appropriate.



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- 5. Enclosed are the Performance Management System process flows for reference.
- 6. Immediate dissemination of and compliance with this Memorandum is directed.

CARLITO D. ROCAFOR T

Enclosure: As stated

Reference: DepEd Memorandum 33, s. 2014, DO 02, s. 2015

To be indicated in the <u>perpetual index</u> under the following subjects:

PERFORMANCE BENEFITS EMPLOYEES

 $KHL/AD-P/RM-RECONSTITUTION\ OF\ THE\ DEPED\ SOCCSKSARGEN\ REGIONAL\ PERFORMANCE\ MANAGEMENT\ TEAM\ (RPMT)\ OF\ THE\ RESULTS-BASED\ PERFORMANCE\ MANAGEMENT\ SYSTEM\ (RPMS)\ 035/December\ 1,\ 2022$





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Performance Management System Standard Operating Procedure (SOP) Process Flow for Planning and Commitment

Start Here

Step

Firm-up and approval of the year targets based on the 12 SOs and FDs 5-year target by the Top Management 3rd week of December



Communicate the year targets based on the 12 SOs and FDs 5-year target by the PPRD 3rd week of December



Step 4

Discussion & Agreement of the Rater and Ratee's OPCRF/IPCRF Last week of December



Step 3

Craft the
OPCRF/IPCRF based
on the 12 SOs and FDs
5-year target by FD to
be led by the FD Chief
Last week of December



Step 5 OPCRF presentation by FD Chief during the ProgCom for review Last week of December



Step

6

Signing of the OPCRF/IPCRF by section/FD Chief and RD

Last week of December



Outputs:

Approved Office Performance Commitment Review Form

Approved Individual Performance Commitment Review Form

Inputs:

12 Strategic Objectives

5-Year Targets by Functional Division

Step 7

Submission of approved OPCRF to PPRD & IPCRF to the AD-Personnel by the section/FD Chief Last week of December



End of Process



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Process Flow for Performance Monitoring and Coaching

(Quarterly Performance Monitoring and Coaching)

Start Here

Step 1

Rater and ratees review of IPCRFs performance targets against actual accomplishment by Functional Division for the quarter

Last month of every quarter



Step

2

Rater and ratees record the critical significant incidents through the use of Performance Monitoring and Coaching Form (PMCF) by Functional Division

Last month of every quarter



Rater analyses the results of the Performance Monitoring and Coaching Form (PMCF)

Last month of every quarter



Step

3

Ratee records accomplishment using the Journal of Accomplishment

Last month of every quarter



Step

Rater plans for the Mentoring and Coaching Plan

Last month of every



Step

6

Rater provides mentoring and coaching to ratees

January to December

Outputs:

Individual Journal of Accomplishments

Performance Monitoring and Coaching Form (PMCF)

End of Process



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Process Flow for Mid-Year Performance Review at the FD level

(Last week of July)

Start Here

Step 1

Ratee do self-rating ratees before the raterratee discussion review of IPCRFs' performance targets against actual mid-year accomplishment by Functional Division

3rd week of July



Step

2

Rater evaluates the ratees IPCRFs' performance targets against actual mid-year accomplishment by Functional Division

3rd week of July



Step



Rater and ratees record the critical significant incidents through the use of Performance Monitoring and Coaching Form (PMCF) by Functional Division

3rd week of July



Step

Rater and Ratees discuss the mid-year result rating

3rd week of July

Rater plans for the Mentoring and Coaching Plan

3rd week of July



Step

6

Ratee submits IPCRF rating results of mid-year performance to the rater and FD Chiefs submit to AD-Personnel

3rd week of July

End of Process

Outputs:

Individual Journal of Accomplishments

Performance Monitoring and Coaching Form (PMCF

IPCRF Mid-year rating results



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Process Flow for Mid-Year Performance Review - RPMT

(Last week of July)

Start Here

Step

FD Chief do self-rating before the RPMT review of OPCRFs' performance targets against actual mid-year accomplishment of the Functional Division

4th week of July



Step

RPMT conducts the midyear performance review of the OPCRFs of all Functional Division by evaluating the OPCRFs' performance targets against actual mid-year accomplishment of Functional Division

4th week of July





FD chiefs and RPMT discuss the critical significant incidents through the use of Performance Monitoring and Coaching Form (PMCF) by Functional Division

4th week of July



FD Chiefs and RPMT discuss and agree the rating results of the midyear performance by FD

4th week of July



RPMT consolidates the plans Performance Monitoring and Coaching Form (PMCF) by **Functional Division**

4th week of July



Step

RPMT through the Secretariat consolidates and submits the midyear performance rating review to the PPRD

4th week of July

End of Process

Outputs:

Individual Journal of Accomplishments Performance Monitoring and Coaching Form (PMCF)

OPCRF Mid-year rating results



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Process Flow for Year-End Performance Evaluation at the FD level

(2nd week of December)

Start Here

Step 1

Ratee do self-rating ratees before the raterratee evaluation of IPCRFs' performance targets against actual year-end accomplishment by Functional Division

2nd week of December



Step

2

Rater evaluates the ratees IPCRFs' performance targets against actual year-end accomplishment by Functional Division

2nd week of December



Step

4

Rater and ratees record using the Individual Development Plan by Functional Division

2nd week of December



Step

3

Rater and Ratees discuss and agree the year-end result rating, accomplishments and L&D needs

2nd week of December



Step 5

Ratees submit the Year-End IPCRF rating results, Individual Journal of Accomplishments and IDP to the rater by Functional Division

2nd week of December



Step

6

Rater consolidates and submits IPCRF rating results of year-end performance to the AD-Personnel, Outstanding performances to PRAISE Committee for Reward and Recognition and IDP to HRDD.

2nd week of December

End of Process

Outputs:

Individual Journal of Accomplishments Individual Development Plan IPCRF year-end rating results



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Process Flow for Year-end Performance Evaluation - RPMT

(2nd week of December)

Start Here

Step 1

FD Chief do self-rating before the RPMT evaluation of OPCRFs' performance targets against actual year-end accomplishment of the Functional Division

2nd week of December



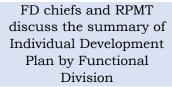
Step

2

RPMT conducts the yearend performance
evaluation of the OPCRFs
of all Functional Division
by evaluating the
OPCRFs' performance
targets against actual
year-end
accomplishments of
Functional Division

2nd week of December

Step 4



2nd week of December



Step

FD Chiefs and RPMT discuss and agree the rating results of the yearend performance by FD

2nd week of December



Step 5

RPMT through the
Secretariat consolidates &
submits the summary of
IDP by Functional
Division to the HRDD &
HRDC

2nd week of December



Step

6

RPMT endorses outstanding performances of FD to the PRAISE Committee for Rewards and Recognition

2nd week of December

Outputs:

FD Journal of Accomplishments Summary of IDP OPCRF Year-End rating results **End of Process**



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