

Division Memorandum

No. 185 s. 2019

To: **PSDS/ DICs/ Principals/ HTs
 Chiefs, Unit Heads, Teachers, Non-Teaching Personnel**

From: **MARILOU B. DEDUMO, Ph.D., CESO V**
 Schools Division Superintendent

Subject: **RPMS Calendar of Activities**

Date: April 10, 2019

1. The office hereby reiterates the RPMS Calendar of Activities hereto attached to strictly follow the 4 phases cycle of Results – Based Performance Management System (RPMS) per D.O no. 2 s. 2015 both School – Based and Non – School Based Personnel
2. For information guidance and compliance.

RPMS CALENDAR
 (Ref. DO No. 2 s. 2015)

Phase	Activities	Time Frame	
		School-Based Personnel	Non-School Based Personnel
Phase I	-Performance Planning & Commitment <ul style="list-style-type: none"> • Defining Key Result Area (KRA) setting objectives, timeline, assigning-weight, identifying performance indicators. • Demonstration of competencies, reaching agreement 	May	December
Phase II	-Performance Monitoring & Coaching <ul style="list-style-type: none"> • Mid-year renew • Performance Monitoring • Coaching & feedback mechanism • Calibrations & adjustments 	October	July
Phase III	-Performance Review & Evaluation <ul style="list-style-type: none"> • Year-end review • Performance Monitoring • Coaching & Feedback • Agreement of Final Rating 	March	December

Phase IV	-Performance Rewarding & Developmental Planning <ul style="list-style-type: none"> • Identify & discuss the individuals strengths & developmental needs • Provide qualitative comments, observations & recommendations. • Identify interventions & timeline & resources needed 	Year-round	Year-round
----------	--	------------	------------