



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
 City of San Jose del Monte



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January 15, 2018

**DIVISION MEMORANDUM**

No. 12, s. 2018

To: ALL SCHOOLS DIVISION OFFICE PERSONNEL

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)**

1. This Office informs that the 2017 Individual Performance Commitment and Review Form (IPCRF) of all SDO Personnel is due for submission to the respective Approving Authorities on or before January 31, 2018.
2. It is expected that both rater and ratee have come to an agreement on a fair and acceptable score/rating for the ratee.
3. All concerned are reminded of the following provisions of DepEd Order No. 2, s. 2015:

a. Table 2: The RPMS Rating Scale (Sec. 5, Letter C, No. 41)

Numerical Rating Scale	Descriptive Rating Scale	Description of Meaning of Rating
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence. <i>(Role Model)</i>
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives, and targets were achieved above the established standards. <i>(Consistently demonstrates)</i>
3	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met. <i>(Most of the time demonstrates)</i>
2	Unsatisfactory	Performance failed to meet expectations and/or one or more of the most critical goals were not met. <i>(Sometimes demonstrates)</i>
1	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. <i>(Rarely demonstrates)</i>

b. Determining the Overall Rating for Accomplishments (Sec. 5, Letter C, No. 44)

The overall rating for accomplishments shall fall within the following adjectival ratings and shall be in three (3) decimal places.

Range	Adjectival Rating
4.500 – 5.000	Outstanding
3.500 – 4.499	Very Satisfactory
2.500 – 3.499	Satisfactory
1.500 – 2.499	Unsatisfactory
Below 1.499	Poor

4. As adapted from Annex A on Page 18 of the same DepEd Order, the following shall apply in this Schools Division:

Ratee	Rater	Approving Authority
Schools Division Superintendent (SDS)	Assistant Regional Director	Regional Director
Assistant Schools Division Superintendent (ASDS)	SDS	Assistant Regional Director
Chief of Division	ASDS	SDS
Section Chief/Unit Head	ASDS	SDS
Education Program Supervisor, PSDS	Chief of Division	ASDS
SEPS, Medical Staff	ASDS	SDS
All Other Staff	Section Chief/Unit Head	SDS/ASDS

5. For immediate dissemination and compliance.

[Signature]  
**GERMELINA H. PASCUAL, CESO V**  
 Schools Division Superintendent