



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

October 25, 2022

**DIVISION MEMORANDUM**

No. 339 2022

To: SGOD, CID and OSDS  
Public Elementary and Secondary School Heads  
All others Concerned

**SUBMISSION OF PROJECT DESIGN AND COMPLETION REPORT ON  
THE CONDUCT OF THE RESULTS- BASED PERFORMANCE  
MANAGEMENT SYSTEM (RMPS) CYCLE FOR SCHOOL YEAR 2022-2023**

1. In adherence to the DepEd Order No. 034 s. 2022 on School Calendar and Activities for the School Year 2022-2023 and in support of DepEd Memorandum No. 004 s. 2022 entitled Implementation of the Results-Based Performance Management System-Philippines Professional Standards for Teachers for School Year 2021-2022 and DepEd Order No. 2 s. 2015 entitled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education.
2. The Schools Division Office requires all school heads and staff to conduct the four phases of the RPMS Cycle as follows:

Phase I-	Performance Planning and Commitment
Phase II-	Performance Monitoring and Coaching
Phase III-	Performance Review and Evaluation
Phase IV-	Performance Rewarding and Development Planning
3. For those who prepared the required documents for phase 1 using their school format with attachments, they need to upload them to the given Google link. However, the template will be downloaded from the given link (*see attached Annex A*) for those who need to prepare the project design and completion report for the following phases. For more details, please refer to the above DepEd Orders and Memorandum for implementing the RPMS cycle.

4. For queries and additional information, please contact the SGOD HRTD Section through cellular number 09454073405 or email address [mariamedea.vallejo@deped.gov.ph](mailto:mariamedea.vallejo@deped.gov.ph).
5. Immediate dissemination and strict compliance to this Memorandum of all concerned is required.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent 



**Address:** BCS Compound, Purok 2 Bulanao Norte, Tabuk City  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>

Phases of RPMS Cycle	Task/Activity	Person (s) Responsible	Schedule of Implementation	Downloadable Project Design and Completion Report Template	OPCR Rating (Timeliness)	Schedule of Submission of Evidence Requirements (ERs) to get a rating of 5 in the OPCR	Upload to Google Drive
Phase I Performance Planning and Commitment	Start of RPMS cycle and start of portfolio collection	School Head, Rater and Ratee	August 1, 2022	<a href="https://bit.ly/3RMPS">https://bit.ly/3RMPS</a> CYCLE	5- Submitted online the completion report 3-4 working days after the conduct of the activity	November 2-7, 2022  or earlier	<a href="https://bit.ly/3phase1">https://bit.ly/3phase1</a>
	Self-Assessment with Initial Development Planning	School Head, Rater and Ratee	September-October 2022		4- Submitted online the completion report 5-6 working days after the conduct of the activity		<a href="https://bit.ly/3PHASE2">https://bit.ly/3PHASE2</a>
	Midyear Review and Assessment	School Head, Rater and Ratee	February 2023		3- Submitted online the completion report 7-8 working days after the conduct of the activity	July 3-6, 2023  or earlier	<a href="https://bit.ly/3PHASE3">https://bit.ly/3PHASE3</a>
Phase II Performance Monitoring and Coaching	Performance Monitoring and Coaching		August 22-June 2023				
Phase III Performance Review and Evaluation	Year End Review and Assessment of Portfolio and Computation of Final Rating	School Head, Mentor and Mentee	July 24-28, 2022				

Phase IV Performance Rewarding and Development Planning	Ways forward and Development Planning	School Head, Mentor and Mentee	July 24-28, 2022		2- Submitted online the completion report 8-9 working days after the conduct of the activity	August 16-21, 2023 or earlier	<a href="https://bit.ly/3PHASE">https://bit.ly/3PHASE</a>
	IPCRF/ OPCRF Collection Data	School Heads/ Raters	July- 17 to August 15, 2023	<a href="https://bit.ly/3RMPS">https://bit.ly/3RMPS</a> CYCLE	1-Submitted online the completion report 10-12 working days after the conduct of the activity		



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2. Training Materials				
Total				

## **V. MONITORING AND EVALUATION**





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

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**ACCEPTANCE SHEET**  
**(Program Completion Report)**

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Title of Learning and Development

Prepared by:

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**Proponent**

Accepted:

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**School Head**



**Republic of the Philippines**  
**Department of Education**

Cordillera Administrative Region

**Schools Division office**

*District*

*School*

*(RM No. 423 s. 2019 & DM No. 89s. 2021)*

**COMPLETION REPORT TEMPLATE**

<b>Program Title:</b>									
<b>Facilitator(s):</b>									
<b>Location and Venue:</b>									
<b>Duration:</b>									
<b>Date:</b>									
<b>No. of Participants</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Male</td> <td style="width: 33%; text-align: center;">Female</td> <td style="width: 33%; text-align: center;">Total</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>			Male	Female	Total			
Male	Female	Total							
	<i>Attach list of participants per learning area (Attachment 1)</i>								
<b>Summary of Attendance</b>	<i>Attach attendance sheets (Attachment 2)</i>								
<b>Executive Summary</b>									
<b>Program Objectives</b>									
<b>Program Schedule/ Matrix/Design</b>									
<b>Key Results</b>									
<b>Resources Materials</b>									
<b>M &amp; E Analysis</b>									
<b>General Comments and Issues Encountered</b>									
<b>Recommendations</b>									
<b>Financial Report</b>									
<b>Program Report Attachments</b>									



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