Office of the Schools Division Superintendent

September 27, 2023

DIVISION MEMORANDUM
No. _478_, s. 2023

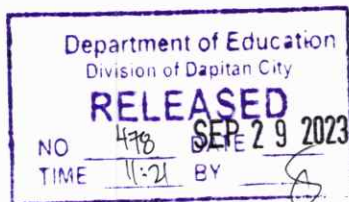### SUBMISSION OF APPROVED RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEMS (RPMS) TOOLS OF SCHOOL HEADS, HEAD TEACHERS, AND NON-TEACHING PERSONNEL IN THE SCHOOLS FOR SY 2022-2023

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
All Others Concerned
This Division

1. In preparation for the **Professional Development Program (PDP)**, this division is requesting all *Public Schools District Supervisors (PSDSs)/Principals In-Charge of the District (PICDs)* to facilitate the submission of the following;
   a. Complete set and approved OPCRFs of all school heads;
   b. Complete set and approved IPCRFs of heads teachers and non-teaching personnel in the school.
   c. Summary of Rating, Development needs, and Frequency distribution.

2. All school heads, head teachers, and non-teaching personnel in school are requested to fill out the Google form for their 5 priority development needs based on Part IV of the OPCRFs/IPCRFs through this link: https://bit.ly/SchoolHeadsDevelopmentNeeds. **The link will be open until 5:00 PM on October 2, 2023.**

3. The deadline for the submission of hard copies of the reports will be on October 4, 2023, to the division office.

4. Attached herewith are all copies of templates for your ready reference.

5. For queries or clarifications, you may contact HRDS-SEPS Michelle V. Torres of the SGOD-HRDS at telephone no. 09982945472 or email at michelle.torres@deped.gov.ph.

6. For your information and compliance.

For the Schools Division Superintendent

ROSALIO B. CONTURNO, JR. PhD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
NO 478 DATE SEP 2 9 2023
TIME 11:21 BY

Sunset Boulevard, Dawo, 7101 Dapitan City
(065) 917-5113
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depeddapitancity.net
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Performance Rating

School Year 2022-2023

NO.	FULL NAME	POSITION	NUMERICAL RATING	DESCRIPTIVE RATING

Prepared by: Approved:

_____   _____

Republic of the Philippines

Department of Education

REGION IX, ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF DAPITAN CITY

Development Needs

School Year 2022-2023

#	Name	Position	Strengths	Development Needs/Weaknesses	Timeline	Remarks/Training Needs

Prepared by:

Approved:

Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

FREQUENCY DISTRIBUTION OF DAPITAN CITY ON TRAINING NEEDS
School Year 2022-2023

TRAINING NEEDS	Name of School											TOTAL	Rank
A. Core Behavioral Competencies (for school heads, head teachers, and non-teaching)													
Self-Management													
Professionalism & Ethics													
Results Focus													
Teamwork													
Service Orientation													
Innovation													
B. Core Skills (for non-teaching personnel only)													
Oral Communication													
Written Communication													
Computer/ICT Skills													
D. Leadership Competencies (for school heads only)													
Leading People													
People Performance Management													
People Development													
TOTAL													