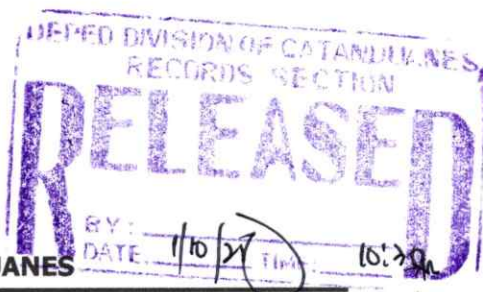




Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

TO : **Section Chiefs**
Public Schools District Supervisors/
In-Charge of the Districts
All Other Concerned

FROM : **SUSAN S. COLLANO**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **SUBMISSION OF PRIME – HRM/MOVs**

DATE : **January 7, 2022**

1. In compliance with the PRIME – HRM Requirements/MOVs under Performance Management, I hereby request every section/functional division to furnish the committee c/o Romel G. Petajen, CID Chief with the following documents **on or before January 17, 2022.**

- I. Governance
 - a. Performance Review Summary of Ratings (Hard Copy)
 - b. Performance Ratings (MS Excel Format – Soft Copy)
 - c. Individual Development Plans
- II. Performance Planning and Commitment
 - a. Accomplished IPCRF Target (IPCRF – no rating with signature of rater and rate)
 - b. Minutes/Narrative Report of Target Setting
 - Memorandum
 - Program of Activities/Matrix
 - c. Compendium of Duties and Functions/Job Description
- III. Performance Monitoring and Coaching
 - a. Monthly Individual and Unit Accomplishment Reports
 - b. Coaching Reports
- IV. Performance Review and Evaluation
 - a. Validated OPCR/PCRF/IPCRF
 - b. Minutes of Performance Review Meeting



- Monthly
- Quarterly
- Annually

c. Minutes of Meeting in Monitoring the alignment of individual and unit performance assessment.

V. Performance Development Planning

a. Individual Development Plan

b. Accomplishment Report on Coaching and Mentoring Sessions

2. Soft copies of documents shall be submitted to cidoffice.ctd@deped.gov.ph.
3. For immediate dissemination and guidance.

Encl.:

References:

To be indicated in the Perpetual Index
Under the following subjects:

rgp/ SUBMISSION OF PRIME – HRM/MOVs/UM 001/ January 7, 2022

